



SSS GUIDELINES FOR THE IMPLEMENTATION OF FY 2023 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 3.000 – 3.999 under the *SSS Strategic Performance Management System*) for the annual performance rating period of the applicable year, in accordance with Section 5.1.1 of GCG MC No. 2019-02.
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.

B. GROUPING OF PERSONNEL

In the interim, while waiting for the final guidelines to be issued by the GCG regarding PBB and Career Band as outlined in Executive Order 150 – Compensation and Position Classification System (CPCS), the groupings of SSS positions will still be based on IATF and GCG issuances, approved SSS Restructuring Plan and SSS Office Order No. 2018-044 (Amendments to Classification of Positions with Managerial Ranks). The following groupings shall apply:

1. **Senior Management** – This covers all Vice Presidents, Senior Vice Presidents, and Executive Vice Presidents and those designated to perform the functions of such positions.
2. **Middle Management** – This covers all Department Managers, Branch Heads and Assistant Branch Heads, and those designated to perform the functions of such positions.
3. **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.
 - Junior Technical Assistant (for certain units only).
 - Executive Assistant VI, Office of the Chairperson, and Executive Assistant V, Office of the Commissioner.
 - All Heads of Section and Team.
 - Those designated to perform the functions of such positions.

- Professional – This covers all positions non-supervisory in nature that require the application of expertise in professional and technical areas to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts.
4. **Clerical/General Staff** – This covers all positions that include clerical, administrative, and secretariat staff with little or no supervisory responsibility but who contribute independently to the organization. (e.g., Courier, Driver, Junior Data Controller, Senior Clerk, Verifier)

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.
4. Those who were promoted/transferred/reassigned/designated shall be ranked within the unit and included in the PBB grouping of personnel where they have rendered services for the longest period.
5. Those who failed to submit their complete SPMS forms shall not be entitled to the PBB for the applicable year.
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 Performance Management and Employee Relations Department (PMERD) 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 ranking related concerns and queries may be sent through the email account: pbbranking@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:


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