



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION
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ANNEX 8

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2019

To accomplish Form 1.0, Annexes 7 and 8 of IATF Memorandum Circular 2019-1, the performance ranking and rating of offices and employees of the Commission shall be evaluated and determined using the following tools/criteria:

1. The Commission shall consider its Mission and Vision and opted that the actual accomplishment target of each delivery unit be evaluated no later than 15 January 2020 preceding the evaluation period vis-à-vis the organizational target.
2. The Planning, Financial and Management Branch (PFMB)/ Corporate Planning and Programming 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 the performance level of each delivery unit using the OPCR and will be cascaded to the individual employees thru the IPCR;
5. To facilitate the ranking of delivery units, the Commission may group or cluster the delivery units based on similarities of tasks and responsibilities, and rank the units within each group or cluster, provided that the resulting ranking distribution shall follow Section 7.1 of the IATF Memorandum Circular 2019-1 (Ranking of Delivery Units);
6. Only personnel belonging to eligible delivery units/branch are qualified for the PBB. The declarations of responsible branch/offices/delivery units in the completion of each critical service or other key processes and submission compliance of the Physical Accomplishments, Performance Report, Citizen/Client Satisfaction, QMS Certification, GASS, Good Governance conditions and cross-cutting and other requirements shall be the basis for equitable performance ranking of delivery units.
7. Branch/delivery units that have third (3rd) party ISO or any QMS-equivalent certification/attestations granted by similar internationally recognized bodies promoting Total Quality Management (TQM) shall be rated at least "Better".

8. The rates of the PBB for each individual shall be based on the performance ranking of the individual's or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

Performance Category	Multiple of Basic Salary
Best Office/Delivery Unit (10%)	0.65
Better Office/Delivery Unit (25%)	0.575
Good Office/Delivery Unit (65%)	0.50

9. To heighten transparency among delivery units and employees, the PMT and/or PBB focal person/s shall cascade to the employees of this Commission the guidelines/mechanics in ranking delivery units for the grant of the FY 2019 PBB.

Submitted by:



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September 30, 2019

Noted:



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September 30, 2019

Approved:



COMM. GAMALIEL A. CORDOBA
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September 30, 2019