



**GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF  
FY 2019 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. 2019-1 dated 3 September 2019 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 2019:

**A) Eligibility**

**Agency**

ASTI must comply with the eligibility requirements of the Memorandum Circular No. 2019-01 to wit:

1. Satisfy 100% of Good Governance Conditions for FY 2019, 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 2019;
    - Major Projects and Programs, Beneficiaries and Status of Implementation for 2019;
    - FY 2019 Annual Procurement Plan (FY 2019 APP-non CSE), Indicative FY 2020 APP Non-CSE, and FY 2020 APP for Common Supplies and Equipment (FY 2020 APP CSE);
    - Quality Management System (QMS) Certification to ISO 9001:2015;
    - System of Ranking of Ranking Delivery Units for FY 2019 PBB;
    - Agency Review and Compliance Procedure of Statements and Final Disclosures; and
    - Freedom to Information (FOI) Manual signed by the Agency Head.
  - b) Update the posting of all invitations to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) for transactions above Php1 million from January 1 to December 31, 2019, including early procurement of FY 2020 Non – Common Use Supplies and Equipment (Non-CSE) items;
  - c) Maintain/update the Citizen's or Service Charter or its equivalent to reflect the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No.

11032;

2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019;
3. Streamline and improve the processes for the delivery of the Agency's critical services;
4. Measure the effectiveness of the streamlining and process improvements initiated by the Agency through feedback mechanisms and citizen/client satisfaction report;
5. Acquire certification/recertification of the Agency's Quality Management System covering at least one core process or frontline service;
6. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second level officials and employees of the Agency. The rating of the Agency Head shall be based on the guidelines issued by the Career Executive Board (CESB).

**Individual/Personnel**

1. The Agency Head is eligible only if ASTI is eligible. If eligible, the maximum PBB rate for FY 2019 must be equivalent to 65% of his monthly basic salary as of December 31, 2019.
2. The rating of employees belonging to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> levels must at least be "Satisfactory" based on the agency's Civil Service Commission (CSC) - approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
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 his/her performance. Payment of the PBB shall come from the mother agency.
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 during the fiscal year and with at least Satisfactory rating may be 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 (3) months of service and with at least Satisfactory rating shall be eligible for 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 by final and executory judgment in FY 2019 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:
  - a) Submission of 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s.2015;
  - b) Liquidation of cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
  - c) Submission of IPCR;
 shall not be entitled to the FY 2019 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 as of December 31, 2019 based on the table below:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
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
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

  
**MYLENE N. MONTON**  
 Administrative Officer V

  
**JOEL JOSEPHS. MARCIANO, JR., PH.D.**  
 Acting Director   