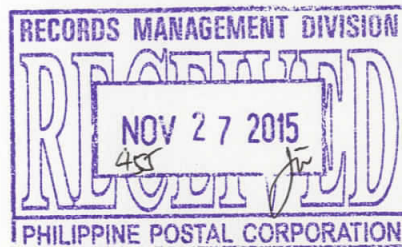


24 November 2015

**PHLPost CIRCULAR No. 15- 62**



**SUBJECT: GUIDELINES ON THE GRANT OF 2014 PERFORMANCE BASED BONUS (PBB)**

**I. Background and Purpose:**

Executive Order No. 80, s. 2012 (E.O. 80) was issued among others, provide incentives that support and encourage performance-driven, productive and efficient GOCCs. The PBB System for GOCCs is an integral part of the Compensation and Position Classification System (CPCS) mandated by the "Governance Act of 2011" (R.A. No. 10149). PHLPost Board Resolution No. 2015-16 was approved on 12 February 2015 thereby ***adopting the CY 2014 Performance-Based Bonus System for the Philippine Postal Corporation in accordance with EO No. 80, 2012 and GCG Memorandum Circular No. 2014-05***

**II. Rationale:**

To provide incentives that can encourage performance-driven, productive and efficient postal officials and employees, hence, the herein guidelines for the grant of PBB for all qualified personnel shall be adopted.

**III. Coverage:**

Officers and employees of this Corporation who occupy regular, casual or contractual positions provided that they have rendered at least nine (9) months of service for the year ending December 31, 2014.

**Exclusions** – Excluded from the grant of the PBB are the following:

- a. Consultants and experts hired to perform specific activities or services with expected output.
- b. Those hired as contract of service workers with no employer-employee relationship.
- c. Personnel found guilty of administrative and/or criminal cases related to their work for the year payment of PBB is allowed.
- d. Officers and employees who did not submit their Performance Ratings for January – June 2014 and July - December 2014 on or before the last day of submission.

**IV. Distribution System:**

Officers and employees of PHLPost is hereby grouped accordingly, who shall be ranked on a percentile basis within their respective levels as determined by the PPC Management, as follows:

**A. Grouping of Personnel**

**A.1 Senior Management** - Assistant Postmasters General and Area Directors.

**A.2 Middle Management**- Head Executive Assistant, Department Management, Division Chief, Postmaster VII.

**A.3 Professional and Supervisory**- Personnel occupying positions with Salary Grade 10 to 23 ( e.g. Postmaster I-VI, HRMO, SPSO, etc.)

**A.4 Clerical/ General Staff** – personnel occupying plantilla positions ranging from SG-4 to 9. (e.g. Letter Carrier, Mail Sorter, Postal Teller, etc.)

**B. Exclusion for those “below satisfactory”**. Officers and employees whose average Performance Rating for January - June 2014 and July - December 2014 is below satisfactory shall not be eligible to the PBB.

**C. Distribution for Qualified Officers and Employees** – In each of the levels provided for in Section 3.1 above, the ratings of officers and employees under the Performance Evaluation System shall be quantified to allow for ranking on a percentile basis for the purpose of distribution, as follows:

c.1 The grant of the PBB shall be based on the performance of the individual Officers and employees within the rate of incentive as a multiple of the individual’s monthly basic salary based on the table below.


Percentile	Multiple
Top: Maximum 10%	2.50
Next: Maximum 25%	1.50
Remaining: Minimum 65%	1.00

c.2 **Computation of PBB** – Pursuant to Board Resolution 2014-11, 100% of the result of c.1 shall be subject to tax in excess of Php82,000.

**D. Grievance Mechanism.** All complaints and issues that shall be raised by Officers and employees shall be resolved through the Performance Management Team (PMT) who shall conduct investigation and resolve the case within 30 days upon receipt of the complaint. If the concerned employee is not satisfied with the decision of the PMT, he/she may elevate his/her concerns to the Postmaster General.

Payment of PBB shall not be earlier than **December 1, 2015** but not later than 15 December 2015.

All other orders inconsistent herewith is hereby revoked and/or amended accordingly.



**MA. JOSEFINA M. DELA CRUZ**  
Postmaster General and CEO