



Management System
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GUIDELINES IN THE EVALUATION OF THE PERFORMANCE OF DELIVERY UNITS AND EMPLOYEES FOR PBB FY 2021

1. Purpose

This guideline establishes an objective scheme for determining the eligibility of delivery units and employees to the grant of Performance-Based Bonus (PBB) for FY 2021.

2. Coverage

All officials and employees of PBB-eligible delivery units holding regular plantilla position; and contractual and casual personnel having an employer-employee relationship and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of Camarines Norte State College, are covered by this guideline.

3. Evaluation of Delivery Units and Individuals

3.1. The delivery units of CNSC composed of the Colleges: (1) College of Arts and Sciences; (2) College of Business and Public Administration; (3) College of Engineering; (4) College of Education; (5) Institute of Fisheries and Marine Resources; (6) College of Agriculture and Natural Resources; (7) College of Trades and Technology; (8) Institute of Agri-Business and Development; and (9) Institute of Computer Sciences, shall no longer be ranked as they will receive uniform PBB rates if CNSC is found to be eligible for PBB FY 2021 grant.

3.2. However, the unit/s most responsible for the deficiencies identified in the final PBB 2021 Validation report from the AO25 Secretariat shall be isolated. The units being referred to here include the delivery units mentioned above and the offices/units in the General Administration and Support Services.

3.2.1 For CNSC to be eligible to PBB 2021 grant, it must attain a total score of at least 70 points. To achieve this, CNSC should achieve a performance rating of 4 in at least three (3) criteria. In such case, while CNSC will be eligible, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of PBB 2021.

3.2.2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of PBB FY 2021.

3.3. Eligible DUs shall be granted FY 2021 PBB at uniform rates across CNSC, including its officials and employees. The corresponding rates of the PBB shall be based on the CNSC's achieved total score in the PBB scoring system (Section 4 of this guideline).

3.4. The President of CNSC is eligible to receive FY 2021 PBB only if CNSC is eligible. If eligible, the PBB rate of the President shall be equivalent to the rates as stated in Section 7 of the Memorandum Circular 2021-1 from AO25 re: Guidelines on the



- Grant of PBB FY 2021, and shall be based on their monthly basic salary as of December 31, 2021 and Section 4 of this guideline.
- 3.5. Considering the change in leadership in 2021 in CNSC, the CNSC President who served the longest shall be entitled to the PBB with the equivalent rates following the provisions of Section 7 of the Memorandum Circular 2021-1 from AO25.
 - 3.6. To be eligible for FY 2021 PBB, employees belonging to the First, Second and Third Levels should receive a rating of at least “Very Satisfactory” based on the CNSC’s CSC-approved Strategic Performance Management System (SPMS).
 - 3.7. CNSC personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the CNSC. Consequently, if personnel from another government agency is detailed in CNSC for six (6) months or more, he/she shall be included in CNSC and the payment for PBB shall come from his/her mother agency.
 - 3.8. An official or employee who has rendered a minimum of nine (9) months of service during the FY 2021 and with at least Very Satisfactory rating may be eligible for the full grant of the PBB.
 - 3.9. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis 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:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation leave;
 - e. Maternity leave and/or paternity leave;
 - f. Vacation of sick leave with or without pay;
 - g. Scholarship/study leave; and/or
 - h. Sabbatical leave
- 3.10. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.



- 3.11. The eligibility of an employee who is on study leave, with or without pay for the entire year, depends on whether it is expressly indicated on his/her contract that he/she is eligible to receive all the benefits and bonuses.
- 3.12. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2021 shall not be entitled to the PBB 2021. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB 2021.
- 3.13. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.
- 3.14. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10,1997, and reiterated in COA Circular 2009-002 dated May 18,2009, shall not be entitled to the FY 2021 PBB.

4.0. Rates of the PBB

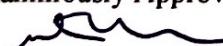
The amount of the PBB CNSC is eligible for shall depend on its total score on the PBB FY 2021 Scoring System. Across CNSC, Table 1 shows the PBB rates that may be received by CNSC employees.

Table 1. Rates of the PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

5.0. Effectivity

This set of guidelines shall take effect immediately upon approval of the concerned authority.

Unanimously Approved:


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