



REPUBLIC OF THE PHILIPPINES  
**Office of the Solicitor**

## MEMORANDUM

**To** : **ALL DIVISIONS/SERVICES**

**From** : **JOSE C. CALIDA**  
Solicitor General

**Subject** : **GUIDELINES IN THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2016 UNDER EXECUTIVE ORDER NO. 80 AND EO NO. 201**

**Date** : **October 30, 2016**

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Pursuant to Memorandum Circular No. 2016-01 dated May 12, 2016 and Memorandum Circular No. 2016-02 dated October 12, 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the Office of the Solicitor General adopts the following guidelines in the grant of the PBB:

### A. ELIGIBILITY

The following employees are entitled to the full amount of PBB for FY 2016:

1. those who have achieved the Congress-approved performance targets;<sup>1</sup>
2. those belonging to the First and Second levels who have received at least a "Satisfactory" rating based on the OSG's Strategic Performance Management System (SPMS); and
3. those who rendered at least nine months of actual service.

Those who have rendered a minimum of three months but less than nine months of actual service in the OSG shall be eligible for the grant of PBB on a *pro-rata* basis:

<b>LENGTH OF ACTUAL SERVICE</b>	<b>% OF PBB</b>
8 months but less than 9 months	90%
7 months but less than 8 months	80%

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<sup>1</sup> CASES: Quantity = 94% of new cases are acted upon  
Timeliness = 90% of new cases are acted upon within 30 days  
Quality = Client agencies gave the OSG a Very Satisfactory Rating

SCN : Quantity = 100% of SCN petitions are acted upon  
Timeliness = 100% of SCN petitions are acted upon within the period prescribed  
under R.A. No. 9139

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 employees are not eligible to receive PBB:

- (a) those who assumed office after October 2, 2016;
- (b) those who were found guilty in administrative or criminal cases and meted penalties in FY 2016. If the penalty imposed is only a reprimand, it shall not disqualify the employee from receiving the PBB;
- (c) those who failed to submit their 2015 Statement of Assets and Liabilities and Net Worth as prescribed in CSC Memorandum Circular No. 3, s.2015;
- (d) those who failed to liquidate cash advances received in FY 2016 within the period required by the Commission on Audit; and
- (e) those who failed to submit their complete SPMS Forms: IPCR/DPCR/OPCR (including attachments) forms for January to June 2016 and IPCR/DPCR/OPCR (including attachments) forms for July to December 2016 without justifiable reason, unless they are on approved leave during the rating period.

## **B. SYSTEM OF RANKING**

### 1. Performance Evaluation

Employees shall be rated based on the CSC-approved SPMS.

### 2. Delivery Units

Employees are grouped into delivery units based on Memorandum Circular No. 2016-02 dated October 12, 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems. The Delivery Units will be ranked based on the OPCR of the delivery units.

- a. Delivery Unit 1: Financial Management Service
- b. Delivery Unit 2: Case Management Service
- c. Delivery Unit 3: Docket Management Service
- d. Delivery Unit 4: Human Resources Management and Administrative Service
- e. Delivery Unit 5: Secretariat (including the Internal Audit and Planning

## Divisions)

- f. Delivery Unit 6: Cezar Bengzon Division
- g. Delivery Unit 7: Gregorio Araneta Division
- h. Delivery Unit 8: Quintin Paredes Division
- i. Delivery Unit 9: Alexander Reyes Division
- j. Delivery Unit 10: Roman Ozaeta Division
- k. Delivery Unit 11: Antonio Villareal Division
- l. Delivery Unit 12: Ignacio Villamor Division
- m. Delivery Unit 13: Pompeyo Diaz Division
- n. Delivery Unit 14: Felicisimo Feria Division
- o. Delivery Unit 15: Querube Makalintal Division
- p. Delivery Unit 16: Ramon Avanceña Division
- q. Delivery Unit 17: Sixto Dela Costa Division
- r. Delivery Unit 18: Juan Liwag Division
- s. Delivery Unit 19: Antonio Barredo Division
- t. Delivery Unit 20: Pedro Tuazon Division
- u. Delivery Unit 21: George Harvey Division
- v. Delivery Unit 22: Rafael Corpus Division
- w. Delivery Unit 23: Serafin Hilado Division
- x. Delivery Unit 24: Ricardo Galvez Division
- y. Delivery Unit 25: Sedfrey Ordoñez Division
- z. Delivery Unit 26: Manuel Lim Division
- aa. Delivery Unit 27: Felix Antonio Division
- bb. Delivery Unit 28: Felix Bautista Division
- cc. Delivery Unit 29: Lorenzo Tañada Division
- dd. Delivery Unit 30: Felix Makasiar Division

### 3. Forced Ranking of Delivery Units

The performance rating of a delivery unit is the average of the OPCR of the respective Delivery Unit for FY 2016. The ranking distribution of the delivery units is as follows:

<b>Ranking</b>	<b>Performance Category</b>	<b>Number of Delivery Units</b>
Top 10%	Best Delivery Unit	3
Next 25%	Better Delivery Unit	8
Next 65%	Good Delivery Unit	19

In the case of a tie, the Solicitor General shall break the tie based on the Accomplishment Report that will be submitted by the respective Heads of the Delivery Units.

There will be no individual ranking within a delivery unit. An employee who belonged to more than one delivery unit will be assigned to the delivery unit where the individual stayed the longest. The PBB rates of employees shall depend on the performance ranking of their delivery unit and shall be based on each employee's monthly basic pay as of December 31, 2016 which shall not be lower than Php 5,000.00:

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Pay as of December 31, 2016</b>
Best Delivery Unit/Performer	65%
Better Delivery Unit/Performer	57.5%
Good Delivery Unit/Performer	50%

The PMT shall validate final ratings in the OPCR or DPCR and shall have the authority to rectify final ratings based on the IPCRs in case of disputes or perceived discrepancies.

This memorandum supersedes all previously issued memoranda.

**JOSE C. CALIDA**  
Solicitor General