



## PRESIDENTIAL LEGISLATIVE LIAISON OFFICE

### SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUALS

#### 1.0 OBJECTIVE

To establish a system of ranking delivery units and personnel in the Presidential Legislative Liaison Office (PLLO) relative to the grant/entitlement of Performance Based Bonus (PBB) for FY 2016.

#### 2.0 COVERAGE

All officials and employees of eligible delivery units holding regular plantilla positions.

#### 3.0 ELIGIBILITY CRITERIA

##### 3.1 AGENCY

3.1.1 The PLLO must satisfy the following conditions as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-1:

- a. Achieve performance targets under the PLLO's Major Final Outputs under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS);
- b. Satisfy 100% of the Good Governance Conditions set by the (IATF) for FY 2016;
  - b.1 Updated Transparency Seal
  - b.2 Updated PhilGEPS Posting
  - b.3 Updated Citizen's Charter
- c. Use of CSC-Conditionally approved Strategic Performance Management System (SPMS).

##### 3.2 DELIVERY UNITS

3.2.1 The PLLO's delivery units are as follows:

- a. Office of the Presidential Legislative Adviser
- b. Liaison Office for the Senate
- c. Liaison Office for the House of Representatives
- d. Administrative, Financial and Management Division

3.2.2 The delivery units that meet the criteria and conditions in 3.1.1 are eligible to the FY 2016 PBB and shall be forced ranked according to the following categories:

<u>Ranking</u>	<u>Performance Category</u>
Top 20%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

3.2.3 Personnel belonging to eligible delivery units are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery unit.

### 3.3 INDIVIDUAL

3.3.1 The eligibility of the Presidential Adviser on Legislative Affairs and Head of Office will depend on the eligibility and performance of the PLLO. He shall not be included in the ranking and reporting of delivery units. His PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

<u>Performance of Eligible Agency</u>	<u>PBB as % of Monthly Basic Salary</u>
PLLO achieved all GGCs, and its physical targets in <b>all</b> MFOs, STO and GASS indicators	65%
PLLO achieved all GGCs, and has deficiency/ies in <b>some</b> of its physical target/s due to <b>uncontrollable</b> reasons	57.5%
PLLO achieved all GGCs, and has deficiency in <b>one</b> of its physical target/s due to <b>controllable</b> reasons	50%

3.3.2 Employees belonging to the First and Second Levels should have a rating of at least "Satisfactory" based on the PLLO's SPMS;

3.3.3 Third level officials should have a rating of at least "Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions. Payment of the PBB shall be contingent on the release of results of the CESPES;

3.3.4 Other officials performing managerial and executive functions are covered by the PLLO's SPMS and should have a rating of at least "Satisfactory";

3.3.5 Personnel who transferred from one government agency to PLLO shall be rated and ranked by the agency where he/she served the longest;

3.3.6 Employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating is eligible to the full grant of the PBB;

- 3.3.7 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 on a pro-rata basis, 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%


- 3.3.8 The following employees are not eligible to PBB:
- On vacation or sick leave with or without pay for the entire year of 2016
  - Found guilty of administrative and/or criminal cases in FY 2016
  - Failed to submit the 2015 SALN
  - Failed to liquidate the Cash Advances received in FY 2016
  - Failed to submit SPMS Forms

#### 4.0 RATES OF FY 2016 PBB

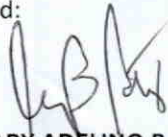
The PBB rates of individual employees shall depend on the performance ranking of the delivery units where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than P5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

Certified Correct:

  
**JOSIELYN M. LINGA**  
 Chief Administrative Officer

Approved:

  
**SECRETARY ADELINO B. SITOY, LLB, LLM**  
 Presidential Adviser on Legislative Affairs  
 and Head, PLLO