

LAGUNA LAKE DEVELOPMENT AUTHORITY
National Ecology Center Compound, East Avenue, Diliman, Quezon City

PMT RESOLUTION NO. 02
Series of 2016

**SUSTAINING THE APPLICATION OF 2014 GUIDELINES AND
STANDARDS IN RATING THE PERFORMANCE OF THE DELIVERY
UNITS FOR YEARS 2015 and 2016**

WHEREAS, on July 1, 2016, the Performance Management Team (PMT) held a meeting to discuss the 2017 guidelines in the implementation of the LLDA Strategic Performance Management System (SPMS) for 2017;

WHEREAS, the PMT likewise deliberated and agreed during the meeting that the 2014 Guidelines on the performance rating of delivery units shall be adopted and in effect for the evaluation of delivery units for calendar years 2015 and 2016;

WHEREAS, the indicators to be used are Quantity (Q1), Efficiency to be replaced to Quality (Q2) and Timeliness (T3);

WHEREAS, for consistency on rating for indicators that are dependent from other divisions or there is a slide in schedule, subject to submission of justification, i.e. indorsement of cases, etc., no rating shall be given to said indicator;

WHEREAS, rating on timeliness shall range between 3.00-3.99 on timeliness, targets not achieved due to external factors (e.g. other priority programs, project/or other factors needing approval by higher authority) adjustment on the target date shall be rated 3.00 as consideration on efforts undertaken;

WHEREAS, rating on quantity for fixed targets such as Work and Financial Plan, research studies/reports, Development Frameworks, among others shall be given 4.99 when achieved. However, corresponding score for the efforts or initiatives shall be given proportionate score based on the work accomplished if partially completed.

WHEREAS, the 2015 and 2016 submitted and approved Work and Financial Plan of delivery units shall serve as basis in preparing the 2015 and 2016 Organizational Performance Commitment Review (OPCR) and shall be in landscape form and in Ms Excel format for standardization;

WHEREAS, the OPCR submitted by the delivery unit shall be assessed by the PPIMD and shall be deliberated and reviewed by the PMT for endorsement to the General Manager prior to determining the final rating of IPCR;

NOW THEREFORE, for and in consideration of the above premises, **BE IT RESOLVED**, as it is hereby **RESOLVED** that the 2014 Guidelines and Standards in Rating the Performance of the Delivery Units be applied in the 2015 and 2016 OPCR's.

Unanimously APPROVED on October 26, 2016 at the BOD Conference Room, LLDA Green Building, Quezon City.

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13 February 2015

MEMORANDUM ORDER NO. 2015 - 18

SUBJECT : GUIDELINES ON THE GRANTING OF PERFORMANCE-BASED BONUS (PBB) FOR LLDA OFFICIALS AND EMPLOYEES FOR CY 2014

1.0 BACKGROUND AND PURPOSE

Executive Order No. 80, Series of 2012, was issued to provide incentives that support and encourage performance-driven, productive and efficient GOCCs, among others.

In line with GCG MC No. 2014-05¹, this Order provides the guidelines for the grant of the Interim Performance-Based Bonus (PBB) for CY 2014 to qualified LLDA Officers and Employees.

Pursuant to the GCG MC No. 2014-05, to be eligible for the 2014 PBB, LLDA must:

- 1.1 Achieve a weighted-average score of at least 90% in its 2014 Performance Scorecard; and
- 1.2 Comply with the Good Governance Conditions provided in GCG MC No. 2013-02 (Re-Issued) and 2014-02².

2.0 COVERAGE

- 2.1 Officers and employees of LLDA who occupy regular plantilla positions shall be entitled to PBB, provided they have rendered at least nine (9) months of service for the year ending 31 December 2014.
- 2.2 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis due to the following reasons:
 - 2.2.1 Being a newly hired employee;
 - 2.2.2 Retirement;
 - 2.2.3 Resignation;

¹ GCG MC 2014-5, "2014 Interim Performance-Based Bonus (PBB)" dated 22 September 2014

² Policies and Guidelines on the Integrated Corporate Reporting System (ICRS) for the GOCC Sector

- 2.2.4 Rehabilitation Leave;
- 2.2.5 Maternity Leave;
- 2.2.6 Vacation or Sick Leave with or without pay;
- 2.2.7 Scholarship/Study Leave;
- 2.2.8 Sabbatical Leave

Clarification on the Nine-Month Service Requirement

Length of Service	% 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%

2.3 Those employees who rendered less than nine (9) months shall be forced rank to the "Remaining" percentile level.

2.4 Excluded from the grant of PBB are the following:

2.4.1 Those hired without employer-employee relationship and paid from non-Personal Services appropriations/budgets as follows:

- a. Consultants and experts hired to perform specific activities or services with expected outputs;
- b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- c. Student laborers and apprentices;
- d. Individuals and groups of people whose service are engaged through job orders, contracts of service, or other similarly situated; and
- e. Officers and Employees who receive a "Below Satisfactory" rating under the CSC Strategic Performance Management System (SPMS) of LLDA.

2.4.2 Personnel found guilty of administrative and/or criminal cases related to their work.

3.0 DISTRIBUTION SYSTEM

In determining the distribution of the PBB among LLDA qualified officials and employees, they shall be ranked on a percentile basis within their respective levels as follows:

3.1 Grouping of Personnel

- a. Senior Management : General Manager and Assistant General Manager (SG27-SG28)

- b. Middle Management : Department Heads/Division Chiefs/OICs of the Departments and Divisions (SG21-SG26)
- c. Professional and Supervisory : Those belonging to SG 10 to SG 25
- d. Clerical/General Staff : SG 9 and Below

3.2 Distribution for Qualified Officers and Employees

3.2.1 In each of the levels provided above, the rating of officers and employees shall be ranked on percentile basis for purpose of distribution of the PBB using the computation for profitable GOCCs. The grant of the PBB shall be based on the performance of the individual officers and employees with the rate of incentive as a multiple of the individual's monthly basic salary based on the table below:

Percentile	Multiple
Top: Maximum 10%	2.50
Next: Maximum 25%	1.50
Remaining: Minimum 65%	1.00

3.2.2 The average of all individual assessments shall not go higher than the collective performance assessment of the division/delivery unit where they belong. A delivery unit shall refer to the following:

- 3.2.2.1 BOD
- 3.2.2.2 IAD
- 3.2.2.3 PIU
- 3.2.2.4 OAGM
- 3.2.2.5 ILRDD
- 3.2.2.6 PPIMD
- 3.2.2.7 LAD
- 3.2.2.8 CPD
- 3.2.2.9 SMD
- 3.2.2.10 ED
- 3.2.2.11 ELRD
- 3.2.2.12 PDMED
- 3.2.2.13 CDD
- 3.2.2.14 ADMIN
- 3.2.2.15 FINANCE

3.2.3 The Head of the Division of the delivery unit shall be the best performer within the division.

3.2.4 Department Heads OPCR shall be based on the average OPCR of the Divisions that he/she is handling.

3.2.5 IPCR of the Staff under the Office of the General Manager shall not exceed the highest IPCR of the highest ranking delivery unit.

4.0 RATING AND RANKING OF PERFORMANCE OF DELIVERY UNITS

For FY 2014, the ranking of eligible delivery units would depend on the physical accomplishments of the department/agency.

- 4.1 Delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2014. Delivery units eligible to PBB shall be forced ranked according to the following categories:

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

- 4.2 The performance indicators determined for PBB and the additional indicators developed to complement them shall be the main parameters to be used by the PMT in rating the performance of the different delivery units.

- 4.3 The PMT will use a point system for PBB and additional indicators as follows:

- a. MFO - Targets vs. Accomplishment (60%)
 b. Financial (30%) using the following indicators/parameters:
 c.

Weight in %	CRITERIA	Revenue Generating	Non-Revenue Generating
20	<u>Budget Realignment</u> Realignment 1 st qtr (-10%) 2 nd qtr (-5%) 3 rd qtr (-2%) 4 th qtr (-2%)	6	15
60	<u>Revenue Generation</u> ≤ 25% shortfall (-20%) > 25% & ≤ 50% shortfall (-40%) > 50% shortfall (-60%)	18	---
20	<u>Liquidation of Cash Advances</u> If liquidated within the prescribed period If not liquidated within the prescribed period (No point)	6 *	15 *
	TOTAL	30	30

*30 calendar days from the completion of the activity/purpose for which the cash advance was granted - liquidation period
 -5 calendar day - payroll*

* Points to be applied for each cash advance. For those granted more than one (1) cash advance, average point shall be given.

- d. Timeliness, Accuracy and Reliability of the submission of monthly accomplishment report (10%)

Timeliness (5%)

< 7 days after deadline

< 7 days

Accuracy and Reliability (5%)

- Completeness (The required data/details are all provided. Must answer the 4Ws)
- More than 12 errors or insufficient data submitted

4.4 The PMT shall deliberate on the performance of the different delivery unit based on the OPCR and prepare an endorsement of its rating to the LLDA General Manager for final approval. The General Manager shall therein affix his/her signature in the summary page to serve as basis for validating the result of the individual rating for the purpose of computing the Performance-based Bonus (PBB).

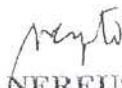
4.5 Rounding of ranking the delivery units shall be to the highest whole number (0.5 up should be rounded to 1pt.)

5.0 FUNDING FOR THE INTERIM PBB SYSTEM

Funds for the payment of the total cost of PBB shall be sourced from the net income for CY 2014 computed before subsidy and unrealized gains/accruals and after taxes.

6.0 EFFECTIVITY

This Memorandum Order shall take effect immediately upon issuance of a Board Resolution approving the grant of PBB for CY 2014.


J.R. NEREUS O. ACOSTA, PhD
Secretary/PAEP/General Manager, LLDA
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