

MEMORANDUM

TO : All Operating Group Heads
FROM : Chairman, PMT
SUBJECT : **GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR FY 2016, RANKING OF HUDCC GROUPS AND SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT REPORTs (IPCRs)**
DATE : 25 October 2016

The following guidelines shall be followed in accomplishing the Group Performance Commitment Report (GPCR), ranking the various groups and rating individual performance for purposes for submitting requirements to DBM for the grant of Performance-Based Bonus for FY 2016:

1. Consistent with the Inter-Agency Task Force (IATF) Memorandum Circular No. 2016-1 dated 12 May 2016, to be eligible for FY 2016 PBB, the operating groups must:
 - i) achieve at least 100% of every performance indicator reported in your respective Group Performance Commitment Report (GPCR); and
 - ii) in case the group was not able to achieve at least 100% in any of the cited performance indicators, submit a justification letter to the Office of the Secretary General through the Performance Management Team (PMT) for consideration by the management.
2. All Groups are hereby also directed to submit the IPCRs of their staff to the PMT not later than 06 January 2017.
3. As a result of the 2015 findings made by the IATF, all groups will be ranked against each other with no distinction as Core or Support Groups.
4. The groups that have met the 100% requirement and whose justifications have been approved by the shall force rank according to the following categories:

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

5. For your information.


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Deputy Secretary General 