



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

OFFICER ORDER

NO. **18 04 492**
Series of 2017

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 AND EXECUTIVE ORDER NO. 201 SERIES OF 2016, FOR FY 2017.

DATE: October 31, 2017

In connection with the implementation of performance-based incentive system in this Commission pursuant to Executive Order No. 80 series of 2012 and Executive Order No. 201 series of 2016, the following guidelines of ranking offices and personnel as basis for the grant of Performance-Based Bonus (PBB) for FY 2017 are hereby set:

EVALUATION OF OFFICES

The Central Office and the implementing offices (regional offices, sub-offices and field offices) shall be ranked on their respective performance and accomplishments of targets set for FY 2017 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 FY 2017, and confirmed by the Performance Management Team (PMT).

Only the offices with 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) – 1st and 2nd 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) – 3rd 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 (OPCR's/IPCR's) for the 1st and 2nd level officials and employees and CESPES for the third level officials. Employees in the offices that ranked Good, Better and Best shall be entitled to PBB 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 2017 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 PBB FY 2017

The PBB rates of individual employees shall depend on the performance ranking of the bureau of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2017, as follows but not lower than ₱ 5,000.00.

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

| Distribution of Performance Categories of Personnel in Every Delivery Unit | |
|---|----------------------------------|
| Performance Category | PBB as % of Monthly Basic Salary |
| Best Bureau / Office / Delivery Unit | 65% |
| Better Bureau / Office / Delivery Unit | 57.5% |
| Good Bureau / Office / Delivery Unit | 50% |

This Order shall cover the performance of offices and employees for FY 2017.


TAHIR S. LIDASAN JR., CESO II
Officer-In-Charge