



**GENERAL GUIDELINES ON THE
RANKING AND RATING OF OFFICES AND INDIVIDUALS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

The following guidelines shall be adopted for PBB FY 2015:

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) 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 2015 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.

2. INDIVIDUAL RATING

2.1 Individual ratings of officers and employees shall be anchored on the GPAS rating of the Offices they belong to.

2.2 The average individual rating of all officers and employees in an office shall not be higher than its GPAS rating.

3. DISTRIBUTION OF PBB

3.1 The distribution of PBB for qualified officers and employees shall be in accordance with Section 5 of GCG Memorandum Circular No. 2015-05 dated 15 July 2015, as follows:

3.1.1 Senior Management: This refers to the executive officers of the GOCC, and includes all heads of functional units, 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 area of responsibility.



- 3.1.2 Middle Management: This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise.
- 3.1.3 Professional and Supervisory: This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority.
- 3.1.4 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 also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians.

3.2 The grant of the PBB shall be based on the performance of the individual employees, with the rate of incentive as a multiple of the individual's monthly basic salary based on the table below, but not to exceed the maximum amount as prescribed under GCG MC No. 2015-05. The multiples for the CY 2015 PBB shall be as follows:

PERCENTILE	MULTIPLE
Top: Maximum 10%	2.50
Next: Maximum 25%	1.50
Remaining: Minimum 65%	1.00

Specific guidelines shall be issued by 2nd week of January 2016.