



PAMBANSANG KOMISYON PARA SA KULTURA AT MGA SINING

Guidelines on the Grant of the Performance-Based Bonus (PBB) and Ranking of Delivery Units, Officials and Employees for Fiscal Year 2017

In connection with the implementation of PBB for FY 2017, following are the internal agency guidelines for evaluating and ranking the performance of delivery units and offices in the Secretariat:

1. Rating of each delivery unit/offices shall be based on the accomplishment of the following targets:

ORGANIZATIONAL OUTCOMES (OOs) / PERFORMANCE INDICATORS (PIs)	Baseline Data	2017 Targets
Arts and cultural heritage management enhanced through coordinated government actions		
No. of Local Government Units (LGUs) implementing and institutionalizing culture and arts programs and activities in compliance with the guidelines	7	7 LGUs with institutionalized culture and arts programs and activities by the end of 2017
No. of collaborative projects with attached Cultural Agencies (CAs) and other related government agencies	25	25 supported grants/projects
Creativity and diversity of artistic/cultural expressions advanced		
Increase in the number of new creative works [productions, performances, art works (traditional and contemporary)] and new cultural studies in 2015	2,381	5% (119) new creative works
Percentage increase of National Endowment Fund for the Culture and Arts (NEFCA) grantees who garnered local and international awards and recognitions	694	5% increase (34) NEFCA grantees
Percentage increase in the number of audience (direct beneficiaries, direct audience and indirect audience) on NCCA programs/events/activities	11,990,000	5% increase(599,500) audiences

AGENCY Major Final Outputs

MFO 1: POLICY SERVICES	2017 Targets
No. of policies developed and issued or updated and disseminated	6
% of stakeholders who rate the policies as good or better	90%
% of policies that are updated, issued and disseminated in the last 3 years	100%(17)

MFO 2: ADMINISTRATION OF THE NATIONAL ENDOWMENT FUND FOR CULTURE AND THE ARTS –	
-Initiatives for the conservation of culture and arts	
Number of project proposals reviewed	400
Number of project proposals funded	375
% of stakeholders who rate the NCCA projects as good or better	90%
% of valid supplier invoices paid within 15 days	100% (2,400)
-Oversight of endowment fund investment manager	
Average value of assets under administration	1.850 billion
Number of evaluation reviews of the fund managers performance	6 times
Risk adjusted annual rate of return as a ratio to the average Bangko Sentral ng Pilipinas overnight deposit rate	65%
% of performance evaluation reviews completed within 5 days of the end of each month	95% completed

2. Accomplishment of STO Targets;
3. Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF;
 - Maintenance and updating of Agency Transparency Seal;
 - Maintenance and updating of Phil-GEPS posting; and
 - Maintenance and updating of the Citizens' Charter;
4. Use the CSC approved SPMS in rating officials and employees;
5. Accomplishment of GASS targets such as Obligations and Disbursements BUR;
6. Compliance to Public Financial management (PFM) reporting requirements of the COA and the DBM-BFARs, Report on Aging of C/As, and COA Financial Reports;
7. Submission of FY 2016 APCPI Results;
8. Submission of the Annual Procurement Plan;
9. Agency Approved Quality Manual and Approved procedures and Work Instructions Manual including Forms; IQA Certificate; Minutes of Management Review;
10. NCCA Delivery Units/Offices shall be as follows:
 - Office of the Chairman; Office of the Executive Director; Office of the Deputy Executive Director;
 - Office of the Comptroller/NEFCA;
 - Policy/Plan Formulation and Programming Division;
 - Program Monitoring and Evaluation Division;
 - Administrative and Finance Division;
11. The Eligibility Criteria of the Agency, Delivery Units, Officials and Employees shall depend on the following:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GCCs and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GCCs and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GCCs and has deficiency/ies in some of its physical target/s due to controllable reasons	50%


Ranking	Performance of Eligible Delivery Unit	PBB as % of Monthly basic Salary
Top 10%	Best Bureau/Office/Delivery Unit	65%
Next 25%	Better Bureau/Office/Delivery Unit	57.5%
Next 65%	Good Bureau/Office/Delivery Unit	50%

Performance and Length of Service of Employees belonging to First and Second levels		
Length of Service	Performance Rating	% of PBB
9 months or more	At least Satisfactory	100%
8 months but less than 9 months	At least Satisfactory	90%
7 months but less than 8 months	At least Satisfactory	80%
6 months but less than 7 months	At least Satisfactory	70%
5 months but less than 6 months	At least Satisfactory	60%
4 months but less than 5 months	At least Satisfactory	50%
3 months but less than 4 months	At least Satisfactory	40%

For this purpose, employees who transferred to another government agency shall be rated and ranked by the agency where he/she served the largest.

Personnel found guilty of administrative and/or criminal cases with final and executory judgment in FY 2017 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.

For guidance and compliance of all concerned.


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