




MEMORANDUM No.: HRMU2017-035

DATE: July 20, 2017

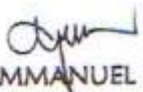
TO: ALL DEPARTMENT AND UNIT HEADS

RE: GUIDELINES ON THE SYSTEM OF RANKING OF PERFORMANCE OF DEPARTMENTS /OFFICES /DELIVERY UNITS OF THE CITY GOVERNMENT OF IMUS FOR THE GRANT OF THE FY2017 PERFORMANCE-BASED BONUS

Attached for your information and guidance are the Guidelines on the System of Ranking of Performance of Departments /Offices /Delivery Units of the City Government of Imus in line with the Grant of the FY2017 Performance-Based Bonus. Kindly orient your staff on these guidelines. We will also post the guidelines in the bulletin board of the Human Resource Management Unit in compliance with Item 6.5, Section 6.0 of the Joint Memorandum Circular No. 2017-4 dated June 7, 2017.


NATHREY G. ALCE
HRMU V
Head HRMU

Noted by:


HON. EMMANUEL L. MALIKSI
City Mayor



GUIDELINES ON THE SYSTEM OF RANKING OF PERFORMANCE OF DEPARTMENTS/OFFICES/DELIVERY UNITS OF THE CITY GOVERNMENT OF IMUS IN LINE WITH THE GRANT OF THE FY 2017 PERFORMANCE-BASED BONUS

Pursuant to DILG and DBM Joint Memorandum Circular No. 2017-4 dated June 7, 2017, the following are the guidelines on the System of Ranking of Performance of the departments, offices, and delivery units of the City Government of Imus for the grant of the FY 2017 Performance-Based Bonus (PBB):

I. COVERAGE

The FY 2017 Performance-Based Bonus (PBB) shall be granted to all eligible officials and employees of the City Government of Imus holding regular plantilla positions, as well as contractual and casual personnel, having an employer-employee relationship with the City Government, and whose compensation is being paid wholly from the Personnel Services budget.

II. ELIGIBILITY OF INDIVIDUAL EMPLOYEES

1. The Local Chief Executive and the Sangguniang Panlungsod members are eligible only if the City Government of Imus becomes eligible to the grant of the FY 2017 PBB as provided under Joint Memorandum Circular No. 2017-4. If eligible, their maximum PBB rate shall be 65% of their monthly basic salary.
2. Employees belonging to the first and second levels should receive a rating of at least "Satisfactory" for the year 2017 based on the City Government's CSC-approved Strategic Performance Management System (SPMS).
3. Personnel who transferred to a Local Government Unit (LGU) from another government agency or LGU in FY 2017 shall be rated and ranked by the agency or LGU where he/she served the longest. If equal months were served for each, he/she will be included in the recipient LGU.
4. An official or 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 official or employee who rendered less than a 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Government 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%

6. An official or employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB.
7. Officials and employees found guilty of administrative and/or criminal cases by final and executory judgement in FY 2017 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.
8. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
9. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels received in FY 2017 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, shall not be entitled to the FY 2017 PBB.
10. Employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2017 PBB.
11. Heads of departments, offices or delivery units should ensure that officials and employees covered by RA No. 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.
12. Officials and employees responsible for the non-compliance of prior years' audit recommendation shall not be entitled to the FY 2017 PBB.
13. Officials and employees responsible for posting and dissemination of the Local Government Unit system of ranking performance of departments, offices, and delivery units shall not be entitled to the FY 2017 PBB if the LGU fails to comply.

III. RANKING OF DEPARTMENTS, OFFICES, AND DELIVERY UNITS OF THE CITY GOVERNMENT OF IMUS

1. Departments, offices, or delivery units eligible to the FY 2017 PBB shall be forced ranked according to the following categories:

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

A Delivery Unit shall refer to the primary subdivision of a Local Government Unit performing substantive line functions, technical services, or administrative support, as reflected in the LGU's organizational structure and/or functional chart.

2. Only the personnel belonging to eligible departments, offices, or delivery units are qualified for PBB (Refer also to exclusion of individual employees as cited in Section II).

3. The ranking of departments, offices, or delivery units shall be based on the accomplished CSC-approved SPMS Rating Forms for 2017.
4. The Human Resource Management Unit (HRMU) and the City Planning and Development Office (CPDO) shall take the lead in the consolidation of ratings and ranking of the departments, offices, and delivery units. The result of the ranking shall be indicated in LGU-PBB Form (Annex 1). There shall no longer be a ranking of individuals within a department/office/delivery unit.
5. The rules that will be used for ranking must be posted in the bulletin board of the HRMU or in the Imus website.

IV. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the department/office/delivery unit where they belong, with the rate of incentive as a multiple of the individual's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Department/Office/Delivery Unit	0.65
Better Department/Office/Delivery Unit	0.575
Good Department/Office/Delivery Unit	0.50

If funds are insufficient for the grant of the PBB at the above rates, the PBB may be given at lower, but at uniform percentage of the prescribed rates.


V. Funding Sources

The PBB shall be charged against the City Government funds for FY 2018, subject to the Personnel Services limitation in the City Government's budget pursuant to Section 325 (a) and 331 (b) of the Local Government Code of 1991 (RA No. 7160).

The City Government shall exercise prudence in the use of local funds. In determining the amount of the PBB, the Sangguniang Panlungsod shall ensure that the same is reasonable and that the expenditure will not, in any way, adversely affect the delivery of services to the public.

VI. EFFECTIVITY

These guidelines shall take effect immediately.


HON. EMMANUEL L. MALIKSI
 City Mayor