

Philippine Mining Development Corporation (PMDC)	Subject: Guidelines in the Ranking and distribution of the 2018 Performance Based Bonus (PBB)	Policy Number Issued in 2018	Date: September 1, 2018
		Version No: 01	Pages: 4

LEGAL BASIS

GCG MEMORANDUM CIRCULAR NO. 2017-01

COVERAGE

All Officers and Employees of PMDCs who occupy regular, casual or contractual positions.

GUIDELINES

A. Eligibility of Individual Officers and Employees of PMDC

1. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on PMDC's Performance Management System (PMS).
2. Third Level officials should receive a rating of at least "Satisfactory" under the PMDC Performance Management System. Payment of the PBB to Third Level officials shall be contingent on the release of results of the PMS.
3. Other officials performing managerial and executive functions who are not presidential appointees are covered by the PMDC Performance Management System, and should receive a rating of at least "Satisfactory."
4. An 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.
5. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated 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-month actual service requirement to be considered for PBB on a pro-rata basis.

- (a) Being 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; and
 - (i) Other leaves provided for by law
6. An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB
 7. Personnel found guilty of administrative and or criminal cases in the applicable year by formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB
 8. Officials and employees who failed to submit the latest SALN as prescribed in the rules provided under applicable CSC rules, shall not be entitled to the PBB of the applicable year.
 9. Officials and employees who failed to liquidate Cash Advances received in the applicable year within the reglementary period as stated in the prevailing COA Circular, shall not be entitled to the PBB for the same year.
 10. Officials and employees who failed to submit their complete PMS forms, shall not be entitled to the PBB of the applicable year
 11. Agency heads should ensure that officials and employees covered by R.A. No.6713 submitted their SALN of the preceding year to the respective SALN repository agencies, liquidated their Cash Advances of the corresponding year, and completed Performance Management System Forms, as these will be the basis for the release of the PBB of the applicable year to individuals

B. EXCLUSIONS

Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets as follows

- (a) Consultants and experts hired to perform specific activities or services with expected outputs;

(d) **Clerical/General Staff:** This category includes all clerical, administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians (e.g., Secretary, Clerk, Finance Processor, Administrative Assistant, Chauffeur, Utility Worker, Messenger)

D. Distribution for Qualified Officers and Employees - In each level provided for in Grouping of Personnel above, the ratings of Officers and Employees under the PMDC's Performance Management System or shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

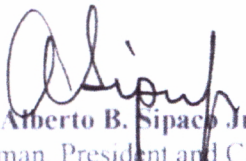
1. **Rates of PBB.** - The grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December of the applicable year based on the table below, but not lower than P5,000.

Percentile	PBB as of % MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

**The percentile of the 'Top' and 'Next' levels are maximum figures with the discretion on the part of the Governing Board Management to decrease the figures and distribute them to the "Remaining" level.*

Provided, that the total cost of the PBB shall not result in a net loss for the applicable year computed before subsidy and unrealized gains/losses, and after payment of all statutory obligations and liabilities.

For strict compliance,


Atty. Alberto B. Sipaco Jr.
Chairman, President and CEO 