



REPUBLIC OF THE PHILIPPINES  
**Department of Science and Technology**  
**Philippine Atmospheric, Geophysical and**  
**Astronomical Services Administration (PAGASA)**  
 PAGASA Science Garden Complex, BIR Road, Diliman, Quezon City 1100

**MEMORANDUM**

**NOV 02 2015**  
 29 October 2015

**TO:** All PAGASA Officials and Employees

**SUBJECT:** **System of Ranking Delivery Units and Individual Employees for the 2015 Performance-Based Bonus**

In the interest of the Service and in compliance with DBM Memorandum Circular No. 2015-1 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80), the following are the guidelines on the ranking of Delivery Units and Individual employees in the PAGASA:

1. The Civil Service Commission (CSC)-approved PAGASA Strategic Performance Management System (PAGASA SPMS) shall be used in rating and ranking the Delivery Units and Individual Employees in the agency. Delivery Units shall refer to the twelve (12) Divisions of PAGASA and the Administrator's Office.
2. Divisions eligible to the 2015 PBB shall be forced ranked based on the average of their numerical ratings in the Division Performance Commitment Rating Forms for the 1st and 2nd Semester according to the following categories:

| Ranking  | No. of Delivery Units | Performance Category |
|----------|-----------------------|----------------------|
| Top 10%  | 2                     | Best Division        |
| Next 25% | 3                     | Better Division      |
| Next 65% | 8                     | Good Division        |

3. Employees eligible to PBB shall be forced ranked based on the average of their numerical ratings in the Individual Performance Commitment Rating Forms for the 1st and 2nd Semester according to the following categories:

| Performance Category    | Best Division | Better Division | Good Division |
|-------------------------|---------------|-----------------|---------------|
| <b>Best Performer</b>   | Top 20%       | Top 15%         | Top 10%       |
| <b>Better Performer</b> | Next 35%      | Next 30%        | Next 25%      |
| <b>Good Performer</b>   | Next 45%      | Next 55%        | Next 65%      |

4. Employees who failed to submit their Individual Performance Commitment Ratings (IPCR) for 1st and 2nd Semester 2015 and were not included in the Forced Ranked List submitted by the Division Chiefs/OICs shall not be entitled to receive PBB.

For the information, guidance and compliance of all concerned.

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**VICENTE B. MALANO, Ph.D.**  
 Acting Administrator

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