



Guidelines on System of Rating and Ranking for the Performance Based Bonus (PBB) of the Philippine Coconut Authority (PCA)

I. LEGAL BASES

1. Governance Commission for GOCCs (GCG) Memorandum Circular (MC) No. 2019-02 dated 25 July 2019, Interim Performance-Based Bonus (PBB) and GCG MC No. 2021-02, dated 06 September 2021, Good Governance Condition (GGCs) and Other Conditions and Requirements (OCRs) for the Grant of Interim Performance-Based Bonus (PBB)
2. Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems (IATF) MC 2021-1 dated 03 June 2021, Guidelines on the Grant of Performance Based Bonus for Fiscal Year 2021 under Executive Order (EO) No. 80 series of (s.) 2012 and EO No. Order 201 s. 2016.

II. PURPOSE

This Guideline is issued to provide the basic policies and procedure in the ranking and distribution of PBB to PCA officials and employees based on eligibility, distribution, and ranking criteria in accordance with the above-cited legal bases.

III. COVERAGE

All Officers and Employees who occupy regular Plantilla positions and those occupying positions in the Department of Budget and Management (DBM)-approved contractual staffing pattern are covered by this Guideline.

IV. GUIDELINES

A. Eligibility of Individuals

1. Employees belonging to the First, Second, and Third Levels should receive at least "Satisfactory" rating based on the agency's Civil Service Commission (CSC)-approved Strategic Performance Management System (SPMS).
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
3. Personnel who transferred from one government agency to another agency shall be rated 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.
4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the officials/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.



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5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
6. An official or employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of 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 are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis.

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and
 - h. Sabbatical Leave; and
 - i. Other leaves provided by Law.
7. An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.
 8. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in PBB for the applicable year shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 9. Officials and employees who failed to timely submit the latest Statement of Assets, Liabilities, and Net Worth (SALN) as prescribed in the rules provided under CSC MC No. 3, s. 2015, those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.
 10. Officials and employees who failed to liquidate all cash advances received for the applicable year within the reglementary period, as prescribed in Commission on Audit (COA) Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-002 dated 18 May 2009, shall not be entitled to the PBB for the same year.



11. Officials and employee who failed to submit their complete SPMS Forms, or its equivalent, shall not be entitled to the PBB for the applicable year.

B. Exclusion. Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personnel Services appropriations/budgets as follows:

1. Consultants and experts hired to perform specific activities or services with expected outputs;
2. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
3. Student laborers and apprentices; and
4. Individuals and groups of people whose services engaged through job orders, contracts of service, or others similarly situated.

C. Distribution System. The Administrator, as head of the agency, should ensure that only eligible and qualified Officers and Employees are included in the rating and ranking to be submitted to GCG. Distribution of PBB among qualified Officers and Employees of a GOCC who have complied with the conditions under Sections 4.3 and 5 of the GCG MC No. 2019-02 shall be in accordance with the following procedure:

1. Grouping of Personnel - In determining the distribution of the PBB for the applicable year among qualified GOCC Officers and Employees, all personnel shall be ranked on percentile basis within their respective levels as determined by the PCA en banc through the Performance Management Team (PMT).

2. Distribution for Qualified Officers and Employees - In each level, the ratings of Officers and Employees under the PCA SPMS shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

Level/Class	Job Grade
Senior Management	JG -16 (SG 28)
Middle Management	JG -14 (SG 26)
Professional & Supervisory	JG -12 to 9 (SG 23 to 13)
Clerical/ General Staff	JG – 8 to 5 (SG 12 and below)

5. **Rates of PBB** - the grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of individual's monthly basic salary (MBS) as of 31 December of the current fiscal year (CFY) based on the table below, but not lower than PhP5,000.00:

% Per Level	PBB as % of MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%



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**The percentile of the "Top" and "Next" levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribution them to the "Remaining" level.*

The guidelines for the System of Rating and Ranking for the distribution of the Performance-Based Bonus (PBB) for Philippine Coconut Authority were discussed in the PCA, Management Committee (ManCom), PMT, and cascaded to the employees through orientations

If any of the provisions mentioned in these Guidelines are found to be inconsistent with GCG MC No. 2019-02, MC No. 2021-02 or IATF MC No. 2021-1, those specific provisions shall be deemed amended in accordance with the relevant GCG and IATF Memorandum Circulars.