



Memorandum Circular	GUIDELINES GOVERNING THE RANKING OF DAP OFFICERS AND EMPLOYEES FOR THE GRANT OF THE 2015 PBB	Date: December 17, 2015
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REFERENCE DOCUMENTS

GCG Memorandum Circular 2015-05 (2015 Interim Performance Based Bonus)

CSC Memorandum Circular 12 s. 2012 (Guidelines on the Establishment of a Strategic Performance Management System (SPMS))

IMPLEMENTING GUIDELINES. This Memorandum Circular prescribes the guidelines on the ranking of eligible DAP officers and employees towards the granting of the Performance-Based Bonus (PBB) for 2015.

1. Coverage.

- A. In accordance with GCG MC 2015-005 on 15 July 2015, Section 4 states that "All Officers and Employees of eligible GOCCs who occupy regular, casual or contractual positions shall be entitled to full grant of the PBB from their employer at the time of the payout of the PBB, provided they have rendered at least an aggregate of nine (9) months of service in the public sector for the year ending 31 December 2015. Officers and Employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to the PBB on a pro-rata basis as provided in Section 4.1.7.
- B. Pro-rating of the entitlement of covered employees who have served from 3 months to 8 months in the Academy.

As approved by the DAP Board of Trustees, regular, casual or contractual officers and employees of the Academy who have rendered at least three (3) months but less than nine (9) months of service immediately preceding the grant of the 2015 PBB, shall be entitled to a pro-rated amount of the PBB due them based on their ranking. Pro-rating will be based on the following table.

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%

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2. Categories and Ranking.

- A. Employees shall be grouped into four (4) categories namely: Senior Management; Middle Management; Professional and Technical; and Clerical/General Staff.
- B. The categories are applied in the Academy as follows:
- i. Senior Management are Group Heads and other Senior Officers considered Top Managements;
 - ii. Middle Management are Center Heads/Vice-Presidents and Managing Directors;
 - iii. Professional and Technical Staff includes Program/Project/Unit Managers including Office Directors;
 - iv. Clerical and General Staff are all other Staff not classified above.
- C. Employees are ranked in the following manner for each category. Ranking will be based on group, center and individual ratings.

Rank	Entitlement
Top 10%	P25,000.00
Next 25%	P15,000.00
Remaining 65%	P7,500.00

3. Dimensions for Rating

In all categories, every dimension is given points according to a table of equivalence. Points of individuals for every category are then summarized and ranked from highest to lowest. The Top 10%, Next 25%, and Remaining 65% for all categories are derived using these totals.

A. Senior Management

Group Heads are rated according to the following dimensions by the President:

- i. Accomplishment of their Group's Office Performance & Commitment Review (OPCR) - 50%;
- ii. Financial Performance-20%; and

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- iii. Impact of Group OPCR to Academy Performance (Rating by the President)-30%.

Middle Management

Center Heads (Middle Managers) are rated along the following dimensions by the Group heads:

- i. Accomplishment of Center's Office Performance & Commitment Review (OPCR) - 25%;
- ii. Financial Performance-15%;
- iii. Impact of Center OPCR to Group OPCR (Rating by Group Heads)-35%;
- iv. Group OPCR Points-25%

B. Professional and Technical

Program/Project/Unit Managers are rated as follows by their respective Center Heads:

- i. Significance of Individual Performance and Commitment and Review Form (IPCR) to Center OPCR (Rating made by Center Heads)-50%;
- i. Center OPCR Points-30%;
- ii. Group OPCR Points-20%.

C. Clerical and General Staff

Clerical and General Staff are rated by their immediate supervisors (50%) and are given the points due their Group (20%) and Center OPCR (30%).

EFFECTIVITY

This Memorandum Circular takes effect immediately shall remain in force unless superseded by an appropriate issuance.



ANTONIO D. KALAW, JR.
President