



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE

📍 EDSA Corner NIA North Road, Diliman, Quezon City ✉ yeswecanpo.nic@gmail.com 📘 facebook.com/OfficialNPO

MEMORANDUM

TO : ALL CONCERNED

FROM : THE DIRECTOR IV

SUBJECT : GUIDELINES OF AGENCY'S SYSTEM RANKING
DELIVERY UNITS FY 2018

DATE : SEPTEMBER 17, 2018

In compliance with Memorandum Circular No. 2018-1 issued on May 28, 2018 by the Inter-Agency Task Force (IAFT), please be informed that the following guidelines will be implemented:

1.0 PURPOSE

This memorandum is issued to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2018 performance to be given in FY 2019.

2.0 COVERAGE

- 2.1 All National Printing Office (NPO) Delivery Units;
 - 2.1.1 Office of the Director (including the Deputy Director's Office, Office of the Superintendent, HRM Section, Information Technology Unit, Bids and Awards Committee and Internal Control Unit)
 - 2.1.2 Production Planning and Control Division
 - 2.1.3 Composing Division
 - 2.1.4 Photolithographic Division
 - 2.1.5 Press Division
 - 2.1.6 Finishing Division
 - 2.1.7 Sales and Marketing Division
 - 2.1.8 Engineering Division
 - 2.1.9 Administrative Division
 - 2.1.10 Financial Management Division

- 2.2 All officials and employees of eligible Delivery Units holding regular plantilla positions; co-terminus and temporary personnel; contractual and/or casual personnel, if any, and whose compensation are charged to the lump-sum appropriation under the Personnel Services.

3.0 ELIGIBILITY CRITERIA

The following are the required eligibility for granting the PBB:

- 3.1 Good Governance Conditions: Satisfy 100 % of the Good Governance Conditions (GGCs) for the FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0 of MC 2018-1.
- 3.2 Performance Targets of Agency: Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Service (GASS) as a requirements for FY 2018.
- 3.3 Performance Ratings of Employees and CES positions. Use the CSC - approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees of agencies in NGA. The rating of the performance of the Career Executive Services (CES) officer and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).
- 3.4 Other cross-cutting requirements:
 - a. Establishment and conduct of Agency Review and Compliance Procedure of the Statements of Assets, Liabilities and Net worth (SALN) pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713).

- b. Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO).

4.0 ELIGIBILITY OF INDIVIDUALS

- 4.1 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved SPMS or the requirements prescribed by the CESB.
- 4.2 An employee who is detailed to another Division for six (6) months or more shall be included in the ranking of employees in the Division that rated his/her performance.
- 4.3 Personnel who transferred from one Delivery Unit to another shall be rated and ranked by the Delivery Unit where he/she served the longest. If equal months were served for each Delivery Units, he/she will be included in the recipient Delivery Unit.
- 4.4 An official or employee who has rendered a minimum of nine (9) months of service in FY 2018 with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
- 4.5 Eligibility to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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

5.0 INDIVIDUALS NOT ENTITLED FOR GRANTING PBB

5.1 Employee who is on vacation or sick leave, with or without pay for the entire year.

5.2 Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2018.

Note: *If penalty is only reprimand, such penalty shall not cause disqualification.*

5.3 Officials and employees who failed to submit their 2018 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC MC. No.3, s. 2015; or those who are responsible for the the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.

5.4 Officials and employees who failed to liquidate all Cash Advances received in FY 2018 within the reglementary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009.

- 5.5 Officials and employees who failed to submit their complete SPMS Forms (IPCR and DPCR).
- 5.6 Agency Head should ensure that the officials and employees covered by RA No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated the FY 2018 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
- 5.7 Officials and employees responsible for the implementation of the prior years audit recommendations, QMS certification, or posting and dissemination of the agency's system of ranking performance of delivery units, if agency fails to comply with any of the requirements.

6.0 RANKING OF DELIVERY UNIT

- 6.1 The National Printing Office and its corresponding delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2018 Performance Based Bonus (PBB). Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Office / Delivery Unit	
Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- 6.2 The delivery units shall submit to the Performance Management Team (PMT) their accomplishments using the DPCR and IPCR forms.

- 6.3 The PMT Secretariat is the one responsible in consolidating and preparation of the report on ranking of the Delivery Units.

7.0 RATES OF THE PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one'sa monthly basic salary as of December 31, 2018 based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.065
Better Delivery Unit	0.575
Good Delivery Unit	0.50

8.0 APPEALS

All personnel that are not satisfied with their forced ranking may submit their appeals with the PMT.

9.0 EFFECTIVITY

This Office Order shall take effect immediately.

FOR YOUR INFORMATION AND STRICT COMPLIANCE

FRANCISCO V. VALES, JR.

