



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

**OFFICE ORDER**

**NO. 16 11 176**  
Series of 2016.

**SUBJECT: GUIDELINES OF RANKING OFFICES AND PERSONNEL AS BASIS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) PURSUANT TO EXECUTIVE ORDER NO. 80 S. 2012, FOR FY 2016**

**DATE : October 12, 2016**

In connection with the implementation of a performance-based incentive system in the Commission pursuant to Executive Order No. 80 dated 20 July 2012, the following guidelines of ranking offices and personnel as basis for the grant of Performance-Based Bonus (PBB) for FY 2016 are hereby set:

**EVALUATION OF OFFICES**

The Central Office and the implementing offices (regional offices, sub-offices and field units) shall be ranked on their respective performance and accomplishments of targets set for CY 2016 using the following criteria:

1. Quality of Accomplishment (40%)
2. Efficiency (30%); and
3. Timeliness (30%)

The performance of NCMF offices shall be evaluated based on the targets each office has accomplished in accordance with their respective approved goals and operations plan for CY 2016, and confirmed by the Performance Management Team (PMT).

Only the offices within the Commission that achieved at least "Satisfactory" rating of their respective targets shall be entitled to the PBB. The Secretary shall force-rank the offices according to their performance following a normal distribution:

Distribution of Performance of Offices/Delivery Units	
Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

## EVALUATION OF PERSONNEL

The personnel shall be ranked based on their individual performance targets, which must be aligned with the office performance targets they have committed and accomplished for the last two (2) rating periods using the Commission's existing and established Strategic Performance Management System (SPMS), categorized as follows:

1. Strategic Performance Management System (SPMS) - 1<sup>st</sup> and 2<sup>nd</sup> levels
2. Strategic Performance Management System (SPMS) - Other officials performing managerial and executive functions who are not presidential appointees and has obtained a rating of at least "Satisfactory".
3. Career Executive Service Performance Evaluation System (CESPES) - 3<sup>rd</sup> level

The personnel's performance outputs shall be evaluated based on their performance ratings for the last two (2) semesters as reflected in their respective Office/Individual Performance Commitment Review (OPCRs/IPCRs) for the 1<sup>st</sup> and 2<sup>nd</sup> levels and CESPES for the third level. Employees in the offices that ranked Good, Better and Best shall be entitled to PBB in varying rates provided they got a performance rating of at least Satisfactory, and that they should have rendered a minimum of nine (9) months of service in FY 2016 to be eligible for the full grant of PBB.

An official or employee who rendered at least Satisfactory service for less than nine (9) months but a minimum of three (3) months of service 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 < 9 months	90%
7 months but < 8 months	80%
6 months but < 7 months	70%
5 months but < 6 months	60%
4 months but < 5 months	50%
3 months but < 4 months	40%

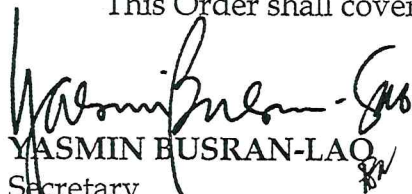
## RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than PhP5,000.00.

The Director concerned shall force-rank all their employees within the office according to their performance following a normal distribution.

<b>Distribution of Performance Categories of Personnel in Every Delivery Unit</b>	
<b><i>Performance Category</i></b>	<b>PBB as % of Monthly Basic Salary</b>
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

This Order shall cover the performance of offices and employees for CY 2016.

  
YASMIN BUSRAN-LAO  
Secretary

HRDD/10/2016