



**GENERAL GUIDELINES ON THE  
RANKING AND RATING OF GSIS OFFICERS AND INDIVIDUALS  
(2019 AND ONWARDS)**

The following guidelines shall be adopted in the grant of the Interim Performance-Based Bonus (PBB) for FY 2019 and onwards in accordance to the provisions stated under Memorandum Circular No. 2019-02 (Interim Performance-Based Bonus [PBB]) issued on 25 July 2019 by the Governance Commission for GOCCs (GCG):

**A. Coverage and Eligibility**

1. To be entitled to the full grant of the PBB, officers and employees must have rendered an aggregate of at least nine (9) months of service in the public sector for the applicable PBB year.
2. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the GSIS Strategic Performance Management System (SPMS).
3. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated the performance of the employees. Payment of the PBB shall come from the GSIS being the mother agency.
4. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where the employees served the longest. If equal months were served for each agency, the employees shall be included in the recipient agency.
5. Personnel who have been promoted, reassigned, transferred or given special assignment shall be ranked in the office where they served the longest.
6. Personnel designated in an acting capacity or as officer-in-charge shall be grouped according to the original rank/level of their plantilla position.
7. Officers and employees who do not meet the 9-month service requirement but have served at least three (3) months of service shall be entitled to PBB on a *pro-rata* basis, subject to the following:

Length of Service	% of PBB Rate
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 month 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 or Paternity Leave;
  - f. Vacation or Sick Leave with or without pay;
  - g. Scholarship/Study Leave; and
  - h. Sabbatical Leave; and
  - i. Other leaves provided for by law.
8. An employee, who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.
  9. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
  10. Officials and employees who failed to submit the latest SALN as prescribed in the rules provided under applicable CSC rules, shall not be entitled to the PBB of the applicable year.
  11. Officials and employees who failed to liquidate Cash Advances received in the applicable year within the reglementary period stated in the prevailing COA Circular, shall not be entitled to the PBB for the same year.
  12. The PBB of qualified officials and employees who failed to submit their complete SPMS Forms at the time of release of the PBB (e.g.: Individual Performance Commitment and Review [IPCR] Forms), shall be withheld. The PBB due them shall only be released once they have complied with said requirements.

**B. Exclusions.** - Excluded from the grant of PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets as follows:

1. Consultants and experts hired to perform specific activities or services with expected outputs;
2. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
3. Student laborers and apprentices; and
4. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

**C. Distribution System**

1. In determining the distribution of the PBB, all qualified officers and employees shall be ranked according to the following grouping of personnel:
  - a. **Senior Management** – This refers to the executive officers of GSIS (SG27-29) 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.
  - b. **Middle Management** – This covers those whose work is primarily achieved through others (SG 26 in the Central Office and SG 24-26 in the Branch Offices and supervisory positions SG 21-25), with direct accountability for setting direction and deploying resources and is responsible for people management, including performance evaluation and pay reviews.
  - c. **Professional** – This level comprises the personnel (SG 12-20 and 21-25) whose work is primarily achieved by an individual or through project teams and requires the application of expertise in professional or technical area(s) to achieve results.
  - d. **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 (SG 1-8 and 9-11). It also covers basic computing/data processing staff.
2. All Offices, including the Security Department and GSIS Bids and Awards Committee (GBAC), shall prepare their respective list of employees per grouping of personnel stated above with each grouping distributed according to the following:

<b>Category/Ranking</b>	<b>Distribution</b>
Top (Best)	Maximum 10%
Next (Better)	Maximum 25%
Remaining (Good)	Minimum 65%

- The total number of incumbents eligible to receive PBB shall be the basis in determining the 10-25-65 distribution. The Human Resources Office (HRO) shall issue specific guidelines in the grouping of personnel within functional groups (FGs) and offices as well as computing the number of slots per distribution.
- Executives (SG 27 to 29) shall be evaluated and ranked according to their respective ratings given by the following:

<b>Position</b>	<b>Rater</b>
EVPs/COS	PGM
SVPs/CLC	Respective EVP
CORSEC	Chairperson, Board of Trustees
VPs/ACLCs	SVP/CLC
VP IASO	Chairperson, Audit Committee
VPs (without SVPs)	EVP or immediate supervisor

- The grant of the PBB shall be based on the performance ranking of an officer or employee with the rate of incentive as a multiple of the employee's monthly basic salary (MBS) as of 31 December of the applicable year based on the table below, but not lower than P5,000.00:

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

#### **D. Group Performance Rating**

- 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.
- Ratings shall be based on the accomplishment of targets in the respective Office Scorecard approved by the President and General Manager (PGM) and Board of Trustees (BOT) for the applicable year.
- 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

## E. Individual Performance Rating

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.
2. Employees who do not have two (2) performance appraisal cycles due to suspension or leave with or without pay, hence unratable for one (1) semester, shall be automatically included in the remaining 65% and shall be entitled to PBB on a pro-rata basis.
3. All performance ratings shall be calibrated with the result of the respective Office Scorecard. As per CSC approved GSIS Strategic Performance Management System, the average individual rating of all employees in an Office shall not be higher than the Office Scorecard. However, an average that is higher than the office rating by not more than one point shall be acceptable.
4. The HRO shall issue the Internal Guidelines in the Evaluation and Accomplishment of Individual Performance and Commitment Review (IPCR) Forms for the applicable year.

## F. 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 Sector/FG/Office.

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

## G. Effectivity

These guidelines shall be effective beginning CY 2019 and every year thereafter. Any succeeding advisories or supplemental guidelines on the grant of PBB shall be subject to policies as may be issued by the GSIS Board of Trustees and guidelines on Performance-Based Incentive System for government employees promulgated by the GCG.

All submitted Office FRLs shall be the final and official ranking of all employees for the applicable year.

Any inadvertence or omission in the preparation or submission of the FRLs that may be reported after the ratings have been validated and/or the IPCR Forms issued to the respective employees shall be the accountability of the staff who prepared the ratings and the concerned executives who approved it.

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