



PHILGUARANTEE

Philippine Guarantee Corporation

16. FORM GRIEVANCE AGREEMENT FORM.



PHILGUARANTEE

Philippine Guarantee Corporation

GRIEVANCE AGREEMENT FORM

Name of Parties to a Grievance: _____

Nature of Grievance: _____

Steps Toward Settlement: _____

Agreements Reached: _____

We promise to abide by the above-stated agreement.

Aggrieved Party

Chairperson
Grievance Committee

Subject of Grievance

PGC-HR00D-QP -31

Rev. 00 as of 25 July 2023

17. FORM GRIEVANCE FORM.



PHILGUARANTEE

Philippine Guarantee Corporation

GRIEVANCE FORM

DATE FILED

NAME OF AGGRIEVED PARTY

SECTION /DIVISION/OFFICE

POSITION TITLE/DESIGNATION (IF ANY)

AGGRIEVED PARTY'S HIGHER SUPERVISOR

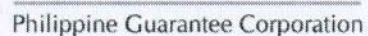
NAME/SUBJECT OF GRIEVANCE:

ACTION DESIRED

SIGNATURE OF AGGRIEVED PARTY

PGC-HR00D-QP -29

Rev. 00 as of 25 July 2023





PHILGUARANTEE

Philippine Guarantee Corporation

19. FORM HR Request Form Rev. 06 16 Oct 2020

PHILIPPINE GUARANTEE CORPORATION			
Human Resource and Organizational Development Department			
HR REQUEST FORM			
Please specify the record/s requested:			
Purpose: _____			
For request for Authority to Travel, please provide the following:			
1. Travel period _____			
2. Approved application for leave; and			
3. Copy of approved Clearance, if the Leave is for at least 30 calendar days.			
Signature of requesting party: _____			
Signature over Printed Name*			
Date of Request: _____			
*Signature of the 201 File Owner or the Head of the Group/Department concerned, whichever is applicable			
TO BE FILLED-UP BY HRD			
Type of Request:			
<input type="checkbox"/> Copy of 201 (Owner)			
<input type="checkbox"/> Copy of HR Document (Latest Plantilla & 201 File)			
<input type="checkbox"/> Processing of HR Record			
<input type="checkbox"/> Others			
Received by:		Endorsed to: _____	Notation:
Name/Signature	Date	Signature	Date
Approved for release <input type="checkbox"/> Request		<input type="checkbox"/> Form with notation	
Signature		Date	
Released by:		Record/s, and Feedback Form	Remarks:
Received by:			
Name and Signature	Date	Signature	Date
PGC-HRODD-QP-3		Rev. 06 as of 16 October 2020	

20. FORM Interview Rating Sheet



PRELIMINARY ASSESSMENT FORM

INTERVIEW RATING SHEET

Name of Applicant: _____ Date of Interview: _____
Position Applied For: _____

INSTRUCTION: Encircle the number which corresponds to the description opposite each factor.

I. GENERAL APPEARANCE – Consider the total effect of the applicant's appearance. How does his/her appearance impress you?

- 3 - Creates an excellent appearance, a very likeable person
- 2 - Appearance is ordinary, generally satisfactory
- 1 - Makes a poor impression; careless in appearance, slovenly unkempt

II. COMMUNICATION SKILLS – How well does the applicant communicate? Does he/she express himself/herself clearly and adequately?

- 3 - Very good expression and speech – clear, forceful and effective
- 2 - Average expression, talks fairly well but not with great fluency
- 1 - Poor expression, finds difficulty in expressing his/her thoughts, rambling and confused

III. PHYSICAL CONDITION – How physically energetically is the applicant?

- 3 - Full of pep and energy, active
- 2 - Average amount of activity
- 1 - Quite inactive: looks weak and lackadaisical

IV. MENTAL ALERTNESS – Applicant's ability to comprehend your questions speedily and anticipate your thought. Assess if he/she has the capacity to transfer attention from one subject to another quickly? Is there a lag in reaction to your discussion? How mentally alert is the applicant?

- 3 - Keen alert mind, grasps ideas quickly
- 2 - Normally alert
- 1 - Somewhat slow

V. SELF CONFIDENCE – Is the applicant wholesomely self-confident and assured, or seems uncertain?

- 3 - Assertive; Shows strong determination, takes risks
- 2 - Normal self-confidence
- 1 - Has marked feelings of inferiority, somewhat hesitant, indecisive nervous, worried

PHG-PR000-QP-00

Rev. 0000, June 2001

VI. ABILITY TO GET ALONG WITH OTHERS – How sociable and friendly is the applicant? Does he/she seem to establish rapport and camaraderie easily?

- 3 - Approachable, likeable; has the ability to win friends easily.
- 2 - Somewhat reserved or retiring, shy.
- 1 - Does not easily attract friends. Likely to display and arouse antagonism; tactless

VII. ABILITY TO PRESENT IDEAS

- 3 - Exceptionally logical, clear and convincing.
- 2 - Usually gets his/her ideas across well.
- 1 - Confused and illogical, vague.

VIII. MATURITY OF JUDGMENT

- 3 - Analytical and resourceful; shows vision, yet practical.
- 2 - Acts judiciously under ordinary circumstances.
- 1 - Fails to analyze, has narrow viewpoint, sees only the surface of things.

FOR APPLICANTS WITH PREVIOUS WORK EXPERIENCE

IX. HOW GOOD IS THE APPLICANT'S WORK RECORD?

- 3 - Excellent; never changed job's unless there is a clear and good reason for the move.
- 2 - Average. Some changes without reason and some with good reason.
- 1 - Poor, several moves without apparent reason. Short tenure with offices

X. INITIATIVE

- 3 - Has a great deal of initiative
- 2 - Average initiative
- 1 - Practically no initiative

REMARKS/ COMMENTS:

RECOMMENDATION:

Not Recommended ☐
Recommended to proceed ☐
to higher level selection process

Name and Signature of Interviewer

PHG-PR000-QP-00

Rev. 0000, June 2001



PHILGUARANTEE

Philippine Guarantee Corporation

21. FORM NDA Manpower Agency Personnel NDA Rev. 03 as of 31 July 2023



PHILGUARANTEE

Philippine Guarantee Corporation

MANPOWER AGENCY PERSONNEL NON-DISCLOSURE AGREEMENT

Ako ay sumasang-ayon at pangangako:

1. Na sa panahon ng aking pagkaka-deploy sa Philippine Guarantee Corporation (PHILGUARANTEE), maaring may naibunyag sa akin na kompidensyal o pinag-iingatang impormasyon, ang nasabing kompidensyal na impormasyon ay binubuo ngunit hindi limitado sa:
 - (a) Impormasyong teknikal: Pamamaraan, proseso, formula, komposisyon, sistema, access codes, teknik, imbensiyon, makinarya, programa sa kompyuter at proyekto sa pananaliksik.
 - (b) Impormasyon ng negosyo: Datos na ipinagkatiwala ng kliente, listahan, datos sa pagpapresyo, pinagkukunan ng supply, datos pang pinansiyal at pangangalakal, produksyon, o merchandising system o plano.
2. Na hindi ko dapat, habang o sa anumang oras matapos ang aking pagkaka-deploy sa Philguarantee, gamitin para sa aking sarili o para sa iba, ilantad o ibunyag sa iba pati na sa mga magiging empleyado sa binaharap ang anumang sikretong kalakalan, kompidensyal at pinag-iingatang impormasyon, o anumang pribadong datos ng Korporasyon sa paglabag ng kasunduang ito.
3. Na sa pagwakas ng aking deployment sa PHILGUARANTEE:
 - (a) Ibabalik ko sa PHILGUARANTEE ang lahat ng dokumento at ari-arian ng Korporasyon, kabilang na ang, ngunit hindi limitado sa, mga ginuhit na larawan, mga blueprint, mga report, mga manual, mga liham, listahan ng mga kliente, programa sa kompyuter, at lahat ng iba pang mga materyales at lahat ng mga kopya na may kaugnayan sa anumang paraan sa negosyo ng Philguarantee, o sa anumang paraan na nakuha ko sa panahon ng aking pagkaka-deploy. Sumasang-ayon ako na hindi ako dapat magtago ng mga kopya, mga tala o mga abstract ng mga nabanggit.
 - (b) Maaring ipaalam ng PHILGUARANTEE sa sinumang binaharap o inaasahang employer o ikatlong partido ng pagkakaroon ng kasunduang ito, at karapat-dapat sa "full injunctive relief" para sa anumang paglabag.
 - (c) Ang kasunduang ito ay dapat na magbuklod akin at sa aking mga personal na kinakatawan at mga kahalili sa interes sa kapakinabangan ng PHILGUARANTEE, kanyang mga kahalili at tinatalaga.

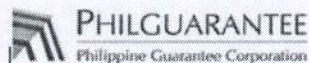
Nilagdaan sa ika _____ araw ng _____, 20_____.

Lumagda sa ibabaw ng pangalan

PGC-HRODD-QP-12

Rev. 03 as of 31 July 2023

22. FORM PERMISSION SLIP



PERMISSION SLIP (Prepare in Triplicate)

Date: _____
Employee No.: _____
Name: _____
Designation: _____
Department / Division: _____

Purpose: _____

☐ Personal
Time Out: _____ a.m.
_____ p.m.

☐ Official
Time In: _____ a.m.
_____ p.m.

Signature _____

Approved by:

Department Head

NOTE: Employees concerned shall sign the logbook of the Philguarantee Guard upon return. Request that are PERSONAL IN NATURE ARE CHARGEABLE AGAINST EARNED LEAVES.

Cc : Employee
Personnel Division
Philguarantee Guard

PGC-HRODD-QP-8

Rev. 02 as of 06 October 2020



PERMISSION SLIP (Prepare in Triplicate)

Date: _____
Employee No.: _____
Name: _____
Designation: _____
Department / Division: _____

Purpose: _____

☐ Personal
Time Out: _____ a.m.
_____ p.m.

☐ Official
Time In: _____ a.m.
_____ p.m.

Signature _____

Approved by:

Department Head

NOTE: Employees concerned shall sign the logbook of the Philguarantee Guard upon return. Request that are PERSONAL IN NATURE ARE CHARGEABLE AGAINST EARNED LEAVES.

Cc : Employee
Personnel Division
Philguarantee Guard

PGC-HRODD-QP-8


Rev. 02 as of 06 October 2020



PHILGUARANTEE

Philippine Guarantee Corporation

23. FORM PHILGUARANTEE Travel Authority Form 7192023

 PHILGUARANTEE Philippine Guarantee Corporation			
AUTHORITY TO TRAVEL			
PGC – Travel Authority No. 202_ - ____			
Name			
Position/Designation			
Group/ Office/ Department			
Period Covered <i>(inclusive of travel time)</i>		From: <i>(dd/mm/yyyy)</i>	To: <i>(dd/mm/yyyy)</i>
Nature of Travel		<input type="checkbox"/> Official Travel <input type="checkbox"/> Personal Travel	
Destination <i>(City & Country)</i>			
Expenses <i>(subject to the usual accounting and auditing rules and regulations)</i> 1. Pre-Departure 2. Clothing Allowance 3. Airfare 4. Daily Subsistence Allowance 5. Accommodation 6. Meals 7. Travel Tax 8. Travel Insurance 9. PCR Test 10. Visa Fee 11. Tuition/Registration Fee 12. Others:		<input type="checkbox"/> GOP	<input type="checkbox"/> Sponsor - <input type="checkbox"/> Self
		Approved/Disapproved:	
		Alberto E. Pascual President and CEO	
		Date:	
PGC-HRODD-QP-28		Rev. 00 as of 19 July 2023	

24. FORM PRELIM ASSESSMENT FORM EXMAN

PHILIPPINE GUARANTEE CORPORATION
Human Resource and Organizational Development Department

PRELIMINARY ASSESSMENT FORM

ESSAY TEST
FOR
SECOND LEVEL (EXECUTIVE/MANAGERIAL)

INSTRUCTION:

Read each question carefully and answer the questions below. Please write your answer in the English language on the sheets provided to you.

1. Think of the most important contributions you have made in your present and past work/job assignments. Indicate the nature and extent of your involvement in these contributions.
2. Share a new policy or new idea you recently spearheaded or initiated. What approach did you take to get: a) approval from your superiors; and b) support from your subordinates.
3. Relate instances when you were able to maintain stability of performance despite the pressure and/or opposition of top management in any of your actions/decisions as a head of a department/group. What were the actions you undertook and what were the results of these actions?



PHILGUARANTEE

Philippine Guarantee Corporation

25. FORM PRELIM ASSESSMENT FORM RANK AND FILE



PHILGUARANTEE

Philippine Guarantee Corporation

**PHILIPPINE GUARANTEE CORPORATION
Human Resource and Organizational Development Department**

PRELIMINARY ASSESSMENT FORM

**ESSAY TEST
FOR
SECOND LEVEL (RANK-AND-FILE)**

INSTRUCTION:

Read each question carefully and answer the questions below. Please write your answer in the English language on the sheets provided to you.

1. Think of the most important contributions you have made in your present and past work/job assignments. Indicate the nature and extent of your involvement in these contributions. If you do not have any work experience, please cite your experiences in your on-the-job training or practicum or your involvement in any school organization or activity during your college days.
2. Recall some challenges you have encountered in your present and previous job, or in school if you do not have any work experience. Describe how you addressed the challenge/s and the results of your actions.
3. Relate some instances/occasions in your previous and present work assignments or in school when your outputs were rated above standards; and when they fell below standards. What were the reasons for your success, and reasons for not meeting the standards?

26. FORM Reassignment Designation Form

REASSIGNMENT/DESIGNATION FORM

The following personnel are requested to be reassigned/designated for a period of one (1) year unless sooner revoked:

Name	Office of Origin	Designation/Office of Reassignment	Reason for the Request

Requesting Group: _____

Conforms: _____


(Name of Group Head)

(Name of Group Head)

PQC-HR000-PQ-10

Rev. 00 03 of 22 June 2021

27. FORM SHORTLISTING FORM BY THE CONCERNED HEAD

 PHILGUARANTEE Philippine Guarantee Corporation	
SHORTLIST	
Position : _____	
Name of Applicant	Remarks (Assessment Highlights)
1.	
2.	
3.	
4.	
5.	
" Not to exceed five (5)	
Signature over Printed Name of Group/Office Head	
Date: _____	
<small>PQC-HR000-PQ-10</small> <small>Rev. 00 03 of 22 June 2021</small>	



PHILGUARANTEE

Philippine Guarantee Corporation

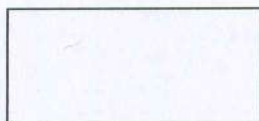
**28. FORM SIGNATURE AND HANDWRITING SPECIMEN Rev. 02 as of 16 Oct.
2020**

**REPUBLIC OF THE PHILIPPINES
PHILIPPINE GUARANTEE CORPORATION**

SIGNATURE AND HANDWRITING SPECIMEN FORM

NAME OF EMPLOYEE _____
CITY ADDRESS _____
PROVINCIAL ADDRESS _____
POSITION _____
DATE ASSUMED DUTY _____
DATE RELINQUISHED DUTY _____

HANDWRITING SPECIMEN



RIGHT THUMB MARK

Official Signature

Official Initial

We hereby certify that the above signature, initial, thumb mark, and handwriting
are known to us as those of Mr./Ms. _____ who executed the same
in our presence this _____.

Signature

Official Designation

PGC-HRODD-QP-9

Rev. 02 as of 16 October 2020

29. FORM TEAR FORM



TRAINING* EFFECTIVENESS ASSESSMENT REPORT (TEAR)

This report shall be submitted by the employee's supervisor to the HRODD together with the trainee's PMS Rating covering the period subsequent to the rating period when the training was taken. (Example: Inclusive Date of Training: June 28-30, 2020; Performance Period to Demonstrate Learnings: 2021; Date of TEAR submission: January 2022)

Name : _____
Position/Dept./Group : _____
Title of Training : _____
Inclusive Date/s : _____
Provider/Organizer : _____
Date Filed : _____

The supervisor shall be guided by the following in accomplishing the report:

5 – Strongly Agree 4 – Agree 3 – Neutral 2 – Disagree 1 – Strongly Disagree

1. Type of training attended by the employee:

<input type="checkbox"/> Management	<input type="checkbox"/> Taxation
<input type="checkbox"/> Leadership	<input type="checkbox"/> Marketing
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Finance
<input type="checkbox"/> Human Resource Development	<input type="checkbox"/> Real Estate Development
<input type="checkbox"/> Office Management	<input type="checkbox"/> Others (please specify) _____

2. The training has a direct relation to the employee's duties and responsibilities.

1 2 3 4 5

3. The employee applied the skills and/or knowledge acquired from the training in his/her present work.

1 2 3 4 5

4. The work efficiency of the employee improved after the training.

1 2 3 4 5

5. The quality of the employee's output improved after the training.

1 2 3 4 5

6. The training enhanced the capability of the employee.

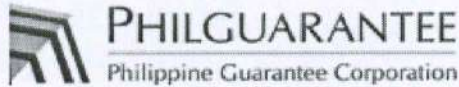
1 2 3 4 5

Other Comments:

Supervisor's Signature Over Printed Name

*For this purpose, **training** shall refer to development courses in preparation for higher responsibilities or highly specialized, technical or scientific seminars or studies including opportunities for capability building, skills development or enhancement.

30. Privacy Notice for Applicants Candidates 9.20.2021



PRIVACY NOTICE FOR CANDIDATES

1. Personal Information Collected

PHILGUARANTEE collects from job applicants and successful candidates personal information, such as but not limited to, full name, birth date, birth place, sex, civil status, height, weight, blood type, Government Service Insurance System ID Number, Pag-IBIG ID Number, Philhealth Number, Social Security System Number, Taxpayer Identification Number, citizenship, residential and permanent addresses, contact number, family background information, spouse's information, father's and mother's names, educational background, civil service eligibility or licenses and ratings, trainings and signature.

2. Ways Personal Information Are Collected

PHILGUARANTEE collects, uses and/or processes personal information based on electronic and paper documents submitted by applicants.

3. Reason for Collecting Information

As government agency, PHILGUARANTEE is mandated to comply with the Civil Service Commission (CSC) regulations on recruitment, selection, appointment and other human resource actions in the civil service. The collected information are required by the CSC's Personal Data Sheet (PDS) and other applicable civil service regulations.

The collected personal information will be utilized to evaluate the qualifications of the applicants.

4. Securing Personal Information

Personal and other information collected through the submitted documents are stored, secured, and treated with utmost confidentiality. Only authorized personnel involved in recruitment, selection and placement of personnel have control or access to the collected information, the exchange of which will be facilitated through email and hard copy.

The documents are retained for the purpose of processing their application and will be completely destroyed/deleted in nine (9) months.



PHILGUARANTEE

Philippine Guarantee Corporation

5. Rights of the Data Subject

Under the Data Privacy Act of 2012, data subject refers to an individual whose personal information is collected and processed. PHILGUARANTEE is duly bound to observe and respect your privacy rights, including your right to information, right to access, right to correct, right to remove, right to damages and right to data portability.

As such, you have the right to ask for a copy of any personal information we hold about you, as well as ask for correction or removal.

You may contact careers@philguarantee.gov.ph or dataprivacy@philguarantee.gov.ph for questions, comments, suggestions or requests involving your rights as an applicant/ data subject.

☐ *I hereby agree and consent to the processing of my personal information for the purpose of my application with PHILGUARANTEE within the terms and scope of Data Privacy Act of 2012*

Signature over Printed Name

Date: _____



PHILGUARANTEE

Philippine Guarantee Corporation

31. GCG

[GOCC Letterhead]

[YEAR] PBB Form 3a

SUMMARY OF RANKING OF ELIGIBLE OFFICERS AND EMPLOYEES OF [GOCC ACRONYM]			
	Rate of Incentive (% MBS)	Distribu- tion	No. of Person- nel
Senior Management			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	%		
		Total	0 0.00
Attiwale Management			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	%		
		Total	0 0.00
Professional and Supervisory			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	%		
		Total	0 0.00
Clerical/General Staff			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	%		
		Total	0 0.00
		GRAND TOTAL	0 0.00
Head of Finance		Head of Human Resources	

Add footer

SCHEDULE OF PBB DISTRIBUTION FOR [GOCC ACRONYM]											
Rank	Employee Code	Position	Rate of Incentive (% MBS)	Salary/ Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	SG Equivalent (for SSL- exempt)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)
Senior Management											
Top		Corporate Secretary (Senior Vice President)	65.0%	JG 16			28			0.00	
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
		Group Head (Senior Vice President)		JG 16			28				
Sub-total							28				5 60%
Next			57.5%							0.00	
Sub-total											
Remaining			50.0%							0.00	
Sub-total											
Total: Senior Management											
Below Satisfactory %											



SCHEDULE OF PBB DISTRIBUTION FOR (GOCC ACRONYM)														
Rank	Employee Code	Position	Rate of Incentive [% MBS]	Salary Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	SG Equivalent (for SST-exempt)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	IF PRO-RATED		Rate of Incentive (forced ranking)	Rate of Incentive (Length of Service)
											EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)	Period Covered (months)		
Professional and Supervisory														
Top			65.0%							0.00				
		Corporate Attorney V		JG 13			25							
		Corporate Attorney V		JG 13			25							
		Compliance Officer V (Acting Compliance Officer V)		JG 12			24							
		Risk Officer V					24							
		Credit Policy Officer V					24							
		Audit Officer V		JG 12			24							
		Credit Review Officer V		JG 12			24							
		Marketing Officer V		JG 12			24							
		Marketing Officer V (Acting Department Head)		JG 12			24							
		Account Officer V		JG 12			24							
		Account Officer V (Acting Information Technology Officer)		JG 12			24							
		Marketing Officer V		JG 12			24							
		Account Officer V		JG 12			24							
		Investment Officer V (Acting Remedial Officer V)		JG 12			24							
		Remedial Officer V					24							
		Asset Management Officer V		JG 12			24							
		Claims and Collection Officer V		JG 12			24							
		Claims and Collection Officer V		JG 12			24							
		Claims and Collection Officer V		JG 12			24							
		Credit Officer V (Officer-in-Charge)		JG 12			24							
		Credit Appraiser V		JG 12			24							
		Credit Investigator V		JG 12			24							
		Planning Officer V		JG 12			24							
		Human Resource Officer V		JG 12			24							
		Human Resource Officer V		JG 12			24							
		Human Resource Officer V		JG 12			24							
		Administrative Officer V		JG 12			24							
		Administrative Officer V		JG 12			24							
		Procurement Officer V		JG 12			24							
		Financial Accounting Officer V		JG 12			24							
		Budget Officer V		JG 12			24							
		Procurement Planning Officer V (Acting Compliance Officer V)		JG 12			24							
		Records Officer V		JG 12			24							
		Account Officer V		JG 12			24					10		100%
		MS Officer V		JG 12			24					7		80%
		Credit Policy Officer V (Officer-in-Charge)		JG 12			24							
		Corporate Attorney IV		JG 12			23							
		Corporate Attorney IV		JG 12			23							
		Corporate Attorney IV		JG 12			23							
		Corporate Attorney IV		JG 12			23							
		Compliance Officer IV		JG 12			22							



PHILGUARANTEE

Philippine Guarantee Corporation

SCHEDULE OF PBB DISTRIBUTION FOR [GOCC ACRONYM]															
Rank	Employee Code	Position	Rate of Incentive (% MBS)	Salary Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	SG Equivalent (for SST-exempt)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)	IF PRO-RATED		Rate of Incentive (forced ranking)	Rate of Incentive (Length of Service)
												Period Covered (months)			
		Quality Management Officer IV		JG 12			22								
		Risk Officer IV		JG 12			22								
		Credit Policy Officer IV		JG 12			22								
		Audit Officer IV		JG 12			22								
		Credit Review Officer IV		JG 12			22								
		Marketing Officer IV		JG 12			22								
		Account Officer IV (Acting Account Officer V)		JG 12			22								
		Marketing Officer IV		JG 12			22								
		Account Officer IV		JG 12			22								
		Marketing Officer IV		JG 12			22								
		Account Officer IV		JG 12			22								
		Marketing Officer IV		JG 12			22								
		Account Officer IV		JG 12			22								
		Investment Officer IV		JG 12			22								
		Remedial Officer IV		JG 12			22								
		Asset Management Officer IV (Acting Funds and Investment Officer IV)		JG 12			22								
		Cashier IV		JG 12			22								
		Claims and Collection Officer IV		JG 12			22								
		Claims and Collection Officer IV		JG 12			22								
		Credit Officer IV (Officer-In-Charge)		JG 12			22								
		Credit Appraiser IV		JG 12			22								
		Credit Investigator IV		JG 12			22								
		Planning Officer IV		JG 12			22								
		Human Resource Officer IV		JG 12			22								
		Human Resource Officer IV (Acting executive Assistant I)		JG 12			22								
		Human Resource Officer IV		JG 12			22								
		Administrative Officer IV		JG 12			22								
		Administrative Officer IV (Officer-In-Charge)		JG 12			22								
		Procurement Officer IV		JG 12			22								
		MIS Officer IV		JG 12			22								
		Budget Officer IV		JG 12			22								
		Procurement Planning Officer IV		JG 12			22								
		Information Technology Officer II (Acting Information Technology Officer II)		JG 12			22								
		Information Technology Officer II		JG 12			22								
		Records Officer IV		JG 12			22								
		Claims and Collection Officer IV (Officer-In-Charge)		JG 12			22					10			100%
		Information Security Officer		JG 12			22					5			60%
		Account Officer IV		JG 12			22								
		Financial Accounting Officer IV		JG 12			22								
		Executive Assistant IV		JG 12			22								
		Account Officer IV (Acting Marketing Officer V)		JG 12			22								
		Marketing Officer III		JG 11			19								
		Marketing Officer III		JG 11			19								

SCHEDULE OF PBB DISTRIBUTION FOR [GOCC ACRONYM]														
Rank	Employee Code	Position	Rate of Incentive (% MBS)	Salary Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	SG Equivalent (for SST exempt)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	IF PRO-RATED		Rate of Incentive (forced ranking)	Rate of Incentive (Length of Service)
											EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)	Period Covered (months)		
		Credit Officer II		JG 11			19							
		Marketing Officer II		JG 11			19							
		Claims and Collection Officer II		JG 11			19							
		Risk Officer II		JG 11			19							
		Credit Policy Officer II		JG 11			19							
		Credit Review Officer II		JG 11			19							
		Account Officer II		JG 11			19							
		Marketing Officer II		JG 11			19							
		Account Officer II		JG 11			19							
		Account Officer II		JG 11			19							
		Investment Officer II		JG 11			19							
		Remedial Officer II		JG 11			19							
		Remedial Officer II		JG 11			19							
		Remedial Officer II		JG 11			19							
		Asset Management Officer II		JG 11			19							
		Credit Appraiser II		JG 11			19							
		Credit Investigator II		JG 11			19							
		Information Technology Officer I		JG 11			19							
		Information Technology Officer I		JG 11			19							
		Marketing Officer II		JG 11			19							
		Account Officer II		JG 11			19							
		Marketing Officer II		JG 11			19							
		Account Officer II		JG 11			19							
		Account Officer II		JG 11			19							
		Claims and Collection Officer II		JG 11			19							
		Information Technology Officer I		JG 11			19							
		Information Technology Officer I		JG 11			19							
		Quality Management Officer II		JG 11			19							
		Financial Accounting Officer II		JG 11			18							
		Procurement Officer II		JG 11			18							
		Human Resource Officer II		JG 11			18							
		Audit Officer II		JG 11			18							
		Communications Officer II (Information Officer)		JG 11			18							
		Human Resource Officer II		JG 11			18							
		Human Resource Officer II		JG 11			18							
		Administrative Officer II		JG 11			18							
		Administrative Officer II		JG 11			18							
		MIS Officer II		JG 11			18							
		Budget Officer II		JG 11			18							
		Records Officer II		JG 11			18							
		Procurement Planning Officer II		JG 11			18							

SCHEDULE OF PBB DISTRIBUTION FOR [GOCC ACRONYM]														
Rank	Employee Code	Position	Rate of Incentive [% MBS]	Salary/ Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	SG Equivalent (for SSL-example)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	IF PRO-RATED		Rate of Incentive (forced ranking)	Rate of Incentive (Length of Service)
											EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)	Period Covered (months)		
		Investment Officer II		JG 10			16							
		Marketing Officer II		JG 10			16							
		Marketing Officer II		JG 10			16							
		Marketing Officer II		JG 10			16							
		Marketing Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Remedial Officer II		JG 10			16					3		
		Remedial Officer II		JG 10			16							
		Claims and Collection Officer II		JG 10			16							
		Claims and Collection Officer II		JG 10			16							
		Credit Investigator II		JG 10			16							
		Marketing Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Asset Management Officer II		JG 10			16							
		Claims and Collection Officer II		JG 10			16							
		Remedial Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Account Officer II		JG 10			16							
		Cash Management Officer II		JG 10			16							
		Cash Management Officer II		JG 10			16							
		Compliance Officer II		JG 10			15							
		Human Resource Officer II		JG 10			15							
		Financial Accounting Officer II		JG 10			15							
		Asset Management Officer II		JG 10			15							
		Procurement Officer II		JG 10			15							
		Budget Officer II		JG 10			15							
		Administrative Officer II		JG 10			15							
		Audit Officer II		JG 10			15							
		Human Resource Officer II		JG 10			15							
		Human Resource Officer II		JG 10			15							
		Administrative Officer II		JG 10			15							
		MIS Officer II		JG 10			15							
		Records Officer II		JG 10			14							
		Minutes Officer IV		JG 9			14							
		Account Officer I		JG 9			13							
		Account Officer I		JG 9			13							

SCHEDULE OF PBB DISTRIBUTION FOR [GOCC ACRONYM]														
Rank	Employee Code	Position	Rate of Incentive [% MBS]	Salary/ Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	SG Equivalent (for SSL-example)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	IF PRO-RATED		Rate of Incentive (forced ranking)	Rate of Incentive (Length of Service)
											EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)	Period Covered (months)		
		Marketing Officer I		JG 9			13							
		Account Officer I		JG 9			13							
		Account Officer I		JG 9			13							
		Account Officer I		JG 9			13							
		Remedial Officer I		JG 9			13							
		Remedial Officer I		JG 9			13							
		Claims and Collection Officer I		JG 9			13							
		Remedial Officer I		JG 9			13							
		Account Officer I		JG 9			13							
		Marketing Officer I		JG 9			13							
		Cash Management Officer II		JG 9			13							
		Claims and Collection Officer I		JG 9			13							
		Cash Management Officer II		JG 9			13							
		Claims and Collection Officer I		JG 9			13							
		Claims and Collection Officer I		JG 9			13							
		Claims and Collection Officer I		JG 9			13							
		Minutes Officer II		JG 8			12							
		Compliance Officer I		JG 8			11							
		Legal Assistant I		JG 7			10							
Sub-total														
Next			57.5%							0.00				
Sub-total														
Remaining			50.0%							0.00				
Sub-total														
Total: Professional and Supervisory														
Below Satisfactory %														

SCHEDULE OF PBB DISTRIBUTION FOR [GOCC ACRONYM]														
Rank	Employee Code	Position	Rate of Incentive (X MBS)	Salary/ Job Grade	Step Increment (if applicable) (JG)	Step Increment (if applicable) (SG)	Sta Equivalen t (for 37%- example)	Monthly Basic Salary (JG)	Monthly Basic Salary (SG)	PBB Amount (P)	EMPLOYMENT STATUS (Indicate whether new hire or separated and effectivity date)	IF PRO-RATED Period Covered (months)	Rate of Incentive (forced ranking)	Rate of Incentive (Length of Service)
Clerical/General Staff														
Top		Administrative Assistant II	65.0%	JG 7			3			0.00				
		Administrative Assistant II		JG 7			3							
		Administrative Assistant II		JG 7			3							
		Motorpool Supervisor		JG 7			3							
		Administrative Assistant III		JG 7			3							
		Account Assistant I		JG 5			7							
		Chauffeur II		JG 5			7							
		Chauffeur II		JG 5			7							
		Chauffeur II		JG 5			7							
		Chauffeur II		JG 5			7							
		Administrative Aide VI		JG 5			6							
Sub-total														
Next			57.5%							0.00				
Sub-total														
Remaining			50.0%							0.00				
Sub-total														
Total: Clerical/General Staff														
Below Satisfactory %:														



33. SPMS FORMS

Strategic Objective (Copy-paste your Strategic Objectives here)	OPCR (Copy-paste your OPCR here)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishment (Type in Actual Accomplishments)	% Weight (a)	Rating (Indicate the corresponding numerical rating, i.e. 5, 4, 3, 2, 1 of Actual Accomplishments based on your Rating Matrix)			Ave. Score (f) (f = e x a)	Remarks
						Quality (b)	Efficiency (c)	Timeliness (d)		
Core Outputs: (Outputs linked to the main function of the Group)										
Support Outputs: (Outputs linked to providing assistance to other business units)										
Self-Rating:										
Corresponding Adjectival Rating:										
Final Rating:										
Corresponding Adjectival Rating:										

Assessed by PMT Secretariat:	Reviewed by PMT Chair:	Final Rating by Head of Agency:
 _____ Name and Signature Date: _____	 _____ Name and Signature Date: _____	 _____ Name and Signature Date: _____

ANNEX J. Professional Development Plan Form

 **PHILGUARANTEE**
Philippine Guarantee Corporation

Name of Employee: _____

Department/ Group: _____

Period Covered: _____

Development Activity	Support Needed	Expected Outcome	Date Accomplished	Remarks
1.				
2.				
3.				

	Name and Signature	Date
Employee		
Department Manager		
Group Head		

ANNEX D. Department Performance Commitment and Review (DPCR) Form

 PHILGUARANTEE Philippine Guarantee Corporation	
Department Performance Commitment and Review (DPCR) Form	
I, _____, Manager of the _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 20_____.	
Name and Signature of Department Manager _____ Date: _____	Approved by: _____ Name and Signature of Group Head _____ Date: _____
Numerical and Adjectival Rating	5 Outstanding 4 – 4.99 Very Satisfactory 3 – 3.99 Satisfactory 2 – 2.99 Unsatisfactory 1 – 1.99 Poor

Strategic Objective (Copy-paste your Strategic Objectives here)	DPCR (Copy-paste your Strategic DPCR here)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishment (Type in Actual Accomplishments)	% Weight (A)	Rating (Indicate the corresponding numerical rating, i.e. 5, 4, 3, 2, 1 of Actual Accomplishments based on your Rating Metric)			Ave. Score (f) (f = avg. of b, c, d)	Remarks
						Quality (b)	Efficiency (c)	Timeliness (d)		
Strategic Outputs: (Outputs included in the PHILGUARANTEE Performance Scorecard)										

Strategic Objective (Copy-paste your Strategic Objectives here)	DPCR (Copy-paste your Strategic DPCR here)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishment (Type in Actual Accomplishments)	% Weight (a)	Rating (Indicate the corresponding numerical rating, i.e. 5, 4, 3, 2, 1 of Actual Accomplishments based on your Rating Metric)			Ave. Score (f) (f = avg. of b, c, d)	Remarks
						Quality (b)	Efficiency (c)	Timeliness (d)		
Core Outputs: (Outputs linked to the main function of the Group)										
Support Outputs: (Outputs linked to providing assistance to other business units)										
Final Rating: _____ Corresponding Adjectival Rating: _____										

Discussed with Department Manager: _____ Name and Signature _____ Date: _____	Assessed by Group Head: I certify that I discussed my assessment of the performance with the Department Manager. _____ Name and Signature _____ Date: _____	Final Rating by Group Head: _____ Name and Signature _____ Date: _____
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ANNEX E. Individual Performance Commitment and Review (IPCR) Form

 PHILGUARANTEE Philippine Guarantee Corporation	
Individual Performance Commitment and Review (IPCR) Form	
I, _____ of the _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December 20____.	
_____ Name and Signature of Employee Date: _____	Approved by: _____ Name and Signature of Group Head Date: _____
Numerical and Adjectival Rating	
5 Outstanding 4 – 4.99 Very Satisfactory 3 – 3.99 Satisfactory 2 – 2.99 Unsatisfactory 1 – 1.99 Poor	

Strategic Objective (Copy-paste your Strategic Objectives here)	IPCR (Copy-paste your IPCR here)	Actual Accomplishment (Type in Actual Accomplishments)	% Weight (a)	Rating (Indicate the corresponding numerical rating, i.e. 5, 4, 3, 2, 1 of Actual Accomplishments based on your Rating Manual)			Ave. Score (f) (f = e x a)	Remarks
				Quality (b)	Efficiency (c)	Timeliness (d)		

Strategic Objective (Copy-paste your Strategic Objectives here)	IPCR (Copy-paste your IPCR here)	Actual Accomplishment (Type in Actual Accomplishments)	% Weight (a)	Rating (Indicate the corresponding numerical rating, i.e. 5, 4, 3, 2, 1 of Actual Accomplishments based on your Rating Manual)				Ave. Score (f) (f = e x a)	Remarks
				Quality (b)	Efficiency (c)	Timeliness (d)	Ave. (e) (e = avg. of b, c, d)		
Strategic Outputs: (Outputs included in the PHILGUARANTEE Performance Scorecard)									
Core Outputs: (Outputs linked to the main function of the Group)									
Support Outputs: (Outputs linked to providing assistance to other business units)									
Final Rating: _____									
Corresponding Adjectival Rating: _____									
Comments and Recommendations for Development Purposes: _____									

Discussed with Employee: _____ Name and Signature Date: _____	Assessed by Department Manager: I certify that I discussed my assessment of the performance with the employee: _____ Name and Signature Date: _____	Final Rating by Group Head: _____ Name and Signature Date: _____
---	--	--

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

Rating Scale

QUALITY:

Numerical	Adjectival	Description
5	Outstanding	Signed/Approved on 1 st submission
4	Very Satisfactory	Signed/Approved on 2 nd submission
3	Satisfactory	Signed/Approved on 3 rd submission
2	Unsatisfactory	Signed/Approved on 4 th submission
1	Poor	Signed/Approved on the 5 th and succeeding submissions

EFFICIENCY:

In compliance with CSC MC No. 13, s. 1999, PHILGUARANTEE shall use the prescribed standards below for Efficiency:

Numerical	Adjectival	Description
5	Outstanding	Performance exceeded expectation by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the tasks. Accomplishments were made in more than expected but related aspects of the target.
4	Very Satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
3	Satisfactory	Performance of 100% to 114% of the planned targets.
2	Unsatisfactory	Performance of 51% to 99% of the planned targets.
1	Poor	Performance failed to deliver most of the targets by 50% and below.

TIMELINESS:

Numerical	Adjectival	Description
5	Outstanding	Accomplished 9 days or earlier before the deadline
4	Very Satisfactory	Accomplished 4 to 8 days before the deadline
3	Satisfactory	Accomplished 3 days before to 3 days after the deadline
2	Unsatisfactory	Accomplished 4 to 14 days past the deadline
1	Poor	Accomplished 15 days or more past the deadline

In identifying the adjectival rating that corresponds to the final or overall numerical rating for the semester, the following reference shall apply:

Final/Overall Numerical Rating	Adjectival Rating
5	Outstanding (O)
4 – 4.99	Very Satisfactory (VS)
3 – 3.99	Satisfactory (S)
2 – 2.99	Unsatisfactory (US)
1 – 1.99	Poor (P)

Other Forms	
GSIS FORMS	
	1 Loan Certification (GSIS/HDMF)
	2 Designation of Additional/Charge of Beneficiary or Beneficiaries
	3 Compulsory Life Insurance Policy Loan Application
	4 Member's Request Form
	5 Life Insurance Benefits
	6 Application for Retirement, Seperation, Life Insurance Benefits
	Designation/Charge of Beneficiary/ies for Life Endowment Policy (LEP) and
	7 Enhanced Life Policy (ELP) Form
PAGIBIG FORMS	
	1 Member's Data Form
	2 Member's change of Information Form
	3 Multi-Purpose Loan (MPL) Application Form
	4 Request for Consolidation/Merging of Members Records (RCMMR)
	5 Checklist of Requirements for PAGIBIG Housing Loan
	6 Sworn Declaration of Intention to depart from the Philippines Permanently
	7 Application for Provident Benefits (APB) Claim
	8 Calamity Application Form
	9 Loan Certification (GSIS/HDMF)
	10 PAGIBIG Modified PAGIBIG II (MP2) Enrollment Form



ANNEX C : CSC Over-Time details

HRODD POLICY NO. 2023-005
Date: JUL 28 2023

SUBJECT : POLICIES ON OVERTIME WORK, OVERTIME PAY AND COMPENSATORY TIME-OFF (CTO)

Pursuant to Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circulars No. 2, s. 2004, No. 2-A s. 2005 and No. 1, s. 2015, the Corporation adopts these policies on overtime work, overtime pay and compensatory time-off.

1. General Policies on Overtime Services

- 1.1. The rendition of overtime work shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will: a) cause financial loss to the government b) embarrass the government due to its inability to meet its commitments; or c) negate the purposes for which the work activity was conceived.
- 1.2. As a general rule, the remuneration for overtime work shall be through utilization of CTO¹, in accordance with the guidelines under CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A s. 2005.
- 1.3. The payment in cash of overtime work through Overtime Pay may be authorized only in exceptional cases when the application of CTO of all overtime hours would adversely affect the operations of the Corporation.

2. Priority Activities that may Warrant Overtime Work

The following activities may warrant rendition of overtime services:

- 2.1. Implementation of special or priority programs and project embodied in Presidential directives with specific dates of completion;

¹ CTO refers to the number of hours an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.



PHILGUARANTEE

Philippine Guarantee Corporation

- 2.2. Completion of infrastructure and other projects with set deadline, when due to unforeseen events, the deadline cannot be met without resorting to overtime work;
- 2.3. Essential public services during emergency or critical situations that would require immediate or quick response;
- 2.4. Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters;
- 2.5. Seasonal work, such as but not limited to, preparation of budgets and annual reports, in order to meet scheduled deadlines;
- 2.6. Preparation of financial and accountability reports required by oversight agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, National Economic Development Authority, Bangko Sentral ng Pilipinas, Department of Finance, Philippine Commission on Women, and the Governance Commission for GOCCs;
- 2.7. Services rendered by drivers and immediate staff of officials when they are required to keep the same working hours as these officials; and
- 2.8. Priority and such other activities needed to meet performance targets or deliver services to the public as determined by the President and Chief Executive Officer (PCEO).

3. Eligibility to Render Overtime Work

- 3.1. Only government personnel holding regular plantilla, contractual or casual positions of Division Chief or equivalent level and below, may be authorized to render overtime work.
- 3.2. Division Chiefs or equivalent level and below, designated as Officer-in-Charge of higher level positions, may also be authorized to render overtime work.

4. Ineligibility to Render Overtime Work

The following government personnel are neither authorized to render overtime work nor paid overtime pay:

- 4.1. Personnel holding positions higher than division chief or equivalent levels such as Department and Group Heads;
- 4.2. Those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules and regulations; and
- 4.3. Those who are on travel status.

Thus, work rendered in excess of the 40-hour workweek or 8-hour workday shall not be considered overtime work.

5. Period of Overtime Work

The period of overtime work in a workday for a full-time employee shall include:

- 5.1. Those rendered beyond the normal eight (8) work hours on scheduled workdays or forty (40) hours a week, and those rendered on holidays, and special non-working days, both exclusive of time for lunch and rest.
- 5.2. Those rendered by drivers and other immediate staff of officials who are required to keep the work hours as these officials, which are beyond eight (8) work hours of prescribed work hours in a workday, and on rest days or scheduled days off, holidays, and special non-working days.

6. Limitation on Overtime Work and Overtime Pay

- 6.1. Only employees who arrive on or before the start of their respective schedules shall be allowed to render overtime work with monetary overtime pay, provided that at least 2 hours of overtime work are rendered. Services rendered below two (2) hours after the completion of eight (8) working hours shall not be covered by overtime pay.



- 6.2. Overtime work rendered in the exigency of the service by employees who were late during a particular workday shall be compensated through COC in accordance with the guidelines set forth under CSC-DBM Joint Circulars No. 2, s. 2004, as amended by No. 2-A s. 2005, provided that the overtime work is at least one (1) hour.
- 6.3. One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every three (3) hours of continuous overtime work.

These breaks shall be observed and shall be automatically deducted from the overtime hours.
- 6.4. Services of drivers when assigned to render service earlier than 7:00 A.M., i.e. in case of emergencies or to convey employees to or from airport and other similar situations, shall also be counted as official work hours, provided that it is specified in the certification to be issued by the concerned Department/Group Head.
- 6.5. Overtime services rendered earlier than 8:00 AM on Saturdays, Sundays, holidays, special non-working days and work suspensions shall not be allowed, unless during emergencies and situations cited under Item 6.4.
- 6.6. Rendering overnight overtime service shall be allowed only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure employee productivity.
- 6.7. The period of overtime services shall not be used to offset undertime.
- 6.8. Only a maximum of 12 hours of overtime work on a rest day or scheduled day off, holiday, or special non-working day, shall be compensated through monetary overtime pay, if allowed.

Any excess over 12 hours shall be compensated through CTO.
- 6.9. The total overtime pay in cash of an employee in a year shall not exceed 50% of the employee's basic salary for the year.
- 6.10. The total amount of overtime pay in cash to be spent shall not exceed 5% of the total Personnel Services (PS) budget for a given year.

7. Computation of Overtime Work

A. Overtime Pay in Cash

- 8.1. If overtime pay in cash has been determined by the PCEO to be the appropriate compensation for overtime services, the same shall be computed based on the hourly rate of an employee and the applicable premium of the hourly rate, depending on the day such overtime work was rendered.
- 8.2. The number of work hours of overtime work rendered on a scheduled workday, N_1 , and those rendered on a rest day or scheduled day off, holiday or special non-working day, N_2 , shall be computed by taking into consideration the provisions under item 7 of this Office Order.
- 8.3. The hourly rate (hr) of an employee on full-time employment with a monthly salary (S) for 22 workdays in a month and 8 hours per workday, shall be computed using the following formula:

$$HR = \left[\frac{S}{1 \text{ month}} \right] \left[\frac{1 \text{ Month}}{22 \text{ workdays}} \right] \left[\frac{1 \text{ Workday}}{8 \text{ Work Hours}} \right]$$

- 8.4. The overtime pay shall be 125% or 1.25 of HR on a scheduled workday to include days with declared work suspension. It shall be 150% or 1.5 of HR on weekends, holiday, or special non-working day.

B. Compensation through Compensatory Overtime Credit (COC)²

- 8.5. The COC is expressed in number of hours, computed as follows:

For overtime services rendered on weekdays or scheduled workdays:

$$COC = \text{number of hours of overtime services} \times 1.0$$

² The accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay.



For overtime work rendered on weekends, holidays, or special non-working days.

$$\text{COC} = \text{number of hours of overtime services} \times 1.5$$

- 8.6 Each employee may not accrue more than 40 hours of COCs in a month. In no instance, however, shall the unexpended balance exceed 120 hours.
- 8.7 COCs should be used as time-off (CTO) within the year these are earned until the immediate succeeding year. Thereafter, any unused COCs are deemed forfeited.
- 8.8 COCs earned cannot be converted to cash or added to the regular leave credits.
- 8.9 CTOs may be availed of in blocks of 4 or 8 hours.
- 8.10 CTOs may be used continuously up to 5 consecutive days per single availment, or on a staggered basis, subject to the approval of the Department/Group Head concerned.

8. Administrative Procedures

A. Filing of Authority to Render Overtime Work

- 8.1. The employee files a request for Authority to Render Overtime Work (Annex A) to the Department Head and the Group Head at least a day before doing the activity clearly indicating the activity to be performed, the number of hours needed, the time and the expected output/s, and the justification of the overtime work.
- 8.2. As much as practicable, the filing/submission of claims for overtime services rendered on a particular month to the Human Relations and Organizational Development Department (HRODD), shall be as follows:

Particular	Deadline	Documentary Requirements
Overtime Pay in Cash	Every 15 th of the succeeding month or on the	1. Authority to Render Overtime Work bearing the

Compensatory Overtime Credit (accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay)	immediately following working day should the 15 th day fall on a weekend, holiday, or non-working day. Example: Claims for overtime in May 2023, must be filed/submitted to HRODD not later than 15 June 2023.	PCEO's approval that the overtime service shall be paid via monetary overtime pay; 2. Accomplishment Report signed by the Department/Group Head; and 3. Duly signed Daily Time Record
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- 8.3. Employees who are on travel must submit overtime services claim within five (5) calendar days upon return to office.
- 8.4. Claims for overtime submitted beyond the set deadline shall be included in the succeeding month.

B. Issuance of COCs and Payment of Overtime Pay in Cash

- 8.5. The HRODD computes the personnel's overtime services based on submitted signed Authorities to Render Overtime Work, accomplishment report and signed DTR, issues the equivalent COC Certificate (Annex B), specifying the number of COCs earned, date of issue and date of validity, for the signature of the Group Head of the Corporate Services Group.
- 8.6. Pursuant to Par. 5.5.2 of CSC-DBM Joint Circular No. 2-A, s. 2005, COCs should be used as time-off within the year these are earned until the immediately succeeding year (i.e. COCs earned in March 2023 may be used as time off in 2023 until December 2024). Thereafter, any unutilized COCs shall be deemed forfeited.



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- 8.7. Preparation of payrolls for monetary overtime claims shall be done once every month by the HRODD, Employee Relations and Benefits Division.
- 8.8. A quarterly report on overtime work shall be submitted by the HRODD to the Group Heads and the PCEO.

C. Availment of CTO

- 8.9. The concerned employee shall ask for approval his/her Department Head or Group Head if he/she intends to use his/her accumulated COCs as CTO for the scheduled days that he/she will not be able to report for work.

Pursuant to Par. 8 of CSC-DBM Joint Circular No. 2, s. 2004, as amended, issues or conflicts on the availment of CTOs shall be referred to the Civil Service Commission (CSC) for resolution. The concerned Group Head, however, must first try his/her utmost to resolve the matter prior to referral to the CSC.

- 8.10. The request for offsetting may be denied if there are urgent tasks to be accomplished on the proposed day/s or schedules. In the exigency of service, already approved offsetting schedules may be canceled or rescheduled, provided that the cancellation will not result in forfeiture of the earned hours or result in financial loss to the personnel (i.e. scheduled travel involving airfare and other arrangements) and the personnel is notified not later than three (3) days prior to the said schedule.
- 8.11. Once the Department/Group Head has approved the proposed offsetting schedule/s of the employee, the latter shall file with the HRODD the duly approved Permission Slip (Annex C) at least a day before taking such offsetting to serve as basis for his/her attendance. The Permission Slip shall clearly indicate the scheduled time-off. Failure of the employee to file a Permission Slip as prescribed shall result in a deduction from his/her leave credits.



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9. Fund Source

The overtime pay shall be charged against the following sources:

- The amount specifically appropriated in Corporate Operating Budget for overtime pay, if any;
- Available savings, subject to existing rules and regulations on the use of savings;
- Other fund sources authorized under existing laws, rules, and regulations.

10. Reportorial Requirement

The Corporation shall submit the Report on Overtime Services with Pay (Annex D) to the Department of Budget and Management (DBM), copy furnished the CSC on or before 31 March of every year.

11. Effectivity

These Policies shall take effect immediately upon issuance and shall continue to be in force until it is revoked.


Recommending Approval:

IAN A. BRIONES
Group Head, Corporate Services Group

ALBERTO E. PASCUAL
President and CEO

	PHILGUARANTEE	Group/Department / Office	ANNEX A
	Philippine Guarantee Corporation		Date
AUTHORITY TO RENDER OVERTIME WORK			
FOR : <u>The Group/Office/Department Head</u>			
May I request authority for Mr./Ms. _____ to render Overtime Service on _____, from _____ to _____ p.m. or for a total of _____ hours.			
a. Purpose of rendition of overtime: _____			
b. Justification of overtime: _____ (Why work has to be extended beyond regular office hours; possible adverse affect on PHILGUARANTEE if the work is not completed on schedule): _____			
c. Overtime work rendered is to be <input type="checkbox"/> converted to Compensatory Overtime Credits <input type="checkbox"/> paid in cash			
Name and Signature of Employee		RECOMMENDING APPROVAL:	
_____		Office/Department Head	
APPROVAL OF OVERTIME:		APPROVAL OF OVERTIME TO BE PAID IN CASH:	
_____		_____	
Group Head		President and CEO	

ANNEX B



PHILGUARANTEE
Philippine Guarantee Corporation

Certificate of COC Earned

This certificate entitles Mr./Ms. _____ to _____ () **hours**
(Number of hours)
 of Compensatory Overtime Credits.

IAN A. BRIONES
 Senior Vice President, CSG

Date Issued: _____
 Valid Until : _____

No. of Hours of Earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks
_____	_____	_____	_____	

Approved by:

 Department/Office Head

 Group Head

Claimed:

 HRO

 Date



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ANNEX C



PHILGUARANTEE

Philippine Guarantee Corporation

PERMISSION SLIP
(Prepare in Triplicate)

Date: _____
Employee No. : _____
Name : _____
Designation : _____
Department / Division : _____

Purpose : _____

() Personal
Time Out : _____ a.m.
_____ n.n.

() Official
Time In : _____ a.m.
_____ p.m.

Signature

Approved by:

Group/Department/Office Head

NOTE: Employees concerned shall sign the logbook of the PHILGUARANTEE Guard upon return. Request that are PERSONAL IN NATURE ARE CHARGEABLE AGAINST EARNED LEAVES.

Cc : Employee
HRODD
PHILGUARANTEE Guard

PGC-HRODD-QP-8

Rev. 02 as of 06 October 2020



PHILGUARANTEE

Philippine Guarantee Corporation

PERMISSION SLIP
(Prepare in Triplicate)

Date: _____
Employee No. : _____
Name : _____
Designation : _____
Department / Division : _____

Purpose : _____

() Personal
Time Out : _____ a.m.
_____ n.n.

() Official
Time In : _____ a.m.
_____ p.m.

Signature

Approved by:

Department Head Group/Department/Office Head

NOTE: Employees concerned shall sign the logbook of the PHILGUARANTEE Guard upon return. Request that are PERSONAL IN NATURE ARE CHARGEABLE AGAINST EARNED LEAVES.

Cc : Employee
HRODD
PHILGUARANTEE Guard

PGC-HRODD-QP-8

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ANNEX D



PHILGUARANTEE

Philippine Guarantee Corporation

Report on Overtime Services with Pay
For FY _____

Agency: PHILIPPINE GUARANTEE CORPORATION

1. Priority Activities for which Overtime Pay was Authorized

2. Total Expenditure for Overtime Pay

No. of Personnel	Total Overtime Pay	Total Salaries/Wages	% Total Overtime Pay/Total Salaries/Wages
Regular -			
Contractual -			
Casual -			

3. Fund Sources for Overtime Pay

Sources	Amount

Submitted By:

Certified Correct:

Group Head, Corporate Services Group

President and Chief Executive Officer