



Cultural Center of the Philippines
SENTRONG PANGKULTURA NG PILIPINAS

OFFICE ORDER ⁴⁶³
REFERENCE NO. I-RES-HUM-⁰⁵³
Series of 2016

SUBJECT: GUIDELINES ON THE GRANT OF THE 2015 PERFORMANCE-BASED BONUS (PBB) AND THE SYSTEM OF RANKING AND DISTRIBUTION

I. LEGAL BASIS

Pursuant to Governance Commission for Government Owned or Controlled Corporation (GCG) Memorandum Circular No. 2015-05 dated July 15, 2015, 2015, the Interim Performance-Based Bonus (PBB) and Executive Order No. 80 s. 2012 dated July 20, 2012, Directing the Adoption of a Performance-Based Incentive System for Government Employees, the CCP hereby adopts these guidelines in the ranking and distribution of PBB to its officials and employees.

II. PURPOSE

This Office Order is issued to provide the basic guidelines and procedure in the ranking and distribution of CCP officials and employees who are entitled to the PBB. This aims to provide basis in determining the eligibility, distribution and ranking as basis in the grant of the PBB.

III. COVERAGE

All officers and employees who occupy plantilla positions.

IV. GUIDELINES

A. Eligibility of Individuals

1. All employees belonging to the First and Second Levels are entitled to receive a PBB based on the individual performance category.
2. Employees who have rendered at least nine (9) months of service with at least Satisfactory rating based on the CSC-approved Strategic Performance Management System (SPMS) shall be entitled to the full grant of the PBB, provided, they have rendered an aggregate of at least nine (9) months of service for the year ending 31 December 2015.
3. Transferee/s from another government agency, provided, longer period was served at CCP. If equal months were served for each agency, he/she will receive the bonus from CCP if he/she is on board at the time of the grant of said benefit.
4. Employees who have rendered less than nine (9) months of service but served at least three (3) months are entitled to the pro-rated amount of the PBB 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%

5. Employees who have submitted their Performance Evaluation Reports for 2015 will be entitled to the PBB.
6. Excluded from the grant of the PBB are the following:
 - a. Those hired without employer-employee relationships and paid from non-Personal Services appropriations/budget as follows:
 - 1) Consultants and experts hired to perform special activities or services with expected outputs;
 - 2) Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
 - 3) Student laborers and apprentices;
 - 4) Individuals and groups of people whose services are engaged through job orders, contracts of service, or other similarly situated;
 - b. An employee who is on vacation or sick leave, with or without pay for the entire year;
 - c. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015, excluding those whose penalty meted is only reprimand;
 - d. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015.

B. System of Ranking Officers and Employees

The following procedure shall be followed in the distribution of the Productivity Based Bonus (PBB) among qualified Officers and Employees of the Cultural Center of the Philippines (CCP):

1. The Performance Management Team (PMT) headed by the Chairman as the SPMS Champion shall determine the ranking of individuals.
2. The individual ranking shall be made within CCP and shall be based on Performance Category. The method to be used shall be as follows:
 - a. The Human Resource Management Department shall prepare the list of the final annual performance ratings of employees belonging to the first and second level. This list shall be endorsed to the PMT.
 - b. Determine the equivalent number of employees belonging to each of the individual performance category.
 - c. All CCP Personnel shall be ranked on a percentile basis within their respective levels as determined by the CCP Management. The level of classification are as follows:
 - 1) Senior Management – This refers to the executive officers of CCP which are primarily involved in the development, evolution and approval of long term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for a specific area of responsibility. The position of President, Vice President/Artistic Director and Department Manager are classified under this level of category.
 - 2) Middle Management – This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. This

level is responsible for people management, including performance evaluation. It includes those who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in one's area of expertise. The position of Division Chief, Concertmaster, Orchestra Manager and Chief Culture and Arts Officer are classified under this level of category.

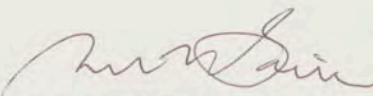
- 3) Professional and Supervisory – This level comprises the personnel whose work is primarily achieved by an individual or through project teams. The positions under this classification require the application of expertise in professional or technical area/s to achieve results. One should have a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. It includes supervisory positions that may not have full management authority and other technical positions such as Principal Orchestra Member, Orchestra Member, Culture and Arts Officer, etc.
 - 4) Clerical/General Staff – This category includes all clerical, administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It includes positions such as Culture and Arts Assistant, Secretary, Bookkeeper, Clerk, Audio -Visual Aids Technician, Drivers, Carpenter, Messenger, etc.
3. For purposes of the grant of PBB for CY 2015, CCP officers and employees as classified under Item B.2.c shall be ranked based on their performance ratings. The ranking for the grant shall be made per group and the distribution shall be as follows:

Percentile	Amount
Top: Maximum 10%	P25,000.00
Next: Maximum 25%	15,000.00
Remaining: Minimum 65%	7,500.00

** The percentile of the "Top" and the "Next" levels are maximum figures with the discretion on the part of the Management to decrease the figures and distribute them to the "Remaining" level.*

V. EFFECTIVITY

This Office Order shall remain in force unless revoked, amended or superseded by another issuance.


RAUL M. SUNICO, Ph.D.
President 