



**GENERAL GUIDELINES ON THE
RATING AND RANKING OF OFFICES AND INDIVIDUALS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2016**

The following guidelines shall be adopted for PBB FY 2016:

1. GROUP PERFORMANCE RATING

- 1.1 The performance of Offices shall be evaluated and rated in accordance with PPG No. 236-13 (GSIS Group Performance Appraisal System [GPAS]) dated 16 July 2013 as amended by PPG No. 277-15 dated 27 January 2015.
- 1.2 Ratings shall be based on two (2) criteria, as follows:
- 1.2.1 Accomplishment of office targets in the 2016 Plans and Programs approved by the President and General Manager (PGM) and Board of Trustees (BOT); and
- 1.2.2 Compliance with directives issued during Board Committee and BOT meetings.
- 1.3 The overall rating received of the Offices shall have a corresponding Adjectival Rating as follows:

Overall Rating	Adjectival Rating
94 – 100	Excellent
88 – 93.99	Very Satisfactory
80 – 87.99	Satisfactory
70 – 79.99	Unsatisfactory
<70	Poor

- 1.4 The Offices shall be forced ranked according to the following:

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

2. INDIVIDUAL RATING

- 2.1 The rating of First and Second Level officials and employees shall be determined based on the GSIS Individual Performance Appraisal System (IPAS) guidelines issued through Board Resolution (BR) No. 114 dated 12

July 2012 and superseded by BR No. 167 issued on 12 November 2015 approving the Revised Rating Component of the GSIS IPAS.

- 2.2 Specifics of the guidelines shall follow the process set in the Memorandum issued by the Office of the President and General Manager on 26 January 2016 re: Guidelines in the Evaluation of Individual Performance of Employees for CY 2015 and Accomplishment of the Individual Performance Contract and Review (IPCR).

3. GENERAL GUIDELINES

- 3.1 The grant of PBB shall be in accordance with Memorandum Circular (MC) No. 2016-01 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order [EO] No. 80 and EO No. 201) issued on 12 May 2016 by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.
- 3.2 In accordance with section 8.4 of the IATF MC No. 2016-01, this system of ranking shall be updated if the Governance Commission for GOCCs issue a specific guidelines on the ranking of delivery units for GOCCs.