



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
FERTILIZER AND PESTICIDE AUTHORITY

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Special Order No. 71
Series of 2015

**SUBJECT : MECHANICS OF RANKING DELIVERY UNITS AND PERSONNEL AS
BASIS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

In connection with the implementation of a performance-based incentive system in this Offices pursuant to Executive Order No. 80 dated July 20, 2012 and as provided under Memorandum Circular No. 2015-1 issued by the AO 25 Inter-Agency Task Force (IATF), the following mechanics of ranking Delivery Units and Personnel as basis for the grant of Performance-Based Bonus (PBB) for FY 2015 are hereby prescribed:

RANKING OF DELIVERY UNITS

The implementing delivery units shall be ranked based on their respective performance and accomplishments for CY 2015 using the following:

1. Delivery Units with similarities of task and responsibilities should be consider to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.
2. The delivery units to be eligible must satisfy the following conditions:
 - 2.1 for a higher percentage distribution in the ranking of delivery units, the whole division must achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Supports to Operations (STO) and General Administrative and Support Services (GASS);

2.2 Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials of the agency; and

2.3 Satisfy 100% of the good governance conditions set by the AO25 Inter-Agency Task Force (IATF) for FY2015

- Submission of SALN as prescribed in the rules provided under CSC Memorandum
- Maintain/update the Agency Transparency Seal
- Maintain/update the PhilGEPS posting
- Submission of Annual Procurement Plan (APP)
- Liquidation of Cash Advances for FY 2015 by officials and employees should be observed within the reglementary period
- Maintain/update the Citizen's or Service Charter

The delivery units that meet the above criteria and conditions are eligible to the PBB for FY 2015 and shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best
Next 25%	Better
Next 65%	Good

3. Offices that meet at least 90% of each one of the FY 2015 targets of the Head of Agency other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Items 2.2 and 2.3, shall force rank the offices/delivery units eligible to the PBB according to the following categories:

Ranking

Top 15%
Next 30%
Next 55%

Performance Category

Best
Better
Good

4. Only the personnel belonging to eligible divisions/offices or delivery units are qualified for the PBB.

EVALUATION OF PERSONNEL

The personnel shall be ranked based on their individual performance targets, which must be aligned with the office performance targets, they have committed and accomplished for the last two (2) rating periods using the SPMS

Officials and employees of the divisions/offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Paragraph 1 and 2 shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

Distribution of Performance Categories of personnel in every Delivery Units			
Rating/Category of Personnel	For Delivery Units Ranked "Best"	For Delivery Units Ranked "Better"	For Delivery Units Ranked "Good"
Best Performer	20%	15%	10%
Better Performer	35%	30%	25%
Good Performer	45%	55%	65%

ELIGIBILITY OF INDIVIDUALS

1. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
3. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
4. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 1 may be eligible to the full grant of the PBB.
5. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave
6. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB;
7. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
8. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB; and
9. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY2015 PBB;

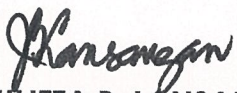
TIMELINE FOR FY 2015 IMPLEMENTATION

As provided in MC No. 2015-1, the offices shall be guided by the following Timeline for FY 2015:

Activity	Deadline	Division Responsible
Submission of FY 2014 Financial Reports to COA	On or before March 31, 2015	FAD (Accounting)
Posting of Agency system of ranking delivery units and individuals	On or before October 30, 2015	FAD/PMID
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2015 as cut-off)	On or before December 1, 2015	FAD (Accounting)
Submission of Certificate of Compliance with PhilGEPS (with November 15, 2015 as cut-off)	On or before December 1, 2015	BAC/BAC Secretariat
Submission of accomplishments using Forms A, A1, B, C, and Form 1.0 (see Annexes 1, 2, 3, 4, 5) With December 31, 2015 as cut-off date	On or before January 15, 2016	FAD/PMID
Submission of BFARs to COA and DBM	30 Days or one month after the end of quarter	FAD (Accounting and Budget)
Submission of APCPI Self-Assessment	On or before December 1, 2015	BAC/BAC Secretariat
Submission of APP	Within the first month of the year until before end of April 2015.	BAC/BAC Secretariat
Validation of QMS Certification/Operations Manual Submission	On or before January 15, 2016	PMID
Validating of 2nd STO Indicator as identified by head of agency	On or before January 15, 2016	PMID

Name of Employees:		
Name of Division:		
DELIVERY UNITS/INDIVIDUAL CHECKLIST OF COMPLIANCE		
	COMPLIANT	Remarks
Performance Accomplishment (90% of Target)		
Good Governance Conditions		
1. SALN		
2. CASH ADVANCE LIQUIDATION		
3. PhilGEPS Posting		
4. Submission of PPMP		
5. Citizen's Charter		
6. Transparency Seal		
Submission of DPCR/IPCR		
Submission of Operation Manual		
Submission of Budget and Financial Accountability Reports		

This Order shall cover the performance of FPA offices and employees for FY 2015.


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Officer in Charge