



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman, Quezon C
Philippines 1101
TIN 000-784-336



MEMO-DEP-2018-May-001

May 15, 2018

MEMORANDUM

TO : ALL SRA MANAGERS AND SRA PERSONNEL

FROM : **HERMENEGILDO R. SERAFICA**
Administrator

SUBJECT : Internal Guidelines on the System and Ranking Officers and Employees of the Sugar Regulatory Administration (SRA) for the Grant of Performance-Based Bonus (PBB) For FY 2017 and Years Thereafter

1.0 Objectives

SRA issues this Memorandum aims to establish a set of guidelines that intends to harmonize and set standards for the ranking and granting of Performance-Based-Bonus (PBB) to qualified SRA officials and employees. The set of guidelines on the system and ranking for the grant of PBB aims to promote professionalism and minimize subjectivity that leads to teamwork and meritocracy of SRA Officials and employees in the Sugar Regulatory Administration (SRA) organizational and individual performance.

2.0 Legal Bases

- 2.1 Executive Order No. 80 s. 2012, "Directing the Adoption of Performance-based Incentive System for Government Employees"
- 2.2 Administrative Order (AO) No. 25, s. 2011, "Creating an Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems"
- 2.3 AO No. 25 IATF Memorandum Circular No. 2016-1, "Guidelines for the Grant of Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201

OFFICE OF THE MANAGER PLANNING & POLICY DEPARTMENT¹(PPD)	
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- 2.4 Memorandum Circular (M.C.) No. 2017-01 re **Guidelines on the Grant of the Interim Performance-Based Bonus (PBB)** under Executive Order No. 80, dated June 19, 2017;
- 2.5 GCG guidelines on the rates of the Performance-Based Bonus (PBB) for officers and employees of the GOCCs covered by R.A. No. 10149 as provided under GCG Memorandum Circular (M.C.) No. 2017-011;
- 2.6 CSC-Memo Circular No. 6, s. 2012, re: Guidelines in the Establishment and Implementation of SRA Strategic Performance Management System (SPMS);
- 2.7 Revised Rules on Administrative Cases in the Civil Service"

3.0 Coverage

All SRA officials and employees in the agency holding regular plantilla positions shall be covered by this Order. Consultants, experts, and/or technical assistants who are hired under Contract of Service or job order in the absence of an employer-employee relationship shall not be covered by this Memorandum.

SRA shall adopt a clustering system for this purpose, the following are the designated clustered departments or delivery units in each governance level of SRA identified and specified below shall be covered by this Memorandum:

For purposes of allocation and to facilitate rating tabulation, ranking of officers and employees in each office/cluster shall be separated for personnel under the following occupational groups:

Senior Management (SRA-organizational wide)	
Middle Management (SRA-organizational wide)	
Professional/Supervisory	
	Support to Operation (STO)- with 3 sub-groups a. Planning and Policy Department b. Internal Audit and Legal Departments c. Office of the Administrator, Deputy Admin and Sugar Board
	Regulation Department
	Research Development and Extension Department
	Administrative and Finance Department
Personnel under General and Clerical	
	Support to Operation (STO) – with 3 sub-groups a. Planning and Policy Department b. Internal Audit and Legal Departments c. Office of the Administrator, Deputy Admin and Sugar Board)
	Regulation Department
	Research Development and Extension Department
	Administrative and Finance Department

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Each cluster shall be rated and ranked based on the calculated accomplishment rates of the cluster's Performance Targets using the OPCR. The ratings from each cluster or Department/Office which is now called the OPCR shall be pooled and ranked as the middle management rating. Thus, the evaluated and calculated OPCR are now the ratings of the Managers as OPCR ratings. Positions having executive functions with a rank of an Attorney are also clustered under the middle management category.

The following PBB percentage distribution prescribed by the AO 25 Task Force shall be applied to the clusters ranking subject to the accomplishments of both the Quezon and Visayas clusters:

SRA Quezon City- covering Luzon and Mindanao	SRA Bacolod- covering Visayas
Research, Development and Extension	Research, Development and Extension
Regulation Department	Regulation Department
Administrative and Finance Department	Administrative and Finance Department
Support to Operation (STO) a. Planning and Policy Department b. Internal Audit and Legal Departments c. Office of the Administrator, Deputy Admin and Sugar Board)	

Each cluster should have an average performance rating of at least satisfactory to qualify for the PBB.

4.0 Definition of Terms

For purposes of this Order, the following terms are defined/understood as follows:

1. **Performance-Based Incentive System (PBIS)** is a system of incentives for government employees, which was introduced in FY 2012 through EO No. 80. The PBIS consists of the PEI and PBB.
2. **Productivity Enhancement Incentive (PEI)** is the across-the-board bonus equivalent to PhP 5,000 to be given not earlier than December 15 of every year to all qualified government personnel for the purpose of improving the government employees' productivity as stipulated under Section 6 of EO No. 201, s. 2016.
3. **Performance-Based Bonus (PBB)** is a top-up bonus in an amount equivalent to a percentage of the employees' monthly basic salary to be granted to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.

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4. **Ranking** refers to the process by which the performance category of the clusters or delivery units and personnel is determined based on the conduct of performance review and evaluation as stipulated in this Memorandum Order.
5. **The Performance Management Committee (PMC)** is a Committee that leads and supervises the overall implementation of the PBB. They are in charge of the compliance to agency requirements for the grant of the PBB, and the submission of necessary reports to the AO25 IATF, and other validating agencies, as necessary. They shall have the sole authority to approve, and amend all policies regarding the internal guidelines for the implementation of the PBB in the department, and are the final deciding authority regarding appeals of individual eligibility for the grant of the PBB.
6. **Performance Management Team (Quezon City PMT)** shall be in charge of the compliance of Quezon City SRA Departments to the requirements for the grant of the PBB, and reporting compliance of to the PMC.

5.0 Procedures

A. Agency Eligibility

To be eligible for the PBB, SRA, as an agency, must satisfy the following criteria and conditions:

1. Satisfy 100% of the Good Governance Conditions (GGC) set by the AO No.25 IATF, to wit:
 - a. Maintain/update the Agency Transparency Seal;
 - b. Maintain/update the Philippine Government Electronic Procurement System (PhilGEPS) posting per RA 9184; and
 - c. Maintain/update the Citizen's Charter or its equivalent Service Charter as mandated by RA 9485.
 - d. Compliance to the Checklist of Documents to be submitted for the grant of Performance-Based Bonus (PBB), as Annex A of GCG Memorandum Circular No. 2017 – 01.
2. Use the Results-Based Performance Management System (RPMS) in rating the performance of First and Second Level employees and officials, including officials holding managerial positions but are not Presidential appointees; and the Career Executive Service Performance Evaluation System (CESPES) in rating the performance of Career Executive Service (CES) officials and incumbents of CES positions.
3. The Performance Management Committee (PMC) and Performance Management Team (PMT) shall be constituted to ensure that the Department qualifies for the grant of PBB and implements the performance ranking in accordance with the existing policy issuances.

B. Individual Eligibility

For purposes of rating of the Officers and Employees of the SRA who have complied with the eligibility rules in Section 3 of the GCG MC No. 2017-01 all SRA personnel shall be ranked on a percentile basis within their respective levels. The distribution system shall be based on GCG Memorandum Circular No. 2017 01 dated June 9, 2017.

Each cluster rating and ranking shall be based on performance targets and rating/ranking system. Each Department will be rated according to the actual performance as compared to the physical targets as shown in their Office Performance Commitment and Review (OPCR) Forms based on timeliness, quality and efficiency in the delivery of the services and commitments for the particular rating period (1st and 2nd Semesters) in compliance to the implementation of the Strategic Performance Management System.

After the OPCR ratings are computed by the PMT, the Managers and Heads will also conduct semester-end assessment and evaluation of each personnel performance based on the target criteria on timeliness, quality and efficiency.

Distribution System: Rating and Ranking

Grouping of Personnel	Type of Positions
SENIOR MANAGEMENT	Administrator, Deputy Administrators
MIDDLE MANAGEMENT	Managers, Division Chiefs, Lawyers
PROFESSIONAL/SUPERVISORY	Supervisors and Junior Management Officers
CLERICAL/GENERAL STAFF	Clerical, administrative and secretarial staff members with little or no supervisory responsibility

Pursuant to Section 3 of GCG MC No. 2018-01 re Amendments to the Interim Performance-Based Bonus (PBB), Section 4.2.1. of GCG M.C. No. 2017-01 the following shall be implemented:

"PBB For FY 2017 And Years Thereafter" - The one-time grant of the annual 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 of the applicable year based on the table below, unless otherwise specified by the GCG, but not lower than P5,000:

Percentile	PBB as % of MBS
Top: Maximum 10%	65.00%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

- a. An official or employee who has rendered a minimum of nine (9) months of service in the current rating period, and with at least "Satisfactory" performance rating may be eligible to the full grant of the PBB.
- b. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service in the current rating period, and with at least "Satisfactory" performance rating may be eligible for the grant of PBB on a pro-rata basis corresponding 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%

- c. 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:
 - i. Being a newly hired employee
 - ii. Retirement
 - iii. Resignation
 - iv. Rehabilitation Leave
 - v. Maternity Leave and/or Paternity Leave
 - vi. Vacation or Sick Leave with or without pay
 - vii. Scholarship/Study Leave
 - viii. Sabbatical Leave
- d. Personnel found guilty of administrative and/or criminal cases filed against him/her and meted penalty in the current rating period shall not be entitled to the grant of PBB, notwithstanding the pendency of an appeal. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within the current rating period. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- e. An official or employee who failed to submit the Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under Civil Service Commission (CSC) MC No. 3, series 2015, shall not be entitled to the grant of PBB. The filing of SALN is in accordance with the Republic Act (RA) 6713, otherwise known as Code of Conduct and Ethical Standards for Public Officials and Employees, which states that SALN must be filed: i) within thirty (30) days after assumption of the office; ii) on or before April 30 of every year thereafter; and iii) within thirty (30) days after separation from the service. Failure of an official or employee to submit his/her SALN in

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accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following penalties: i) 1st offence – suspension for one (1) month and one (1) day to six (6) months; and ii) 2nd offense – dismissal from the service.

- f. An official or employee who failed to liquidate within the reglementary period the Cash Advances received in FY 2017 as required by the Commission of Audit (COA) shall not be entitled to grant of PBB.

6.0 Performance Management Team

A. The Performance Management Committee (PMC)

- a. The PMC shall be comprised of the following:
- i. The chairperson shall be the Administrator of SRA;
 - ii. The membership shall include the Assistant Administrator and all Managers of the Departments;
 - iii. One (1) representative from SUGAREAP;
 - iv. The Secretariat for the PMC shall be the Human Resources and the Planning and Policy Department.
- b. The PMC shall lead and supervise the overall implementation of the PBB. They are in charge of the compliance to agency requirements for the grant of the PBB, and the submission of necessary reports to the AO25 IATF, and other validating agencies, as necessary.
- c. The PMC shall convene en banc to ensure that the provisions of this Memo and other related issuances are complied with. They shall assign specific tasks to each member, to ensure achievement of performance targets, compliance with the Agency's Good Governance Conditions, and timely implementation of the performance review and evaluation.
- d. They shall have the sole authority to approve, and amend all policies regarding the internal guidelines for the implementation of the PBB in the department, and are the final deciding authority regarding appeals of individual eligibility for the grant of the PBB.
- e. They may constitute internal rules and regulations as needed in order to aid in the fulfilment of the roles mentioned above.

7.0 Appeals Process

The PMC shall serve as the body that reviews, assesses, and decides on appeals regarding the ranking of delivery units. The scope of appeals is as follows:

- a. Final judgements regarding ranking appeals.
- b. Ranking appeals from Clusters/Departments
- c. Disputes/complaints arising from PBB implementation shall be formally submitted/referred to the PMC Chairperson for appropriate action, mainly in accordance with SPMS guidelines/procedures.

8.0 Transitory Provision

All SRA Memos and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

As prescribed under AO 25 Task Force M.C. No. 2015-1, the herein guidelines and other relevant issuances/documents/information shall be posted in the Transparency Seal page of the SRA Website. Heads of offices shall ensure that this is disseminated to constituent employees immediately upon receipt. The PMC may organize/participate in forums to facilitate information dissemination, communication and feedbacks.

9.0 Effectivity

This Memo shall take effect immediately upon publication in the SRA official website.

For compliance.


ENGR. HERMENEGILDO R. SERAFICA

Administrator