



Special Order

No. : 004

Date : 12 January 2017

SUBJECT : Guidelines for the Ranking of Delivery Units and Personnel of ASTI and Granting of Performance-Based Bonus (PBB) for 2016

In general, the grant of PBB to the qualified delivery units and employees of ASTI shall be governed by the provisions of the Memorandum Circular No. 2016-1 dated 12 May 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (created through Administrative Order No. 25 s. 2011).

The following internal guidelines shall be adopted by ASTI to fully implement the grant of PBB for 2016:

A. Eligibility

Agency

ASTI must comply with the eligibility requirements of the Memorandum Circular No. 2016-01 dated 12 May 2016, to wit:

1. Achieve agency performance targets for Major Final Outputs under the Performance Informed Budget of the FY 2016 General Appropriations Act.
2. Achieve the targets for General Administration and Support Services (GASS), which include:
 - a) Budget Utilization Rate (BUR)
 - b) Compliance to Public Financial Management (PFM) reporting requirements of COA and DBM
 - c) Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012
 - d) Submission of the Annual Procurement Plan (APP) for CY 2016
3. Satisfy 100% of the following good governance conditions set by the AO 25 IATF for 2016:
 - a) Maintain/update the Agency transparency seal
 - b) Maintain/update the PhilGEPS posting
 - c) Maintain/update the Citizen's Charter

Individual/Personnel

1. The average rating of employees belonging to the 1st and 2nd levels for the two semesters of 2016 must at least be “Satisfactory” based on the Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS).
2. The 3rd level official should have a rating of at least “Satisfactory” under the Career Executive Service Performance Evaluation System (CESPES).
3. Personnel who transferred from one 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.
4. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least satisfactory rating maybe eligible to the full grant of the PBB.
5. An official or employee who rendered less than nine (9) months but a minimu of three months of service and with at least least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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%

6. 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.
7. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
8. Personnel who failed to comply with the following:
 - Submission of 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s.2015 shall not be entitled to the PBB;
 - Liquidation of cash advances received in FY 2016 within the reglementary period set by COA; and
 - Submission of IPCR.

shall not be entitled to the FY 2016 PBB.

B. Delivery Units and Ranking

1. ASTI's delivery units are the following:
 - Office of the Director (OD)
 - Finance and Administrative Division (FAD)
 - Computer Software Division (CSD)
 - Knowledge Management Division (KMD)
 - Research and Development Division (RDD)
 - Solutions and Services Engineering Division (SSED)

2. The qualified delivery units shall be ranked as follows:

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

3. The PBB rate of a qualified individual/employee shall depend on the performance ranking of his/her delivery unit and his/her monthly basic salary as of December 31, 2016, but not lower than Php 5,000:

Performance Category	PBB as Percentage of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

C. Performance Criteria

The delivery units will be assessed or evaluated based on the following criteria:

Criteria	Weight
<ul style="list-style-type: none"> • Accomplishment of performance targets • Submission of reports and documentary requirements • Assistance to other delivery units • Awards and recognition received 	70% 20% 5% 5%
Total	100%

This order shall take effect immediately.


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