

**SYSTEM OF RATING AND RANKING DELIVERY UNITS
 FY 2019 PERFORMANCE BASED-BONUS**

I. Legal Bases

AO-25 Memorandum Circular No 2019-1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order (EO) No. 80 s. 2012 and EO No. 201 s. 2016 dated September 3, 2019

II. Delivery Units

The following delivery units of the NTRC performing technical services and administrative support as reflected in the Personal Services Itemization and Plantilla of Personnel (PSIPOP):

1. Office of the Executive Director
2. Fiscal Incentives Branch
3. Economics Branch
4. Indirect Taxes Branch
5. Direct Taxes Branch
6. Tax Statistics Branch
7. Local Finance Branch
8. Special Research and Technical Services Branch
9. Administrative and Financial Branch

III. Rating System

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

Rating scale of 1 to 5 shall be used for the NTRC - SPMS, 5 being the highest and 1, the lowest, as shown below:

NTRC-SPMS RATING SCALE

Rating		Description
Numeral	Adjectival	
5	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory	Performance exceeded expectations. All goals, objectives, and targets were achieved above the established standards.

3	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.
2	Unsatisfactory	Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

IV. Mechanics of Rating

- All employees and delivery units are rated on the basis of the levels of performance set below:

A. Quantity of Work

Numerical Description	Adjectival Rating	Rating
Planned target or expected output for 6 months exceeded by 30% or more	Outstanding	5
Planned target or expected output for 6 months exceeded by 15% to 29%	Very Satisfactory	4
Only 100% to 114% of the planned target or expected output are accomplished	Satisfactory	3
Only 51% to 99% of the planned target or expected output are accomplished	Unsatisfactory	2
Only 50% or below of the planned target or expected output are accomplished	Poor	1

B. Timeliness

Numerical Description	Adjectival Rating	Rating
Task completed 30% or more ahead of the deadline or scheduled time of completion	Outstanding	5

Task completed within 15% to 29% ahead of the deadline or scheduled time of completion	Very Satisfactory	4
Task completed on the deadline (100%) to within 14% ahead of the deadline or scheduled time of completion	Satisfactory	3
Task completed within 51% to 99% of the deadline or scheduled time of completion	Unsatisfactory	2
Task completed 50% and below of the deadline or scheduled time of completion	Poor	1

C. Quality of Written Work

Numerical Description	Adjectival Rating	Rating
Output is 100% acceptable; every aspect of work assignment well covered; clearly presented; well organized	Outstanding	5
Output is 81% - 99% acceptable	Very Satisfactory	4
Output is 71% - 80%; still acceptable through the coaching of the supervisor	Satisfactory	3
Output is 51% - 70%; not acceptable, needs major revision	Unsatisfactory	2
Output is 50% and below acceptable; needs total and complete revision	Poor	1

D. Quality of Non-Written Work

Numerical Description	Adjectival Rating	Rating
Excellent results; all aspects of work are thoroughly covered; no	Outstanding	5

mistake in performing the duty / 100% acceptable		
1 – 2 minor error/s in the execution of assigned task; results are acceptable and very satisfactory / 81% - 99% acceptable	Very Satisfactory	4
3 – 4 minor errors in the performance of assigned work; results are acceptable and satisfactory / 71% - 80% acceptable	Satisfactory	3
1 – 2 major error/s in the execution of assigned work; can still be improved through the help of the supervisor; results are unsatisfactory / 51% - 70% acceptable	Unsatisfactory	2
More than 2 major errors; remedial measures shall be undertaken /50% and below not acceptable	Poor	1

In determining the final equivalent adjectival rating of the employee, the range of over-all point scores is converted as follows:

Numerical Rating	Adjectival Rating
5.0	Outstanding (O)
4.0 - 4.99	Very Satisfactory (VS)
3.0 - 3.99	Satisfactory (S)
2.0 - 2.99	Unsatisfactory (US)
1.0 - 1.99	Poor (P)

Performance is the evaluation of actual accomplishment versus the success indicators in terms of effectiveness/quality, efficiency, and timeliness.

2. Average performance rating of the individuals for two rating periods during the year within the delivery units with at least "Satisfactory rating" will be the rating of the delivery units.
3. The Executive Director shall determine the branch performance rating based on the Branch Performance Commitment and Review (BPCR) subject to performance review conference annually.

4. The Executive Director shall determine the final rating based on the average performance rating of delivery units and BPCR, whichever is lower.
5. Eligible Delivery Units shall be forced ranked according to the following categories:

Ranking	Performance Category of Delivery Units
Top 10%	Best Delivery Units
Next 25%	Better Delivery Unit(s)
Next 65%	Good Delivery Unit(s)

V. Rates of the FY2019 PBB

1. There shall no longer be a ranking of individuals within the delivery units.
2. The PBB rates of individual employees shall depend on the performance of delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2019, as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit(s)	57.5%
Good delivery Unit(s)	50%

3. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the NTRC's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

VI. Other Implementing Guidelines

1. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the parent agency.
2. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
3. Officials and employees who transferred from government agencies that are non-participating in the implementation of PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
4. An official or employee who has rendered a minimum nine (9) months of service in FY 2019 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
5. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on 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; and
- h. Sabbatical Leave

VII. Exclusion from the Grant of FY 2019 PBB

1. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible to the grant of PBB.
2. Personnel found guilty of administrative and/or criminal cases in FY 2019 by final and executory judgement 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.
3. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of the SALN, shall not be entitled to the FY 2019 PBB.
4. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
5. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
6. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the NTRC system of ranking performance of delivery units, shall not be entitled to the FY2019 PBB if the NTRC fails to comply with any of these requirements.


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