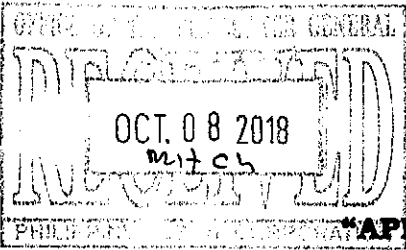


OFFICE OF THE BOARD OF DIRECTORS



Board Resolution No. 2018 - 101

"APPROVING THE GUIDELINES TO BE OBSERVED IN THE RANKING AND DISTRIBUTION OF THE PERFORMANCE-BASED BONUS (PBB) FOR CALENDAR YEAR 2018 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 2018 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 9th Regular Meeting of the Board of Directors of the Philippine Postal Corporation held on 11 September 2018 at the City of Manila, Philippines.

Approved by:


NORMAN N. FULGENCIO
Chairman


JOEL L. OTARRA
Vice Chairman & Postmaster General



CRISTINA E. CARINGAL
Member


RIDGWAY M. TANJILI
Member


RAUL B. BENDIGO
Member


LIBERTY C. AVILA
Member


PELAGIO S. PAGUICAN
Member

Attested by:

ATTY. LINDEZA R. ROGERO-GAVINO
Corporate Secretary

CERTIFIED TRUE COPY


GUZMAN B. MELGAREJO, JR.
ASSISTANT CORPORATE SECRETARY

2018-10-08-0075

PHLPost EXECOM RESOLUTION NO. 2018 - 27

28 August 2018

Subject : Proposed Guidelines in the Determination of Eligibility, Ranking and Distribution of the Performance-Based Bonus (PBB) for FY2018

WHEREAS, the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO25 IATF) issued Memorandum Circular No. 2018-01, prescribing the criteria and conditions for the grant of the Performance-Based Bonus (PBB) for FY2018;

WHEREAS, the Governance Commission for Government Owned or Controlled Corporations (GCG) issued Memorandum Circular No. 2017-01 last June 9, 2017 to establish the rules and regulations for the grant of the Interim Performance-Based Bonus (PBB) to qualified GOCC Officers and Employees pursuant to Executive Order No. 80, s. 2012 pending the approval of the Total Compensation Framework (TCF) and Index of Occupational Services, Position Title and Job Grades (IOS) of GOCCs pursuant to the Compensation and Position Classification System (CPCS);

WHEREAS, the GCG issued Memorandum Circular No. 2018-01 last January 31, 2018 amending the guidelines on the rates of the Performance-Based Bonus of officers and employees of GOCCs covered under RA 10149 as provided under GCG Memorandum Circular No. 2017-01;

WHEREAS, pursuant with the previous issuances and to provide the basic policies and procedure in the determination of eligibility, ranking and distribution of the FY2018 PBB to PHLPost Officials and employees who are entitled to the said bonus, the Corporate Planning Department Manager is proposing the issuance of a procedural guidelines following pertinent national issuances:

- a) The grant of the FY2018 PBB shall only cover all PHLPost Officials and employees holding regular plantilla positions, including contractual personnel having an employee-employer relationship;
- b) All Offices shall be forced-ranked according to the categories pursuant to Memorandum Circular No. 2018-1 issued by the AO25 IATF:

Top 10%	Best Office
Top 25%	Better Office
Top 65%	Good Office

- c) The ranking of offices shall be based on the rating as reflected in the Office Performance Committee and Review (OPCR) form validated by the Performance Management Team (PMT);
- d) The PMT shall be responsible in setting the parameters and standards in the validation of OPCR;

- e) Officials and employees who have rendered at least nine (9) months of service for the applicable year, and have received a rating of at least "satisfactory" are entitled to PBB.
- f) Offices who failed to submit their OPCR form/s on the previously set deadlines shall be given a chance to submit them through the issuance of a final call for submission of said forms. However, the following deductions on the average rating for CY 2018 shall be applied :
- 0.10 deduction for late submission of OPCR for one (1) Semester after the deadline
 - 0.25 deduction for late submission of OPCR for two (2) Semesters after the deadline
 - 0.50 deduction for submission of OPCR on or before the final call
- g) 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, as follows:

Best Office	65.0%
Better Office	57.5%
Good Office	50.0%

- h) In addition to the guidelines in the ranking and distribution of the PBB for CY2017 and pursuant to IATF MC No. 2018-01, officials and employees responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the system of ranking and performance of delivery units shall not be entitled to the PBB if the corporation fails to comply with any of these requirements.

HERETO, RESOLVED, that the PHLPost EXECOM recommends for approval of the Board of Directors the proposed procedural guidelines on the determination of eligibility, ranking and distribution of FY2018 PBB.

THAT, upon approval of the Board of Directors, the Corporate Planning Department Manager shall finalize the proposed guidelines subject to their comments and/or recommendations.

ADOPTED this 28th day of August 2018 during the 9th PHLPost EXECOM regular meeting held at the Business Operations Center, 3/F Central Post Office Building, Liwasang Bonifacio, Manila.


(Ms.) MAURA M. BAGHARI REGIS

Assistant Postmaster General for Administration and Finance


(Mr.) LUIS D. CARLOS

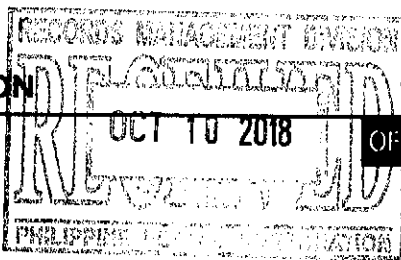
Assistant Postmaster General for Marketing


(Mr.) JOEL L. ZAMUDIO

OIC – Office of the Assistant Postmaster General for Operations


(Mr.) JOEL L. OTARRA

Postmaster General and CEO



PHLPOST Circular No. 18-64

Subject : Guidelines in the Ranking and Distribution of the Performance-Based Bonus (PBB) for CY2018

Date : 24 September 2018

I. LEGAL BASIS

1. Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-01 – Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 s. 2012 and EO No. 201 s. 2016
2. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2017-01 – Interim Performance-Based Bonus
3. Governance Commission for GOCCs (GCG) Memorandum Circular No. 2018-01 – Amendments to the Interim Performance-Based Bonus (PBB)

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 employer-employee 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. 2018-1 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

- a. 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:

- a. OPCR Targets are cascaded in the IPCRs of officials and employees; and
- b. 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.

B. Eligibility of Individuals

1. Officials and employees who have rendered at least nine (9) months of service for year ending December 31 of the applicable year, and have received a rating of at least "satisfactory" are entitled to PBB.
2. Employees belonging to the First, Second, and Third Levels should receive a rating of at least "satisfactory" based on the approved Strategic Performance Management System (SPMS) or the Career Executive Service Performance Evaluation System (CESPES).
3. Third level officials should receive a rating of at least "satisfactory" under the CESPES. Payment of the PBB to third level Officials shall be contingent on the release of the results of the CESPES.
4. Personnel who transferred from one government agency to another 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.
5. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered following the preceding table:

Length of Service	% of PBB Rate
8 months but < 9 months	90%
7 months but < 8 months	80%
6 months but < 7 months	70%
5 months but < 6 months	60%
4 months but < 5 months	50%
3 months but < 4 months	40%

The following are 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 newly-hired*
 - b. *Retirement*
 - c. *Resignation*
 - d. *Rehabilitation Leave*
 - e. *Maternity Leave and/or Paternity Leave*
 - f. *Scholarship/Study Leave*
 - g. *Sabbatical Leave*
6. 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.
 7. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executor judgment 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.

8. Officials and employees who failed to submit the SALN prescribed in the rules provided under CSC memorandum Circular No. 3 (s. 2015), shall not be entitled to the PBB.
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 responsible for the implementation of the prior years' audit recommendation, QMS certification, or posting and dissemination of the system of ranking and performance of delivery units shall not be entitled to the PBB, if the corporation fails to comply with any of these requirements.
12. 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. However, it does not guarantee the release of the Performance Based-Bonus (PBB). The approval and release of the PBB for CY2018 is dependent on the validation of our CY2018 performance against the GCG-approved targets and in our compliance to the governance conditions and other requirements as indicated in IATF Memorandum Circular No. 2018-01

All other issuances in conflict herewith are hereby superseded.


JOEL L. OTARRA
Postmaster General & CEO

