



**GUIDELINES ON THE ELIGIBILITY OF INDIVIDUALS
FOR THE GRANT OF THE 2019 PERFORMANCE BASED BONUS (PBB)**

1. SUC President is eligible only if their respective institution is eligible. If eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019. They should not be included in the Form 1- Report on Ranking of Delivery Units.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
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 the PBB shall come from the mother agency.
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; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.8.
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 the PBB
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 the PBB on a pro-rata basis corresponding to the actual length of service rendered as per Memorandum Circular No. 2019 - 1

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 or Sick Leave with or without pay;
- g) Scholarship/Study Leave;
- h) Sabbatical Leave



7. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
8. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2019. *If the penalty meted out is only a reprimand, such penalty shall not cause disqualification to the PBB.*
9. Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015
10. Officials and employees who failed to liquidate all Cash Advances received in FY 2019 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
11. Officials and employees who failed to submit their complete SPMS Forms
12. Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advance, or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
13. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

Approved:


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SUC President II