



Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

To : ALL DIVISIONS AND SERVICES

**From : JOSE C. CALIDA
SOLICITOR GENERAL**

**Subject : GUIDELINES IN THE GRANT OF THE
PERFORMANCE-BASED BONUS FOR FY 2018
UNDER EO NO. 80, s. 2012 and EO NO. 201, s.
2016**

Date : September 3, 2018

Pursuant to Memorandum Circular No. 2018-01 dated May 28, 2018 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 Performance-Based Bonus:

A. ELIGIBILITY

The following employees are entitled to the full amount of the PBB for FY 2018:

1. those who have achieved the Congress-approved performance targets;¹
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 have 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:

¹ CASES: Quantity = 97% of new cases are acted upon
Timeliness = 98% of new cases are acted upon within 30 days
Quality = 100 % of Client agencies gave the OSG at least 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

LENGTH OF ACTUAL SERVICE	% OF PBB
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 employees are not eligible to receive the PBB:

- (1) those who assumed office after October 2, 2018;
- (2) those who are on vacation or sick leave, with or without pay for the entire year;
- (3) those who were found guilty by final and executory judgment in FY 2018 in administrative or criminal cases, provided that if the penalty imposed is only a reprimand, the employee shall not be disqualified from receiving the PBB;
- (4) those who failed to submit their 2017 Statement of Assets and Liabilities and Net Worth as prescribed in CSC Memorandum Circular No. 3, s.2015;
- (5) those who failed to liquidate cash advances received in FY 2018 within the period required by the Commission on Audit as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009;
- (6) those who failed to submit their complete SPMS Forms such as IPCR/DPCR/OPCR forms (including their attachments) for January to June 2018 and for July to December 2018 without a justifiable reason, unless they are on approved leave during the rating period;

The OPCR and DPCR shall include all the IPCRs of the members of the legal divisions and administrative services.

The heads of the divisions and services shall ensure the submission of the IPCRs of their members.

(7) those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;

(8) those responsible for the non-compliance with audit recommendations of prior years;

(9) those responsible for the ISO Certification if the OSG fails to be certified by an International Certifying Body accredited by the International Accreditation Forum (IAF) by December 31, 2018

(h) those responsible for the posting and dissemination of the OSG's system of ranking performance of delivery units, if the OSG fails to comply.

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 which will be ranked based on their OPCR's, as required under Memorandum Circular No. 2018-01 dated May 28, 2018:

- a. Delivery Unit 1: Financial Management Service
- b. Delivery Unit 2: Case Management Service
- c. Delivery Unit 3: Docket Management Service including the Archives Section
- 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 (including the Special Committee on Naturalization Technical Working Group)
- 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
- ee. Delivery Unit 31: Frank Chavez 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 2018. There will be a separate ranking for two clusters: Cluster 1: (Legal Divisions, including the Secretariat) and Cluster 2: (HRMAS, DMS, FMS and CMS).The ranking distribution of the delivery units is as follows:

Ranking	Performance Category	Total Number of Delivery Units (Services)	Total Number of Delivery Units (Legal Divisions & Secretariat)	Total Number of Delivery Units
Top 10%	Best Delivery Unit	1	2	3

Next 25%	Better Delivery Unit	1	7	8
Next 65%	Good Delivery Unit	2	18	20

A Service should accomplish at least 98% of its Targets to be able to qualify to be a Best Delivery Unit. A Service should accomplish at least 95% of its Targets to be able to qualify to be a Better Delivery Unit. In case, none of the services qualify as the Best or Better Delivery Unit, the respective slots allocated as shown in the ranking distribution above will be given to the cluster of legal divisions and Secretariat.

In the case of a tie, the Solicitor General shall break the tie based on the Accomplishment Report to 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 considered as part of 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, 2018. For employees separated from OSG due to transfer, resignation, or retirement, the rate shall be based on their monthly basic pay at the time they were separated from OSG:

Performance Category	PBB as % of Monthly Basic Pay as of December 31, 2018
Best Delivery Unit/Performer	65%
Better Delivery Unit/Performer	57.5%
Good Delivery Unit/Performer	50%

In case of disputes or perceived discrepancies, the PMT shall validate the final ratings in the OPCR or DPCR and shall have the authority to rectify final rating reflected on the IPCRs.

This memorandum supersedes all previously issued memoranda.

JOSE C. CALIDA
Solicitor General *and*

