

# **GUIDELINES/MECHANICS IN RANKING CSC OFFICES/DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS FOR 2016**

## **1.0 BACKGROUND AND RATIONALE**

The Civil Service Commission (CSC) promotes morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the Civil Service. It adopts measures to strengthen the merit and rewards system, integrates all human resources development programs for all level and ranks, and institutionalizes a management climate conducive to public accountability.

Towards strategic and operational alignment, the CSC's Major Final Outputs (MFO) are geared on improving public service delivery and increased responsiveness of NGAs, GOCCs, and LGUs while the Performance Indicators (PIs) for each MFO captures the essential characteristics of the MFOs delivered to clients and end-beneficiaries.

In the light of performance delivery, distinguishing features include performance of functions related to Operations or activities directed at fulfilling the CSC's mandates, Support to Operations activities or that which provide technical and substantive support to the operations and projects of the CSC and the General Administration and Support Services that deal with the provision of overall administrative management support to the entire operation of the CSC.

## **2.0 PURPOSE**

- 2.1 To provide guidelines on the ranking of Offices within the CSC (Central and Regional) performing functions which are critical in promoting public service excellence and integrity including the rating and ranking of performance of Individuals.
- 2.2 To ensure harmonization with the requirements in the Results-Based Performance Management System (RBPMS) and strengthen performance monitoring and appraisal system.

## **3.0 POLICY GUIDELINES**

- 3.1 To determine the ranking of offices within the CSC and the individuals within the office or delivery unit based on performance for the grant of PBB, the ranking shall be based on CSC's Strategic Performance Management System (SPMS).

## 4.0 RANKING OF DELIVERY UNITS

4.1 Evaluation of accomplishments is based on sub-grouping or clustering of delivery units with similarities of task and responsibilities. As such, forced ranking shall be done within the different sub-groups. To be eligible for PBB, however, offices must achieve the agency performance targets under their respective Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support to Operations (STO) and General Administrative and Support Services (GASS).

4.1.1 The sixteen (16) CSC Regional Offices, as the implementing arm of the CSC, shall be clustered according to their classification as Small, Medium or Large. Each cluster shall be rated according to their accomplishment vis-à-vis target/commitments set in their 2016 OPCR.

To determine each RO's classification as to Good, Better or Best Office, the Offices above shall be forced ranked according to the rating of accomplishment of performance targets in the 2016 OPCR, as follows:

<b>Ranking / Classification of ROs</b>	<b>Performance Category</b>
Small ROs (CAR, ROs 2, 9, 12, CARAGA & ARMM)	
Top 10% = 1 RO	Best Office/Delivery Unit
Next 25% = 1 RO	Better Office/Delivery Unit
Next 65% = 4 ROs	Good Office/Delivery Unit

<b>Ranking / Classification of ROs</b>	<b>Performance Category</b>
Medium ROs (ROs 1, 5, 7, 8, 10, & 11)	
Top 10% = 1 RO	Best Office/Delivery Unit
Next 25% = 1 RO	Better Office/Delivery Unit
Next 65% = 4 ROs	Good Office/Delivery Unit

<b>Ranking / Classification of ROs</b>	<b>Performance Category</b>
Large ROs (NCR, ROs 3, 4 & 6)	
Top 10% = 1 RO	Best Office/Delivery Unit
Next 25% = 1 RO	Better Office/Delivery Unit
Next 65% = 2 ROs	Good Office/Delivery Unit

- 4.1.2 Offices in the Central Office considered as the policy making body of the Commission shall likewise be clustered according to the performance of their functions as Operations, Support to Operations and General Administration and Support Services. Each cluster shall be rated according to their accomplishment vis-à-vis target/commitments set in their 2016 OPCR.
- 4.1.3 The Executive Offices (*Office of the Chairperson and Office of the 2 Commissioners* grouped as one) shall be classified under the General Administration and Support Services. Its assigned rating shall be obtained from the averaged rating of the offices in the CSC ROs & COs.
- 4.1.4 The Office of the Assistant Commissioner for Special Concerns shall be classified under the General Administration and Support Services.
- 4.1.5 To determine each office's classification as to Good, Better or Best Office, the Offices mentioned in the above items 4.1.2 to 4.1.4 shall be forced ranked according to the rating of accomplishment of performance targets in the 2016 OPCR as follows:

<b>Ranking / Classification</b>	<b>Performance Category</b>
Operations (CSI, ERPO, HRPSO, HRRO & OLA)	
Top 10% = 1 CO	Best Office/Delivery Unit
Next 25% = 1 CO	Better Office/Delivery Unit
Next 65% = 3 COs	Good Office/Delivery Unit

<b>Ranking / Classification</b>	<b>Performance Category</b>
Support to Operations (IAS, IRMO, OSM & PAIO)	
Top 10% = 1 CO	Best Office/Delivery Unit
Next 25% = 1 CO	Better Office/Delivery Unit
Next 65% = 2 COs	Good Office/Delivery Unit

<b>Ranking / Classification</b>	<b>Performance Category</b>
GASS (Exec. Office, OACSC, CSLO, OFAM & OHRMD)	
Top 10% = 1 CO	Best Office/Delivery Unit
Next 25% = 1 CO	Better Office/Delivery Unit
Next 65% = 3 COs	Good Office/Delivery Unit

## 5.0 ELIGIBILITY OF INDIVIDUALS

5.1 The eligibility of the Chairperson and the 2 Commissioners will depend on the eligibility and performance of the CSC. Their PBB shall be based on their monthly basic salary as of December 31, 2016, as follows:

<b>Performance of Eligible Agency</b>	<b>PBB as % of Monthly Basic Salary</b>
Agency achieved all GGCs, and its physical targets in <b>all</b> MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical target/s due to <b>uncontrollable</b> reasons	57.5%
Agency achieved all GGCs, and has deficiency in <b>one</b> of its physical target/s due to <b>controllable</b> reasons	50%

5.2 As a general rule, all Heads of Office shall receive a rating equivalent to the rating of their respective offices. Heads of Office refer to the Director IV and Director III both in the CO and RO. In instances where Directors III are required to submit their own IPCRs, they shall have a separate rating based on actual accomplishment of targets set in their IPCRs and should receive a rating of at least "Satisfactory."

5.3 First and Second Level employees should receive a rating of at least "Satisfactory" pursuant to the CSC's Strategic Performance Management System (SPMS), in order to be eligible for PBB.

5.4 An employee who is on a vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB.

- 5.5 Personnel who transferred from one delivery unit to another shall be rated and ranked by the delivery unit where he/she served the longest. If equal months were served for each delivery unit, he/she will be included in the recipient delivery unit.
- 5.6 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.
- 5.7 Personnel who transferred from one government agency to another 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.
- 5.8 An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory performance rating based on the CSC-approved SPMS may be eligible to the full grant of the PBB even if they are no longer in the service at the time of the grant/release of PBB.
- 5.9 An official or employee who has rendered a minimum of three (3) months but less than nine (9) 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 of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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 to be considered for PBB on a pro-rata basis, even if he/she failed to meet the nine-month actual service requirement, provided he/she has met the minimum 3-month service requirement:

- 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 but not to exceed nine months;
  - g. Scholarship/Study Leave; and
  - h. Sabbatical Leave.
- 5.10 An official or employee found guilty of administrative and/or criminal case filed against him/her and meted penalty of suspension (regardless of duration) in FY 2016 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.
- 5.11 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2016 PBB.
- 5.12 Officials and employees who failed to liquidate the Cash Advances received in FY 2016 as required by the COA, shall not be entitled to the FY 2016 PBB.
- 5.13 Officials and employees who failed to submit their complete SPMS Forms shall not be eligible to the FY 2016 PBB.

**6.0 RATES OF THE FY 2016 PBB**

6.1 The PBB rates of individual employees shall depend on the performance ranking of the office or delivery unit where they belong, based on the individual’s monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00:

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Office/Delivery Unit (10%)	65%
Better Office/Delivery Unit (25%)	57.5%
Good Office/Delivery Unit (65%)	50%

**7.0 APPLICABILITY**

The herein Guidelines shall apply to the 2016 performance of Offices in the CSC ROs and COs including the Executive Offices and Office of the Assistant Commissioner for Special Concerns.