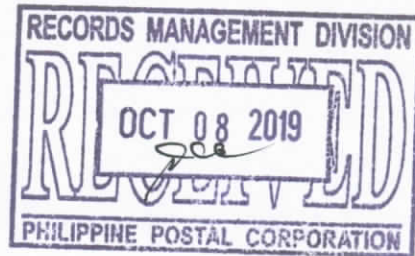


PHLPOST Circular No. 19-55

Subject : Guidelines in the Ranking and Distribution of
Performance-Based Bonus (PBB) for CY2019

Date : 01 October 2019



I. LEGAL BASIS

1. Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-01 dated 03 September 2019 – *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2019 under Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016*
2. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2019-02 – Interim Performance-Based Bonus (PBB)

II. OBJECTIVES

This Circular aims to:

1. Provide basic policies and procedure in the ranking and distribution of the Performance-Based Bonus (PBB) to PHLPost officials and employees who are entitled to the said bonus; and,
2. Provide basis in the determination of the eligibility, distribution and ranking in the grant of the PBB for CY2019.

III. COVERAGE

The grant of the PBB shall cover all PHLPost officials and employees holding regular plantilla positions and contractual personnel having an employee-employer relationship.

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

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

IV. ELIGIBILITY OF INDIVIDUAL OFFICERS AND EMPLOYEES

1. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
2. PHLPost 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 performance. Payment of the PBB, however, shall come from PHLPost.
3. Officials and employees who transferred from one government agency to another 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.
4. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered following the preceding table:

Length of Service	% of PBB Rate
8 months but < 9 months	90%
7 months but < 8 months	80%
6 months but < 7 months	70%
5 months but < 6 months	60%
4 months but < 5 months	50%
3 months but < 4 months	40%

The following are 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 newly-hired*
 - 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*
 - h. *Sabbatical Leave*
 - i. *Other leaves provided for by law*
5. 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.
 6. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executor judgment 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.
 7. Officials and employees who failed to submit the SALN prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the PBB.

8. Officials and employees who failed to liquidate within the reglamentary period the Cash Advances received in the applicable year as prescribed in COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-02 dated 18 May 2009 shall not be entitled to the PBB of the applicable year.
9. Officials and employees responsible for our compliance to other conditions and requirements enumerated under Section 4.3 of GCG MC No. 2019-02 shall not be entitled to the PBB for the applicable year if the Corporation fails to comply with any of these requirements.
10. Officials and employees who failed to submit their complete IPCR shall not be entitled to the PBB.

V. DISTRIBUTION OF PBB

Officers and employees shall be ranked on a percentile basis within their respective levels as follows:

1. Senior Management – Assistant Postmaster General, Corporate Secretary and Area Directors
2. Middle Management – Head Executive Assistant, Department Managers, Division Chiefs, Postmaster VII
3. Professional and Supervisory – Personnel occupying positions with Salary Grade 10 to 23
4. Clerical / General Staff – Personnel occupying positions with Salary Grade 4 to 9

VI. RATES OF THE PBB

The PBB Rates of individual employees shall be based on the performance of the individual Officers and Employees with the rate based on the monthly basic salary as of December 31, 2019 following the preceding table:

Percentile	PBB as % of Monthly Basic Salary
Top: Maximum 10%	65%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50%

The performance of individuals shall be the average rating of two (2) evaluation rating periods as reflected in the Individual Performance Commitment and Review (OPCR) Form.

VI. 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.

VII. EFFECTIVITY

This Circular **does not guarantee the release** of the Performance Based-Bonus (PBB). The approval and release of the PBB for CY2019 is dependent on the validation of our CY2019 performance against the GCG-approved targets and our compliance to the governance conditions and other requirements as indicated in IATF Memorandum Circular No. 2019-01 dated 03 September 2019.



JOEL L. OTARRA
Postmaster General & CEO