



## **SYSTEM OF RANKING DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2017**

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. 2017-1 dated 9 March 2017 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 2017, which include:
  - a) Maintain and update the Agency Transparency Seal, which contains the following documents:
    - Agency mandates and functions, names of its officials with their position and designation, and contact information;
    - DBM-approved budget and corresponding targets for FY 2017;
    - Budget and Financial Accountability Reports (i.e. FY 2013 to FY 2017 FAR No. 1: SSAOBDB; FY 2013 to FY 2017 Summary Reports on Disbursements; and FY 2013 to FY 2017 BAR No. 1);
    - Project, Programs and Activities, Beneficiaries and Status of Implementation for 2017;
    - FY 2017 Annual Procurement Plan (APP-non CSE) in the format prescribed under GPPB Circular No. 07-2015;
    - QMS ISO Certification of a least one core process by any international certification body accredited by an International Accreditation Forum;
    - System of Ranking of Ranking of Delivery Units which should be posted and disseminated to employees;
    - Freedom to Information (FOI) Manual.
  - b) Maintain and 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;

9. Employees and officials who failed to conform with the following:
- a) Submission of 2016 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 2017 within the reglementary period set by COA;
  - c) Submission of IPCR;
- shall not be entitled to the FY 2017 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:

<b>Ranking</b>	<b>Performance Category</b>
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 based on the table below:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

2. Achieve each one of the Congress-approved performance targets for the delivery of the Major Final Outputs under the Performance Informed Budget of the FY 2017 General Appropriations Act and the targets for General Administration and Support Services (GASS);
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 PBB rate must be equivalent to 65% of his monthly basic salary.
2. The average rating of employees belonging to the 1<sup>st</sup> and 2<sup>nd</sup> levels for 2017 must at least be “Satisfactory” based on the Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS).
3. The 3<sup>rd</sup> 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:

<b>Length of Service</b>	<b>% of PBB Rate</b>
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 2017 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.

**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
• Accomplishment of performance targets for Research and Development	35	35	35	15	N/A	N/A
• Accomplishment of performance targets for Technical Advisory Services	25	25	25	20	N/A	N/A
• Financial accomplishment	25	25	25	25	20	10
• Submission of reports and documentary requirements	15	15	15	15	40	40
• Assistance to other delivery units	N/A	N/A	N/A	25	40	50
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

  
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