



**National
Conciliation and
Mediation
Board**

Republic of the Philippines
Department of Labor and Employment
4th-6th Floors, Arcadia Building
860 Quezon Avenue, Quezon City 1103
Tel. Nos.: 332-4176 • 332-4177 • 332-4180
Telefax: 332-4175 • 332-2231 • 332-4179



MEMORANDUM

**TO : ALL OFFICIALS AND EMPLOYEES
This Board**

**SUBJECT : CRITERIA ON THE GRANT OF PERFORMANCE-
BASED BONUS (PBB) FOR 2018**

DATE : 27 September 2018

Pursuant to Memorandum Circular No. 2018 – 1 dated 28 May 2018, the following are the guidelines in granting the Performance-Based Bonus for FY 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016 to all NCMB officials and employees:

I. Delivery Units

The following are the delivery units of the Board as prescribed in Annex 1 (Master List of Departments/Agencies and Prescribed Delivery Units per Departments/ Agencies) of the Circular:

1. Office of the Executive Director
2. Conciliation and Mediation Division
3. Voluntary Arbitration Division
4. Workers Relation Enhancement Division
5. Administrative Division
6. Research and Information Division
7. Financial and Management Division
8. Regional Conciliation and Mediation Branch – NCR
9. Regional Conciliation and Mediation Branch - CAR
10. Regional Conciliation and Mediation Branch - I
11. Regional Conciliation and Mediation Branch – II
12. Regional Conciliation and Mediation Branch - III
13. Regional Conciliation and Mediation Branch - IVA
14. Regional Conciliation and Mediation Branch - MIMAROPA
15. Regional Conciliation and Mediation Branch - V
16. Regional Conciliation and Mediation Branch - VI
17. Regional Conciliation and Mediation Branch – VII
18. Regional Conciliation and Mediation Branch - VIII
19. Regional Conciliation and Mediation Branch - IX
20. Regional Conciliation and Mediation Branch – X
21. Regional Conciliation and Mediation Branch – XI
22. Regional Conciliation and Mediation Branch – XII
23. Regional Conciliation and Mediation Branch - CARAGA

II. Rating System

1. Performance evaluation shall be conducted annually. The shortest period for an employee to be rated is at least 90 days or three (3) months while the longest period is one (1) calendar year.
2. The Board shall adopt the rating system of the Department in rating delivery units using the scale of 1 to 4, with 4 being the highest and 1 as the lowest.
3. The numerical rating (1-4) used in the OPCR shall also 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

4. In rating individual employees, the following weight allocations and numerical ratings shall be used in rating performance and behavioral factors:

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 per semester during the rating period
		3	6 -15 times tardy/undertime per semester during the rating period
		2	16-30 times per semester during the rating period
		1	Incurred more than 31 times per semester during the rating period
		0	Penalized or with policy violation during the semester/s (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)
B.2 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 or 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, and special emergency leave
TOTAL	100		

- Since the Board is observing an annual performance evaluation rating, Work Attitude shall be rated for the whole year while the average behavioral rating for punctuality and attendance criteria for the 1st and 2nd semesters shall be considered. To attain an objective rating for Work Attitude, the office/division/branch 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. To arrive at the final rating, the Performance and Behavioral factors shall be added.

III. Ranking of Delivery Units

1. 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

2. 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 the head of the agency in carrying out forced ranking of delivery units.

IV. Rates of the PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit. There shall no longer be a ranking of individuals within the delivery units. The rate of incentive an individual can receive shall be based on the multiple of one's monthly basic salary as of December 31, 2018, as follows:

Performance Category	Multiple of Basic Salary
Best Delivery Units	65%
Better Delivery Units	57.5%
Good Delivery Units	50%

V. Eligibility of Individuals

1. To qualify for the grant of PBB, employees belonging to the First and Second Levels and other officials not covered by the CESPES must have a rating of at least "Satisfactory" equivalent to a rating of 2 under the CSC approved Strategic Performance Management System (SPMS).
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employee 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 shall 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-rate basis corresponding to the actual length of service to the participating implementing agency, as stated in Item V.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 SERVICES	% 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:

- 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, and
- h. Sabbatical Leave

VI. Exclusion from the Grant of FY 2018 PBB

1. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.
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, shall not be entitled to the FY 2018 PBB.
5. Officials and employees who failed to submit their complete SPMS/IPCR Forms shall not be entitled to the FY 2018 PBB.
6. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the NCMB's system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Board fails to comply with any of these requirements.


MARIA TERESITA L. CANCIO
Officer-In-Charge