




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

**MEMORANDUM**

24 September 2018

**TO :** All PAGASA Officials and Employees

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

**SUBJECT :** **PAGASA System of Ranking Delivery Units for the 2018 Performance Based Bonus (PBB)**

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In compliance with IATF Memorandum Circular No. 2018-1 dated 28 May 2018 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 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 2018 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 2018) and 2<sup>nd</sup> Semester (July-December 2018), 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 2018 based on the table below:

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Performance Category	Multiple of Basic Salary
Best Division/Delivery Unit (10%)	.065
Better Division/Delivery Unit (25%)	0.575
Good Division/Delivery Unit (65%)	0.50

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
General Administration and Support Services Group	Office of the Administrator (AO)
	Administrative Division (AD)
	Financial, Planning and Management Division (FPMD)
	Engineering and Technical Services Division (ETSD)
Weather and Flood Forecasting Group	Weather Division (WD)
	Hydrometeorology Division (HMD)
Atmospheric, Geophysical, Astronomical, Climatology and Agrometeorology R&D Group	Research & Development and Training Division (RDTD)
	Climatology and Agro-meteorology Division (CAD)
PAGASA Regional Services Group	Northern Luzon-PRSD (NL-PRSD)
	National Capital Region-PRSD (NCR-PRSD)
	Southern Luzon-PRSD (SL-PRSD)
	Visayas-PRSD (VIS-PRSD)
	Mindanao-PRSD (MIN-PRSD)

6. An official or employee who has rendered a minimum of nine (9) months of service in FY 2018 and with at least 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 1<sup>st</sup> and 2<sup>nd</sup> Semester 2018 and liquidate their FY 2018 Cash Advances for travel and operating expenses (within the reglementary period and as required by the Commission on Audit) shall not be liable to receive the PBB.

For the information, guidance and compliance of all concerned.

*"tracking the sky...helping the country!"*