



REPUBLIC OF THE PHILIPPINES  
**NATIONAL TELECOMMUNICATIONS COMMISSION**  
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**ANNEX 8**  
**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND**  
**INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)**  
**FY 2018**

In order to accomplish Form 1.0, Annex 7 of DBM Memorandum Circular 2018-1, the performance ranking and rating of offices and employees are evaluated and determined using the following tools/criteria:

1. We consider the Commission's Mission and Vision and opted that the actual accomplishment target of each delivery unit be evaluated no later than **15 January 2019** preceding the evaluation period **vis-à-vis** the organizational target.
2. The Planning, Financial and Management Branch (PFMB)/ Corporate Planning and Programing Division (CPPD) shall consolidate, review, validate and evaluate the initial performance assessment against the success indicators, and the allotted budget against the actual expenses.
3. The Performance Management Team (PMT) shall determine the final rating of Offices for the office performance based on approved Strategic Planning Management System and Office Performance Commitment Review (SPMS/OPCR).
4. The PMT shall determine the final assessment of performance level of each delivery unit using the OPCR and will be cascaded to the individual employees thru the IPCR.
5. The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of **31 December 2018** as follows, but not lower than Php 5,000.00.

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

6. The eligibility of the Commissioner shall depend on the eligibility and performance of the agency. Their PBB shall be based on the monthly basic salary as of 31 December 2018.

7. The Head of Agency shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

Submitted by:

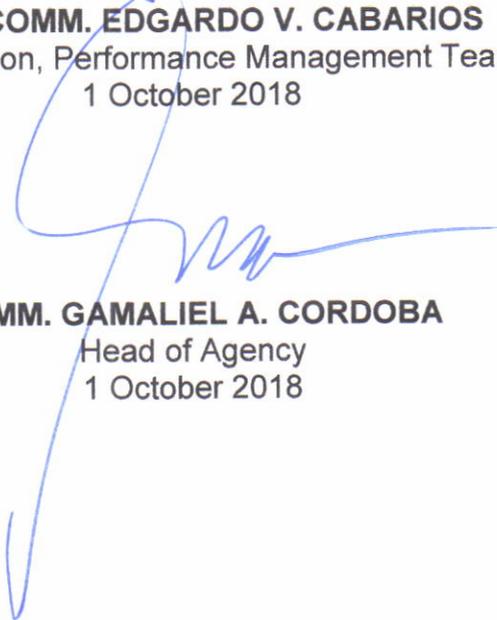


**ENGR. SAMUEL S. SABILE**  
OIC-Director, Administrative Branch  
1 October 2018

Approved by:



**DEP. COMM. EDGARDO V. CABARIOS**  
Chairperson, Performance Management Team  
1 October 2018



**COMM. GAMALIEL A. CORDOBA**  
Head of Agency  
1 October 2018