



Cultural Center of the Philippines
SENTRONG PANGKULTURA NG PILIPINAS

OFFICE ORDER #75
REFERENCE NO. 1-ORG-SYS-001
Series of 2018

SUBJECT: GUIDELINES ON THE SYSTEM OF RANKING INDIVIDUALS AS BASIS FOR EVALUATION AND GRANTING OF 2017 AND ONWARDS PERFORMANCE-BASED BONUS (PBB)

I. LEGAL BASIS

Pursuant to GCG Memorandum Circular No. 2017-01, Interim Performance-Based Bonus dated 9 June 2017, Memorandum from the Executive Secretary dated 24 January 2018 which harmonized the PBB rates of all other GOCCs with those of the National Government Agencies, using the rates prescribed by the Inter-Agency Task force under Administrative order No. 25 (s. 2011) for FY 2017 PBB onwards, 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 regular and casual positions.

IV. GUIDELINES

A. Eligibility of Individuals

1. Employees belonging to the first and second levels should receive a rating of at least Satisfactory based on the CSC-approved Strategic Performance Management System (SPMS) and have rendered a minimum of nine (9) months of service during the fiscal year to be eligible to the full grant of the PBB.
2. Personnel who transferred from one (1) 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.
3. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of the concerned 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 the valid reasons for an employee who may not meet the nine-months actual service requirement to be considered for PBB on a pro-rata basis:

- 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;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave;
- i. Other leaves provided by law.

4. Excluded from the grant of the PBB are the following:

- a. An employee who is on vacation leave or sick leave with or without pay for the entire year;
- b. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executor judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- c. Officials and employees who failed to submit the latest SALN as prescribed in the rules provided under applicable CSC rules;
- d. Officials and employees who failed to liquidate Cash Advances received in the applicable year within the reglementary period as stated in the prevailing COA circular;
- e. Officials and employees who failed to submit their complete Strategic Performance Management System (SPMS) Forms.

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. For purposes of forced ranking, the CCP officials and employees who are eligible to the PBB of the applicable year shall be ranked from the highest to the lowest based on the following individual performance categories:

Individual Performance Category/Ranking	PBB as % of MBS
Best Performer : Top 10%	65%
Better Performer: Next 25%	57.5%
Good Performer: Next 65%	50.0%

V. EFFECTIVITY

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


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President *Lizaso*