



**MEMORANDUM**

01 October 2017

TO: All PAGASA Officials and Employees

SUBJECT: **PAGASA System of Ranking Delivery Units for the 2017 Performance-Based Bonus (PBB)**

In compliance with **IATF Memorandum Circular No. 2017-1** dated 09 March 2017 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 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 of the Division's Office Performance Commitment Review (OPCR) Form shall be used in rating and ranking the Delivery Units in the agency. Delivery Units shall refer to the **Office of the Administrator** (including the Offices 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 2017 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 1st (January-June 2017) and 2nd Semester (July-December 2017) according to the following categories:

Ranking	Total No. of Delivery Units (13)	Performance Category
<b>Top 10%</b>	<b>2</b>	<b>Best Division/Delivery Unit</b>
<b>Next 25%</b>	<b>3</b>	<b>Better Division/Delivery Unit</b>
<b>Next 65%</b>	<b>8</b>	<b>Good Division/Delivery Unit</b>

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 incentive as a multiple of one's monthly basic salary as of 31 December 2017 based on the table below:

Performance Category	Multiple of Basic Salary
<b>Best Division/Delivery Unit (10%)</b>	<b>0.65</b>
<b>Better Division/Delivery Unit (25%)</b>	<b>0.575</b>
<b>Good Division/Delivery Unit (65%)</b>	<b>0.50</b>

5. To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance, provided that the resulting ranking distribution shall be in accordance with the Table in Section 2, above.

GROUP/CLUSTER	DIVISION/DELIVERY UNIT
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES GROUP</b>	<b>Office of the Administrator (OA)</b>
	<b>Administrative Division (AD)</b>
	<b>Financial, Planning and Management Division (FPMD)</b>
	<b>Engineering and Technical Services Division (ETSD)</b>
<b>WEATHER AND FLOOD FORECASTING GROUP</b>	<b>Weather Division (WD)</b>
	<b>Hydrometeorology Division (HMD)</b>
<b>ATMOSPHERIC, GEOPHYSICAL, ASTRONOMICAL, CLIMATOLOGY AND AGROMETEOROLOGY R&amp;D GROUP</b>	<b>Research &amp; Development and Training Division (RDTD)</b>
	<b>Climatology and Agro-meteorology Division (CAD)</b>
<b>PAGASA REGIONAL SERVICES GROUP</b>	<b>Northern Luzon-PRSD (NL-PRSD)</b>
	<b>National Capital Region-PRSD (NCR-PRSD)</b>
	<b>Southern Luzon-PRSD (SL-PRSD)</b>
	<b>Visayas-PRSD (VIS-PRSD)</b>
	<b>Mindanao-PRSD (MIN-PRSD)</b>

6. An official or employee who has rendered a minimum of nine (9) months of service in FY 2017 and with at least a Satisfactory rating may be eligible to the full grant of the PBB.
7. An official or 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 to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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%

8. Employees who fail to submit their approved Individual Performance Commitment Rating (IPCR) for 1st and 2nd Semester 2017 and liquidate their FY 2017 Cash Advances for travel and operating expenses (within the reglementary period and as required by the Commission on Audit) shall not be entitled to receive the PBB.

For the information, guidance and compliance of all concerned.

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

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