



Department Order No. 2017 - 27

GUIDELINES FOR THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2016

Pursuant to Joint Memorandum Circular (MC) Nos. 2016-1 and 2016-2 dated 12 May and 12 October 2016, the following guidelines are hereby adopted in the grant of Performance-Based Bonus (PBB) for FY 2016:

I. DELIVERY UNITS

There shall be four (4) delivery units representing the sectors in the functional organizational structure of the Department, namely: (1) Tourism Development Planning, (2) Administration & Special Concerns, (3) Tourism Regulation, Coordination and Resource Generation, and (4) Public Affairs, Communications & Special Projects.

II. CRITERIA AND RATING OF DELIVERY UNITS

Delivery units shall be ranked based on their physical performance and utilization of the allocated budget for FY 2016.

A. Physical Performance

Each Sector shall be measured in accordance with the targets they have committed under the Organizational Performance Indicator Framework (OPIF) of the Department that correlates to the Major Final Outputs (MFOs). The performance indicator which define the standards of performance in terms of quantity, quality, and timeliness or cost shall be used as the measurement tool. The rate of accomplishment is the ratio of the actual performance over target. The final rating obtained by each office in the sector is calibrated into equivalent rating as shown in the table below:

Accomplishment Rate	Equivalent Rating
150 % & up	100%
131-149%	98%
121-130%	96%
111-120%	94%
101-110%	92%
90-100%	90%
80-89%	86%
70-79%	82%
60-69%	78%
50-59%	74%
49% & below	70%

B. Budget Utilization Rate (BUR)

Budget utilization pertains to the obligation of allocated funds in the GAA for a given program/activity/project (PAP) of an office. The work and financial plan submitted by an office serves as the basis for obligating funds to any undertaking. The rate of budget utilization is computed as the ratio of obligation against allotment available in FY 2016 for a given office.

The BUR of an office in a sector is calibrated into its equivalent rating based on the funds obligated vis-a-vis the budget allocated for a given office - whether an office is under spending and over spending.

Budget Utilization Rate	Equivalent Rating
90-100%	90%
101-110% / 80-89%	86%
111-120% / 70-79%	82%
121-130% / 60-69%	78%
131-140% / 50-59%	74%
141% & up / 49% & below	70%

III. RANKING OF DELIVERY UNITS AND RATES OF THE PBB

The four sectors of the DOT shall be ranked according to the total rating of their physical performance and budget utilization rate. The sector with the highest rating is named the Best Delivery Unit, the second with highest rating shall be the Better Delivery Unit, and the third and fourth sectors shall be the Good Delivery Units.

Provided below is the performance bonus to be received by the personnel belonging to the best, better and good delivery units.

Ranking	Performance Category	PBB as Percentage of Basic Salary
Top 10%	Best Delivery Unit	65.0%
Next 25%	Better Delivery Unit	57.5%
Next 65%	Good Delivery Unit	50.0%

IV. PERSONNEL ELIGIBLE TO RECEIVE THE PBB

1. First and Second Level employees who have obtained a rating of at least "Satisfactory" in accordance with the Department Strategic Performance Management System (SPMS), as approved by CSC.

2. Third Level officials who have obtained a rating of at least "Satisfactory" in the Career Executive Service Performance Evaluation System (CESPES). However, release of the PBB shall be contingent on the release of CESPES results.
3. Other officials performing managerial and executive functions who are not presidential appointees who obtained at least a rating of "Satisfactory" in accordance with the Department's SPMS.
4. Personnel on detail to another government agency for six (6) months or more who obtained a "Satisfactory" rating as manifested by the recipient agency.
5. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
6. An official or employee who has rendered a minimum of nine (9) months of service for FY 2016 with at least "Satisfactory" rating.
7. An official or employee who rendered less than nine (9) months but with a minimum of three (3) months of service and with at least "Satisfactory" rating. The grant of PBB, in this case, shall be on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following justifies the qualification of an employee who did not meet the nine-month actual service requirement for the grant of PBB on a pro-rata basis:

- a. Newly-hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
8. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible for PBB.

9. Personnel found guilty of administrative and/or criminal cases for FY 2016 by final and executory judgment shall not be entitled to the PBB. However, if the penalty meted out to an employee is only a reprimand, such shall not cause his/her disqualification to the PBB.
10. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) shall not be entitled to the PBB.
11. Officials and employees who failed to liquidate their cash advances for FY 2016 as of December 2016 shall not be entitled to the PBB.
12. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the FY 2016 PBB.

For the guidance of all concerned.

15 March 2017.



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Secretary



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