



HEADQUARTERS PHILIPPINE COAST GUARD
(Punonghimpilan Tanod Baybayin ng Pilipinas)
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**Guidelines in the Rating and Ranking of PCG Units in
Granting of Performance-Based Bonus (PBB) for CY 2016**

Overview:

This discusses the guidelines in the rating and ranking of PCG units to be eligible in the Performance-Based Bonus (PBB) for CY 2016.

Pursuant to Memorandum Circular No 2016-01 dated 12 May 2016 entitled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201 which contains the criteria and conditions for the grant of Performance-Based Bonus (PBB) in FY 2016.

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 2016, to wit:

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

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

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 2016, 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 & 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 percentage) 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 as 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, following are the guidelines on rating the personnel that were entitled for PBB:

- a. Personnel who are holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship with the command;
- b. 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 pro-rated corresponding to the actual length of service rendered as follows:

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%

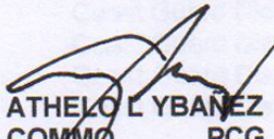
The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

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
- c. Personnel on detail, on secondment 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;

- d. Personnel who are 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 be included in the ranking of personnel of the previous unit;
- e. Personnel who have rendered at least nine (9) months of service as of 31 December 2015;
- f. Personnel who have been transferred from one unit to another within the calendar year 2016 must ensure that he was rated by either the recipient unit or previous unit following the provision in para d.
- g. Personnel carried MR under HSG shall be rated by their respective commanding officer.
- h. Personnel who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB;
- i. 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;
- j. The PBB rates of individual employees shall depend on the performance ranking of the unit where they belong, based on the individual's monthly basic salary as of December 31 2016, as follows, but not lower than Php5,000:

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (10%)	50%

For info and reference.


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