



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD)
Deputy Chief of Coast Guard Staff for Human Resource Management and Records, CG-1
139 25th St., Port Area
1018 Manila

MEMORANDUM

For : Commander, Coast Guard Public Affairs Office
From : Deputy Chief of Coast Guard Staff for HRM, CG-1
Subject : Posting of Agency's System Ranking Delivery Units to DAP, Request for
Date : 01 October 2018

1. Reference: CPCG approved CG-1 initiated DF dtd 02 October 2018.
2. Transmitted herewith is the Guidelines in the rating and ranking of PCG units for PBB FY 2018 signed by the Executive Assistant, PBB FY 2018.
3. The Performance-Based Bonus (PBB) is a top-up bonus based on individual's contribution to the accomplishment of the Agency's target and commitments. The PCG is considered a separate delivery unit from the DOTr and one of its requirements is the posting of Guidelines in the rating and Ranking of PCG Units in Granting of Performance-Based Bonus (PBB) for FY 2018 in the PCG website.
4. In this regard, respectfully request for the posting of the attached guidelines in the Transparency Seal of the PCG Website.
5. For favorable consideration.


MARIFEM UBONGEN-ISAAC
CDR PCG

URGENT

REF-10180

01 OCT 2018 65091

DISPOSITION FORM	SECURITY CLASSIFICATION (if any)
FILE NR: DCS-HRM-1018- <u>001</u>	SUBJECT: APPROVAL OF THE GUIDELINES IN THE RATING AND RANKING OF PCG UNITS FOR PBB F.Y. 2018, REQUEST FOR

To: CPCG, PCG From: CCGS Date: 01 October 2018 Comment Nr.
Via: DCO, PCG CDR UBONGEN-ISAAC/AGI/JDMRD - 6112
DCA, PCG

Dm CG-1 01 Oct 2018

SUMMARY:

1. References: a. Memorandum Circular No. 2018 – 1 dated 28 May 2018
b. E-mail Letter from AO25 Secretariat
2. Above reference pertains to the Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2018 and guidelines in the rating and ranking of PCG units and its personnel to be eligible in the Performance-Based Bonus (PBB) for FY 2018.
3. The Performance-Based Bonus (PBB) is a top-up bonus based on individual's contribution to the accomplishment of the Agency's target and commitments. The PCG is considered a separate delivery unit from the DOTr and one of its requirements is the posting of Guidelines in the rating and Ranking of PCG Units in Granting of Performance-Based Bonus (PBB) for FY 2018 in the PCG website.
4. In this connection, CG-1 recommends the approval of the drafted Guidelines in the Rating and Ranking of PCG Units in Granting of Performance-Based Bonus (PBB) for FY 2018 (Encl a) and CPCG's Signature in Annex 8 (Encl b).

RECOMMENDATION:

5. Approval of para 4.

--- *FABRICANTE* ---

02 OCT 2018 DATE
APPROVED / DISAPPROVED
<i>[Signature]</i> COMMANDANT



NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)
139 25th St., Port Area
1018 Manila

Guidelines in the Rating and Ranking of PCG Units in Granting of Performance-Based Bonus (PBB) for FY 2018

Overview:

This discusses the guidelines in the rating and ranking of PCG units to be eligible in the Performance-Based Bonus (PBB) for CY 2018.

Pursuant to Memorandum Circular No 2018-01 dated 28 May 2018 entitled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No 80 s. 2012 and Executive Order No. 201 s. 2016 which contains the criteria and conditions for the grant of Performance-Based Bonus (PBB) in FY 2018 performance to be given in FY 2019.

The PCG Performance Management Team (PMT) and Performance Management Technical Working Group (PMTWG) were created to craft the guidelines in the rating and ranking of the thirteen (13) PCG delivery units to be eligible in the Performance-Based Bonus (PBB) for CY 2018, to wit

Headquarters Philippine Coast Guard (HPCG) with attached support units:
HPCG Staff Organization, Function Commands, Administrative Support Commands, Operational Support Commands, Technical and Administrative Support Service and Offices, Support Base

Coast Guard District Bicol (CGDBCL)
Coast Guard District Central Visayas (CGDCV)
Coast Guard District Eastern Visayas (CGDEV)
Coast Guard District National Capital Region – Central Luzon (CGDNCR-CL)
Coast Guard District North Eastern Luzon (CGDNELZN)
Coast Guard District Northern Mindanao (CGDNM)
Coast Guard District North Western Luzon (CGDNWLZN)
Coast Guard District Palawan (CGDPAL)
Coast Guard District Southeastern Mindanao (CGDSEM)
Coast Guard District Southern Tagalog (CGDSTL)
Coast Guard District Southwestern Mindanao (CGDSWM)
Coast Guard District Southern Visayas (CGDSV)
Coast Guard District Western Visayas (CGDWV)

Considering that the foregoing units are all vital in achieving each PCG's performance targets for the delivery of Major Final Outputs (MFOs) of CY 2018, each unit shall be rated based on the following criteria identified and agreed by the team to be used as basis of ranking to wit;

1. Statement of Assets, Liabilities and Net Worth (SALN);
 - Timeliness and completeness (compliance to entries)
2. Monthly Accomplishment Report;
 - Timeliness and Targets Accomplishments (MFOs)
3. GAD Programs/Accomplishment Report;
 - Accomplishment Report
4. Ageing Unliquidated Cash Advances;
 - Liquidated Cash Advances – 100%
 - Below One Million (unliquidated) – 95%
 - More than One Million (unliquidated) – 90%
5. Project Procurement Management Plan;
 - Timely or late
6. Budget Allocation and Utilization – Accounting; and
 - Allocation vs Released
7. Education and Training Performance Indicator;
 - Programmed activities and number of activities conducted
 - Number of programmed students and actual number of students

The following offices/units are responsible in the preparation of the ratings and ranking of each PCG units based on the aforementioned criteria and submit the same to the Secretariat for consolidation:

Units Concerned	Criteria
CGIAS	Statement of Assets, Liabilities and Net Worth (SALN)
CG-3	Monthly Accomplishment Report
GAD, Service	GAD Programs / Accomplishment Report
CG-6 / Accounting	Ageing Liquidation of Cash Advances
CG-6 / Accounting	Budget Allocation and Utilization
CGPROC	Project Procurement Management Plan
CG-12	Education and Training Performance Indicator

The rating (in percent) submitted by the foregoing units shall be tabulated by the Secretariat then added to get the over-all score. Furthermore, it was divided by the seven (7) criteria to get the average. Subsequently, the units were arranged from highest to lowest average percentage.

The units were then forced ranked into BEST, BETTER and GOOD based on the following percentage:

Performance Category	Ranking
BEST Delivery Unit Office	Top 10%
BETTER Delivery Unit Office	Next 25%
GOOD Delivery Unit Office	Next 65%

Moreover, the following are the guidelines on rating personnel that are entitled for PBB:

- a. Personnel who were holding a regular plantilla positions or contractual and casual personnel having an employer-employee relationship with the Command;
- b. Personnel on detail to another government agency or on DS status to another unit for six (6) months or more shall be included in the ranking of personnel in the recipient unit;
- c. Personnel who were transferred from one unit to another and who have already rendered six (6) months of service or more in the recipient unit shall be included in the rating and ranking of personnel in recipient unit. However, if the personnel rendered more than six (6) months of service in the previous unit, said personnel will be included in the ranking of personnel of the previous unit;
- d. Personnel who have 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;
- e. Personnel who have rendered at least three (3) months but less than nine (9) months of service and with required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of personnel shall be prorated corresponding to the actual length of service rendered in accordance to the following:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	0%
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%

- f. Personnel found guilty of administrative and/or criminal cases filed against then and meted penalty 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;
- g. Personnel who have been transferred from one unit to another within the calendar year 2018 must ensure that he was rated by either the recipient unit or previous unit following the provision in para c.

- h. The PBB rates of personnel shall depend on the performance ranking of the unit where they belong wherein the individual's monthly basic salary as of 31 December 2018 is multiplied to a performance factor specified below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

- i. Additionally, enumerated 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:
1. Newly hired;
 2. Retirement;
 3. Resignation;
 4. Rehabilitation leave;
 5. Maternity leave and/or Paternity leave;
 6. Vacation or sick leave with or without pay;
 7. Scholarship/study leave;
 8. Sabbatical leave
- j. Personnel who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB;
- k. Personnel who failed to submit the 2017 SALN as prescribe in the circular provided under CSC Memorandum Circular No. 3 s. 2015 shall not be entitled to the FY 2018 PBB;
- l. Personnel who failed to liquidate all cash advances received in FY 2018 within the reglementary period (with a cut-off date of 15 November 2018), shall not be entitled to the FY 2018 PBB;
- m. Personnel who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB;
- n. Personnel responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to the FY 2018 PBB if the PCG fails to comply with the said reporting requirements;
- o. Personnel responsible for submitting the FY 2017 Annual Procurement Plan (APP-non CSE) and FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment, shall not be entitled to the FY 2018 PBB if the PCG fails to submit said reporting requirements;
- p. Personnel responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2018 PBB;

- q. Personnel responsible for the QMS certification shall not be entitled to the FY 2018 PBB if the PCG fails to comply with the said requirement.

For information and reference.



EDUARDO D FABRICANTE
COMMO **PCG** 
Executive Assistant, PBB FY 2018

ANNEX 8
GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2018 PERFORMANCE-BASED BONUS (PBB)

Department/Agency: PHILIPPINE COAST GUARD

(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)


CDR MARIFEM UBONGEN-ISAAC PCG
Head of Human Resource
Date:


ADM ELSON E HERMOGINO PCG
Department Agency Head
Date: