



MALACAÑANG
Presidential Broadcast Staff-RTVM

**SYSTEM OF RATING AND RANKING OF DELIVERY UNITS AND
INDIVIDUAL FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FY 2015**

Pursuant to Memorandum Circular No. 2015-01 dated August 12, 2015 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, this agency hereby adopts the following guidelines/system of rating and ranking of delivery units and individual for the grant of Performance-Based Bonus (PBB) for FY-2015:

A. GUIDELINES FOR RANKING OF DELIVERY UNITS

The agency's Performance Management Team(PMT) shall adopt the CSC- approved Strategic Performance Management System (SPMS) for ranking the performance of employees under the 1st and 2nd level.

The four delivery units of the agency namely the Media Production, Engineering, Research and Archives and the Administrative and Finance Divisions should meet at least 90% of its submitted targets for PBB 2015 in order to qualify for ranking. The division which failed to submit and/or delivered the required targets shall be excluded from the forced ranking.

In consideration of the vital functions of each division, the PMT, together with the heads of the divisions resolved that forced ranking should be guided by the following formula:

IF RTVM IS RANKED BEST BUREAU:

DIVISION	TOTAL NO. OF EMPLOYEE ENDING CY 2015	20% (BEST)	35% (BETTER)	45% (GOOD)	100%
MEDIA PRODUCTION	MP	0.20xMP	0.35xMP	0.45xMP	MP
RESEARCH & ARCHIVES	RA	0.20xRA	0.35xRA	0.45xRA	RA
ENGINEERING	E	0.20xE	0.35xE	0.45xE	E
ADMINISTRATIVE & FINANCE	AF	0.20xAF	0.35xAF	0.45xAF	AF
TOTAL	MP+RA+E+AF-RTVM	0.20 x RTVM	0.35 x RTVM	0.45 x RTVM	RTVM

IF RTVM IS RANKED BETTER BUREAU:

DIVISION	TOTAL NO. OF EMPLOYEE ENDING CY 2015	15% (BEST)	30% (BETTER)	55% (GOOD)	100%
MEDIA PRODUCTION	MP	0.15xMP	0.30xMP	0.55xMP	MP
RESEARCH & ARCHIVES	RA	0.15xRA	0.30xRA	0.55xRA	RA
ENGINEERING	E	0.15xE	0.30xE	0.55xE	E
ADMINISTRATIVE & FINANCE	AF	0.15xAF	0.30xAF	0.55xAF	AF
TOTAL	MP+RA+E+AF=RTVM	0.15 x RTVM	0.30 x RTVM	0.55 x RTVM	RTVM

IF RTVM IS RANKED GOOD BUREAU:

DIVISION	TOTAL NO. OF EMPLOYEE ENDING CY 2015	10% (BEST)	25% (BETTER)	65% (GOOD)	100%
MEDIA PRODUCTION	MP	0.10xMP	0.25xMP	0.65xMP	MP
RESEARCH & ARCHIVES	RA	0.10xRA	0.25xRA	0.65xRA	RA
ENGINEERING	E	0.10xE	0.25xE	0.65xE	E
ADMINISTRATIVE & FINANCE	AF	0.10xAF	0.25xAF	0.65xAF	AF
TOTAL	MP+RA+E+AF=RTVM	0.10 x RTVM	0.25 x RTVM	0.65 x RTVM	RTVM

Legend :

- MP – total number of employees under Media Production Division
- RA - total number of employees under the Research and Archives Division
- E - total number of employees under the Engineering Division
- AF - total number of employees under the Administrative and Finance Division
- RTVM – total number of qualified employees as of December 31, 2015

B. GUIDELINES FOR RANKING INDIVIDUAL

- ✓ 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, 2015 and July 1 to December 15, 2015.
- ✓ 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 FOR INDIVIDUAL

- ✓ Employees belonging to the 1st and 2nd level should receive a rating of at least "Satisfactory" based on the CSC-approved SPMS.
- ✓ 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 mother 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 during the fiscal year and with a performance rating of "Satisfactory" may be eligible to the full grant of the PBB.
- ✓ An employee who rendered a minimum of three(3)months but less than nine(9)months of service and with the 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(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 filed against them and meted penalty in FY 2015 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 2014 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015 shall NOT be entitled to the FY 2015 PBB.
 - ✓ Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 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


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