



MALACAÑANG
Presidential Broadcast Staff-RTVM

**SYSTEM OF RATING AND RANKING OF DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

Pursuant to Section 6.2 (i) of Memorandum Circular No. 2016-01 dated May 12, 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems under Good Governance Conditions wherein this agency has to establish system of rating and ranking of delivery units and individual to be posted in the RTVM Transparency Seal. Moreover, the System should be disseminated to employees not later than October 30, 2016.

A. GUIDELINES FOR RANKING OF DELIVERY UNITS

A.1 GROUPING OF DELIVERY UNITS

In accordance with Section 8.2 of the abovementioned Memorandum Circular, the agency considered similarities of task and responsibilities in grouping and clustering of the following delivery units:

GROUP/CLUSTER	DELIVERY UNITS	TASK/RESPONSIBILITIES
MEDIA OPERATIONS	Media Production Division Engineering Division	<ul style="list-style-type: none">Responsible for the overall technical aspects and production operations of Presidential programs and eventsConsidered as the nerve center of the execution of the functions of RTVM.
ADMINISTRATIVE SERVICES	Administrative & Finance Division	<ul style="list-style-type: none">provides budgetary, financial, accounting, personnel, property procurement and management, transport mobility and communications, and other general services to the RTVM personnel. All administrative support necessary for the fulfillment of the agency's mandate are provided by the division.
SUPPORT SERVICES	Research and Archives Division	<ul style="list-style-type: none">is primarily responsible for the planning needs and archiving of all video materials generated in every production activity. It provides the necessary reports as required by the overseeing government institutions.

A.2 FORCED RANKING OF DELIVERY UNITS

RTVM and its delivery units should meet the criteria and conditions in Section 4.1 are eligible to the FY 2016 PBB. Delivery units shall be forced ranked according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

NOTE: Only the personnel belonging to eligible delivery unit are qualified for the PBB. The result in ranking of delivery units shall be indicated in Form 1.0. There shall no longer be a ranking of individuals within a delivery unit.

A.3 RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than 5,000.

PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

B. ELIGIBILITY OF INDIVIDUALS

B.1 HEAD OF AGENCY (EXECUTIVE DIRECTOR)

Based on Section 7.1 of Memorandum Circular No. 2016-1, the eligibility of the Head of the Agency will depend on the eligibility and performance of the agency. The PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

PERFORMANCE OF ELIGIBLE AGENCY	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFGs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

Note: The Head of the Agency shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0

B.2 KEY OFFICERS AND STAFF

- ✓ The ranking of individual shall be based on the average of scores indicated on the Individual Performance Commitment Review (IPCR) for the two rating periods from January 1 to June 30, 2016 and July 1 to December 15, 2016.
- ✓ The PMT, together with the division/section heads should be guided by the set standard of rating scale for individual evaluation
- ✓ Preparation and deliberation by each section on their Individual Success Indicator Matrix should be in accordance with the assigned duties and responsibilities (commitment) considering the three categories: Quality, Efficiency & Timeliness using the rating scale 1-5.
- ✓ The PMT should review the submitted IPCRs of each division/section to validate the observed ratings if these conform to the set standard

C. ELIGIBILITY CRITERIA

- ✓ Employees belonging to the 1st and 2nd level should receive a rating of at least "Satisfactory" based on the CSC-approved SPMS.
- ✓ Division heads (performing managerial functions) who are not presidential appointees are covered by the CSC-approved SPMS and should receive a rating of at least "Satisfactory".
- ✓ 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/her performance. Payment of the PBB shall come from the parent agency.
- ✓ 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.
- ✓ An employee who has rendered a minimum of nine(9) months of service in FY 2016 and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
- ✓ An official or employee who 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 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(9)-month ACTUAL service requirement to be considered for PBB on a pro-rata basis:

- a. Being newly hired employees:
 - 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
- ✓ 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.
 - ✓ Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall NOT be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
 - ✓ Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015 shall NOT be entitled to the FY 2016 PBB.
 - ✓ Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
 - ✓ Officials and employees who failed to submit their complete SPMS (IPCR) Forms shall not be entitled to the FY 2016 PBB.

D. DEADLINE FOR SUBMISSION OF IPCR

The deadline for the submission of the IPCRs shall be on or before the below listed dates to allow sufficient time for consolidation, preparation, review of individual ratings:

1 st semester (January 1 to June 30)	on or before July 15
2 nd semester (July 1 to December 15)	on or before Dec. 18


DENNIS WILFRED P. PABALAN
Executive Director

mdc