

**Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

**GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2016  
AND SYSTEM OF RANKING OF DELIVERY UNITS/INDIVIDUALS**

**1.0 PURPOSE**

The guidelines shall contain the criteria and conditions for granting the Performance-Based Bonus (PBB) and system of ranking of delivery units and individuals for FY 2016 under Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-1 dated May 12, 2016.

**2.0 COVERAGE**

2.1 All officials and employees of PTRI holding regular plantilla positions.

**3.0 ELIGIBILITY CRITERIA FOR PTRI**

PTRI and its corresponding delivery units shall

3.1 Achieve agency performance targets under Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS). (IATF MC 2016-1 Sec 4.1.a)

3.2 Satisfy 100% of good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016. (IATF MC 2016-1 Sec 4.1.b)

3.3 Use of Civil Service Commission (CSC) approved PTRI Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees (IATF MC 2016-1 Sec 4.1.c)

**4.0 FY 2016 PERFORMANCE TARGETS**

4.1 The MFO indicators and targets in the FY 2016 PIB approved by Congress shall be the basis for assessing eligibility for the PBB.

4.2 In addition to the MFO indicators and STO targets in the FY 2016 PIB, PTRI shall also accomplish the following:

4.2.a ICT target of 98% availability of computers during work schedule is identified as STO priority of PTRI

4.2.b Establishment of a Quality Management System certified by any international certifying body

b.1 Approved Quality Manual

b.2 Approved Procedures and Work Instructions Manual including Forms

4.3 The GASS targets shall be as follows:

a. Budget Utilization Rate (BUR) consists of: (IATF MC 2016-1 Sec 5.3.a)

- Obligations BUR computed as obligations against allotments issued for FY 2016 (IATF MC 2016-1 Sec 5.3.a.1)

- Disbursement BUR which is measured by the ratio of total disbursement, (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2016. (IATF MC 2016-1 Sec 5.3.a.2)

- b. Compliance to Public Financial Management (PFM) reporting requirements of the COA and DBM (IATF MC 2016-1 Sec. 5.3.b)
  - Budget and Financial Accountability Reports (BFARs)
  - Report on Ageing of Cash Advances (IATF MC 2016-1 Sec.5.3.b.2)
  - COA Financial Reports (IATF MC 2016-1 Sec. 5.3.b.3)
- c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012.
  - c.1 Submission of the 2015 APCPI results, complete with the following accomplished forms/annexes: (Electronic in excel format and signed printed copies)
    - Self-Assessment Form
    - Consolidated Procurement Monitoring Report
    - Procurement Capacity Development Action Plan
    - Questionnaire
- d. Online submission of the scanned copy of the 2016 Annual Procurement Plan (APP) approved by the Director based on the approved budget to the GPPB-TSO.

## 5.0 GOOD GOVERNANCE CONDITIONS (GGCs)

- 5.1 Three good governance conditions based on the performance drivers of the Results-Based Performance Management System (RBPMS) (IATF MC 2016-1 Sec 6.1)
  - a. Maintain/Update the Agency Transparency Seal
  - b. Maintain/Update the PhilGEPS posting
  - c. Maintain/Update the Citizen's Service Charter
- 5.2 PTRI Transparency Seal page should be accessible by clicking TS logo on the Home Page. PTRI Transparency Seal should contain the following documents: (IATF MC 2016-1 Sec 6.2)
  - a. Mandates, functions and names of PTRI officials with their position/designation and contact information (IATF MC 2016-1 Sec 6.2.a)
  - b. DBM-Approved Budget and Targets for FY 2016 (IATF MC 2016-1 Sec 6.2.b)
  - c. Budget and Financial Accountability Reports (IATF MC 2016-1 Sec 6.2.c)
    - c.1 FY 2013 to FY 2016 FAR No. 1 : SAAOBDB (IATF MC 2016-1 Sec 6.2.c.c.1.1)
    - c.2 FY 2013 to FY 2016 Summary Report on Disbursements Section (IATF MC 2016-1 Sec 6.2.c.c.1.2)
    - c.3 FY 2013 to FY 2016 BAR No. 1 Quarterly Physical Report of Operations/ Physical Plan (IATF MC 2016-1 Sec 6.2.c.c.1.3)
  - d. FY 2016 Major Programs and Projects categorized in accordance with the Five Key Results Areas under EO No. 43 Section 6.2.d
  - e. Status of implementation, evaluation and/or assessment reports
  - f. FY 2016 Annual Procurement Plan
  - g. Quality Management System ISO Certificate from an international certifying body
  - h. System of ranking of delivery units

## 6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1 The eligibility of the Director will depend on the eligibility and performance of the PTRI and her PBB shall be based on the monthly salary as of December 31, 2016, as follows:

Performance of PTRI	PBB of Director as % of Monthly Basic Salary
PTRI achieved all GGCs, and its physical targets in <b>all</b> MFOs, STO and GASS indicators	65%
PTRI achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical targets due to <b>uncontrollable</b> reasons	57.5%
PTRI achieved all GGCs, and has deficiency/ies in <b>one</b> of its physical targets due to <b>controllable</b> reasons	50%

*Note: The Director shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.*

- 6.2 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on PTRI's CSC-approved Strategic Performance Management System (SPMS).
- 6.3 Third Level official should receive a rating of at least "Satisfactory" under the CESPES. Payment of the PBB to Third Level official shall be contingent on the release of results of the CESPES.
- 6.4 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.
- 6.5 An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 6.6 An official or employee who 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, as follows:

Length of Service	% of PBB Rate
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%

- 6.7 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.
- 6.8 Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory 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.
- 6.9 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2016 PBB.
- 6.10 Officials and employees who failed to submit their IPCRs shall not be entitled to the FY 2016 PBB.

## 7.0 RANKING OF DELIVERY UNITS

- 7.1 Based on IATF Memorandum Circular 2016-2 dated October 12, 2016, PTRI and its corresponding delivery units eligible to the PBB shall be forced ranked according to the following:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- 7.2 The identified delivery units of PTRI are as follows:

- 7.2.1 Office of the Director
- 7.2.2 Finance and Administrative Division
- 7.2.3 Research and Development Division
- 7.2.4 Technical Services Division

- 7.3 Based on Section 7.2 above, one (1) delivery unit each will be categorized as Best and Better and the rest as Good Delivery Units. Only the eligible personnel are qualified for the PBB. The resulting ranking of delivery units shall be indicated in Form 1.0 . There shall no longer be a ranking of individuals within a delivery unit.

- 7.4 The PTRI rating system for delivery units shall be based on 2014 approved SPSM, i.e. from 1 to 5, with 5 being the highest.

- 7.5 The overall rating of delivery units as a basis for ranking is the average of the rating of the division/unit chief plus the overall rating of the sections. The overall rating of the section is the average of the rating of the section chief plus the average of the individual ratings of all her/his staff.

The overall rating of the delivery units will be ranked from highest to lowest. The delivery unit garnering the highest rating will be categorized as Best Delivery Unit, the second highest rating is Better Delivery Unit and the rest will be categorized as Good Delivery Units.

The mechanics for CY 2015 Performance Evaluation Rating and Ranking of Delivery Units shall apply.

## 8.0 RATES OF THE FY 2016 PBB

The PBB rates of individual/employees shall depend on the performance ranking of the delivery 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 of Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

## 9.0 SUBMISSION OF REPORTS

- 9.1 PTRI shall submit duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Forms A, A-1, 1.0 and other supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for review/evaluation. All forms and reports should be signed by the Director or the duly designated official.
- 9.2 COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA in accordance with the mandated period of submission.
- 9.3 DBM financial reports including BFARs shall be submitted directly to DBM.
- 9.4 The IATF shall conduct spot-checks to validate claims and certifications made by PTRI.

## 10.0 COMPLIANCE VALIDATION

The following oversight agencies are tasked to conduct the validation of compliance with the PBB requirement.

PBB REQUIREMENT	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS
Citizen's Charter	CSC
Submission of SALN	CSC
MFO Physical Accomplishments	DBM-Bureau E
STO Accomplishments	
- QMS Certification	GQMC
- ICT	DBM-Bureau E
GASS	
- Budget Utilization Rate	DBM-Bureau E
- Public Financial Management Report	DBM-Bureau E
- Financial Statements	COA
- Ageing of Cash Advances Report	COA
- Budget and Financial Accountability Reports	DBM-Bureau E and COA
- Agency Procurement Compliance and Performance Indicators	GPPB-TSO
- Annual Procurement Plan	GPPB-TSO
PTRI Rating and Ranking Report	DBM-OPCCB

*Note: Certificate of Compliance for Transparency Seal, Citizen's Charter and PhilGEPS posting will not be submitted to DBM-OCIO, CSC and PhilGEPS. Assessment will be conducted by the validating agencies starting October 1, 2016. PTRI should ensure compliance on the requirements*

## 11.0 EFFECTS OF NON-COMPLIANCE / PROHIBITED ACTS

- 11.1 If PTRI is unable to comply with all the good governance conditions it shall be considered ineligible for the FY 2016 PBB.
- 11.2 Prohibited Acts: PTRI, which, after due process by the oversight agency, has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the **succeeding year** of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.

- 11.2.a Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB, and violation of the provisions of this Guidelines, and
- 11.2.b Evenly distributing the PBB among employees, in violation of the policy of paying the PBB based on the ranking of delivery units.

## 12.0 FEEDBACK AND CHANGE MANAGEMENT

- 12.1 The Director with the support of the Performance Management Team (PMT) shall develop and implement an internal communications strategy on Performance Based Incentive System (PBIS), and fulfill the following:
  - 12.1.a Engage its employees in understanding the PBIS, the performance targets of PTRI, as well as the services and outputs that they will need to deliver in order to meet these targets.
  - 12.1. b Disseminate the PTRI performance targets and accomplishments through the intranet and other means, as well as publish these on PTRI website for public's information.
  - 12.1.c Planning and ICT Staff (PICTS) shall respond to queries and comments on the targets and accomplishments of PTRI. Help Desk can be accessed through PTRI website (<http://www.ptri.dost.gov.ph/help-desk>)
  - 12.1.d PMT shall respond to the PBIS-related issues and concerns raised by officials and employees of PTRI.
- 12.2 The Director shall designate the Chief, FAD as PBB Focal Person.

## 13.0 INFORMATION AND COMMUNICATION

- 13.1 The Director shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the PBB Focal Person.
- 13.2 PTRI shall conduct general assembly to orient employees on the implementation of the FY 2016 PBB Guidelines.
- 13.3 PTRI shall maintain the following communication channels:
  - a. PTRI Bulletin Board
  - b. PTRI Help Desk (<http://www.ptri.dost.gov.ph/help-desk>)
  - c. PTRI Email : [ptri@ptri.dost.gov.ph](mailto:ptri@ptri.dost.gov.ph) | [ptridost47@gmail.com](mailto:ptridost47@gmail.com)
  - d. PTRI Facebook (<http://www.facebook.com/ptridost>)
  - e. PBB Focal Person Email: [citapulgo@ptri.dost.gov.ph](mailto:citapulgo@ptri.dost.gov.ph) | [cztapulgo@yahoo.com](mailto:cztapulgo@yahoo.com))

## 14.0 TIMELINE FOR FY 2016 IMPLEMENTATION

Particulars	Division/Section Responsible	Deadline	Recipient Agency
2015 Financial Reports	FAD-Accounting	Mar 31, 2016	COA
Posting of PTRI System of Ranking of Delivery Units	PMT	Oct 30, 2016	DBM-OPCCB
Report on Ageing of Cash Advance Liquidation (Nov 15, 2016 cut-off)	FAD-Accounting	Dec 1, 2016	COA
Certificate of Compliance with PhilGEPS (Nov 15, 2016 cut-off)	FAD-PPGSS	Dec 1, 2016	GPPB
Forms A and A-1 (Dec 31, 2016 cut-off)	OD-PICTS	Jan 15, 2017	AO25
Form 1.0 (Dec 31, 2016)	FAD-HRRMS	Jan 15, 2017	AO25 and DBM
Budget and Financial Accountability			


<b>Reports</b> - DBM BAR No. 1 Quarterly Physical Report of Operations - DBM FAR No. 1 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) - DBM FAR No.1-A SAAODB by Object of Expenditures - DBM BAR No. 3 Ageing of Due and Demandable Obligations - DBM FAR No. 4 Monthly Report of Disbursements - DBM FAR No. 5 Quarterly Report of Revenue and Other Receipts	OD-PICTS FAD-BTS and Accounting FAD-BTS and Accounting FAD-Accounting FAD-Accounting FAD-Accounting	5th day after end of each quarter 5th day after end of each quarter 5th day after end of each quarter 30 days after each quarter 30 days after each quarter 30 days after each quarter	DOST, COA and DBM DOST, COA and DBM DOST, COA and DBM DOST, COA and DBM DOST, COA and DBM
Report on Ageing of Cash Advances	FAD-Accounting		COA
<b>Financial Reports</b> - Statement of Financial Position - Statement of Financial Performance - Statement of Changes in Net Assets/Equity - Statement of Cash Flows - Statement of Comparison of Budget and Actual Amounts - Notes to Financial Statements	FAD-Accounting & Budget and Treasury	31 March 2016	DBM/COA
2015 APCPI Self-Assessment	FAD-PPGSS	Dec 1, 2016	GPPB-TSO
2016 Annual Procurement Plan	FAD-PPGSS	One month after issuance of MC 2016-1	GPPB-TSO
QMS Certification	FAD-QMR	Jan 15, 2017	GQMC
2 <sup>nd</sup> STO Indicator (ICT) - 98% availability of computers during work schedules	OD-PICTS	Jan 15, 2017	AO25

#### 15.0 EFFECTIVITY

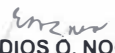
The guidelines shall take effect immediately.


#### Performance Management Team:

  
**CORAZON I. TAPULGO**  
Chief, FAD & Chairperson

  
**MAY S. RICO**  
Chief, TSD

  
**NORA B. MANGALINDAN**  
Chief, RDD

  
**REMEDIOS O. NOQUERA**  
AO V, BTS


  
**MARNIE B. DONES**  
PO III, PICTS

  
**NORLY B. VILLAR**  
Supervising SRS, TIPS

  
**ELEONOR V. DAYAWON**  
/ AO V, HRRMS

  
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President, PTRI-EA

Approved by:

  
**CELIA B. ELUMBA**  
Director