

Approved Guidelines/Mechanics in Ranking CSC Offices/Delivery Units and Individuals for the Grant of Performance-Based Bonus (PBB) for FY 2015

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 CSC Offices in the 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 Performance-Based Bonus and strengthen performance monitoring and appraisal system.

3.0 POLICY GUIDELINES

- 3.1 To determine the ranking of offices within the Civil Service Commission 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 performance appraisal system or the Strategic Performance Management System (SPMS).

4.0 Ranking of CSC Offices or Equivalent Delivery Units Based on Performance

4.1 Evaluate offices' accomplishments based on sub-groups or performance of functions or similarity of their tasks and responsibilities. As such, forced ranking shall be done within the different sub-groups. To be eligible for PBB, however, offices should get at least an average rating of 90% for committed targets.

4.1.1 The sixteen (16) CSC Regional Offices, as the implementing arm of the CSC, shall be clustered according to their classification as Large, Medium or Small. Each cluster shall be ranked according to their accomplishment vis-à-vis target/commitments set in their 2015 OPCR.

To be eligible to the PBB, the Offices above shall be forced ranked according to the rating of accomplishment of performance targets in the 2015 OPCR, as follows:

Ranking / Classification of ROs	Performance Category
Large ROs (NCR, RO 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

Ranking / Classification of ROs	Performance Category
Medium ROs (ROs 1, 5, 7, 8, 10, & 11)	
Top 10% = 1 RO	Best Office/Delivery Unit
Next 25% = 2 ROs	Better Office/Delivery Unit
Next 65% = 3 ROs	Good Office/Delivery Unit

Ranking / Classification of ROs	Performance Category
Small ROs (CAR, ROs 2, 9, 12, CARAGA & ARMM)	
Top 10% = 1 RO	Best Office/Delivery Unit
Next 25% = 2 ROs	Better Office/Delivery Unit
Next 65% = 3 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 as contained in their 2015 OPCR.

4.1.3 The Executive Offices (*Office of the Chairman and Office of the 2 Commissioners*) shall be grouped as one and shall be classified under the General Administration and Support Services. Their assigned rating shall be obtained from the averaged rating of the offices in the CSC ROs & COs. The average rating obtained when grouped together with the Offices in the Central Office shall determine the ranking of the Executive Office.

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 be eligible to the PBB, 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 2015 OPCR as follows:

Ranking / Classification	Performance Category
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

Ranking / Classification	Performance Category
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

Ranking / Classification	Performance Category
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 Rating and Ranking of Performance of Individuals

5.1 Officials and employees of offices or equivalent delivery units that qualified for the PBB based on the above-cited criteria and conditions shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB as provided in IATF Memorandum Circular 2015-01 *“Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80”*:

Best Office

Ranking	Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

Better Office

Ranking	Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

Good Office

Ranking	Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

5.2 The Commission proper (Chairperson and the 2 Commissioners), being a collegial body, shall automatically receive the amount of P35,000.00 each pursuant to item 6.1 of IATF Memorandum Circular No. 2015-1 dated August 12, 2015.

5.3 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. Thereafter, the Directors IV and Directors III including their staff shall be ranked based on their actual obtained rating.

5.4 First and Second Level employees who receive a rating below “Satisfactory” pursuant to the CSC-approved SPMS, in any rating period shall **not** be eligible to the PBB.

5.5 An employee who has rendered a minimum of nine (9) months of service during the fiscal year 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.

5.6 An employee who has 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 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 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;
- h. Sabbatical Leave.

5.7 Employees found guilty of administrative and/or criminal cases filed against them and meted penalty of suspension (regardless of duration) in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to receive the PBB.

5.8 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.

5.9 Officials and employees who failed to liquidate Cash Advances received in FY 2015 at the time of ranking shall not be entitled to the FY 2015 PBB.

6.0 PBB Distribution and Rates

6.1 The rates of the PBB shall be based on the performance ranking of offices or delivery units and rating of individuals as provided in EO No. 80, as follows:

CSC Office/ Delivery Unit	Individual Performance Category		
	Best	Better	Good
Best	35,000	20,000	10,000
Better	25,000	13,500	7,000
Good	15,000	10,000	5,000

7.0 Applicability

Herein Guidelines shall apply for 2015 performance of Offices in the CSC ROs and COs including the Executive Offices and Office of the Assistant Commissioner for Special Concerns.

8.0 Budget

Assumptions:

- 1) Performance category of Offices (*best, better, good*) and amount of PBB assigned in the RO & CO Offices were computed based on the number of organic personnel.
- 2) Computations for Offices in the RO and Offices in the CO were observed based on classification or performance of functions or similarity of the Offices' tasks and responsibilities. Hence, there are 14 Offices (*5 Operations, 4 STO, 5 GASS (including the 1 Office of the Assistant Commissioner, and with Executive Offices of the Commission considered as 1 Office)*) in the CO and 16 Offices in the RO.

- 3) That all CSC RO & CO Offices are qualified to the PBB subject however, to forced ranking according to the extent/degree of their contributions to the achievement of CSC performance targets.