



**GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF
FY 2018 PERFORMANCE-BASED BONUS**

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. 2018-1 dated 28 May 2018 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 2017:

A) Eligibility

Agency

ASTI must comply with the eligibility requirements of the Memorandum Circular No. 2017-01 to wit:

1. Satisfy 100% of Good Governance Conditions for FY 2018, which include:
 - a) Maintain and update the Agency Transparency Seal, which contains the following documents:
 - Agency's mandates and functions, names of its officials with their position and designation, and contact information;
 - Annual Financial Reports;
 - DBM-approved budget and corresponding targets for FY 2018;
 - Major Projects and Programs, Beneficiaries and Status of Implementation for 2018;
 - FY 2018 Annual Procurement Plan (FY 2018 APP-non CSE), Indicative FY 2019 APP Non-CSE, and FY 2019 APP for Common Supplies and Equipment (FY 2019 APP CSE);
 - Quality Management System (QMS) Certification to ISO 9001:2015;
 - System of Ranking of Ranking Delivery Units for FY 2018 PBB;
 - Agency Review and Compliance Procedure of Statements and Final Disclosures; and
 - Freedom to Information (FOI) Manual signed by the Agency Head.
 - b) Post/update the posting of all invitations to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS);
 - c) Maintain/update the Citizen's or Service Charter or its equivalent;
2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018;
3. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second level officials and employees of the Agency.

Individual/Personnel

1. The Agency Head is eligible only if DOST and ASTI are eligible. If eligible, the maximum PBB rate for FY 2018 must be equivalent to 65% of his monthly basic salary as of December 31, 2018.
2. The average rating of employees belonging to the 1st and 2nd levels for FY 2018 must at least be "Satisfactory" based on the Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS).
3. The 3rd level official should have a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES).
4. 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.
5. An official or employee who has rendered a minimum of nine (9) months of service in FY 2017 and with at least satisfactory rating maybe eligible to the full grant of the PBB.
6. An official or employee who rendered less than nine (9) months but a minimum 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% |

7. 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.
8. Personnel found guilty of administrative and/or criminal cases in FY 2018 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.
9. Employees and officials who failed to conform with the following shall not be entitled to the FY 2018 PBB.:
 - a) Submission of 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s.2015 shall not be entitled to the PBB;
 - b) Liquidation of cash advances received in FY 2018 within the reglementary period set by COA;
 - c) Submission of IPCR;

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 with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018 based on the table below:

| Performance Category | Multiple of Basic Salary |
|----------------------------|--------------------------|
| Best Delivery Unit (10%) | 0.65 |
| Better Delivery Unit (25%) | 0.575 |
| Good Delivery Unit (65%) | 0.50 |

C. Performance Criteria

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

| Criteria | Weight/Percentage | | | | | |
|---|-------------------|------------|------------|------------|------------|------------|
| | CSD | RDD | SSED | KMD | OD | FAD |
| 1. Accomplishment of performance targets for Research and Development Program | 35 | 35 | 35 | 15 | - | - |
| 2. Accomplishment of performance targets for Technology Transfer Program | 20 | 20 | 20 | 20 | - | - |
| 3. Research Collaboration with Other Delivery Units | 5 | 5 | 5 | - | - | - |
| 4. Financial Accomplishment | 25 | 25 | 25 | 25 | 20 | 10 |
| 5. Reportorial Requirements | 15 | 15 | 15 | 15 | 40 | 40 |
| 6. Assistance to Other Delivery Units | - | - | - | 25 | 40 | 50 |
| Total | 100 | 100 | 100 | 100 | 100 | 100 |

Approved by:


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