



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**NATIONAL MEAT INSPECTION SERVICE**  
Visayas Ave., Diliman, Quezon City  
Telephone Nos: (02)921-4473, 924-3118, 924-7971, 924-7980  
Telefax: 924-7973, 456-6368  
Mobile Number: 09178367009  
URL: <http://www.nmis.gov.ph>  
e-mail: [nmis@nmis.gov.ph](mailto:nmis@nmis.gov.ph)

November 25, 2015

**MEMORANDUM ORDER NO. 12-2015-457**

**TO : ALL OFFICIALS AND EMPLOYEES**

**SUBJECT : GRANT OF CY 2015 PERFORMANCE-BASED BONUS (PBB)**

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**WHEREAS**, the President issued DBM Administrative Order (AO) No. 25 (2011) creating an Inter-Agency Task Force (IATF) on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems, which seeks to rationalize, harmonize, streamline, simplify, and unify the efforts of all of the agencies towards the realization of the commitments in the Philippine Development Plan (PDP) 2011-2016. The Executive Order (EO) No. 43 and DBM Administrative Order (AO) 25 containing the Administration's five Key Results Areas (KRAs) established a unified and integrated Results-Based Performance Management System (RPMS) across all departments and agencies within the Executive Branch incorporating a common set of performance scorecard to serve a single source of information on the status of government performance;

**WHEREAS**, the President also issued the Executive Order (EO) No. 80 directing the adoption of the Performance-Based Incentive System (PBIS) for Government Employees based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy. The PBIS consists of the Productivity Enhancement Incentive (PEI) and the top-up Performance-Based Bonus (PBB). The Performance Based Bonus (PBB) shall be given to all government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments;

**WHEREAS**, the DBM Administrative Order (AO) No. 25 and Inter-Agency Task Force (IATF) Memorandum Circular (MC) No. 2015-1 dated August 12, 2015 provides that the eligibility of attached agencies is no longer dependent on the eligibility of the entire department and that payout to attached agencies will be given separately in case one of them is not eligible;

**WHEREAS**, there is a need for NMIS to establish its own procedure for the evaluation and rating of delivery units and individual as required in the above-cited Memorandum Circular (MC);



**WHEREFORE, PREMISES CONSIDERED,** the NMIS PBB Evaluation Procedures is hereby prescribed consistent with the provisions of AITF Memorandum Circular No. 2015-1, dated August 12, 2015, as follows:

## **I. RANKING SYSTEM**

Two-Level Ranking System shall be applied, as follows:

1. Delivery Units (Regional Technical Operation Centers and Divisions in the Central Office)
2. Individual Employees

## **II. RANKING OF DELIVERY UNITS AND INDIVIDUALS**

1. Only delivery units that meet the approved criteria are eligible to the PBB. Likewise, only the personnel belonging to eligible offices or delivery units are qualified for the PBB.
2. For purposes of evaluating and ranking the group performance, the delivery units shall be clustered as follows:
  - a. Cluster 1 – Regional Technical Operation Centers (RTOCs) – 16 DUs
  - b. Cluster 2 – Divisions - 7 DUs
3. The delivery units are encouraged to meet 90% of their FY 2015 approved targets as contained in the Regional Performance Commitment and Review (RPCR) and Division Performance Commitment and Review (DPCR). The delivery units eligible for the PBB shall be forced ranked according to the following:

<b><u>Ranking</u></b>	<b><u>Performance Category</u></b>
Top 15%	Best Delivery Unit - 4 Delivery Units will be declared BEST
Next 30%	Better Delivery Unit - 7 Delivery Units will be declared BETTER
Next 55%	Good Delivery Unit - 12 Delivery Units will be declared GOOD

4. Officials and employees of delivery units that qualified for the PBB, based on the criteria and conditions Memorandum Order shall be forced ranked subject to the estimated budget ceiling per agency for CY 2015 PBB.

### **For the best delivery unit:**

<b><u>Ranking</u></b>	<b><u>Individual Performance Category</u></b>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

### **For the better delivery unit:**

<b><u>Ranking</u></b>	<b><u>Individual Performance Category</u></b>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer



**For the better delivery unit:**

<b><u>Ranking</u></b>	<b><u>Individual Performance Category</u></b>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

**For the good delivery unit:**

<b><u>Ranking</u></b>	<b><u>Individual Performance Category</u></b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

5. To be eligible for PBB, the performance of each delivery unit and individual shall be measured using good governance conditions and verifiable and credible indicators based on the pillars or performance drivers of SPMS and other criteria.

### **III. ELIGIBILITY OF INDIVIDUALS**

1. The eligibility of Executive Director shall be based on the eligibility of the agency. The PBB rate of the Executive Director (ED) shall be fixed at P35,000.00 for FY 2015.
2. Employees belonging to the First Level (all positions without eligibility requirement) and Second Level (SMCO to MCO I and other positions requiring Professional Eligibility) should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS). Personnel who receive a "Below Satisfactory" rating shall not be eligible to the PBB.
3. Third Level Officials (Deputy Executive Director and Regional Technical Directors) should receive a rating of at least "Very Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
4. Other officials performing managerial and executive functions (Division Heads and Planning Officer V) who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".
5. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

6. Personnel who transferred from one government agency to another agency 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.
7. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of 3.00 (Satisfactory) and 4.00 (Very Satisfactory) hereof may be eligible to the full grant of the PBB.
8. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<u>Length of Service</u>	<u>% of PBB</u>
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%

9. 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:
  - a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation Leave;
  - e. Maternity Leave
  - f. Paternity Leave;
  - g. Vacation or Sick Leave with or without pay;
  - h. Scholarship/Study Leave (not reporting to office/full time);
  - i. Sabbatical Leave
10. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB.
11. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in CY 2015 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.
12. Officials and employees who failed to submit the Statement of Assets and Liabilities (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the CY 2015 PBB.



13. Officials and employees who failed to liquidate Cash Advances received in CY 2015 within the reglementary period (20 days from the completion of the activity for which the cash advance was given) as required by the COA shall not be entitled to the CY 2015 PBB.

The PBB Review and Evaluation Committee, created under Special Order No. \_\_ series of 2015 is tasked to ensure proper implementation of this Order.


All Orders/Memoranda inconsistent herewith are revoked or amended accordingly.

SO ORDERED.



**DR. MINDA S. MANANTAN**

Executive Director

 12/11/2015

12-11

**References:**

Administrative Order No. 25, Series of 2011

Executive Order No. 80, Series of 2012

IATF Memorandum Circular No. 2015-1

A. For Delivery Units

i. Financial Management Efficiency (25%)

- a. % Increase in the total amount of current collection as compared to last year's total collection amount (10%)
- b. Timeliness of submission of collection report (with complete attachment) (5%)
- c. Timeliness of submission of liquidation requirements (with complete attachment) (5%)
- d. Timeliness and accuracy of action various concerns (5%)

iii. Operational Efficiency (25%)

- a. % increase number of newly accredited meat establishment (10%)
- b. % of increase renewal of accreditation of meat establishment (5%)
- c. % increase in the number of Deputized Meat Inspectors (10%)

B. For Individual Employees (IPCR 50% / Internal Criteria 50%)

i. Financial Management Efficiency

- a. Quality of Job (20%)
- b. Public and Employee Relation (10%)
- c. Punctuality and Attendance (10%)
- d. Industry (commitment, perseverance, resourcefulness, initiatives) (10%)