



Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**

**SYSTEM OF RANKING DELIVERY UNITS  
FOR THE GRANT OF THE PERFORMANCE BASED BONUS FOR 2017**

**I. SCOPE AND COVERAGE**

The Bureau of Soils and Water Management shall adopt the following policies and procedures relative to the grant of Performance Based Bonus (PBB) based on the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring Information and Reporting System Memorandum Circular 2017-1 dated March 9, 2017.

**A. COVERAGE**

All officials and employees of eligible departments/agencies holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation are charged against the lump sum appropriation under Personnel Services; and those occupying positions in the DBM approved contractual staffing pattern

**B. ELIGIBILITY CRITERIA**

1. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
2. 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.*
3. Personnel who transferred from one government agency 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 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 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</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%

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:

- Being a newly hired employee;
- Retirement;

- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave;
- Sabbatical Leave

**C. PERSONNEL NOT ENTITLED TO THE GRANT OF PBB**

1. An employee who is on vacation or sick leave, with or without pay, for the entire year
2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
3. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015,
4. Officials and employees who failed to liquidate all cash advances 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.
5. Officials and employees who failed to submit their complete SPMS Forms
6. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs); if the BSWM fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
7. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) if the BSWM fails to submit the following:
  - FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015
  - FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017.
  - Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on before March 31, 2017.
8. Officials and employees responsible for the non-compliance of prior years' audit recommendations. (See also Section 6.3.c)
9. Officials and employees responsible for the QMS certification or alignment specified in Sections 6.2.a and 6.2.b if the BSWM fails to comply with the said requirement.
10. Officials and employees responsible for posting and dissemination of the BSWM system of ranking performance of delivery units if the BSWM fails to comply.

**II. RATING PERIOD**

The Rating Period shall be 1st and 2nd semesters of 2017. Minimum appraisal period is at least ninety (90) days or three (3) months.

**III. PERFORMANCE RATING**

Employees belonging to the First, Second and Third Levels should receive a rating of at least **"Satisfactory"** based on the BSWM's CSC-approved Strategic Performance Management System (SPMS) or the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES. (IATF MC 2017-1 Section 7.3)

**IV. FORCED RANKING OF DELIVERY UNITS**

Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 are eligible to the FY 2017 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

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

**FORCED RANKING OF INDIVIDUALS**

There shall no longer be a ranking of individuals within the BSWM. The PBB rates of individual employees shall depend on the performance ranking of the BSWM by the Department of Agriculture based on its System of Ranking Delivery Units.

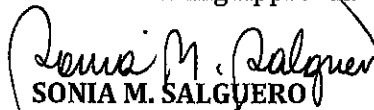
Divisions/Centers and Administration Units that meet the criteria and conditions under IATF MC 2017-1 are eligible to the PBB for FY 2017.

**V. RATES OF THE PBB**

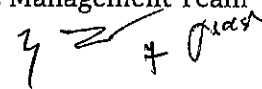
The rates of the PBB for each individual shall be based on the performance ranking of the BSWM with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

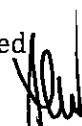
Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

Recommending Approval:

  
SONIA M. SALGUERO

Chairperson, BSWM Performance Management Team



Approved 

ANGEL C. ENRIQUEZ, CESO III  
OIC, Director