	Optical Media Board	Doc Ref No.	OMB-AFD-HRMU-PP-004
	POLICY AND PROCEDURES	Issuance Date:	September 19, 2019
		Revision No.:	02
	NARRATIVE/DETAILED DESCRIPTION OF CRITERIA, DATA SOURCES, METHODOLOGY IN RATING THE PERFORMANCE RELATIVE TO THE PERFORMANCE BASED BONUS	Page No.:	1 of 2


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. The maximum PBB rate for 2019 shall be equivalent to 65% of the employee's monthly basic salary as of December 31, 2019.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on OMB's CSC-approved SPMS or the requirement prescribed by the CESB.
3. Employee 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 mother agency.
4. Employee who transferred from OMB to another agency shall be rated and ranked by the agency where the employee served the longest. If equal months were served for each agency, the employee will be included in the recipient agency.
5. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where the employee 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.
6. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
7. An official or employee who has 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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%

The following are the valid reasons for an employee who may not meet the nine (9) month actual service requirement to be considered for the PBB on a pro-rata basis:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation

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- 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
8. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB.
 9. Employee found guilty of administrative and/or criminal cases by final and executor judgement in FY 2019 shall not be entitled to PBB. However, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
 10. 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 SALN, shall not be entitled to the FY 2019 PBB.
 11. 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.
 12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.
 13. OMB Chairman and CEO should ensure that officials and employees covered by R.A. No. 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed the SPMS forms, as these will be the basis for the release of FY 2019 PBB to each employee.
 14. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the Agency System of Ranking Performance of delivery units, shall not be entitled to the FY 2019 PBB if OMB fails to comply with any of these requirements.
 15. Employees are informed thru the issuance of the Office Memorandum, as to the requirement of Performance Based Bonus.

PBB Focal Person/Spokesperson:



Atty. VICTOR LUIS Q. PADILLA II
Executive Director

/als/9/2019