

**GUIDELINES FOR RANKING INDIVIDUALS FOR THE GRANT OF THE
PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2015**

The Foreign Service Institute shall implement the following guidelines for the ranking of its officers and staff, in accordance with the provisions of the Department of Budget and Management Memorandum Circular No. 215-1 dated August 12, 2015:

1. Theratings based on the Individual Performance Commitment Review (IPCR) of the FSI Strategic Performance Management System (SPMS), submitted to the Civil Service Commission on 15 July 2013, shall be used as the basisfor the ranking of the employees of the Institute. The ranking shall be based on the average of the IPCR scores for the two rating periods from 01 November 2014 to 30 April 2015; and from 01 May to 31 October 2015.
2. Only First and Second Level employees with a rating of at least “Satisfactory” on both rating periods, based on their IPCR, shall be eligible for the Performance Based-Bonus. Third Level employees, on the other hand, should have at least “Very Satisfactory” ratings on both rating periods.
3. Employees 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 Institute.
4. Employees who transferred from the Institute to another agency 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 ranking of the recipient agency.
5. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with Item 2 may be eligible to the full grant of the PBB.
6. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
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 Leave and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave;
- h. Sabbatical Leave

7. Employees who are not eligible for 2015 PBB are the following:
- a. An employee who is on vacation or sick leave, with or without pay for the entire year.
 - b. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 but if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 - c. Employees who failed to submit the 2014 SALN.
 - d. Employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the Commission on Audit.
8. Employees of the Institute who qualified for the PBB based on the criteria and conditions above, shall be forced-ranked, within their Division, according to the following criteria:

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

For the good bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

9. The FSI Director-General shall exercise discretion in force-ranking employees from the same Division with the same average scores for two rating periods.
10. In the individual ranking of employees, the FSI Director-General and Deputy Director-General shall automatically adopt the rank given to the Institute.
11. Issues, concerns and complaints raised by employees shall be submitted in writing to the FSI Performance Management Team which acts as an appeals body and final arbiter for performance management issues of the Institute as provided in FSI Office Order No. 16-2014 dated 10 February 2014.