



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
Philippine Atmospheric, Geophysical and Astronomical Services  
Administration (PAGASA)

**MEMORANDUM**  
**SEP 11 2019**  
09 September 2019

**TO :** All PAGASA Officials and Employees

**FROM :** VICENTE B. MALANO, Ph.D.  
Administrator

**SUBJECT :** PAGASA System of Ranking Delivery Units for  
the 2019 Performance Based Bonus (PBB)

In compliance with IATF Memorandum Circular No. 2019-1 dated 03 September 2019 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under E.O. No. 80 S. 2012 and E.O. No. 201 S. 2016), the following are the guidelines on the Ranking of Delivery Units in the PAGASA:

1. The Civil Service Commission (CSC)-approved PAGASA Strategic Performance Management System (PAGASA SPMS) and each Division's Office Performance Commitment Review (OPCR) shall be primarily used in rating and ranking the Delivery Units in the agency. Delivery Units shall refer to the Office of the Administrator (including the Office of the Deputy Administrators and immediate support staff) and twelve (12) Divisions of PAGASA or a total of thirteen (13).
2. Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0 (Report on Ranking of Delivery Units).
3. Divisions eligible to the 2019 PBB shall be forced ranked based on the average of their numerical ratings in the Division's Office Performance Commitment Review (OPCR) Forms for the 1<sup>st</sup> Semester (January-June 2019) and 2<sup>nd</sup> Semester (July-December 2019), according to the following categories:

Ranking	Total No. of Delivery Units (13)	Performance Category
Top 10%	1	Best Division/Delivery Unit
Next 25%	3	Better Division/Delivery Unit
Next 65%	9	Good Division/Delivery Unit

4. The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of the incentive as a multiple of one's monthly basic salary as of 31 December 2019 based on the table below:

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Science Garden Compound, BIR Road, Brgy. Central, Quezon City,  
Metro Manila, Philippines 1100

Tel. Nos. (02) 284-08-00  
Website: <http://bagong.pagasa.dost.gov.ph>