



MEMORANDUM

FOR : ALL GROUP / DEPARTMENT / OFFICE HEADS / MANAGERS

FROM : HUMAN RESOURCES DEPARTMENT (HRD)


SUBJECT : GUIDELINES IN THE PERFORMANCE RANKING AND DISTRIBUTION OF THE 2021 PERFORMANCE-BASED BONUS (PBB)

DATE : 28 SEPTEMBER 2021

The attached guidelines in the **Performance Ranking and Distribution of the 2021 PBB** for Clark International Airport Corporation (CIAC) Officers and Employees is hereby distributed to all groups, departments and offices in compliance with the directives of Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) and the Governance Commission for Government Owned or Controlled Corporation (GCG).


This document is based on the IATF Memorandum Circular (MC) No. 2020-1 dated 02 June 2020 and MC No. 2021-1 dated 03 June 2021 and the GCG MC No. 2019-02 dated 25 July 2019 and MC No. 2021-02 dated 06 September 2021 which prescribes the rules and regulations on the application and grant of PBB for Fiscal Year (FY) 2021 performance to be given in FY 2021 to all qualified Officers and Employees of CIAC.

For your information, guidance and compliance.



GERRY A. NAGUIT
Manager, HRD

Noted by:



DARWIN L. CUNANAN
Assistant Vice-President
Strategic Development and
Corporate Management

Approved by:

GEN. AARON N. AQUINO (RET.)
President and Chief Executive Officer



GUIDELINES IN THE PERFORMANCE RANKING & DISTRIBUTION OF THE 2021 PERFORMANCE-BASED BONUS (PBB)

1. REFERENCES:

These guidelines in the performance ranking and distribution of the 2021 PBB for Clark International Airport Corporation (CIAC) Officers and Employees are premised on the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order (AO) No. 25 s. 2011) Memorandum Circular (MC) No. 2020-01 dated 02 June 2020 and MC No. 2021-01 dated 03 June 2021 and the Governance Commission for Government Owned or Controlled Corporations (GCG) MC No. 2019-02 dated 25 July 2019 on the Interim PBB and MC No. 2021-02 dated 06 September 2021 on the Good Governance Conditions (GGCS) and Other Conditions and Requirements (OCRS) for the Grant of Interim PBB.

2. ELIGIBILITY OF CIAC TO GRANT THE 2021 PBB

The grant of PBB shall be based on CIAC's overall performance, and then distributed to individual Officers and Employees based on the approved CIAC's Strategic Performance Management System (SPMS).

In order for CIAC to be eligible to grant PBB to its qualified Officers and Employees, the corporation must:

- 2.1. Achieve a weighted-average score of at least 90% in its 2021 Performance Scorecard;
- 2.2. Satisfy 100% of the GGCs as indicated in the GCG MC No. 2019-02 and MC No. 2021-02;
- 2.3. Comply with the OCRs as indicated in the GCG MC No. 2019-02 and MC No. 2021-02; and
- 2.4. Comply with the requirements listed in the IATF Agency Accountability Timelines (based on AO 25 IATF MC No. 2020 – 01 and AO 25 IATF MC No. 2021 – 01).

3. ELIGIBILITY OF INDIVIDUAL OFFICERS & EMPLOYEES

3.1. Eligibility of Individual Officers & Employees

- 3.1.1. Employees belonging to the First, Second and Third Levels should be receiving a rating of at least **"Satisfactory"** based on CIAC's approved Strategic Performance Management System.
- 3.1.2. 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.
- 3.1.3. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 3.1.4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall

be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 3.6.

3.1.5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least “Satisfactory” rating may be eligible t the full grant of the PBB.

3.1.6. An official or employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least a “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 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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- (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; and
- (i) Other leaves provided for by law.

3.1.7. An employee, who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.

3.1.8. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executor judgment 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.

3.1.9. Officials and employees who failed to timely submit the latest Statement off Assets, Liabilities, and Net Worth (SALN) as prescribed under CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the PBB of the applicable year.

3.1.10. Officials and employees who failed to liquidate all Cash Advances received in the applicable year within the reglementary period, as stated in relevant and prevailing COA Circulars, shall not be entitled to the PBB for the same year.

3.1.11. Officials and employees, who failed to submit their complete SPMS Forms, or its equivalent, shall not be entitled to the PBB of the applicable year.

3.2. Exclusions. Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriations budget:

- (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; and
- (d) Individuals or groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

4. GROUPING AND DISTRIBUTION SYSTEM

4.1. Grouping of Personnel. In determining the distribution of the PBB among qualified CIAC Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels as determined by the CIAC Governing Board through the Management in accordance with the following guidelines:

(a) **Senior Management: Salary Grades 27 and 28** (Assistant Vice President and Vice President). This refers to the executive officers of the CIAC, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility.

The President/CEO, or whoever is the highest-ranking executive officer, has the prerogative to avail either the Performance-Based Incentive (PBI) under the applicable MC on the PBI, or the PBB, but not both. In the event the President/CEO is included in the PBB application, he must meet the eligibility requirements for the PBI and shall be ranked separately on his own and shall not be included in the forced ranking of Officers and Employees.

(b) **Middle Management: Salary Grades 24, 25 and 26** (Assistant Managers, Office Managers and Managers). This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions.

(c) **Professional and Supervisory: Salary Grades 14 to 22.** This level comprises the personnel whose work is primarily achieved by an individual or through project teams. In order to achieve results, there should be application of expertise in professional / technical area(s). The employee / officer typically have a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles, and concepts. It includes supervisors and junior management that may not have full management authority.

(d) **Clerical / General Staff: Salary Grades one (1) to 13.** This category includes all clerical, administrative, and secretarial staff with little or no supervisory responsibility but who contribute independently to CIAC. It also

covers basic computing / data processing staff such as operators, customer service assistants and skilled craftsmen /technicians.

4.1.1. Personnel on detail, with concurrent position or reassigned to a department / office will be ranked in the position in the department / office where the personnel served more.


4.2. **Distribution for Qualified Officers and Employees.** The rating of Officers and Employees for the two (2) semestral assessment period for FY 2021 under the CIAC's SPMS-Performance Assessment Rating, among others, shall be quantified to allow for ranking on a percentile basis for the purpose of distribution using the formula and rates prescribed by the GCG.

4.2.1. **Rates of PBB.** The grant of the PBB shall be based on performance of the individual Officers and Employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December 2021 based on the table below, but not lower that P5,000:


Percentile	PBB as % of MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

4.3. **Posting of the System of Ranking Individuals.** The CIAC shall post in its Transparency Seal the guidelines/mechanics in ranking the officers and employees according the mechanism herein stated.

These guidelines shall be effective immediately and shall remain in force unless revoked, amended or superseded by another issuance.


GERRY A. NAGUIT
Manager, HRD *preyumb*

Noted by:


DARWIN L. CUNANAN
Assistant Vice-President
Strategic Development and
Corporate Management

Approved by:

GEN. AARON N. AQUINO (RET.)
President and Chief Executive Officer

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