



National Conciliation and Mediation Board

Republic of the Philippines
Department of Labor and Employment
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MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES
This Board

SUBJECT : CRITERIA ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2017

DATE : 27 September 2017

Pursuant to Memorandum Circular No. 2017-01 dated March 09, 2017 the following are the guidelines in granting the Performance-Based Bonus for FY 2017 to all NCMB officials and employees:

I. DETERMINATION OF DELIVERY UNITS

1. A **delivery unit** is the primary subdivision of a department or agency performing substantive line functions, technical services or administrative support as reflected in agency's organizational structure and/or functional chart.
2. To facilitate the ranking process, the clustering of the delivery units shall be based on similarities of functions and responsibilities, provided that the overall ranking distribution for Best and Better delivery units shall not exceed 10% and 25% respectively, of the total number of delivery units. Hence, the delivery units shall be as follows:
 - Office of the Executive Director which includes Deputy Administrators and Department Heads
 - Divisions of the Central Office
 - Regional Conciliation Mediation Branches

II. ELIGIBILITY CRITERIA FOR RANKING OF DELIVERY UNITS

1. Delivery units eligible to the PBB shall be rated and ranked using the following criteria and percentage of score weights:

Criteria	Percent Allocation
2017 OPCR Accomplishment Overall Rating	90%
Executive Director's Rating	10%
TOTAL RATING	100%

2. The numerical rating (1-4) used in the OPCR shall be adopted in rating timeliness and frequency of report submission as against the planned targets of submission/deadline, as follows:

Numerical Rating	Description/Adjectival Rating
4	Submitted on time
3	1-5 days late submission
2	6-10 days late submission
1.5	More than 11 days late submission
1	Non-submission

- The Board's Performance Management Team (PMT) and Performance Validation Team (PVT) shall directly oversee and validate the performance of the delivery units and assist in carrying out forced ranking of delivery units.

III. RATING OF INDIVIDUALS BASED ON PERFORMANCE

- To qualify for the grant of PBB, employees belonging to the First and Second Levels and other officials not covered by the CESPES should receive a rating of at least **"Satisfactory"** equivalent to a rating of **2** under the CSC approved Strategic Performance Management System (SPMS).
- The following weight allocations shall be observed to arrive at the PBB general rating of individual employees:

CRITERIA	WEIGHT (%)	NUMERICAL RATING	DESCRIPTION/ADJECTIVAL RATING
A. Performance Factor (IPCR)	90	4	Meeting the success indicators – Outstanding (O)
		3	90% to 99% of the success indicators – Very Satisfactory (VS)
		2	80% to 89% of the success indicators –Satisfactory (S)
		1	79% or below the success indicators – Unsatisfactory (US) – NOT ENTITLED TO PBB
B. Behavioral Factor	10		
Work Attitude	4	4	Shows remarkable interest in his job, a self-starter, always able to devise ways and means to accomplish tasks or with innovations, a team player
		3	Sometimes shows initiative to

			devise ways and means to accomplish tasks, a team player
		2	Shows normal interest in his job, does only what is required of him
		1	Lacks interest in his job, must be always told to do his assignments, does not involve in group work
Punctuality	3	4	Incurred not more than 5 times of tardiness/undertime in a semester
		3	6-15 times tardy/undertime per semester during the rating period
		2	16-30 times per semester during the rating period
		1	31 times or more in a semester during the rating period
		0	Penalized for policy violation during the semesters (10 times in 2 consecutive months in a semester or during the year – A.O. No.390, s. 2003 and CSC MC No. 16, 2. 2010)
Attendance	3	4	Incurred 0–3 days of absences in a semester
		3	4-10 days of absences per semester during the rating period
		2	11-15 days of absences per semester during the rating period
		1	Incurred more than 15 days of absences or 1-7 unauthorized absences with warning during the semester
		0	Penalized or with policy violation in a semester during the rating period (Exceeding 2.5 days of unauthorized absences in a month or at least 3 consecutive months during the year (Habitual Unauthorized Absences per A.O. No. 390, s. 2003)
			Excluded in the counting of absences: forced leave, maternity leave, paternity leave, solo parent leave, special privilege leave, rehabilitation leave, special leave for women, violence against women leave, special emergency leave
TOTAL	100		

3. Since the Board is observing an annual performance evaluation rating, the Work Attitude shall be rated for the whole year while the average rating for the punctuality and attendance criteria for the 1st and 2nd semesters shall be considered. To arrive at the final rating, the Behavior and Performance factors shall be added. To attain an objective rating for Work Attitude, the branch/office may adopt a validation tool such as, 360 degrees survey/inquiry among supervisors, subordinates and peers, review of incidental reports, and feedback from clients, among others.

FOR YOUR INFORMATION AND STRICT COMPLIANCE.



SHIRLEY M. PASCUAL, CESO III
Executive Director IV