PDA OFFICE ORDER No. 35-A
Series of 2017

SUBJECT : **Internal Guidelines in the Ranking and Distribution of the 2017 Performance-Based Bonus (PBB)**

DATE : **August 1, 2017**

I. LEGAL BASIS

In the interest of the service and pursuant to Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-01 dated June 09, 2017, Guidelines on the Grant of the Performance Based-Bonus for Fiscal Year 2017 under Executive Order (EO) No. 80 series 2012, Partido Development Administration (PDA) hereby adopts these guidelines in the ranking and distribution of PBB to its officials and employees.

II. PURPOSE

This Office Order is issued to provide the basic policies and procedures in the ranking and distribution of PDA officials and employees who are entitled to the PBB. This also aims to guide and provide basis in determining the eligibility of officials and employees and on the rating and ranking process.

III. COVERAGE

All Officers and Employees who occupy Plantilla positions

IV. GUIDELINES

A. *Eligibility of Individuals*

1. Personnel who have rendered at least nine (9) months of service for year ending December 31, 2017 are entitled to PBB.

2. Employees belonging to the First and Second Level positions should receive at least "Satisfactory" rating based on the CSC-approved SPMS.

3. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, 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%

The 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:

(a) Being a newly hired employee;
(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; and
(h) Sabbatical Leave

4. 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.

5. Personnel found guilty of administrative and/or criminal cases in FY 2017 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.

6. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2017 PBB.

7. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2017 as required by the COA shall not be entitled to the FY 2017 PBB.

8. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the PBB of FY 2017 PBB

B. *Ranking of Delivery Units and Individuals*

9. The category of performance of each office shall be determined, as follows:

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

V. SAVING CLAUSE

Cases not covered by this guidelines and other clarifications regarding the implementation of this Office Order shall be addressed to the Board Chairman for resolution and/or appropriate action.

VI. EFFECTIVITY

This Office Order shall take effect immediately. All other Orders or provisions thereof inconsistent and contrary to this Order or its provisions are hereby superseded, rescinded and/or amended accordingly.

RAMON F FUENTEBELLA
Administrator I