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**Office of the President**

**Office Circular No. 2020 - 104**

**TO : ALL PERSONNEL**

**FROM : The President & CEO**

**SUBJECT : 2020 Interim Performance-Based Bonus**

**DATE : September 22, 2020**

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In line with GCG Memorandum Circular (MC) No. 2019-02, the implementing guidelines for the grant of the 2020 Interim Performance-Based Bonus (PBB) are as follows:

1. Eligibility of Individual Officers and Employees - All regular, co-terminous, casual and contractual personnel with employer-employee relationship with the Corporation, who have rendered at least three (3) to nine (9) months of service for the year and have no 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 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%

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. PDIC Rating Scale of Officers and Employees - In each level provided, the ratings of officers and employees under the PDIC Revised Strategic Performance Management System shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

<b>Rating Scale under the PDIC SPMS</b>	
<b>Adjectival</b>	<b>Numerical</b>
Outstanding	5.00
Very Satisfactory	4.00 – 4.99
Satisfactory	3.00 – 3.99
Unsatisfactory	2.00 – 2.99
Poor	1.00 – 1.99

4. Rates of PBB - The grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a percentage of the individual's monthly basic salary (MBS) as of December 31, 2020 based on the table below, but not lower than ₱5,000:

<b>Percentile Distribution *</b>	<b>Percentage of MBS</b>
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%
Below Satisfactory: Open	None

\* The percentile of the "Top" and "Next" levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the "Remaining" level.

5. Exclusion from the Grant of PBB

- a. Personnel found guilty of administrative and/or criminal cases in FY 2020 by formal and executory judgment 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 timely submit the 2020 SALN as prescribed in the rules provided under applicable CSC rules.
- c. Officials and employees who failed to liquidate all Cash Advances received in 2020 within the reglementary period as stated in relevant and prevailing COA Circular.
- d. Officials and employees who failed to submit their complete SPMS Forms or its equivalent.

  
ROBERTO B. TAN

