



GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

**GENERAL GUIDELINES ON THE
RATING AND RANKING OF OFFICES AND INDIVIDUALS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)**

GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)

The following guidelines shall be adopted for PBB FY 2018:

1. GENERAL GUIDELINES

- 1.1 The grant of PBB shall be in accordance with Memorandum Circular No. 2017-01 (Interim Performance-Based Bonus [PBB]) issued on 09 June 2017 by the Governance Commission for GOCCs (GCG).
- 1.2 The grant of PBB shall be based on the overall corporate performance, and then distributed to individual Officers and Employees based on their performance ranking.
- 1.3 In determining the distribution of the PBB among qualified GSIS Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels in accordance with the following guidelines:
 - 1.3.1 **Senior Management:** This refers to the executive officers of GSIS, 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. (e.g., Executive Vice Presidents, Senior Vice Presidents, and Vice Presidents)
 - 1.3.2 **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. (e.g., Managers and Division Chiefs)
 - 1.3.3 **Professional:** 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 (e.g., Officers I-III and Staff Officers)

1.3.4 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. (e.g., Staff Assistants and Staff Aides)

1.4 The grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December 2018 based on the table below, but not lower than P5,000.00:

Percentile	PBB as % of MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

2. GROUP PERFORMANCE RATING

2.1 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.

2.2 Ratings shall be based on the accomplishment of office targets in the 2018 Office Scorecard approved by the President and General Manager (PGM) and Board of Trustees (BOT).

2.3 The overall rating received by 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

2.4 The overall rating received by the Offices shall be used to calibrate the individual rating of all employees in an Office.

3. INDIVIDUAL PERFORMANCE RATING

- 3.1 The performance ratings of first and second level officials and employees shall be determined based on the provisions of Board Resolution (BR) No. 167 issued on 12 November 2015 adopting a 100% output-based appraisal system and the GSIS Strategic Performance Management System (SPMS) which was approved by the Civil Service Commission on 20 June 2016. Officials and employees should receive an annual average rating of at least "Satisfactory" to be entitled to the PBB.
- 3.2 All performance ratings shall be calibrated with the result of the respective Offices' GPAS Rating. As a general rule, the average individual rating of all employees in an Office shall not be higher than the GPAS rating. However, an average that is higher than the GPAS rating by not more than one point shall be acceptable.
- 3.3 The Human Resources Office (HRO) shall issue the Internal Guidelines for the Interim Performance-Based Bonus and Preparation of Forced Ranking Lists for CY 2018.

4. APPEALS MECHANISM

Any PBB-related issues and complaints to be raised by employees, such as but not limited to, distribution and ranking of employees which may or may not affect the amount of PBB received shall be addressed by the respective Executive Vice President, Senior Vice President/Vice President of the concerned Functional Group/Office.

The employee, however, may seek clarification with the HRO, in so far as compliance with PBB and SPMS guidelines are concerned.

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