



# Partido Development Administration

Created under R.A. 7820

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PDA OFFICE ORDER No. 51

series of 2015

**SUBJECT : Internal Guidelines in the Ranking and Distribution of the 2015 Performance-Based Bonus (PBB)**

**DATE : 29 October 2015**

## I. LEGAL BASIS

In the interest of the service and pursuant to Inter-Agency Task Force (IATF) Memorandum Circular No. 2015-01 dated August 12, 2015, Guidelines on the Grant of the Performance Based-Bonus for Fiscal Year 2015 under Executive Order No. 80, 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, 2015 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 filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If 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 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2015 PBB.
7. Officials and employees who failed to liquidated Cash Advances received in 2015 within the reglamentary period as stated in the prevailing COA Circular, shall not be entitled to the FY 2015 PBB.

*B. Ranking of Delivery Units and Individuals*

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

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

**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 PUENTEBELLA**  
*Administrator I*

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- (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 filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If 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 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2015 PBB.
- 7. Officials and employees who failed to liquidated Cash Advances received in 2015 within the regulatory period as stated in the prevailing COA Circular, shall not be entitled to the FY 2015 PBB.

8. Ranking of Delivery Units and individuals

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

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 32%	Better Performer
Next 55%	Good Performer

#### V. SAVING CLAUSE

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

#### VI. EFFECTIVITY

This 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. FUENTESBELL  
Administrator I