

# **ANNEX 8** **GUIDELINES/MECHANICS** **FOR THE GRANT OF FY 2022 PERFORMANCE-BASED BONUS (PBB)**

## **I. RATING OF INDIVIDUAL PERFORMANCE**

### **Actual Accomplishment over Success Indicators**

An official/employee's rating is based on his/her actual accomplishments against success indicators of targets and measures. Supervisors rate subordinates according to the following rating system:

DESCRIPTIVE VALUE	POINTS/ SCORE	DESCRIPTION
<i>Outstanding</i>	5	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employees' achievement and contributions to the organization are marked excellence. Performance exceeding targets by 30% and above of the planned.
Very Satisfactory	4	Performance exceeding expectations. All goals, objectives and targets were achieved above the established standards. Performance exceeding targets by 15% to 29%.
Satisfactory	3	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met. Performance of 100% up to 114% of the planned target.
Unsatisfactory	2	Performance failed to meet expectations, and/or one or more of the most critical goals were not met. Performance of 51% to 99% of planned targets.
Poor	1	Performance was consistently below expectations, and/or reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas. Performance failing to meet the planned targets by 50% or below.

**ANNEX 8**  
**GUIDELINES/MECHANICS**  
**FOR THE GRANT OF FY 2022 PERFORMANCE-BASED BONUS (PBB)**

**II. GROUPING OF OFFICES**

In accordance with Memorandum Circular No. 2016-2 by the A025 Secretariat dated 12 October 2016, the PSC shall be divided into the following delivery units for purpose of the grant of the FY 2021 PBB:

Philippine Sports Commission	<ul style="list-style-type: none"><li>• Commission Proper</li><li>• Bureau on Administrative, Financial and Management Services (BAFMS)</li><li>• Bureau on Coordinating Secretariat and Support Services (BCSSS)</li></ul>
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**III. ELIGIBILITY OF INDIVIDUALS**

For FY 2021 PBB, the delivery units shall no longer be ranked. To be eligible for the PBB 2021, the PSC should be able to attain a total score of at least 70 points (the Agency should achieve a performance rating of 4 in at least three (3) criteria). The Unit/s most responsible (including its Head) for the criteria with a performance rating of below 4, and those Unit/s most responsible (including its Head) for the non-compliance with the Agency Accountabilities will be isolated from the grant of the FY 2021 PBB.


Uniform rates shall apply to all officials and employees. The corresponding rates of the PBB shall be based on the total score obtained by the PSC. Employees belonging to the First and Second Levels should receive a rating of at least "Very Satisfactory" based on the CSC-approved Strategic Performance Management System (SPMS) of the PSC.

Officials and employees who failed to submit the 2020 SALN or those who are responsible for the review and compliance procedure of SALN shall not be entitled to the PBB. Further, those officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period shall not be entitled to the PBB.

**ANNEX 8**  
**GUIDELINES/MECHANICS**  
**FOR THE GRANT OF FY 2022 PERFORMANCE-BASED BONUS (PBB)**

Official/s or employee/s who rendered less than 9 months but a minimum of 3 months of service and with at least a "Very Satisfactory" rating shall be entitled to the PBB on a pro-rata basis:

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%

  
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