

Board Resolution No. 2019 - 50

“APPROVING THE REVISED PROCEDURAL GUIDELINES IN THE DETERMINATION OF ELIGIBILITY, RANKING, AND DISTRIBUTION OF FYS 2017 AND 2018 PERFORMANCE-BASED BONUS (PBB).”

RESOLVED, as it hereby resolves to approve the revised procedural guidelines in the determination of eligibility, ranking, and distribution of FYS 2017 and 2018 Performance-Based Bonus (PBB).


Adopted during the 4th Regular Meeting of the Board of Directors of the Philippine Postal Corporation held on 23 April 2019 at the City of Manila, Philippines.

Approved by:


NORMAN N. FULGENCIO
Chairman


JOEL L. OTARRA
Vice Chairman & Postmaster General


CRISTINA E. CARINGAL
Member


RIDGWAY M. TANJILI
Member


RAUL B. BENDIGO
Member


LIBERTY C. AVILA
Member

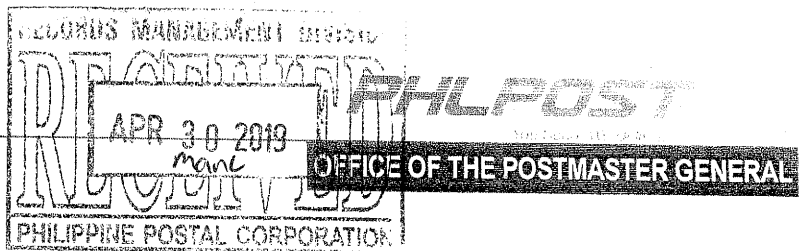

PELAGIO S. PAGUICAN
Member

Attested by:


ATTY. LINDEZA R. ROGERO-GAVINO
Corporate Secretary

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GUZMAN B. MELGAREJO
ACTING ASSISTANT CORPORATE SECRETARY



PHLPOST Circular No. 19-20

Subject : **REVISED Guidelines in the Ranking and Distribution of the Performance-Based Bonus (PBB) for CY2018**

Date : **28 March 2019**

I. LEGAL BASIS

1. Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-01 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 s. 2012 and EO No. 201 s. 2016
2. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2017-01 – Interim Performance-Based Bonus
3. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2018-01 – Amendments to the Interim Performance-Based Bonus (PBB)

II. OBJECTIVES

This Circular aims to:

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

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. Officials and employees who have rendered at least nine (9) months of service for year ending December 31 of the applicable year, and have received a rating of at least "satisfactory" are entitled to PBB.
2. 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 Career Executive Service Performance Evaluation System (CESPES).
3. Third level officials should receive a rating of at least "satisfactory" under the CESPES. Payment of the PBB to third level Officials shall be contingent on the release of the results of the CESPES.
4. Personnel 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.
5. 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. *Scholarship/Study Leave*
 - g. *Sabbatical Leave*
6. 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.
 7. 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.

8. 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.
9. 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 be informed of their ineligibility within fifteen (15) days after the approval of this issuance and shall be given five (5) days to reply on their ineligibility. Reconsideration of their ineligibility shall be based on their reply and/or document/s submitted within the deadline set.
10. Officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the systems of ranking and performance of delivery units shall not be entitled to the PBB, if the corporation fails to comply with any of these requirements.
11. 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, 2018, 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 supersedes PHLPost Circular 18-64 dated 24 September 2018 and shall be effective immediately.

However, this does not guarantee the release of the Performance Based-Bonus (PBB). The approval and release of the PBB for CY2018 is dependent on the validation of our CY2018 performance against the GCG-approved targets and in our compliance to the governance conditions and other requirements as indicated in IATF Memorandum Circular No. 2018-01


JOEL L. OTARRA
Postmaster General & CEO