

Office of the President
PHILIPPINE COMMISSION ON WOMEN

GUIDELINES ON THE
2015
PERFORMANCE-BASED BONUS
(PBB)

I. POLICY FRAMEWORK/LEGAL BASES

The following laws and policies, issued by the responsible government instrumentalities since 2013 up to the present, shall serve as the policy imperatives for the 2015 Performance-Based Bonus (PBB) Guidelines of the Philippine Commission on Women (PCW):

- A. Administrative Order (AO) No. 25, s. 2011 – Creation of an Inter-Agency Task Force (IATF) and Establishment of the Results-Based Performance Management System (RBPMS);
- B. Executive Order (EO) No. 80, s. 2012 – Adoption of a Performance-Based Incentive System (PBIS) for Government Employees;
- C. Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2012 – Guidelines on the Establishment and Implementation of the Agency Strategic Performance Management System;
- D. CSC-Department of Budget and Management (DBM) Joint Circular No. 1, s. 2012 – Rules and Regulations on the Grant of Step Increments Due to Meritorious Performance and Length of Service;
- E. CSC Memorandum Circular (MC) No. 3, s. 2015 – Guidelines on the Submission of the Statement of Assets, Liabilities, and Net Worth of Government Personnel;
- F. Republic Act No. 9485, otherwise known as the Anti-Red Tape Act (ARTA) of 2007, and its Implementing Rules and Regulations under Memorandum Circular No. 12, s.2008;
- G. Republic Act (RA) No. 10651 or the 2015 General Appropriations Act (GAA);
- H. National Budget Circular (NBC) No. 552, s. 2013 – Guidelines on the Shift to the Outcome-Based Performance-Informed Budget (PIB) for FY 2015;
- I. Memorandum Circular (MC) No. 2015-01, s. 2015 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under EO No. 80;
- J. Commission on Audit (COA) Resolution No. 2014-003, s. 2014 – Guidelines on the Submission of Financial Reports;
- K. Government Procurement Policy Board (GPPB) Resolution No. 10-2012, s. 2012 – Adoption of the Agency Performance Compliance and Performance Indicators (APCPI) System; and

- L. Administrative Order (AO) No. 46, s. 2015 – Guidelines on the Submission of the Annual Procurement Program (APP).

II. OBJECTIVES

- A. To ensure alignment of the PCW's 2015 targets to its approved Organizational Performance Indicator Framework (OPIF) and to the Results-Based Performance Monitoring System (RBPMS) being used to measure the government bureaucracy's performance;
- B. To implement the Strategic Performance Management System (SPMS) of the PCW following the CSC recommendations;
- C. To measure, assess, and link the PCW's performance as an organization with those of its delivery units and that of the individual employee with the delivery unit where s/he belongs to;
- D. To improve the PCW's service delivery by linking personnel incentives to organizational performance and recognizing and rewarding exemplary performance;
- E. To instill a culture of performance and motivate a higher level of performance, transparency, and accountability in the PCW; and
- F. To ensure accomplishment of commitments and targets by the PCW's delivery units and personnel.

III. KEY FEATURES

- A. Linkage to the 2015 Performance-Informed Budget (PIB) indicating the 2015 performance indicators, measures, and targets for the Organizational Outcome and Major Final Outputs (MFOs) for the PCW in the 2015 GAA;
- B. Mandatory adoption of the SPMS as the basis for the performance assessment and determination of the ranking of first- and second-level employees;
- C. Compliance to the Public Financial Management (PFM) reporting requirements of the COA and DBM;
- D. Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
- E. Compliance with Section 3e of AO No. 46, s. 2015, which requires agencies to submit their respective APPs; and
- F. Two-step system of setting measures and targets and force-ranking – this requires the target-setting and force-ranking of the organization's delivery unit first, then that of the individual official/employee thereafter.

IV. TYPES OF INCENTIVES

- A. Performance-Based Bonus (PBB) – a top-up bonus based on the individual employee's contribution to the accomplishment of the organizational targets; and
- B. Productivity Enhancement Incentive (PEI) – an across-the-board bonus of P5,000.00 per employee.

V. COVERAGE

Note: For the purpose of the 2015 PBB, the Office of the President (OP), as the PCW's mother department, shall exclude the Other Executive Offices (OEOs) as its delivery units in their ranking. Thus, the PCW (as an agency belonging to the OEOs) shall be considered as a department by itself. Hence, the divisions/projects/units (D/P/Us) within PCW shall be considered as the delivery units to be force-ranked.

A. Delivery Units:

1. Executive Support Group (ESG);
2. Policy Development and Advocacy Division (PDAD);
3. Technical Services Division (TSD);
4. Monitoring and Evaluation Division (MED);
5. Information Resource Management Division (IRMD);
6. Administrative and Finance Division (AFD);
7. AECID Project Management Office (PMO); and
8. GREAT Women Project 2 PMO.

- B. All officials and employees holding regular plantilla positions and occupying positions in the DBM-approved contractual staffing patterns for the foreign-assisted projects being implemented by PCW.

VI. RECONSTITUTED AND UNIFIED PERFORMANCE MANAGEMENT GROUP (PMG) COMPOSITION FOR THE PBIS AND SPMS

CECILE B. GUTIERREZ	-	Chairperson (PBB Focal Person)
CHIEF ADMINISTRATIVE OFFICER	-	Member (PBB Spokesperson)
NHARLEEN S. MILLAR	-	Member
JOSEPHINE KHALEEN M. SASUMAN	-	Member
MA. REBECCA RAFAELA R. BAYLOSIS	-	Member (EA Representative)
ROBERT MATTHEW C. ROMERO	-	Member
MARIA C. TASONG	-	Member
EMORIE M. PAPASIN	-	Member
MARIA THERESA E. CAASI	-	Member and Secretariat, SPMS
RAMIL P. SANTOS	-	Secretariat, PBIS

- A. The DDMS, as the PCW's PBB Focal Person, shall oversee the implementation of the SPMS and PBIS and the periodic PBB guidelines issued by the IATF created under AO No. 25 and the PCW;
- B. The PBB Spokesperson and Ms. Caasi shall be responsible for orienting and disseminating information to all employees about the PCW SPMS and 2015 PBB guidelines and ensuring compliance to the PhilGEPS posting requirements;
- C. Ms. Caasi shall ensure compliance by all officials and employees with the required submission and review of the Statement of Assets, Liabilities, and Net Worth (SALN) and their eventual submission to the respective SALN repository agencies as prescribed under CSC Memorandum Circular No. 3, s. 2015;
- D. Ms. Sasuman and Ms. Baylosis shall ensure that the Transparency Seal is updated regularly and in accordance with the specifications of the IATF;
- E. Ms. Tasong shall ensure compliance with the liquidation of cash advances;
- F. Ms. Millar, Mr. Romero, and Ms. Papasin shall ensure that the Citizen's Charter is updated regularly and the ARTA provisions are complied with;
- G. Ms. Tasong and Mr. Santos shall ensure that all the necessary reports/forms and certifications for submission to the IATF are prepared and submitted within the prescribed deadlines;
- H. All employees whose functions/responsibilities are directly or indirectly related to the good governance concerns shall provide all necessary assistance and support services to the PMG members to ensure the agency's compliance with the governance conditions; and
- I. The designated Shepherds who will be responsible for assisting and reviewing the reports of each unit and to whom issues/clarifications emanating from the units shall have to be raised first, are as follows:
 - 1. ESG – IRMD Representative (Mr. Robert Matthew C. Romero);
 - 2. PDAD – TSD Representative (Ms. Nharleen S. Millar);
 - 3. TSD – MED Representative (Ms. Josephine Khaleen M. Sasuman);
 - 4. MED – PDAD and EA Representative (Ms. Rebecca Rafaela R. Baylosis);
 - 5. IRMD – AFD Representative (Chief Administrative Officer);
 - 6. AFD – ESG Representative (Ramil P. Santos);
 - 7. AECID PMO – HRMDS Representative (Ms. Maria Theresa E. Caasi); and
 - 8. GWP2 PMO – Budget Section Representative (Ms. Maria C. Tasong).

VII. AGENCY ELIGIBILITY REQUIREMENTS AND 2015 PERFORMANCE TARGETS

A. Achieved at least 90% of the Congress-approved 2015 targets for each of the performance indicators for the *Organizational Outcome* and Major Final Outputs (MFOs) under *Operations* that are indicated in the 2015 GAA and of the targets submitted to the IATF, DBM, and the OP under *Support to Operations (STO)* and *General Administration and Support Services (GASS)*, as follows:

1. Organizational Outcome

Level of gender-responsiveness of selected National Government Agencies (NGAs) has improved – 10 pilot agencies

2. Operations

a. Major Final Output (MFO) 1: Policy Services on Gender and Development (GAD):

- i. Number of GAD policies developed and issued or updated and disseminated – Six (6) policies;
- ii. Percentage of stakeholders who rate the policies as good or better – Sixty-five percent (65%); and
- iii. Percentage of GAD policies that are updated, issued and disseminated in the last 3 years – Fifty percent (50%)

b. Major Final Output (MFO) 2: Gender and Development (GAD) Technical Advisory Services:

- i. Number of technical assistance (TA) provided – Two hundred twenty (220) TAs;
- ii. Percentage of stakeholders who rate the technical advisory as good or better – Sixty-five percent (65%); and
- iii. Percentage of requests for technical support responded to within 15 days – Seventy percent (70%)

3. Support to Operations (STO)

a. Submitted an Operations Manual for Gender and Development Plan and Budget (GPB) Review and Endorsement to the Government Quality Management Committee (QMC) for validation not later than January 15, 2016;

b. STO targets identified in accordance with the priorities of PCW that are submitted to the IATF, OP, and the DBM for validation not later than January 15, 2016, as follows:

- i. Number of Quality Management System (QMS) core team members trained – 25 team members;

- ii. Percentage of NGAs/GOCCs/SUCs oriented on Gender Mainstreaming Monitoring System (GMMS) [N-338] – Fifty Percent (50%); and
- iii. Mandated gender equality and women empowerment (GEWE) reports submitted on time:
 - GAD Performance of the Philippines Based on the 2013 Accomplishment Reports – Not later than (NLT) February 28, 2015;
 - Comparative Report on the Compliance of NGAs to the GAD Budget Policy for FYs 2014-2016 – NLT July 31, 2015; and
 - GMEF Assessment Reports of Twenty (20) Priority Agencies – NLT June 30, 2015

4. General Administration and Support Services (GASS)

- a. Budget Utilization Rates (BUR) that are submitted to the IATF, OP, and the DBM consisting of the:
 - i. Obligations BUR computed as obligations against all allotments issued for FY 2015 – 100%; and
 - ii. Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for Maintenance and other Operating Expenses (MOOE) and Capital Outlays (CO) in FY 2015 – 98%
- b. Complied with the Public Financial Management (PFM) reporting requirements of the COA and DBM as follows:
 - i. Budget and Financial Accountability Reports (BFARs) submitted directly to the COA and DBM not later than one month after the end of each quarter;
 - ii. Report on the Ageing of Cash Advances (with November 15, 2015 as the cut-off date) submitted directly to the COA Resident Auditor not later than December 1, 2015; and
 - iii. 2014 Financial Reports per COA Resolution No. 2014-003 submitted directly to the COA Resident Auditor not later than March 31, 2015 as follows:
 - Statement of Financial Position;
 - Statement of Financial Performance;
 - Statement of Changes in Net Assets/Equity;
 - Statement of Cash Flows;
 - Statement of Comparison of Budget and Actual Amounts; and
 - Notes to Financial Statements;

- c. Adopted and used the 2014 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012, with the APCPI Self-Assessment submitted to the Government Procurement Policy Board (GPPB) and its Technical Support Office (TSO) not later than December 1, 2015;
 - d. Submitted the Annual Procurement Plan (APP) based on the approved budget in the GAA to the GPPB-TSO not later than April 30, 2015, as prescribed under Section 3e of AO No. 46, s. 2015; and
 - e. Submitted the PhilGEPS Certificate of Compliance (with November 15, 2015 as the cut-off date) to the GPPB-TSO not later than December 1, 2015.
- B. Satisfied 100% of the good governance conditions set for 2015 by the IATF based on the performance drivers of the RBPMS, as follows:
- 1. Complied with the provisions of the ARTA and maintained/updated the Agency Transparency Seal (TS) which should be accessible by clicking on the TS logo on the PCW website Home page containing the following documents:
 - a. Agency mandate, vision, mission, and list of officials;
 - b. Quarterly and annual financial reports:
 - i. FY 2013 to FY 2015 FAR No. 1 – SAAOBDB;
 - ii. FY 2013 to FY 2015 Summary Report on Disbursements;
 - iii. FY 2013 to FY 2015 BAR No. 1 - Quarterly Physical Report of Operations/Physical Plan;
 - c. DBM-approved budget and targets for FY 2015;
 - d. Programs, projects, and activities, beneficiaries, and status of implementation for FY 2015. However, since this is not applicable to PCW, the pertinent form shall still be submitted but the phrase “not applicable” shall be indicated;
 - e. Annual Procurement Plan (APP) for FY 2015;
 - f. PCW’s system of ranking its delivery units and individual employees as contained in the PCW 2015 PBB Guidelines to be posted in the PCW website and disseminated to all employees not later than October 30, 2015; and
 - g. Operations Manual on GPB Review and Endorsement;
 - 2. Maintained/Updated the PhilGEPS postings and submitted the Certificate of Compliance (with November 15, 2015 as cut-off date) not later than December 1, 2015;

3. Maintained/Updated the Citizen's Charter; and
 4. Submitted the FY 2015 accomplishments using Forms A, A-1, and 1.0 not later than January 15, 2016;
- C. Used the CSC-approved SPMS in rating and ranking the first- and second-level employees;
- D. Used the Career Executive Service Performance Evaluation System (CESPES) in rating and ranking the Career Executive Service Officials; and
- E. Implemented the prescribed two-step system of setting the measures and targets and force-ranking – organizational first, to be followed by the individual officer/employee thereafter.

Note: A pre-assessment of agency compliance with the good governance conditions and other PBB requirements shall be conducted starting October 1, 2015.

VIII. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

A. Eligibility of Delivery Units

1. Using the prescribed 5-point rating scale, the concerned delivery unit shall have garnered an average numerical rating of at least 2.51 which is the lowest figure in the range that is equivalent to the adjectival rating of "Satisfactory". The table of the ratings are as follows:

RATINGS	
NUMERICAL RANGE	ADJECTIVAL
4.51-5.00	Outstanding
3.51-4.50	Very Satisfactory
2.51-3.50	Satisfactory
1.51-2.50	Unsatisfactory
1.50 or lower	Poor

2. Should all the eight (8) delivery units be found eligible, they shall be force-ranked according to the following categories:

<u>Ranking</u>	<u>Performance Category</u>
Top 10%	Best (1 unit)
Next 25%	Better (2 units)
Next 65%	Good (5 units)

Note: The number of delivery units entitled in each ranking level (after application of the percentages) may vary based on the actual number of eligible delivery units (e.g., if one unit is disqualified for a reason [such as not meeting the average rating of 3], then the universe will change from 8 delivery units to only 7 delivery units, and so on and so forth).

B. Eligibility of Individual Officers and Employees

1. For the PCW Executive Director, in her capacity as the Head of the Agency that is included among the "Other Executive Offices", her eligibility shall be based on the eligibility of PCW as an agency and the rate shall be fixed at P35,000.00 for FY 2015;
2. Only those officers and employees belonging to the eligible delivery units;
3. A first-level or second-level employee shall have received an average numerical rating of at least 2.51 which is the lowest figure in the range that is equivalent to the adjectival rating of "Satisfactory" under the CSC-approved SPMS and these guidelines;
4. Other than the PCW Executive Director, the third-level officers (Deputy Executive Directors for Operations and Management Services) shall have received a rating of at least "Very Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES);
5. Those employees who have rendered at least nine (9) months of service for 2015 shall be entitled to the full incentive amount of the performance category s/he garnered;
6. Those employees who are newly-hired, retired, resigned, on rehabilitation/maternity/paternity/scholarship/study/sabbatical/vacation or sick (with or without pay) leave and rendered a minimum of three (3) months but less than nine (9) months of service in 2015 shall be entitled on a pro-rata basis 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%

7. Those employees under the following circumstances shall not be eligible:
- a. On vacation or sick leave (with or without pay) for the entire 2015;
 - b. Found guilty of an administrative and/or criminal case and meted the appropriate penalty in FY 2015 by the Grievance Committee and approved by the Executive Director, except if the penalty is only a reprimand;
 - c. Failed to submit the 2014 Statement of Assets, Liabilities, and Net Worth (SALN); and
 - d. Failed without just cause to liquidate cash advances received in FY 2015 within the prescribed period set by the COA;
8. An officer/employee who transferred from one government agency to another shall be rated and ranked by the agency where s/he served the longest; and
9. Those officers and employees found eligible shall be force-ranked according to the individual performance categories indicated in the following table:

INDIVIDUAL PERFORMANCE CATEGORY	DELIVERY UNIT (DU) DIVISION/PROJECT/UNIT (D/P/U) PERCENTAGE/AMOUNT OF INCENTIVE		
	Best DU	Better DU	Good DU
Best Performer	20% (P35,000.00)	15% (P25,000.00)	10% (P15,000.00)
Better Performer	35% (P20,000.00)	30% (P13,500.00)	25% (P10,000.00)
Good Performer	45% (P10,000.00)	55% (P7,000.00)	65% (P5,000.00)
Total %	100%	100%	100%

IX. PCW 2015 PBB PROCESS

A. Rating Periods:

1. Both the delivery unit and the individual employee shall be assessed for the 1st semester (January-June 2015) and 2nd semester (July-December 2015); and
2. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum shall not be longer than one (1) calendar year (e.g., for employees on probation basis, officials covered by the CESPES, etc.).

- B. The following five-point rating scale, 5 being the highest and 1 being the lowest, for setting the performance measures and targets during the performance planning process and for determining the actual versus the targets during the performance assessment process, for both the delivery unit and the individual employee, shall be adopted:

NUMERICAL RATING	DESCRIPTION
5	<ul style="list-style-type: none"> - Performance that meets 131% and above of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved on 1st draft, 0 revision). - Performance that meets 70% and below on timeliness.
4	<ul style="list-style-type: none"> - Performance that meets 116% to 130% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved by the ED on the 1st draft with revision/s on format / representation / grammar) - Performance that meets 71% to 85% on timeliness.
3	<ul style="list-style-type: none"> - Performance that meets 91% to 115% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved by the ED on the 2nd draft with revision/s on content) - Performance that meets 86% to 100% on timeliness.
2	<ul style="list-style-type: none"> - Performance that meets 51-90% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., approved by ED on the 3rd draft) - Performance that meets 101% to 149% on timeliness.
1	<ul style="list-style-type: none"> - Performance that meets 50% of planned targets on quantity. - Performance that meets the specific measure and target agreed upon during the planning stage. (e.g., no approval, back to the drawing board) - Performance that meets 150% and above on timeliness.

C. Performance Planning

1. The measures and targets shall be patterned after the CSC-approved SPMS which shall include any one, or a combination of the following categories, whichever is applicable:

Category	Definition
Quality / Effectiveness	The extent to which actual performance compares with targeted performance (can be measured by quantity), the degree to which objectives are achieved, and/or the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
Efficiency	The extent to which time or resources is used for the intended task or purpose. It measures whether or not targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
Timeliness	Measures whether or not the deliverables were done on time based on the requirements of the law and/or the clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills, and other time-sensitive expectations.

2. As one of the eligibility requirements, the two-step planning process shall be adopted as follows:
 - a. Step 1- Setting the performance measures and targets for the Division/Project/Unit (D/P/U):
 - i. Division Chiefs/Project Managers/Unit Heads (DC/PM/UH) to propose to the ManCom and the PMG for joint review during the scheduled Year-End Performance Assessment (YEPA) for the 1st semester and the Mid-Year Performance Assessment for the 2nd semester of their respective unit's:
 - 2015 Work and Financial Plan (WFP) detailing the activities to be undertaken and the budget needed for each activity using the WFP Form (Annex A); and
 - 1st semester and 2nd semester performance measures, targets, budget, and responsible personnel to be summarized in the Division/Project/Unit Performance Commitment and Review (DPUPCR) Form (Annex B).
 - ii. PMG and ManCom to jointly endorse the final proposed WFP and DPUPCR to the Executive Director (ED) for approval;
 - b. Step 2 – Setting the performance measures and targets for the individual officer/employee:
 - i. DC/PM/UH to cascade down the ED-approved D/P/U measures and targets to serve as the basis for setting the

- individual employee targets; and
 - ii. The individual measures and targets mutually-agreed upon between the DC/PM/UH and the employee shall be submitted using the Individual Performance Commitment and Review (IPCR) Form (Annex C).
3. The deadlines for submission of the 1st semester and 2nd semester final measures and targets using the DPUPCR and IPCR Forms shall be on February 28, 2015 and August 31, 2015, respectively. The DPUPCR Forms shall be submitted to the PMG while the IPCR Forms shall be submitted to the Human Resource Management and Development Section, Administrative and Finance Division.

D. Performance Assessment

1. Corresponding to the planning process and as one of the eligibility requirements, the two-step force-ranking process in assessing actual performance shall likewise be adopted as follows:
- a. Step 1 – D/P/U Organizational Performance:
 - i. The basis for assessment shall be the Accomplishment Report vis-à-vis the approved Work and Financial Plan and the actual status vis-à-vis the approved measures and targets as indicated in the completely filled-out DPUPCR Form for the 1st and 2nd semesters, respectively;
 - ii. The Accomplishment Report (Annex D) and the DPUPCR Form of the D/P/U for a particular semester shall be presented by the DC/PM/UH to the ManCom and the PMG for joint review by both bodies. However, for rating and for ranking purposes, only the DPUPCR Form will be used. The Accomplishment Report (AR) Form shall be used for the purpose of validation and for preparing the PCW's annual accomplishment report;
 - iii. The schedules of the performance assessment shall be calendared not later than one month after the end of each semester. However, for the 2nd semester, in order for PCW to be able to get the IATF's approval by early 2016 and to meet the set deadline on January 15, 2016, the 2nd Semester AR and DPUPCR Forms shall be prepared and submitted to the PMG on or before January 7, 2016;
 - iv. Assessment shall be jointly done by the ManCom and the PMG while validation of reported accomplishments shall be done by the PMG. In case a discrepancy/discrepancies is/are discovered upon validation, the PMG shall determine the accurate rating and require the DC/PM/UH to explain the reason for the discrepancy/ies;

- v. In case of intervening assignment/s given to the D/P/U, the Executive Director (as negotiated between the ED and the DC/PM/UH and as validated by the PMG) may award a bonus rating of up to a maximum of only .5 point (which is the equivalent of 10% of the 5-point rating scale) to be added to the semestral rating before computing the annual average rating;
 - vi. The actual accomplishments as rated in the DPUPCR Form shall have a weight of 80% while compliance to administrative rules and regulations shall have a weight of 20%. The specific administrative rules and regulations to be measured shall be the observance of the lead times set for:
 - procurement of goods and services and consultancy (except public bidding);
 - processing of transactions; and
 - liquidation of cash advances; and
 - vii. The average rating for each semester shall be computed first and the final rating for the D/P/U at the end of 2015 shall be the average of the two semestral ratings with the corresponding adjectival rating.
- b. Step 2 – Individual Employee Performance:
- i. For both semesters, the basis for assessment shall be the actual individual accomplishments vis-à-vis the approved targets as contained in the Individual Performance Commitment and Review (IPCR) Form approved by the DC/PM/UH;
 - ii. In case of intervening assignment/s for the DC/PM/UH and/or the staff member, the ED for the DC/PM/UH and/or the DC/PM/UH for her/his staff member, respectively, and validated by the PMG, may award a bonus rating of up to a maximum of only .5 point (which is the equivalent of 10% of the 5-point rating scale) to be added to the semestral rating before computing the annual average rating;
 - iii. The DCs/PMs/UHs shall be rated based on the DPUPCR accomplishments with a weight of 60% and their managerial competence with a weight of 40% which shall be determined using the 360-degree feedback questionnaire with the following weights – 30% for the Subordinate, 40% for the Superior; 15% for the Peer and 15% for the Ratee;
 - iv. The final rating at the end of 2015 shall be the average of the two semestral ratings with the corresponding adjectival rating; and

- v. The average ratings of all the staff member shall not be higher than the average rating garnered by the D/P/U.
2. The performance rating garnered for each performance indicator shall be indicated by encircling it in the appropriate RATINGS column in the DPUPCR and IPCR Forms;
 3. For both the organizational and individual levels, in case there is more than one item to consider in the assessment, the average rating shall always be computed to arrive at the final semestral and annual ratings;
 4. Both the organizational and individual employee performance ratings shall be jointly reviewed by the ManCom and the PMG and validated by the PMG. Their recommendations on the ranking of the units and individual employees shall be submitted to the Executive Director for approval; and
 5. The DC/PM/UH shall prepare the final DPUPCR Form and submit this, together with the IPCR Forms of her/his staff members, to the PMG on or before July 31, 2015 for the 1st semester and January 7, 2016 for the 2nd semester.
- E. For the purpose of determining where an employee who was reassigned shall belong to because of the force-ranking prescription under the PBB regulations, the following rules shall apply:
1. To the D/P/U where s/he spent a majority of her/his working time during the year; and
 2. In case of equal time, to the D/P/U where s/he transferred to effective July 1, 2015;
- F. An employee who shall be on prolonged official travel, approved leave of absence and/or attending training or scholarship programs at the time of the assessment schedule and who has already met the required minimum rating period of 90 days shall submit the IPCR Form before s/he leaves the office; and
- G. An employee who shall be on prolonged official travel, scholarship or training covering an entire semestral rating period shall use the performance rating obtained in the immediately preceding or succeeding rating period during the year (e.g., if the travel, scholarship or training happens during the 1st Semester, then the 2nd Semester rating period shall be used and vice-versa).

X. EFFECTS OF NON-COMPLIANCE TO THE 2015 PBB GUIDELINES PER MEMORANDUM CIRCULAR NO. 2015-01

- A. Disqualification for the 2015 PBB for inability to comply with all the good governance conditions in 2015;
- B. Disqualification from the PBB in the succeeding year and filing of the appropriate administrative case by the CSC/Ombudsman in case/s of misrepresentation in the submitted reports for the PBB, commission of fraud in the payment of the PBB, and/or violation of the provisions of the Memorandum Circular No. 2015-01; and
- C. Being investigated, being issued a warning, and withholding of the PBB payment for the succeeding year in case it was found out that a unit has evenly distributed the PBB among its staff members in 2015.

XI. EMPLOYEE SANCTIONS

An employee who shall not perform the duties and responsibilities and comply with the provisions specified hereto, unless justified and duly accepted by the PMG, the ManCom and the Executive Director, with corresponding factual evidences and supporting documents shall be:

- A. Disqualified for the PBB and other performance-based personnel actions, such as promotion, training or scholarship grants and incentives; and
- B. Subjected to administrative sanction for violation of reasonable rules and regulations and simple neglect of duty.

XII. APPEALS

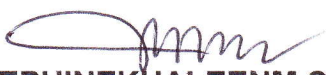
- A. Any issue and/or appeal on the initial performance assessment of the D/P/U shall have to be raised and immediately settled by the PMG and the ManCom during the performance assessment activity called for the purpose. The performance assessment of the D/P/U as agreed upon during this session shall be final and not appealable; and
- B. An employee who feels aggrieved or dissatisfied with the individual performance rating given to her/him by the DC/PM/UH may raise an appeal with the PMG not later than October 31, 2015 for the 1st Semester and January 5, 2016 for the 2nd Semester. However, s/he shall not be allowed to protest the performance ratings of other co-employees. The ratings obtained by others may only be used as basis or reference for comparison in appealing one's individual performance rating. The PMG shall decide on the employee appeals within three (3) working days to beat the January 15, 2016 deadline set for submission of the required documents for entitlement to the 2015 PBB to the IATF.

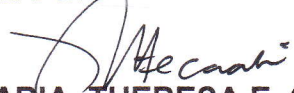
XIII. These PCW 2015 PBB guidelines for the PCW are issued in addition to the applicable and pertinent provisions embodied in the 2013 and 2014 PBIS/PBB guidelines issued by the PCW. However, all other provisions inconsistent with these guidelines are hereby superseded and/or amended accordingly.

XIV. These guidelines shall take effect immediately upon its issuance covering the 2015 performance and issued for compliance of all PCW personnel.

Prepared/Endorsed by:


NHARLEEN SANTOS-MILLAR
PMG Member



JOSEPHINEKHALEENM.SASUMAN
PMG Member

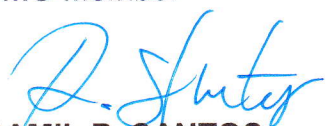

MARIA. THERESA E. CAASI
PMG Member and SPMS Secretariat


MARIA C. TASONG
PMG Member

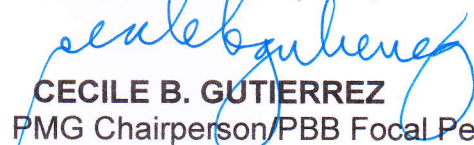

MA. REBECCA RAFAELA R. BAYLOSIS
PMG Member



ROBERT MATTHEW C. ROMERO
PMG Member



EMORIE M. PAPASIN
PMG Member


RAMIL P. SANTOS
PMG and PBIS Secretariat

Prepared/Endorsed by:


CECILE B. GUTIERREZ
PMG Chairperson/PBB Focal Person


CHIEF ADMINISTRATIVE OFFICER
PMG Member (PBB Spokesperson) NATHANIEL CANZALEZ
OIC


Approved by:
EMMELINE L. VERZOSA
Executive Director

Philippine Commission on Women

Division: _____

2015 Work and Financial Plan

MFO/PERFORMANCE INDICATORS	ACTIVITIES	TARGET	PERSONS INVOLVED	BUDGET (In Pesos)	(In Thousand)
A. 1.	1.1 1.2			Subtotal:	
2.	2.1 2.2			Subtotal:	
3.	3.1 3.2			Subtotal:	
B. 1	1.1 1.2			Subtotal:	
2.	2.1 2.2			Subtotal:	
3.	3.1 3.2			Subtotal:	
				TOTAL	

Philippine Commission on Women

Division: _____

MFO / Performance Indicators: _____

Activity: _____

2015 Work and Financial Plan

Breakdown of Budget per Activity from Form B

MAINTENANCE AND OPERATING EXPENDITURES	AMOUNT (In Thousand Pesos)	FUNDING SOURCE	REMARKS
Traveling			
Training and scholarship			
Supplies and materials			
Utility expenses			
Advertising			
Communication			
Printing and binding			
Rent			
Subscription			
Professional services			
Repair and maintenance			
Other maintenance and operating expenses			
Capital/equipment outlay			
Total (In thousand Pesos)			

DIVISION/PROJECT/UNIT PERFORMANCE COMMITMENT AND REVIEW (DPUPCR) FORM

Name of Division:

I, _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July 1 - December 31, 2015.

Signature of Division Chief
Date: _____

APPROVED BY: _____
 Name: **EMMELINE L. VERZOSA**
 Position: **Executive Director/SPMS Champion**

5- Outstanding
4- Very Satisfactory
3- Satisfactory
2- Unsatisfactory
1- Poor

MAJOR FINAL OUTPUT	SUCCESS INDICATORS (Targets + Measures) (NOTE: Please add rows for success indicators if necessary)	Alloted Budget	Individuals Accountable	Actual Accomplishments	RATINGS				Remarks
					Q	E	T	Ave	
MFO1:									
					Final Ave. Rating				

Final Rating by: _____
 Position: _____
 Date: _____

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
(IPCR) FORM**

July 1-December 31, 2015. _____ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period

Signature _____
Date: _____

APPROVED BY: _____
 Name: EMMELINE L. VERZOSA
 Position: Executive Director/SPMS Champion

5- Outstanding
 4- Very Satisfactory
 3- Satisfactory
 2- Unsatisfactory
 1- Poor

MAJOR FINAL OUPUT	SUCCESS INDICATORS (Targets + Measures) (NOTE: Please addd rows for success indicators if necessary)	Actual Accomplishment	RATING			Remarks
			Q	E	T	
MFO1:						
MFO2:						
Total Rating						
Final Average Rating						

Rater's Comments and Recommendation for Development Purposes or Rewards/Promotion

The above rating has been discussed between the Rater and the Ratee.

Name and Signature of Ratee: _____
 Position: _____
 Date: _____

Final Rating by the Division
 Chief: _____
 Position: _____
 Date: _____

