

# PHILIPPINE DEPOSIT INSURANCE CORPORATION

Makati City  
MEMORANDUM

## Office of the President

Office Circular No. 2016 - 138

TO : **All Personnel**

FROM : The Officer-In-Charge

SUBJECT : **2016 Interim Performance-Based Bonus**

DATE : October 27, 2016

Pending issuance of a GCG Memorandum Circular on the 2016 Guidelines on the grant of Performance-Based Bonus (PBB), we are adopting the 2015 implementing guidelines per Office Circular No. 2015-209 for the grant of the 2016 Interim PBB, subject to amendments as may be necessary, upon GCG's 2016 issuance of subject.

### **2016 Interim PBB**

1. Coverage - Only regular personnel, including coterminous employees, who have rendered at least three (3) to nine (9) months of service for the year and have no rating of Unsatisfactory or Poor rating shall be qualified for the PBB.
  - a. An employee who rendered a minimum of nine (9) months of service during the year shall be eligible to the full grant of the PBB.
  - b. An employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of the PBB on a pro-rata basis.

<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%

2. Grouping of Personnel - The GCG grouping shall be applied to PDIC ranks/ positions as follows:

<b>GCG Grouping</b>	<b>Job Levels</b>
Clerical /General Staff	1 to 3
Professional and Supervisory	4 to 6
Middle Management	A to D
Senior Management	E to G

3. Distribution for Qualified Officers and Employees

PDIC's Strategic Performance Management System (SPMS) Rating Scale shall be used and aligned with the GCG distribution to be applied per GCG grouping for purposes of the grant of PBB.

Percentile Distribution Per GCG	Rating Scale under the PDIC SPMS		Multiple of Monthly Basic Salary
	Adjectival	Numerical	
Top: Maximum 10%	Outstanding	4.76 – 5.00	2.50
Next: Maximum 25%	Very Satisfactory	4.13 – 4.75	1.50
Remaining: Minimum 65%		3.51 – 4.12	1.00
	Below Satisfactory: Open	Satisfactory	2.01 – 3.50
Unsatisfactory		1.01 – 2.00	
Poor		1.00	

4. The grant of PBB is subject to the maximum amounts of PBB for profitable GOCCs as shown below:

GCG Grouping	PDIC's Job Level	Equivalent Salary Grade of NG	Multiple of Basic Salary		
			2.5x	1.5x	1.0x
Clerical/ General Staff	1	5	60,095	36,057	24,038
	2	8	74,655	44,793	29,862
	3	13	107,180	64,308	42,872
Professional and Supervisory	4	15	124,435	74,661	49,774
	5	18	156,755	94,053	62,702
	6	20	182,835	109,701	73,134
Middle Management	A	23	230,320	138,192	92,128
	B	24	248,750	149,250	99,500
	C	25	268,650	161,190	107,460
	D	26	290,140	174,084	116,056
Senior Management	E	27	313,350	188,010	125,340
	F	28	338,420	203,052	135,368
	G	29	365,495	219,297	146,198

5. Exclusion from the Grant of PBB (adjusted for Performance Year 2016)

- a. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in **FY 2016** 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.
- b. Officials and employees who failed to submit the **2015 SALN** as prescribed in the rules provided under CSC MC no. 3 (2015).
- c. Officials and employees who failed to liquidate Cash Advances received in **2016** within the reglementary period as stated in the prevailing COA Circular.

Attached for your guidance is the timetable for the completion of the **2016** performance assessment.



**MA. ANA CARMELA L. VILLEGAS**

Attachments:

- 1- Timetable for the 2016 Performance Evaluation under the SPMS
- 2 - Individual Performance Commitment & Review Form (IPCRF) - A4  
Individual Performance Commitment & Review Form (IPCRF) - A3
- 3 - Self Assessment/ Accomplishment Report Form
- 4 - 2016 Outstanding Recommendation Form