



**NATIONAL HEADQUARTERS PHILIPPINE COAST GUARD**  
(Pambansang Punonghimpilan Tanod Baybayin ng Pilipinas)  
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1018 Manila

**Guidelines in the Rating of PCG Units in Granting of Performance-Based Bonus (PBB) for FY 2020**

**Overview:**

This discusses the guidelines in the rating and ranking of PCG units to be eligible in the Performance-Based Bonus (PBB) for CY 2020.

Pursuant to Memorandum Circular No 2020-1 dated June 02, 2020 entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 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 performance to be given in FY 2021.

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 fifteen (15) PCG delivery units to be eligible in the Performance-Based Bonus (PBB) for CY 2020, to wit

National Headquarters Philippine Coast Guard (NHQ-PCG) with attached support units:  
NHPCG 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 (CGDWW)  
Coast Guard District North Eastern Mindanao (CGDNEM)  
Coast Guard District Southern Mindanao (CGDSM)

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 2020, each Unit shall be



rated base on the following criteria 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. Ageing Unliquidated Cash Advances;  
-Liquidated Cash Advances – 100%  
-Below One Million (unliquidated) – 95%  
-More than One Million (unliquidated) – 90%
4. Project Procurement Management Plan;  
-Timely or late
5. Budget Allocation and Utilization – Accounting; and  
-Allocation vs Released

The following offices/units are responsible in the preparation of the ratings and rankings 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
CG-6 / Accounting	Ageing Liquidation of Cash Advances
CG-6 / Accounting	Budget Allocation and Utilization
CGPROC	Project Procurement Management Plan

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 five (5) 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
<b>BEST</b> Delivery Unit Office	<b>Top 10%</b>
<b>BETTER</b> Delivery Unit Office	<b>Next 25%</b>
<b>GOOD</b> Delivery Unit Office	<b>Next 65%</b>

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 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	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%

- f. Personnel found guilty of administrative and/or criminal cases filed against them 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 2020 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 2020 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 2019 SALN as prescribe in the circular provided under CSC Memorandum Circular No. 3 s. 2015 shall not be entitled to the FY 2020 PBB;
- l. Personnel who failed to liquidate all cash advances received in FY 2019 within the reglementary period (with a cut-off date of 15 November 2020), shall not be entitled to the FY 2020 PBB;
- m. Personnel who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB;
- n. Personnel responsible for submitting COA Annual financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (ARRs), shall not be entitled to the FY 2020 PBB if the PCG fails to comply with the said reporting requirements;
- o. Personnel responsible for submitting the FY 2019 Annual Procurement Plan (APP-non CSE) and FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment, shall not be entitled to the FY 2020 PBB if the PCG fails to submit said reporting requirement;
- p. Personnel responsible for the non-compliance of prior year's audit recommendations shall not be entitled to the FY 2020 PBB;
- q. Personnel responsible for the QMS certification shall not be entitled to the FY 2020 PBB if the PCG fails to comply with the said requirement.

For information and reference.



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