



City Government of Imus
OFFICE OF THE CITY MAYOR

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**SYSTEM OF RANKING THE PERFORMANCE OF DEPARTMENTS, OFFICES,
DELIVERY UNITS OF THE CITY GOVERNMENT OF IMUS IN LINE WITH THE
GRANT OF THE FY 2019 PERFORMANCE-BASED BONUS**

Pursuant to DILG and DBM Joint Memorandum Circular No. 2019-01 dated November 21, 2019, the following are the guidelines on the system of ranking the performance of the departments/offices/delivery units of the City Government of Imus for the grant of the FY 2019 Performance-Based Bonus (PBB):

I. COVERAGE

The FY 2019 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 2019 PBB. If eligible, their maximum PBB rate shall be 65% of their monthly basic salary as of December, 2019.
2. Employees belonging to the first and second levels should receive a rating of at least "Satisfactory" for the year 2019 based on the City Government's CSC-approved Strategic Performance Management System (SPMS).
3. Personnel who transferred to the City Government of Imus from another government agency/LGU in FY 2019 shall be rated and ranked by either the agency or the City Government depending where he/she served the longest. If equal months were served for each, he/she will be included in the City Government of Imus.
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:





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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%

The following are valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for the PBB on 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
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 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.
 8. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of the SALN, shall not be entitled to the FY 2019 PBB.
 9. Officials and employees who failed to liquidate cash advances for all domestic and foreign travels 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, shall not be entitled to the FY 2019 PBB.
 10. Employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2019 PBB.





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11. Officials and employees responsible for the implementation of the prior years' audit recommendations, or posting and dissemination of the LGU system of ranking performance of delivery units shall not be entitled to the FY 2019 PBB if the LGU fails to comply with any of these requirements.
12. Heads of departments, offices or delivery units should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.

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

1. Departments/offices/delivery units eligible to the grant of the FY 2019 PBB shall be forced ranked according to the following categories:

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

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/delivery units are qualified for PBB (Refer also to exclusion of individual employees as cited in Section II).
3. The results of the ranking shall be indicated in Form 1 (Report of Ranking of Departments/Offices/Delivery Units). There shall no longer be a ranking of individuals within a department/office/delivery unit.

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 with the rate of incentive as a multiple of the individual's monthly basic salary as of December 31, 2019, based on the table below:





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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 2020, subject to the Personnel Services (PS) 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. PAYMENT PERIOD OF THE FY 2019 PBB

Payment shall be made beginning May 29, 2020 until December 31, 2020.

VII. EFFECTIVITY

These guidelines shall take effect immediately.

HON. EMMANUEL L. MALIKSI
City Mayor
City Government of Imus

