

Pag-IBIG Fund
Corporate Headquarters
Petron Mega Plaza
358 Sen. Gil J. Puyat Avenue, Makati City



OFFICE ORDER No. 2019-019
Series of 2019

**Ranking and Distribution of the 2018 Performance-Based Bonus (PBB)
Implementing Guidelines**

I. LEGAL BASIS

GCG Memorandum Circular No. 2018-01 dated 31 January 2018 on Amendments to the Interim Performance-Based Bonus (PBB).

II. OBJECTIVE

To provide the basic policies and procedures in the ranking and distribution of PBB to Pag-IBIG Fund officers and employees based on eligibility, distribution and ranking criteria in accordance with the above-cited legal basis.

III. COVERAGE

All officers and employees of the Fund who occupy regular positions shall be entitled to the full grant of the PBB from the time of the payout of the PBB; Provided, they have rendered an aggregate of at least nine (9) months of service for the applicable year.

Officers and employees who do not meet the 9-month service requirement but have served at least three (3) months of service shall be entitled to PBB on a pro-rata basis.

IV. GUIDELINES

A. Eligibility of Individual Officers and Employees

1. All officers and employees who obtained an average rating of at least "Satisfactory" in the Pag-IBIG Fund Strategic Performance Management System (SPMS).
2. 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.
3. 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.

4. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
5. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" 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:

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.) Newly hired employee;
- (b.) Retirement;
- (c.) Resignation;
- (d.) Rehabilitation Leave;
- (e.) Maternity Leave and/or Paternity Leave;
- (f.) Vacation or Sick Leave with or without pay;
- (g.) Scholarship/Study Leave;
- (h.) Sabbatical Leave; and
- (i.) Other leaves provided by law

B. Exclusions

1. An employee who is on vacation or sick leave, with or without pay, for the entire year, shall not be entitled to the PBB.
2. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgement 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.

3. Officials and employees who failed to submit the latest SALN as prescribed in the rules provided under applicable CSC rules, shall not be entitled to the PBB of the applicable year.

4. Officials and employees who failed to liquidate Cash Advances received in the applicable year within the reglementary period as stated in the prevailing COA Circular, shall not be entitled to the PBB for the same year.
5. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to the PBB of the applicable year.

C. Distribution System

1. In determining the distribution of PBB among qualified Fund officers and employees, all personnel shall be ranked on a percentile basis within their respective levels by sector except for Senior Management:
 - a. Per Level

Level of Personnel	Salary Grade
Senior Management	SG 27-28
Middle Management	SG 22-26, except CEO I-III, Special Assistant to the Corporate Head II, ITO II (NCR and Regional Offices)
Professional and Supervisory	SG 10-25
Clerical/General Staff	SG 4-13

1. Senior Management: This refers to the executive officers of the Fund, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility. (e.g. Senior Vice President and Vice Presidents).

The Chief Executive Officer (CEO) has the prerogative to avail either the Performance-Based Incentive (PBI) under GCG M.C. No. 2017-02, or the PBB, but not both. In the event the CEO is included in the PBB application, he must meet the eligibility requirements for the PBI and shall be ranked separately on his own and shall not be included in the forced ranking of officers and employees.

2. Middle Management: This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise. (e.g. Department Managers and Division Chiefs, etc.).

3. **Professional and Supervisory:** This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to the fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority (e.g. Financial Analysts/Specialists, Accountants, HR Officers, etc.).
4. **Clerical/General Staff:** This category includes all clerical, administrative and secretarial staff with little or no supervisory responsibility but contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants, skilled craftsman and technicians (e.g. Secretary, Clerk, Data Controllers/Encoders, Chauffeur, Utility Worker, Courier, etc).

b. **Per Sector**

- (a) Executive/Management Offices
- (b) Administrative Services Sector
- (c) Financial Services Sector
- (d) Information Technology Services Sector
- (e) Business Development Sector
- (f) Loans Operations Sector
- (g) Member Services Operations Sector

2. Employee designated as Officer-In-Charge (OIC) shall be classified to the level where he/she served the longest.

D. Ranking Criteria

1. The performance of all officers and employees of the Fund shall be ranked based on the individual numerical rating.
2. In case of tie, the forced ranking shall be based on the following order:
 - Organizational Unit Performance Rating (OUPR) of the concerned employees from the biggest to the smallest unit to which he/she belongs.
 - Forced ranking of the personnel concerned by the Department Manager, Vice President, Senior Vice President, Deputy Chief Executive Officer or the Chief Executive Officer, as the case may be.

3. The grant of the PBB shall be based on the performance of the individual officers and employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December 2018 based on the table below, but not lower than PhP 5,000.00:

Percentile	PBB as % of MBS
Top: Maximum of 10%	65.0%
Next: Maximum of 25%	57.5%
Remaining: Minimum of 65%	50.0%

V. GRIEVANCE MECHANISM

The Pag-IBIG Fund Grievance Committee created under Office Order No. 2014-2402, Series of 2014 shall respond to the PBB-related issues and complaints raised by officers and employees.

VI. EFFECTIVITY

This Order shall take effect immediately.


ACMAD RIZALDY P. MOTI
Chief Executive Officer



December 5, 2019