

Revised

**DOST-PCAARRD SYSTEM OF RANKING DELIVERY UNITS AND INDIVIDUALS
AS BASIS FOR EVALUATION AND GRANTING OF
2020 PERFORMANCE-BASED BONUS (PBB)**

1. RATIONALE

To establish a ranking system for PCAARRD delivery units/divisions for the grant of 2020 Performance-Based Bonus (PBB) pursuant to Memorandum Circular No. 2020-1 dated June 2, 2020 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011).

2. COVERAGE

All fourteen (14) offices/divisions of PCAARRD and all officials and employees holding regular plantilla positions.

3. PERFORMANCE RANKING

PCAARRD is composed of fourteen (14) divisions, namely: Office of the Executive Director (including the Office of the Deputy Executive Director for Research and Development and the Office of the Deputy Executive Director for Administration, Resource Management and Support Services), Policy Coordination and Monitoring Division, Management Information Systems Division, Agricultural Resources Management Research Division, Crops Research Division, Forestry and Environment Research Division, Socio-Economics Research Division, Livestock Research Division, Inland Aquatic Resources Research Division, Marine Resources Research Division, Technology Transfer and Promotion Division, Applied Communication Division, Institution Development Division, and Finance and Administrative Division.

A. Ranking of Delivery Units

The offices/divisions shall meet the criteria and conditions provided in IATF MC No. 2020-1.

To determine the ranking of each delivery unit/division, all fourteen (14) divisions will have to compete among themselves based on the Division Performance Commitment and Review Form (DPCR) ratings obtained in 2020. Percentage of ranking shall follow the table hereunder:

| Performance Category | Ranking | Actual No. of Divisions |
|------------------------------------|----------------|--------------------------------|
| Best Bureau/Office/Delivery Unit | Top 10% | 1 |
| Better Bureau/Office/Delivery Unit | Next 25% | 4 |
| Good Bureau/Office/Delivery Unit | Remaining 65% | 9 |

B. Ranking of Individuals

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit or division where they belong, based on the individual's monthly basic salary as of December 31, 2020, as follows, but not lower than Php5,000.00.

| Performance Category | PBB as % of Monthly Basic Salary |
|--|---|
| Best Bureau/Office/Delivery Unit (10%) | 65% |
| Better Bureau/Office/Delivery Unit (25%) | 57.5% |
| Good Bureau/Office/Delivery Unit (65%) | 50% |

The following guidelines and procedures shall be followed in ranking PCAARRD employees for PBB entitlement purposes for FY2020:

- a) Employees belonging to the 1st and 2nd Levels should receive a rating of at least "Satisfactory" based on the Agency's CSC-approved Strategic Performance Management System (SPMS);
- b) 3rd Level officials should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to 3rd level officials shall be contingent on the release of results of the CESPES;
- c) Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees and rated by the recipient agency. However, payment of the PBB shall come from the mother/sending agency;
- d) Personnel who transferred from one government agency to another agency 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;
- e) An employee who has rendered a minimum of nine (9) months of service during the calendar year and with at least Satisfactory rating may be eligible to the full grant of the PBB;
- f) An employee who rendered three (3) months or more but less than nine (9) months and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB rate of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

| Length of Service | Percentage 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% |

- g) 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:

- *Being a newly-hired employee;
- *Retirement;
- *Resignation;
- *Rehabilitation Leave;
- *Maternity Leave and/or Paternity Leave;
- *Vacation or Sick Leave, with or without pay;
- *Scholarship or Study Leave;
- *Sabbatical Leave;

- h) An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB;
- i) Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in CY 2020 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;
- j) Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY2020 PBB;
- k) Officials and employees who failed to liquidate Cash Advances received in CY2020 within the reglementary period as prescribed by the COA shall not be entitled to the FY2020 PBB;
- l) Officials and employees who failed to submit their complete SPMS Forms to their respective Coordinating Units (OED-ARMSS, OED-RD) on or before January 15, 2021 shall not be entitled to the FY2020 PBB;
- m) The ranking of all divisions within PCAARRD shall be validated by the respective Coordinating Units (OED-ARMSS, OED-RD). The Performance and Management Team (PMT) shall review and recommend the same to the Executive Director for his final approval; and
- n) Employees who disagree with the ranking given by their division/unit may wish to give feedback on the implementation of the PBB within PCAARRD or may submit a letter to the Chairman of the PMT of PCAARRD.

Recommending Approval:


MELVIN B. CARLOS

Deputy Executive Director for ARMSS and
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Approved by:


REYNALDO V. EBORA

Executive Director