



Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT

**SYSTEM OF RANKING
FOR THE GRANT OF THE PERFORMANCE BASED BONUS FOR 2018**

A. SCOPE

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 2018-1 dated May 28, 2018.

B. COVERAGE

All officials and employees of the agency holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the BSWM, and whose compensation are charged to the Personnel Services budget; as well as those occupying positions in the DBM approved contractual staffing pattern, if any.

C. PERFORMANCE RATING OF EMPLOYEES AND OFFICIALS

The BSWM shall use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

D. ELIGIBILITY CRITERIA

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
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. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in item 6.
5. 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.
6. 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:

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:

- 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

E. 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 2018. 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 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular 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 SALN, shall not be entitled to the FY 2018 PBB.
4. Officials and employees who failed to liquidate all 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.
5. Officials and employees who failed to submit their complete SPMS Forms
6. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Agency fails to comply with any of these requirements.

F. RATING PERIOD

The Rating Period shall be 1st and 2nd semesters of 2018. Minimum appraisal period is at least ninety (90) days or three (3) months.

G. FORCED RANKING OF DELIVERY UNITS

The Department of Agriculture shall evaluate the BSWM as a delivery unit based on the criteria and conditions for eligibility to the FY 2018 PBB. The 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 of Delivery Units.

Divisions/Centers and Administration Units that meet the criteria and conditions under IATF MC 2018-1 are eligible to the PBB for FY 2018.

H. RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the BSWM as a delivery unit with the rate of incentive as a multiple of one's monthly basic salary for 2018 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

I. FEEDBACK AND CHANGE MANAGEMENT

The Director, with the support of the BSWM Performance Management Team shall:


- Engage the employees in understanding the Performance-Based Incentive System (PBIS), the performance targets, as well as the services and outputs that they are needed to meet the targets.
- Disseminate the performance targets and accomplishments to employees through the intranet and other means, as well as publish these on the website for the public's information.
- Set up a Help Desk/Clients' Center to respond to queries and comments on the targets and accomplishments .
- Through the Grievance Committee, set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees.

The Chairperson of the BSWM Performance Management Team, shall serve as the BSWM's **PBB Focal Person**.

J. EFFECTIVITY

This System of Ranking shall take effect July 30, 2018.

Recommending Approval:


EDNA D. SAMAR, PH. D.
OIC, Assistant Director and
Chairperson, Performance Management Team

Approved:


ANGEL C. ENRIQUEZ, CESO III
OIC, Director