

Board Resolution No. 2018 - 60

“APPROVING THE GUIDELINES TO BE OBSERVED IN THE RANKING AND DISTRIBUTION OF THE PERFORMANCE-BASED BONUS (PBB) FOR CALENDAR YEAR 2017 TO QUALIFIED POSTAL EMPLOYEES AND OFFICIALS.”

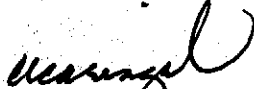
RESOLVED, as it is hereby resolves to approve the Guidelines to be observed in the ranking and distribution of the Performance Based Bonus (PBB) for Calendar Year 2017 to qualified postal employees and officials. Copy of the said Guidelines is hereto attached and made an integral part of this resolution.

Adopted during the 5th Special Meeting of the Board of Directors of the Philippine Postal Corporation held on 24 May 2018 at the City of Manila, Philippines.


Approved by:

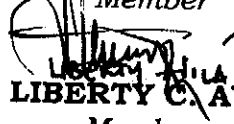

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Chairman


JOEL L. OTARRA
Vice Chairman & Postmaster General


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Member


RIDGWAY M. TANJILI
Member


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Member

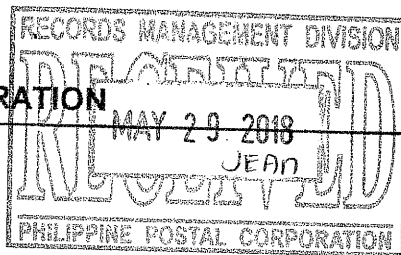

PELAGIO S. PAGUICAN
Member

Attested by:


ATTY. LINDEZA R. ROGERO-GAVINO
Corporate Secretary

CERTIFIED TRUE COPY


GUZMAN B. NEL GAREJO, JR.
Assistant Corporate Secretary



PHLPOST Circular No. 18-29

Subject : **Guidelines in the Ranking and Distribution of the Performance-Based Bonus (PBB) for CY2017**

Date : **1 March 2018**

I. LEGAL BASIS

1. Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-01 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201
2. Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-01 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 under Executive Order (EO) No. 80 and EO No. 201
3. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2017-01 – Interim Performance-Based Bonus

II. OBJECTIVES

This Circular aims to:

1. Provide basic policies and procedure in the ranking and distribution of the PBB to PHLPost officials and employees who are entitled to the Performance-Based Bonus (PBB); and
2. Provide basis in the determination of the eligibility, distribution and ranking in the grant of the PBB.

III. COVERAGE

The grant of the PBB shall cover all PHLPost officials and employees holding regular plantilla positions and contractual personnel having an employee-employer relationship.

Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets as follows:

1. Consultants and experts hired to perform specific activities or services with expected outputs;
2. Laborers hired through job contract (pakyaw) and those paid on piecework basis;
3. Student laborers and apprentices; and
4. Individuals/groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

IV. GENERAL GUIDELINES

A. Eligibility of Offices

1. All Offices shall be forced ranked according to the following categories pursuant to Memorandum Circular No. 2017-1 issued by the AO25 IATF:

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

2. The ranking of Offices shall be based on the rating as reflected in the Office Performance Commitment and Review (OPCR) Form which has been validated by the Project Management Team (PMT).
3. A final call for the submission of the OPCR shall be made. However, corresponding deductions for the late submission shall be made on the average final OPCR rating as follows:

Late submission of OPCR	Deductions from Average Final Rating
Submission of OPCR for 1 semester after the deadline	0.10
Submission of OPCR for 2 semesters after the deadline	0.25
Submission of OPCR on or before the final call	0.50

- 3.1 All offices who failed to submit their OPCR after the final call shall not be eligible for the grant of the PBB. Likewise, the officials and employees of the concerned office shall not be eligible for the grant of PBB.
4. The ranking of Offices shall be determined by the PMT.
5. OPCR rating of each office should reflect the actual Individual Performance Commitment Review (IPCR) rating of all officials and employees in each Office.

The PMT shall be responsible in setting parameters and standards in the validation of OPCR. This shall include ensuring that:

- 5.1 OPCR Targets are cascaded in the IPCRs of officials and employees; and
- 5.2 Individual accomplishments in the IPCR are reflected in the accomplishment of the Office in the OPCR. Variances noted in the OPCR vis-à-vis the IPCR of the officials and employees shall have corresponding adjustments in the OPCR rating.

9. A final call for the resubmission of SALN in prescribed format in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) shall be made within fifteen (15) days after the approval of this issuance by the BOD. The call shall be made only to the Officials and Employees who already previously submitted their SALN but not in the prescribed format. However, corresponding deductions for the resubmission of SALN in prescribed format shall be made on the average final IPCR rating:

SALN	Deductions from Average Final Rating
Resubmission of SALN in prescribed format in the rules provided under CSC MC No. 3 (s. 2015)	0.10

- 9.1 Officials and employees who failed to resubmit their SALN in prescribed format in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) even after the final call shall not be entitled to the PBB.
10. Officials and employees who failed to liquidate within the reglamentary period the Cash Advances received in the applicable year as prescribed in COA Circular No. 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-02 dated 18 May 2009 shall be informed of their ineligibility within fifteen (15) days after the approval of this issuance by the BOD and shall be given five (5) days to reply on their ineligibility. Reconsideration of their ineligibility shall be based on their reply and/or document/s submitted within the deadline set.
11. Officials and employees who failed to submit their complete IPCR within the prescribed period shall not be entitled to the PBB.

V. RATES OF THE PBB

There shall no longer be a ranking of individuals within their respective levels. The PBB Rates of individual employees shall depend on the performance ranking of the Office where they belong with the rate based on the monthly basic salary as of December 31 of the applicable year following the preceding table:

Performance Category	PBB as % of Monthly Basic Salary
Best Office	65%
Better Office	57.5%
Good Office	50%

VI. GRIEVANCE MECHANISM

All complaints and issues that shall be raised by officers and employees shall be resolved through the Performance Management Team (PMT) who shall conduct investigation and resolve the case within 30 days upon receipt of the complaint. If the concerned employee is not satisfied with the decision of the PMT, he/she may elevate his/her concerns to the Postmaster General.

VII. EFFECTIVITY

This Circular shall be effective immediately. All other issuances in conflict herewith are hereby superseded.


JOEL L. OTARRA ¹
Postmaster General & CEO

Filename: GuidelinesOnSystemsOfRankingAndDistributionFor2017.doc

Digital Records:

1. *Performance – PBB*
2. *Corporate Governance – Performance*
3. *Performance – Scorecard*
4. *Committee – PMT*

Central Records: Performance – PBB