



GUIDELINES IN RANKING NATIONAL PARKS DEVELOPMENT COMMITTEE DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2019

In the interest of the service and pursuant to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems Memorandum Circular No. 2019-1, dated September 3, 2019, the following guidelines in ranking National Parks Development Committee Delivery Units are hereby adopted for the grant of the Performance-Based Bonus (PBB) for Fiscal Year 2019:

I. COVERAGE

These Guidelines cover all Delivery Units of the National Parks Development Committee and all Officials and employees of Delivery Units holding regular plantilla positions whose compensation is charged to the appropriation under Personnel Services.

The Delivery Units based on the agency's organizational structure are as follows:

- 1.A. Office of the Executive Director*
- 1.B. Administrative Division
- 1.C. Cultural and Public Affairs Division
- 1.D. Finance Division
- 1.E. Operations Division
- 1.F. Planning Division

II. CRITERIA FOR ELIGIBILITY

As set forth in the Memorandum Circular No. – 2019-1, an agency must satisfy the following conditions to be eligible for the grant of PBB:

- II.A. Satisfy 100% of the Good Governance Conditions for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF).



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- II.B. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019.
- II.C. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the agency's First and Second Level officials and employees.

III. RANKING SYSTEM OF DELIVERY UNITS

- III.A. The ranking of Delivery Units within the National Parks Development Committee and the individuals within the Delivery Unit shall be based on the Civil Service Commission's Strategic Performance Management System (SPMS).

***Note:** The Executive Director shall not be included in the ranking and reporting of delivery units.

- III.B. The six (6) NPDC Offices /Divisions shall be rated according to their accomplishments vis- à-vis Commitments / targets set in their 2019 Office and Individual Performance and Commitment Review Forms (OPCR/IPCR) of Division Chiefs.
- III.C. To determine each Office's/Division category as to Best, Better, or Good Delivery Unit, the Offices/Division shall be forced ranked according to the extent/degree of their contribution to the achievement of performance targets in the 2019 OPCR/IPCR of Division Chiefs, as follows:



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Ranking	Performance Category	Number of Delivery Units
1st	Best Delivery Units	1
2nd	Better Delivery Units	1
3rd	Good Delivery Units	4

- III.D. The Performance Ranking of Delivery Units shall be based on the Division Chiefs' accomplishments (OPCR/ IPCR) using the flowing formula:

$$\begin{array}{ccc} \text{Total Overall Rating} & & \text{Total Overall Rating} \\ \text{January-June 2019 OPCR/IPCR} & + & \text{July-December 2019 OPCR/IPCR} \end{array}$$

$$\text{Accomplishment Score} = \frac{\text{Average Overall Ratings of 2 semesters of FY 2019}}{2}$$

- III.E. The PBB ratings of the individual employees shall depend on the performance ranking of the Delivery unit where they belong, based on their individual monthly basis salary as of December 31, 2019, as follows, but not lower than Five thousand pesos (P5,000):

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%



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IV. ELIGIBILITY OF INDIVIDUALS FOR PBB FY 2019

- IV.A. Heads of Agencies are eligible only if their agencies are eligible. If eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019.
- IV.B. Employees belonging to the First and Second Levels should receive a rating of at least **Satisfactory** based on NPDC's CSC-approved SPMS.
- IV.C. Personnel who transferred from NPDC to another government 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 receiving agency.
- IV.D. An NPDC official or employee who has rendered a minimum of nine (9) months of service during FY 2019 and with at least a **Satisfactory** rating shall be eligible to the full grant of the PBB.
- IV.E. An NPDC official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a **Satisfactory** rating shall be eligible to the grant of the PBB FY 2019 on a pro-rated basis corresponding to the actual length of service, as follows:

Length of Services	% of PBB Rate
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%



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The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB FY 2019 on a pro-rate basis:

1. Being a newly-hired employee;
2. Retirement; Resignation;
3. Rehabilitation leave;
4. Maternity/Paternity Leave;
5. Vacation or Sick Leave with or without pay;
6. Scholarship / Study Leave

IV.F. The following are not eligible to the grant of the PBBFY 2019

1. An NPDC employee who is on vacation or sick leave with or without pay for the entire year.
2. NPDC personnel found guilty of administrative and/ or criminal cases in FY 2019 by formal and executory judgment, unless the penalty meted out is only a reprimand.
3. NPDC officials and employees who failed to submit the 2019 SALN.
4. NPDC officials or employees who failed to liquidate within the reglementary period the cash advances received in FY 2019 as required by COA.
5. NPDC officials and employees who failed to submit their complete SPMS forms.
6. NPDC Officials and employees responsible for the implementation of the prior year's audit recommendations. QMS certification, or posting and dissemination of the NPDC's system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the NPDC fails to comply with any of these requirements.

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