

Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

For : **ALL DIVISIONS**

Subject : **GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2015 UNDER EXECUTIVE ORDER (EO) NO. 80**

Date : **OCT 27 2015**

Please see attached AO 25 Memorandum Circular No. 2015-01, dated August 12, 2015 (with the same subject).

Please note that for employees to become eligible for the FY 2015 Performance-Based Bonus, the following should be complied with:

1. At least 90% of each of the Congress-approved performance targets¹ should be achieved;
2. **The CSC-approved Strategic Performance Management System (SPMS) for rating and ranking should be used;**
3. Employees belonging to the First and Second Levels should receive a rating of **at least “Satisfactory”** based on the agency’s CSC-approved **SPMS;**
4. An employee who has rendered a **minimum of nine (9) months of service** during the fiscal year who gets a minimum rating of “Satisfactory” may be eligible for the full grant of the PBB;
 - An employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of PBB on a pro-rata basis
5. Personnel found **guilty of administrative and/or criminal cases** filed against them and meted penalty in FY 2015 shall not be entitled to the

¹ **CASES:**

Quantity = 90% of new cases are acted upon

Timeliness = 90% of new cases are acted upon within thirty (30) days

Quality = 90% of client agencies rate the OSG as Satisfactory

SCN:

Quantity = 90% of SCN petitions acted upon

Timeliness = 90% of SCN petitions acted upon within the period prescribed under Republic Act No. 9139

PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB; and,

6. Officials and employees who **failed to submit the 2014 SALN** shall not be entitled to the FY 2015 PBB.

In this regard, we urge everyone to strictly comply with the performance targets and submission of the SPMS rankings and other documentary requirements.

Moreover, the ranking system would be as follows:

- 1) **Performance Evaluation** – employees shall be rated with the following evaluation systems:

60%	Old PEF (January to July 2015)
40%	SPMS Form (August to December 2015)

- 2) **Forced Ranking** – rating shall be done per service or division:

If the OSG is ranked as Best Agency²:

RANKING	INDIVIDUAL PERFORMANCE CATEGORY
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

If the OSG is ranked as Better Agency:


RANKING	INDIVIDUAL PERFORMANCE CATEGORY
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

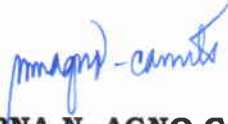
² The DOJ attached agencies are ranked based on the performance indicators (in footnote no. 1) of such agencies. Last year, the Best Agency was the Philippine Commission on Good Governance (PCGG), followed by the OSec, Bureau of Corrections (BuCor), and Bureau of Immigration (BI), as Better Agencies.

If the OSG is ranked as Good Agency:

RANKING	INDIVIDUAL PERFORMANCE CATEGORY
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

For your information and guidance.


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Chairperson, PMT


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