



Republic of the Philippines
Department of Science and Technology

PHILIPPINE NUCLEAR RESEARCH INSTITUTE



December 15, 2017

PNRI OFFICE ORDER NO. 607
Series of 2017

SUBJECT: Guidelines in Ranking Delivery Units and Individuals of the Philippine Nuclear Research Institute for the Grant of the 2017 Performance-Based Bonus

1.0 BACKGROUND & LEGAL BASIS

Executive Order No. 80 dated 20 July 2013 directed the adoption of a Performance-Base 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 March 9, 2017, the Task Force issued Memorandum Circular No. 2017-1: Guidelines on the Grant of the Performance –Based Bonus for Fiscal year 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016

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 2017.

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

To be eligible for the PBB, The PNRI must satisfy the following:

4.1 FY 2017 Good Governance Conditions (GGCs)

- 4.1.1 For FY 2017, the AO 25 IATF sets the good governance conditions based on the existing performance drivers of the Results-Based Performance Management System (RBPMS and the thrust of the Duterte Administration for transparency, accountability and people focused public service. PNRI Transparency Seal page contains the following documents:

- 4.1.1.1 Agency Mandates and functions, names of its officials with their position and designation, and contract information;
- 4.1.1.2 DBM-approved budget and corresponding targets for FY 2017;
- 4.1.1.3 Budget and Financial Accountability Reports;
- 4.1.1.4 Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2017;
- 4.1.1.5 FY 2017 Annual Procurement Plan and FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment;
- 4.1.1.6 QMS ISO Certification;
- 4.1.1.7 System of Ranking Delivery Units;
- 4.1.1.8 The (Freedom to Information) FOI Manual.

4.1.2 Maintain/update the posting of all Invitation to Bids and awarded contract in the Philippine Government Electronic Procurement System (PhilGEPS).

4.1.3 Compliance on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007:

4.1.3.1 Maintain/update PNRI Citizen's or Service Charter;

4.1.3.2 Self-assessment and reporting of improvements.

4.1.4 Develop Agency's FOI Manual pursuant to requirements and provision of EO No. 2 s. 2016

4.2 FY 2017 Performance Targets

4.2.1 MFO Targets. All MFO indicators and targets in the FY 2017 Performance-Informed Budget approved by Congress shall be the basis of assessing eligibility. Organizational performance in the achievement of MFO targets shall be close monitored through the use of the quarterly accountability reports.

4.2.2 STO Targets.

4.2.2.1 Number of ISO certifications maintained.

4.2.2.2 Percentage completion of information systems/modules planned for development and maintenance required for existing systems.

4.2.3 GASS Targets. The GASS target include the following:

4.2.3.1 Budget Utilization Rate (BUR);

4.2.3.2 Budget and Financial Accountability Reports (BFARs);

4.2.3.3 Compliance with at least 30% of the prior years' audit recommendations

5.0 DELIVERY UNITS

5.1 PNRI delivery units are the following:

- a. Office of the Director (OP), 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).

5.2 The delivery units shall meet the criteria and conditions in 4.0 to be eligible for the FY 2017 PBB.

- a. Office of the Director (OP), Office of the Deputy Director (ODD) and Planning Section – Achieved the Congress Support to Operations
- b. Finance and Administrative Division (FAD) - Achieved the Congress Approved GASS and Support to Operations
- c. Atomic Research Division (ARD) - Achieved the Congress Approved MFO1: Scientific Research and Development, MFO2: Technical Advisory Services and Support to Operations
- d. Nuclear Services Division (NSD) - Achieved the Congress MFO1: Scientific Research and Development, MFO2: Technical Advisory Services and Support to Operations
- e. Nuclear Regulatory Division (NRD) - Achieved the Congress MFO2: Technical Services, MFO3: Nuclear Regulatory Services, and Support to Operations
- f. Technology Diffusion Division (TDD) - Achieved the Congress MO2: Technical Advisory Services and Support to Operations

6.0 ELIGIBILITY OF INDIVIDUALS

6.1 Head of Agency are eligible only if their respective agency is eligible. The PBB rate for FY 2017 shall be equivalent to 65% of their monthly salary, if eligible.

6.2 Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the agency SPMS or the CESPES. CESPES covers all CES positions for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.

6.3 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.

- 6.4 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.
- 6.5 An official or 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 PBB.
- 6.6 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rate basis corresponding to the actual length of service rendered, as follows:

Length of Service	Length of Service
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:

- Being a newly hired employee;
 - Retirement;
 - Resignation;
 - Rehabilitation Leave;
 - Maternity Leave and/or Paternity Leave;
 - Vacation or Sick Leave with or without pay;
 - Scholarship/Study Leave;
 - Sabbatical Leave
- 6.7 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. Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2014 shall not be entitled to PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6.8 Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.

- 6.9 Officials and employees who failed to liquidate all cash advances received in the FY 2017 within the reglementary period shall not be entitled to the FY 2017 PBB.
- 6.10 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to FY 2017 PBB.
- 6.10 Officials and employees responsible for submitting COA Annual Financial Reports and Statements (FSs and AARs) shall not be entitled to FY 2017 PBB if the Department/Agency fails to comply with the said reporting requirements as required in COA Resolution 2014-003 dated January 14, 2014 and COA Circular No. 2015- 002 dated March 9, 2015.
- 6.13 Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the Department/Agency fails to submit the following:
- a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one (1) month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015;
 - b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Services on or before November 30, 2017;
 - c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System complete with the following forms: (1) APCPI – Self-Assessment Form; (2) APCPI – Consolidated Procurement Monitoring Report; (3) APCPI – Procurement Capacity Development Action Plan; and the Questionnaire on or before March 31, 2017.
- 6.14 Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to FY 2017 PBB.
- 6.15 Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement.
- 6.16 Officials and employees responsible for posting and dissemination of the system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply.

7.0 RATES OF THE PBB

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

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

8.0 RANKING OF DELIVERY UNITS

8.1 Delivery Units that meet the criteria and condition in Section 4.0 are eligible to the FY 2017 PBB and shall be ranked as follows:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

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

8.3 The resulting ranking of the delivery units shall be indicated in Form 1 – Report of Ranking of Delivery Units.

8.4 Only the personnel belonging to eligible delivery units are qualified for the FY 2017 PBB

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