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Office of the President

Office Circular No. 2022 - ~~159~~

TO : **ALL PERSONNEL**
FROM : The President & CEO
SUBJECT : **Guidelines on 2022 Interim Performance-Based Bonus**
DATE : September 22, 2022

In line with GCG Memorandum Circular (MC) No. 2019-02, the implementing guidelines for the grant of the 2022 Interim Performance-Based Bonus (PBB) are as follows:

1. **Eligibility of Individual Officers and Employees** - Regular personnel, coterminous, casual and contractual personnel with employer-employee relationship with the Corporation, who have rendered at least three (3) months of service for the year and with at least "Satisfactory" 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 for 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:

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%

2. **Grouping of Personnel** - The GCG grouping shall be applied to equivalent PDIC ranks/ position clusters as follows:

GCG Grouping	Job Levels
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 for Officers and Employees** - The CSC-approved Rating System under the PDIC Revised Strategic Performance Management System (PDIC SPMS) shall be used to allow for ranking and performance distribution on a percentile basis as follows:

Rating Scale under the PDIC SPMS	
Adjectival	Numerical
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 within each grouping with the rate of incentive as a percentage of the individual's monthly basic salary (MBS) as of December 31, 2022 based on the table below, but not lower than ₱5,000:

Percentile Distribution *	Percentage of MBS
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 2022 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 2021 SALN as prescribed in the rules provided under applicable CSC rules; or those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
- c. Officials and employees who failed to liquidate all Cash Advances received in 2022 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

