

**GUIDELINE/MECHANICS FOR THE GRANT OF  
FY 2021 PERFORMANCE-BASED BONUS (PBB)**

The Philippine Guarantee Corporation (PHILGUARANTEE) hereby adopts the following guidelines on the grant of the Performance-Based Bonus (PBB):

1. Coverage - All plantilla officers and employees who, at the time of the release of the PBB, have rendered at least three (3) months of government service for the applicable PBB year and have received at least a rating of “Satisfactory” shall be qualified for the PBB.
  - a. An employee who rendered at least nine (9) months of service during the year shall be eligible to the full grant of the PBB.
  - b. An employee who rendered at least three (3) months but less than nine (9) months of service shall be eligible to a pro-rata PBB, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
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%

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:

- b.1. Being a newly hired employee;
  - b.2. Retirement;
  - b.3. Resignation;
  - b.4. Rehabilitation Leave;
  - b.5. Maternity Leave and/or Paternity Leave;
  - b.6. Vacation or Sick Leave with or without pay;
  - b.7. Scholarship/Study Leave;
  - b.8. Sabbatical Leave; and
  - b.9. Other leaves provided for by law.
2. Transferees - Personnel who transferred from one government agency to another agency government shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, she will be included in the recipient agency.

Transferees from an agency that is non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest and shall be eligible for the grant of PBB on a pro-rata basis corresponding the actual length of service to the participating implementing agency, as stated in Item 1.b.

3. Grouping of Personnel - PHILGUARANTEE personnel shall be grouped as follows:

<b>Career Band Grouping</b>	<b>Positions</b>
Clerical/General Staff	Account Assistant Account Assistant I Administrative Aide VI Administrative Assistant I Administrative Assistant III Administrative Assistant V Chauffeur III Motorpool Supervisor Minutes Officer II Minutes Officer I
Professional and Supervisory	SG 10 to 25 except those classified as Clerical/General Staff
Middle Management	SG 26
Senior Management	SG 28

Professional and Supervisory employees shall further be grouped according to their actual assignments based on their organizational groupings with the Executive Offices (Office of the Board Chairman, Office of the Corporate Secretary, Office of the President and CEO, Corporate Compliance and Standards Office, Enterprise Risk Management Office, Internal Audit Office) considered as one (1) group for PBB purposes.

4. Rating and Ranking - The PHILGUARANTEE's approved performance management system shall be used in the rating of personnel.

<b>Descriptive/Adjectival Rating</b>	<b>Numerical Rating</b>
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

Only officers and employees with a rating of Satisfactory or better shall be included in the ranking. Ranking shall be based on the above-stated grouping.

5. Distribution - Distribution shall at all times comply with the maximum percentile limit per level as prescribed by GCG, provided there is at least one (1) officer/employee per level for each Career Band Grouping.

The distribution shall be as follows:

<b>Percentile Distribution</b>	<b>PBB as % of MBS</b>
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

The percentile distribution for Professional and Supervisory employees shall be equitably allocated based on the number of employees per Functional Group.

Rounding-off to the next higher whole number is allowed, provided the distribution does not exceed the maximum limit set by GCG.

6. Exclusion from the Grant of PBB

- a. Officials and employees responsible for the non-compliance and/or non-implementation of the Other Conditions and Requirements as specified under Section 4.3 of the GCG Memorandum Circular No. 2021-02;
- b. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgment. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- c. Officials and employees who failed to timely submit the latest SALN as prescribed under applicable CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
- d. Officials and employees who failed to liquidate all Cash Advances received in in the applicable year within the reglementary period as stated in relevant and prevailing COA Circulars;
- e. Officials and employees on vacation or sick leave for the entire PBB year; and
- f. Officials and employees who failed to submit their complete SPMS Forms, or its equivalent.

Recommending Approval:



**IAN A. BRIONES**

Senior Vice President, Corporate Services Group  
Chairperson, PHILGUARANTEE Performance Management Team

Approved by:



Digitally  
Signed by:  
Pascual,  
Alberto E.

**ALBERTO E. PASCUAL**

President and CEO