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Office of the President

Office Circular No. 2023 - 169

TO : **ALL EMPLOYEES**

FROM : The President & CEO

SUBJECT : **Guidelines on 2023 Interim Performance-Based Bonus**

DATE : 12 September 2023

In line with GCG Memorandum Circular (MC) No. 2019-02, the implementing guidelines for the grant of the 2023 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 Grade
Clerical /General Staff	4 to 7
Professional and Supervisory	8 to 10
Middle Management	11 to 14
Senior Management	16 to 17

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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 reference to the percentage of the individual's monthly basic salary (MBS) as of December 31, 2023 as the rate of incentive per 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. **Exclusions** - The following shall not be entitled to the Grant of 2023 PBB:

- Personnel found guilty of administrative and/or criminal cases in FY 2023 by formal and executory judgment. However, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- Officials and employees who failed to timely submit the 2022 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.
- Officials and employees who failed to liquidate all Cash Advances received in 2023 within the reglementary period as stated in relevant and prevailing COA Circular.
- Officials and employees who failed to submit their complete 2023 SPMS Forms or its equivalent.

ROBERTO B. TAN



18 SEP 2023