



Republic of the Philippines  
Department of Science and Technology

**PHILIPPINE NUCLEAR RESEARCH INSTITUTE**



28 October 2015

**PNRI OFFICE ORDER NO.** 001  
Series of 2015

**SUBJECT: Guidelines in Ranking Delivery Units and Individuals of the  
Philippine Nuclear Research Institute for the Grant of the 2015  
Performance-Based Bonus**

## **1.0 BACKGROUND & LEGAL BASIS**

Executive Order (EO) No. 80 dated 20 July 2012 directed the adoption of a Performance-Based Incentive System for government employees. Administrative Order No. 25 created an Inter-Agency Task Force (IATF) on the harmonization of national government performance monitoring, information and reporting system. On August 12, 2015, the Task Force issued Memorandum Circular No. 2015-1; Guidelines on the Grant of the Performance-Based Bonus for Fiscal year 2015.

## **2.0 OBJECTIVE**

The guidelines shall establish the criteria and system of ranking delivery units and individuals for granting the Performance-Based Bonus (PBB) for FY 2015.

## **3.0 COVERAGE**

The guidelines shall cover all identified delivery units of PNRI and all employees holding a regular plantilla position.

## **4.0 ELIGIBILITY CRITERIA**

### **4.1 PNRI**

To be eligible for the PBB

4.1.1 The PNRI must satisfy the following:

- a. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the

FY2015 General Appropriations Act (GAA), and the targets for Support to Operations (STO) and General Administration and Support Services (GASS);

- b. Achieve at least 90% of each one of the priority programs/project targets agreed with the President under the five Key Result Areas of Executive Order (EO) No. 43, whenever applicable;
- c. Satisfy 100% of the good governance conditions set by the AO 25 IATF for FY2015. The good governance conditions are as follows:
  - i. Maintain/update the Agency Transparency Seal which includes the posting of PNRI's (1) system of ranking delivery units and individuals, and (2) Quality Management Certificate from an International Certifying body or the agency Operation Manual.
  - ii. Maintain/update the PhilGEPS posting
  - iii. Maintain/update the Citizen's or Service Charter or its equivalent.
- d. Use of PNRI's CSC-approved Strategic Performance Management System (SPMS).

4.1.2 PNRI shall maintain Certification in Quality Management System (QMS).

4.1.3 The following conditions shall be observed :

- a. Submission of Budget Utilization Rate (BUR);
  - 1. Obligation BUR
  - 2. Disbursement BUR
- b. Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and the Department of Budget and Management (DBM);
  - 1. Budget and Financial Accountability Reports (BFARs)
  - 2. Report of Agency Cash Advances
  - 3. COA Financial Reports



- c. Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators (APCPI) Systems per GPPB Resolution No. 10-2012;
- d. Submission of Annual Procurement Plan (APP);

## **4.2 DELIVERY UNITS**

### **4.2.1 PNRI delivery units are the following;**

- a. Office of the Director (OD), Office of the Deputy Director (ODD) and Planning Section
- b. Finance and Administrative Division (FAD)
- c. Atomic Research Division (ARD)
- d. Nuclear Services Division (NSD)
- e. Nuclear Regulatory Division (NRD)
- f. Technology Diffusion Division (TDD)

### **4.2.2 The delivery units shall meet the criteria and conditions in 4.1.1 to be eligible for the FY2015 PBB.**

## **4.3 INDIVIDUALS**

- 4.3.1 Employees belonging to the first and second levels should have a rating of "Satisfactory" based on PNRI's CSC-approved SPMS
- 4.3.2 Officials covered by the CESPES should have a rating of at least "Very Satisfactory" under CESPES.
- 4.3.3 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 PBB shall come from the mother agency.
- 4.3.4 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.
- 4.3.5 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a required performance rating stated above may be eligible to the full grant of PBB

- 4.3.6 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of pro-rated PBB corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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 or sick leave with or without pay
- g. Scholarship/study leave
- h. Sabbatical leave

- 4.3.7 Officials/employees who are on scholarship but are required to report for work in the exigency of service shall be entitled to the PBB provided they have a corresponding performance evaluation. Their entitlement to the PBB shall be based on their actual services rendered and computed based on 4.3.5 and 4.3.6. To compute actual services, twenty-two (22) working days is equivalent to one (1) month.

4.3.8 The following Personnel are not entitled to receive PBB:

- a. On vacation or sick leave, with or without pay for the entire year;
- b. On scholarship and not reporting to office for the entire year;
- c. Found guilty of administrative and/or criminal cases and meted penalty in FY2015, except if the penalty is reprimand;
- d. Failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No.3 s. 2015;
- e. Failed to liquidate cash advances received in FY2015 within the reglementary period as required by the COA.

## **5.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS**

### **5.1 RANKING OF DELIVERY UNITS**

5.1.1 Delivery Units that meet the criteria and condition in the item 4.1.1 are eligible to the PBB for FY2015, and shall be ranked as follows:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Office/Delivery Unit
Top 25%	Better Office/Delivery Unit
Top 65%	Good Office/Delivery Unit

5.1.2 Performance ranking of eligible delivery units is based on the average of the ratings for the year using the Division Performance Commitment and Review (DPCR).

### **5.2 RANKING OF INDIVIDUALS**

5.2.1 Only personnel belonging to eligible delivery units are qualified for the PBB.



- 5.2.2** Officials and employees of eligible delivery units shall be forced ranked as follows

Ranking	Performance Category		
	Best Performer	Better Performer	Good Performer
Best Delivery Unit	Top 20%	Next 35%	Next 45%
Better Delivery Unit	Top 15%	Next 30%	Next 55%
Good Delivery Unit	Top 10%	Next 25%	Next 65%

- 5.2.3** Performance ranking of eligible personnel is based on the average of the ratings for the year using the Individual Performance Commitment and Review (IPCR).

## **6.0 PERFORMANCE REVIEW AND EVALUATION**

### **6.1 ELIGIBLE DELIVERY UNITS**

- 6.1.1** The respective Division Chiefs assess the performance of their Sections and submit their accomplishments using the Section Performance Commitment and Review (SPCR) form to the Planning Section for evaluation/validation.
- 6.1.2** The Planning Section consolidates, reviews, validates and evaluates the initial performance assessment of the Division Chiefs based on reported accomplishments against the success indicators, and the allotted budget against the actual expenses. The Planning Section returns to the Delivery Units the validated accomplishments within 10 working days from the receipt of their respective SPCR forms. The Concerned Delivery Units and Sections are given five (5) working days to comment on the validated accomplishment, otherwise, the Planning Section considers it as final for submission to the PMT. The latter recommends to the PNRI Director the final rating of the Delivery Unit.
- 6.1.2** An Agency performance review conference is to be conducted annually by the Planning Section for the purpose of discussing the office assessment with Division Chiefs. To ensure complete and comprehensive performance review, all Delivery Units are to submit

a quarterly accomplishment report to the Planning Section based on the PNRI SPMS Calendar.

- 6.1.3 Any issue/appeal/protest on the Delivery Units assessment is to be articulated by the concerned Division Chief of the Delivery Units and decided by the PNRI Director during this conference. Hence, the final rating is no longer appealable or contestable after the conference.
- 6.1.4 The Planning Section provides each Delivery Unit the final assessment to serve as basis in the assessment of individual staff members.

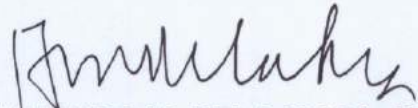
## **6.2 ELIGIBLE INDIVIDUALS**

- 6.2.1 The Section Head assesses the individual employee's performance based on the commitments made at the beginning of the rating period. The performance rating is based solely on records of accomplishment.
- 6.2.2 The PNRI SPMS puts premium on major final outputs towards the realization of the organizational mission/vision. Hence, rating for planned and/or intervening tasks will always be supported by reports, documents or any outputs as proofs of actual performance. In the absence of said bases or proofs, a particular task will not be rated and will be disregarded.
- 6.2.3 The Section Head indicates qualitative comments, observations and recommendations in the individual employee's performance commitment and review form to include competency assessment and critical incidents which will be used for human resource development purposes such as promotion and other interventions.
- 6.2.4 Employee's assessment is to be discussed by the Section Head with the concerned ratee prior to the submission of the individual employee's performance commitment and review form to the Division Chief.
- 6.2.5 The Division Chief determines the final assessment of performance level of the individual employees in his/her Division based on proof of performance. The final assessment corresponds to the adjectival



description of OUTSTANDING, VERY SATISFACTORY, SATISFACTORY, UNSATISFACTORY or POOR.

- 6.2.6 The Averages of all individual performance assessments are not to go higher than the collective performance assessment of the Division.
- 6.2.7 The Division Chief ensures that the employee is notified of his/her final performance assessment and that the Summary List of Individual Performance Rating with the IPCR attached thereto is submitted to the HRMRC Section within the prescribed period.



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