
 NCCA	National Commission for Culture and the Arts (NCCA)	Document Code:NCCA-GU- OED/ODED-001	
	Guidelines on the System of Rating and Ranking of Delivery Units and Individuals Performance for the Grant of Performance-Based Bonus (PBB) forFY 2018	Revision No.:00	Effectivity Date: :01Oct 2018
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I. ELIGIBILITY CRITERIA

A. The Agency must satisfy the following Eligibility Criteria set by AO25 IATF pursuant to the Memorandum Circular No. 2018-1 dated May 2018 for the grant of PBB for CY 2018

1. 2018 Good Governance Condition (GGC)
 - Maintenance.Update the Agency Transparenct Seal;
 - Post/Update th PhilGEPS posting of all invitations to Bids and Awarded Contracts; and
 - Maintain /Update the Citizen's or Service Charter or its equivalent.
2. Achive each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018
 - Compliance of Streamlining and Process Improvement of the Agency's Critical Services;
 - Compliance of Citizen/Client Satisfaction;
 - Compliance of STO Target of the QMS for at least of one (1) core process as mandated under the existing pertinent law of the NCCA;
 - Accomplishment of GASS Targets which shall consist of Obligations and Disbursement (BUR);
 - Sustained compliance with Audit Findings;
 - Compliance with quarterly submission of BFARs online using the DBM's URS ;
 - Submission of Annual Procurement Plan;
 - Submission of FY 2018 APP-non CSE;
 - Submission of FY 2019 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2019 APP-CSE);
 - Undertaking of Early Procurement for at least 50 % of value of goods and services based on Commission budget submitted to Congress consistent with NEP;
 - Submission of Results of FY 2017 Agency Procurement Compliance of Procurement and Performance Indicator System (APCPI); and
 - Establishment and Conduct of Agency Review and Complince Procedure of SALN; and
 - Comply with the Freedom of Information (FOI)
- B. Peformance Rating of Employees and CES positions using the CSC-approved SPMS in rating the performance of the first and second level of official and employees as validated by the Performance Management Team (PMT) .
- C. Non-compliance with any of the GGCs and Performance Targets will render the entire Agency ineligible for the FY 2018 PBB.
- D. Non-compliance with the guidelines prescribed by the Civil Service Commission (CSC) and the posted Review and Compliance Procedure could be a caused to disqualify the Agency in the succeeding PPB cycle.

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II. ELGIBILITY OF INDIVIDUALS

A. Head of the Agency

The Executive Director's eligibility depends on the eligibility performance of the Agency. If eligible, the maximum PBB rate for 2018 shall be equivalent to 65 % of the monthly basic salary as of 31 December 2018.

B. Individual Employees

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the CSC-Approved SPMS;
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency;
3. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, she/he will be included in the mother agency;
4. An official or employee who rated less than nine (9) months but a minimum of three (3) months of service with at least "Satisfactory" rating shall be eligible for the grant of PBB; and
5. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered., as follows:


LENGTH OF SERVICES	% OF PBB
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%

Valid reasons for an employee who may not meet the nine-month actual service requirements are as follows:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave and or Paternity Leave
- f. Vacation or sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

C. The following shall not be entitled to the FY 2018 PBB

1. An employee on vacation/sick leave with or without pay for the entire year;

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2. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2018. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
3. Officials and employees who failed to submit the SWORN SALN for 2017 or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
4. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period;
5. Officials and employees who failed to submit their complete SPMS forms; and
6. Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification, or posting and dissemination of the Agency system of ranking performance of delivery units, if the Agency fails to comply with any of these requirements.


III. RANKING OF THE DELIVERY UNITS

- A. The NCCA with the corresponding offices/delivery units that meet the criteria and conditions in Setion 4.0 of the MEMO Circular No. 2018-01 are eligible to the FY 2018. The offices/delivery units eligible to the PBB shall be forced ranked according to the following:

RANKING	PERFORMANCE CATEGORY
Top 10 %	Best Delivery Units
Next 25 %	Better Delivery Units
Next 65%	Good Delivery Units

- B. The NCCA Delivery Units/Offices shall be as follows:

1. Office of the Chairman,
2. Office of the Executive Director;
3. Office of the Deputy Executive Director
4. Office of the Comptroller/NEFCA
5. Policy /Plan Formulation and Programming Division
6. Program Monitoring and Evaluation Division
7. Administrative and Finance Division

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IV. RATES OF THE PBB

- A. The PBB rates of individual employees shall be based on the performance ranking of the delivery units where they belong, and based on the individual's monthly basic salary, as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Units	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50


- B. Only the personnel belonging to eligible offices or delivery units are qualifies for the PBB. The ranking of offices/delivery units shall be indicated in the Form 1. There shall no longer be a ranking of individuals within a delivery unit.

V. SUBMISSION OF REPORTS


- A. FY 2018 accomplishments using the Modified Form A. , Modified Form A-1 Citizen/Client Satisfaction Report, Form 1 and the PBB Evaluation Matrix should be submitted to the AO25 IATF, through the AO25 Secretariat, in two hard copies. Electronic copies should be sent through ao25secretariat@dap.edu.ph.
- B. All explanations/justifications and supporting documents shall already be attached to the submission of the FY 2018 Agency Performance Targets.
- C. All forms and reports should be signed by the Head of the Agency or dully designated official.

The following are the 2018 PBB requirements with the corresponding deadline of submission and office/unit responsible.

Requirements	Responsible Division/Section/ Office/Unit	Deadline of Submission
Streaming and process Improvement of agency Services	PPS in coordination with concerned agencies	February 28, 2019
Citizen/client satisfaction	Head Client Satisfaction Team	February 28, 2019
Physical Targets for the following	PPS in coordination with concerned division/section/office/unit	February 28, 2019
QMS certification <ul style="list-style-type: none"> post QMS Certification in TS page submit certified true copy of QMS certificate to GQMC through DBM-SPIB 	QMR DED Tellano Vice QMR Rene Napenas	December 31, 2018

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BUR		
<ul style="list-style-type: none"> Departments, OEOs And GOCCS Covered by DBM SUCs (See Annex 5) 	Finance (NEFCA) Finance (GAA)	February 28,2019
Sustained compliance with audit findings	Finance (NEFCA) Finance (GAA)	December 31,2018
Submission of BFARs online through the URS <ul style="list-style-type: none"> First quarter Second quarter Third quarter Fourth quarter 	Finance (NEFCA) Finance (GAA)	April 15,2018 July 15,2018 October 15,2018 January 15,2019
COA Financial Reports <ul style="list-style-type: none"> Small agencies 	Finance (NEFCA) Finance (GAA)	March 30,2018
Procurement documents <ul style="list-style-type: none"> FY 2018 APP- non CSE Indicative FY 2019 APP- non CSE FY 2019 APP-CSE Undertaking of early <ul style="list-style-type: none"> Procurement for at least 50% of goods and services Results of FY 2017 APCPI System 	Procurement Unit	January 31,2018 August 31,2018 August 31,2018 January 31,2018 August 31,2018
Transparency Seal	All contributing division/section/office/unit	October 1,2018
PhilGEPS Posting (transactions above P1,000,000 and with December 31,2018 as cut off) including the Early Procurement of FY 2019 Non-CSE items.	Procurement Unit	January 31,2019
Citizen's/Service charter	ADMF	August 1,2018

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▪ Certificate of Compliance (CoC)pursuant to CSC MC No.14, s.2017		
Submission of SALN of employees	ADMF	April 30,2018
Agency Review and Compliance procedure of statement and Financial Disclosures. Note: Departments/agencies shall submit a list of SALN non-filers using form 1.	ADMF	October 1,2018
FOI Compliance People FOI Manual Agency Information Inventory 2017 and 2018 FOI Summary Report 2017 and 2018 FOI Registry Screenshot of agency's home page	ADMF	September 30, 2018 September 30, 2018 January 31,2018 September 30, 2018
Posting of Agency's System Ranking Delivery Units	PPS and ADMF	October 1,2018
Submission of Agency Report on Ranking of Delivery Units (FORM 1 and PBB Evaluation Matrix)	PPS and ADMF	February 28,2019

Certified by



RICO S. PABLEO JR.
Executive Director III