

GUIDELINES ON THE SYSTEM OF RATING AND RANKING DELIVERY UNITS FOR THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2018

The Foreign Service Institute (FSI) shall implement the system of ranking of its delivery units, in accordance with the provisions in the Department of Budget and Management Memorandum Circular No. 2018-1 dated May 28, 2018.

Eligibility of Individuals

1. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the FSI's CSC-approved Strategic Performance Management System (SPMS).
2. 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.
3. 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 recipient agency.
4. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
5. An 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Services	% 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:

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| <ol style="list-style-type: none"> a. Being a newly hired; b. Retirement; c. Resignation; d. Rehabilitation Leave; | <ol style="list-style-type: none"> e. Maternity Leave and/or Paternity Leave; f. Vacation or Sick Leave with or without pay; g. Scholarship/Study Leave; h. Sabbatical Leave. |
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6. Employees who are not eligible for 2018 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 by final and executory judgment in FY 2018; however, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 - c. Officials and employees who failed to submit the 2017 SALN, as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015.
 - d. Officials and employees who failed to liquidate Cash Advances received in FY 2018 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.
 - e. Officials and employees who failed to submit their complete SPMS forms.

Ranking of Delivery Units

1. The Foreign Service Institute and its corresponding delivery units that meet the criteria and conditions in Section 4.0 of MC No. 2018-1 dated May 28, 2018 are eligible to the FY 2018 PBB. Delivery units eligible to the PBB shall be ranked according to the following categories:

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

2. Only the employees belonging to the eligible delivery units are qualified for the PBB.

Rates of the PBB

1. The rates of PBB for each individual employee shall be based on the performance ranking of the individual's delivery unit where he/she belongs with the rate of incentive as a multiple of the individual's monthly basic salary as of December 31, 2018 as stated in the table below:

Performance Category	Multiple of Monthly Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

The FSI Director-General shall rank the delivery units of the Institute, which are as follows: The Carlos P. Romulo School of Diplomacy (CPRSD), the Center for International Relations and Strategic Studies (CIRSS), the Administrative and Financial Services Division (AFSD), and the Office of the Director-General (ODG).

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