

GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)

The Philippine Guarantee Corporation (PHILGUARANTEE) hereby adopts the following guidelines on the grant of the Performance-Based Bonus (PBB), subject to compliance with other applicable guidelines to be issued by the Governance Commission for Government-Owned or Controlled Corporations (GCG):

1. Coverage - All plantilla officers and employees who have rendered at least three (3) months of government service for the year with at least Satisfactory rating shall be qualified for the PBB.
 - a. An employee who rendered at least nine (9) months of service during the year shall be eligible to the full grant of the PBB.
 - b. An employee who rendered at least three (3) months but less than nine (9) months of service shall be eligible to a pro-rata PBB, 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%

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:

- b.1. Being a newly hired employee;
 - b.2. Retirement;
 - b.3. Resignation;
 - b.4. Rehabilitation Leave;
 - b.5. Maternity Leave and/or Paternity Leave;
 - b.6. Vacation or Sick Leave with or without pay;
 - b.7. Scholarship/Study Leave; and
 - b.8. Sabbatical Leave.
2. Transferees - Personnel 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; personnel shall be eligible for the grant of PBB on a pro-rata basis corresponding the actual length of service to the participating implementing agency, as stated in Item 1.b.

3. Grouping of Personnel - Philguarantee personnel shall be grouped as follows:

Career Band Grouping	Positions
Clerical/General Staff	Minutes Officer II Administrative Assistant V Administrative Assistant III Administrative Assistant I Motorpool Supervisor Minutes Officer II Minutes Officer I Chauffeur III Account Assistant I Account Assistant Administrative Aide VI
Professional and Supervisory	SG 10 to 25 except those classified as Clerical/General Staff
Middle Management	SG 26
Senior Management	SG 27 to 29

Professional and Supervisory employees shall further be grouped according to their Functional Group assignments, to wit: Executive Offices, SME and Priority Sectors Guarantee Group, Housing Guarantee Group, Agriculture Guarantee Group, Asset Management and Recovery Group, Investments and Operations Group, Corporate Services Group, Comptrollership Group, Legal Group.

4. Rating and Ranking - The Philguarantee's approved performance management system shall be used in the rating of personnel.

Descriptive/Adjectival Rating	Numerical Rating
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Only officers and employees with a rating of Satisfactory or better shall be included in the ranking. Ranking shall be based on the above-stated grouping.

5. Distribution - Distribution shall at all times comply with the maximum percentile limit per level as prescribed by GCG, provided there is at least one (1) officer/employee per level for each Career Band Grouping.

The distribution shall be as follows:

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

The percentile distribution for Professional and Supervisory employees shall be equitably allocated based on the number of employees per Functional Group.

Rounding-off to the next higher whole number is allowed, provided the distribution does not exceed the maximum limit set by GCG.

6. Exclusion from the Grant of PBB

- a. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- b. Officials and employees who failed to timely submit the latest SALN as prescribed under applicable CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
- c. Officials and employees who failed to liquidate all Cash Advances received in in the applicable year within the reglementary period as stated in relevant and prevailing COA Circulars; and
- d. Officials and employees who failed to submit their complete SPMS Forms, or its equivalent.

Approved by:



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