

SSS GUIDELINES ON THE FY 2020 PERFORMANCE-BASED BONUS (PBB)

In addition to the PBB rules and regulations defined under relevant Administrative Order No. 25 Inter-Agency Task Force (IATF) and Governance Commission for Government –Owned and/or –Controlled Corporations (GCG) issuances for the applicable year, the following SSS guidelines are hereby issued for the implementation of the applicable year’s PBB. This supersedes previous SSS guidelines:

A. ELIGIBILITY

1. An official/employee must have a performance rating of at least **Satisfactory** (Total Average Weighted Score of 75.00 – 89.00 under the *SSS Strategic Performance Management System*) for the prescribed performance rating periods of the applicable year, in accordance with Section 5.1.1 of GCG MC No. 2019-02:
 - a. Official – annual
 - b. Employee – 1st and 2nd semesters
2. An official/employee who transferred from one government agency to another government agency must have obtained a performance rating of at least **Satisfactory** from both agencies to be entitled to full grant of the PBB, provided, he/she has rendered an aggregate of nine (9) months of service in the public sector.

B. GROUPING

The groupings of SSS positions based on IATF and GCG issuances, the approved SSS Restructuring and SSS Office Order No. 2018-044 (Amendments to Classification of Positions with Managerial Ranks) are as follows:

- a. **Senior Management** – This covers all positions whose job levels range from Level 4M to Level 6M and require performance of managerial functions, and those designated to perform the functions of such positions.
- b. **Middle Management** – This covers all Department Managers, Branch Heads and Assistant Branch Heads, and those designated to perform the functions of such positions.
- c. **Supervisory and Professional** –
 - Supervisory – This covers the following:
 - Special Assistant to the Corporate Head III and Special Assistant to the Corporate Head I.
 - Corporate Executive Officer V.
 - Attorney III and Junior Technical Assistant (for certain units only).



- Executive Assistant VI, Office of the Chairperson and Executive Assistant V Offices of the Commissioners.
 - All Heads of Section and Team whose job levels range from Level 4NM to Level 2M.
 - Those designated to perform the functions of such positions.
- Professional – This covers all positions whose job levels range from Level 3NM to Level 4M and whose functions are non-supervisory in nature.
- d. **Clerical/General Staff** – This covers all positions whose job levels range from Level 1NM to Level 2NM.

C. RANKING

1. Corporate ranking shall be based on the accomplishment of deliverables of the Department/Branch/Division/Group.
2. Officials and employees, based on groupings, shall be ranked by the following Heads as illustrated below:

GROUPING	TO BE RANKED BY
a. Senior Management	The President and CEO , subject to the results of the performance report from the Corporate Policy and Planning Department (CPPD)
b. Middle Management	The President and CEO , as recommended by the Sector/Group/Division Heads, subject to the results of the performance report from the CPPD
c. Supervisory and Professional/ Clerical and General Staff	The Sector/Group/Division Heads, as recommended by the Department Managers / Branch Heads and confirmed by the Division Heads

3. The following officials and employees shall automatically be ranked in the bottom percentile:
 - a. Those who were on training for six (6) months or more;
 - b. Those who assumed functions lower than their Plantilla positions for six (6) months or more, and whose performance rating in their current functions is at least **Satisfactory**. (e.g. Due to health reasons: A Branch Head performing clerical work, a Corporate Executive Officer performing administrative staff work, a Senior Analyst performing clerical work, or due to an administrative case: A Branch Head reassigned to a Division

performing administrative staff work.) The Sector/Group/Division Head shall identify such official or employee in the ranking list.

- c. For employees, those who received a rating of **Unsatisfactory** or **Poor** in one (1) of the two (2) semester rating periods shall receive only half of the PBB rate of the bottom percentile.
4. Those who were promoted/transferred/reassigned within the applicable year shall be ranked in the units (Department/Branch/Office) where they rendered services longest.
5. Those who have no performance ratings for the prescribed rating periods within the applicable year due to prolonged leave of absence are excluded from the grant of the applicable year's PBB.
6. Results of the final ranking shall be thoroughly discussed by the concerned Head with the officials and employees under his/her jurisdiction. A certification for the purpose signed by the Sector/Group/Division Head, whoever holds highest authority within the grouping (Section B herein), shall be submitted to the PBB Secretariat as basis for the release of the PBB payment to qualified officials and employees by the Employee Services Department (ESD).

D. GRIEVANCE MECHANISM

PBB-related appeals shall be resolved through channels, from Department Manager / Branch Head level up to the Division/Group/Sector Head levels.

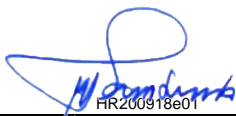
E. CONTACT INFORMATION

PBB-related concerns and queries may be lodged through the SSS PBB email account: pbb@sss.gov.ph. Only those emailed to the mentioned email account will be considered official and for appropriate action.

F. TRANSITORY PROVISION

In accordance with the powers of pertinent regulating and validating agencies such as the IATF and GCG, the SSS PBB Guidelines shall be updated subject to the effectivity of new issuances to ensure full and proper implementation of the applicable year's PBB.

Recommended by:



ELVIRA G. ALCANTARA-RESARE

PBB Focal Person
EVP, Corporate Services Sector
Concurrent Acting Head, HRMG



09.17.2020

Date signed

Approved by:



AURORA C. IGMACIO

President and CEO

Date signed