



Republic of the Philippines  
OFFICE OF THE PRESIDENT

## OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Bgy. Laging Handa, Quezon City Zip Code 1103  
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### **NARRATIVE /DETAILED DESCRIPTION OF CRITERIA, DATA SOURCES, METHODOLOGY IN RATING THE PERFORMANCE RELATIVE TO THE PERFORMANCE BASED BONUS**

In compliance with the requirements in rating the individual performance, Optical Media Board, formulates narrative/detailed description of criteria, data sources, methodology in rating the performance of employees, to wit:

1. Officers and staff of OMB shall receive the maximum Performance Based Bonus (PBB) for FY 2018 equivalent to 65% of their monthly basic salary as of December 3, 2018.
2. Officers and staff belonging to First, Second and Third Levels should receive a rating of at least "Satisfactory" based on approved Strategic performance Management System.
3. Personnel who transferred from OMB to another government agency shall be rated and ranked where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
4. Employee must render a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating.
5. 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>LENGTHS OF SERVICES</b>	<b>% OF PBB</b>
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%

Below are 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. 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
6. Employee who is on sick leave with or without pay, for the entire year is not eligible to the grant of PBB
  7. Employee found guilty of administrative and/or criminal cases by final executory judgment in FY 2018, however, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
  8. Employee who failed to submit the 2017 Statement of Assets, Liabilities and Networth, and those who are responsible for the non-compliance such as the SALN Review and Compliance Committee as required in 6.5 of MC 2018-1.
  9. Employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period prescribed by the Commission on Audit
  10. Employees are informed thru the issuance of Office Memorandum, as to the requirement of Performance Based Bonus.

PBB Focal Person:



**ATTY. VICTOR LUIS Q. PADILLA II**  
Executive Director II

PBB Spokesperson:



**ATTY. VICTOR LUIS Q. PADILLA II**  
Executive Director II

Alternate Focal Person:



**TINA ROSE-U. LIWALAS, CPA**  
OIC – Accounting Unit

Contact Person:



**LUCIA F. GUEVARA**  
Chief Admin. & Finance Officer