

REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE PRESIDENT**  
**PHILIPPINE COCONUT AUTHORITY**

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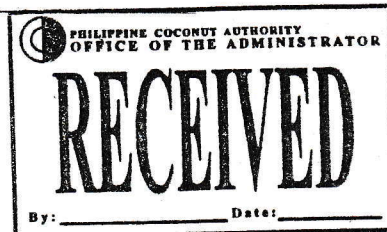


January 18, 2017

**MEMORANDUM**

**FOR : THE ADMINISTRATOR**

**SUBJECT : SYSTEM OF RANKING AND GRANTING OF THE FY 2015  
PERFORMANCE BASED BONUS (PBB) TO QUALIFIED PCA  
OFFICERS AND EMPLOYEES**



01-18-17


Relative to GCG Memorandum Circular No.2015-05 dated July 15, 2015, we respectfully submit for the Administrator's consideration the system of ranking and granting of the 2015 Performance Based Bonus (PBB) to qualified PCA Officers and Employees.

In determining the distribution of the PBB among qualified officers and employees, all personnel shall be ranked based on their PER rating for January to June 2015 and SPMS rating for July to December 2015 on percentile basis within their respective levels or grouping of personnel such as:

<u>Percentile</u>	<u>Amount</u>	<u>Percentile</u>	<u>Amount</u>
<b>(Senior Management)</b>		<b>(Professional and Supervisory)</b>	
TOP: Maximum 10%	P 25,000.00	TOP: Maximum 10%	P 25,000.00
NEXT: Maximum 25%	15,000.00	NEXT: Maximum 25%	15,000.00
REMAINING: Minimum 65%	7,500.00	REMAINING: Minimum 65%	7,500.00
<b>(Middle Management)</b>		<b>(Clerical/General Staff)</b>	
TOP: Maximum 10%	P 25,000.00	TOP: Maximum 10%	P 25,000.00
NEXT: Maximum 25%	15,000.00	NEXT: Maximum 25%	15,000.00
REMAINING: Minimum 65%	7,500.00	REMAINING: Minimum 65%	7,500.00

Attached is the System of Ranking and Granting of the FY 2015 Performance Based Bonus (PBB) to Qualified PCA offices and employees.

For consideration.

  
**GLENN B. SANTOS**  
Chairman  
Performance Management Team

APPROVED/DISAPPROVED:

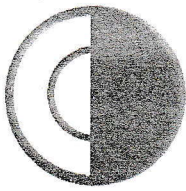
  
**AVELINO L. ANDAL**  
Administrator

PHILIPPINE COCONUT AUTHORITY  
Human Resource Division

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**SYSTEM OF RANKING AND GRANTING OF THE FY 2015 PERFORMANCE  
BASED BONUS (PBB) TO QUALIFIED PCA OFFICERS AND EMPLOYEES**

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Pursuant to GCG Memorandum Circular No. 2015-05, the grant of PBB shall be based on the overall PCA performance, and shall be distributed to individual Officers and Employees based on their performance ranking. Consistent with "Performance Evaluation System for the GOCC Sector" GCG MC No. 2013-02(Re-Issued) or any revised version thereof, in order to be eligible to the said grant the Authority must:

1. Achieve a weighted-average score of at least **90%** in its 2015 Performance Scorecard;
2. Submit a Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or submit an Operations Manual covering selected core processes or areas of operation;
3. Comply with the Good Governance Conditions provided in GCG MC No. 2013-02 and 2014-02.

**A. Coverage of the Grant:**

I. All Officers and Employees of eligible GOCCs who occupy regular, casual or contractual positions shall be entitled to full grant of the PBB from their employer at the time of the payout of the PBB; Provided, they have rendered an aggregate of at least nine (9) months of service in the public sector for the year ending 31 December 2015. Officers and Employees who do not meet the 9-month service requirement but have at least 3 months of service shall be entitled to PBB on a pro-rata basis.

- 1.1 Employees belonging to the First and Second Levels should receive a rating of at least **"Satisfactory"** based on the agency's CSC approved Strategic Performance Management System (SPMS).
- 1.2 Third Level officials should receive a rating of at least **"Very Satisfactory"** under the Career Executive Service Performance Evaluation System (CESPES). CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
- 1.3 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC approved SPMS and should receive a rating of at least **"Satisfactory"**.
- 1.4 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.
- 1.5 Personnel who transferred from one government agency to another agency 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.

- 1.6 An 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.
- 1.7 An 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. The PBB of employees shall be pro-rated 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%

- 1.8 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.
- 1.9 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
- 1.10 Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015 shall not be entitled to the FY 2015 PBB.
- 1.11 Officials and employees who failed to liquidate Cash Advances received in 2015 within the reglamentary period as stated in the prevailing COA Circular, shall not be entitled to the FY 2015 PBB.
- 1.12 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015 and also liquidated 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

**A.1 EXCLUSIONS** – Excluded from the grant of the PBB are the following:

Those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets as follows:

- a. Consultants and experts hired to perform specific activities or services with expected outputs.
- b. Laborers hired through job contracts (pakyaw) and those paid on pieceworks basis.
- c. Student labourers and apprentices.
- d. Individuals and groups of people whose services are engaged through job orders, contract of service or others similarly situated.

**B. SYSTEM OF RANKING**

1. In determining the distribution of the PBB among qualified GOCC officers and employees, all personnel shall be ranked on a percentile basis within their respective levels as determined by the PCA Governing Board through Management in accordance with the following guidelines:

1.1 SENIOR MANAGEMENT- This refers to the executive officers of the Authority, and includes all heads of functional units, which are primarily involved in the development, evolution and approval of long term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility.

1.2 MIDDLE MANAGEMENT – This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise.

1.3 PROFESSIONAL AND SUPERVISORY - This level comprised the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority.

1.4 CLERICAL/GENERAL STAFF – This category included all clerical, administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians.



### **C. SYSTEM OF DISTRIBUTION**

In each level provided for in Item (B) above, the ratings of Officers and Employees under the PCA SPMS or its equivalent shall be qualified to allow for ranking on a percentile basis for the purpose of distribution of PBB.

Considering that PCA was categorized as Losing GOCC, the grant of PBB shall be based on the performance of individual Officers and Employees with the following fixed rate of incentive, thus, PCA shall distribute the PBB among its officers and employees for CY 2015, as follows:

PERCENTILE	AMOUNT
Top : Maximum 10%	25,000.00
Next : Maximum 25%	15,000.00
Remaining : Minimum 65%	7,500.00

Moreover, Strategic Priorities indicated in the Individual Performance Commitment Review form (IPCR) should be properly aligned with the Operational Objectives of the Office Performance Commitment Review form (OPCR). Hence, OPCR should be made parallel with the calibrated PCA Scorecard and Strategic Plan, otherwise, said rating shall fall within the remaining 65% of the total number of employees eligible to the grant of PBB or P7,500.00.

### **D. GRIEVANCE MECHANISM**

The Governing Board through Management shall set up a Complaint Mechanism to respond to the PBB-related issues and complaints raised by Officers and Employees.

For information and guidance.



**AVELINO L. ANDAL**  
Administrator