



**MEMORANDUM**

**FOR :** ALL DEPARTMENTS/OFFICES  
**FROM :** HRD  
**SUBJECT :** PBB 2016 GUIDELINES  
**DATE :** 19 DECEMBER 2016



1. The attached Guidelines for the Ranking and Distribution of Performance-Based Bonus for Fiscal Year 2016 for CIAC officers and employees is hereby distributed to all departments and offices in compliance with the directives of GCG and DBM.
2. This document is based on GCG Memorandum Circular No. 2015-05 (re-issued) which prescribes the guidelines to be applied for the grant of Performance-Based Bonus.
3. For your information and guidance.

*Gerry A. Naguit*  
**GERRY A. NAGUIT**  
OIC-HRD

Noted by:

*Darwin L. Cunanan*  
**DARWIN L. CUNANAN**  
Vice President – CBDG  
Assistant Vice President – SCDM





## GUIDELINES IN THE PERFORMANCE RANKING & DISTRIBUTION OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2016

### 1. LEGAL BASIS

1.1 Reference. This guidelines for the ranking and distribution of PBB for Fiscal Year 2016 to CIAC officials and employees is premised on GCG Memorandum Circular No. 2015-05.

### 2. ELIGIBILITY OF CIAC TO GRANT 2016 PBB

2.1 GCG Requirements for the Grant of PBB. The grant of PBB shall be based on CIAC's overall company performance, and then distributed to individual Officers and Employees based on their performance ranking. In order for CIAC to be eligible to grant PBB to its qualified Officers and Employees, the corporation must:

- 2.1.1 Achieve a weighted-average score of at least 90% in its 2016 Performance Scorecard after validation by GCG officials.
- 2.1.2 Submit a Quality Management System (QMS) certified by any international certifying body.
- 2.1.3 Comply with the Good Governance Conditions provided in GCG MC No. 2013-02 and 2014-023.
- 2.1.4 Comply with all Good Governance Conditions and other reportorial requirements as validated directly by various government oversight validating agencies (*e.g. transparency seal, ARTA compliance, submission of SALN, etc.*)

### 3. EMPLOYEES THAT ARE ELIGIBILITY TO RECEIVE PBB

#### 3.1 Length of Satisfactory Service.

3.1.1 All employees who have rendered at least nine (9) months of continuous service and with at least a "Satisfactory" rating shall be entitled to the full amount of the PBB. Employees who have rendered less than nine months but with at least three months of services shall be entitled to the pro-rated amount of the PBB, 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%



3.1.2 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:

- 3.1.2.1 Being a newly hired employee;
- 3.1.2.2 Retirement;
- 3.1.2.3 Resignation;
- 3.1.2.4 Rehabilitation Leave;
- 3.1.2.5 Maternity Leave and/or Paternity Leave;
- 3.1.2.6 Vacation or Sick Leave with or without pay;
- 3.1.2.7 Scholarship/Study Leave; and
- 3.1.2.8 Sabbatical Leave

#### **4. EMPLOYEES THAT ARE NOT ENTITLED TO RECEIVE PBB**

- 4.1 Those on vacation or sick leave, with or without pay, for the entire year;
- 4.2 Those found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- 4.3 Those who failed to submit the 2015 SALN;
- 4.4 Those who failed to liquidate Cash Advances received in 2016 within the reglamentary period;
- 4.5 Those who were hired without employer-employee relationships and paid from non-Personal Services appropriations budgets:
  - 4.5.1 Consultants and experts Laborers hired through job contracts and those paid on piecework basis;
  - 4.5.2 Student laborers and apprentices; and
  - 4.5.3 Those whose services are engaged through job orders, contracts of service, or others similarly situated.

#### **5. GROUPING & DISTRIBUTION SYSTEM**

5.1 **Grouping of Personnel.** In determining the distribution of PBB among qualified CIAC Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels in accordance with the following guidelines:

- 5.1.1 **Senior Management:** Job Levels 13 & 14 (Assistant Vice President and Vice President). This refers to the executive officers of the PCIC, 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.



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.

- 5.1.2 Middle Management: Job Levels 11 & 12 (Assistant Manager and Manager). This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. He/She is responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions.
- 5.1.3 Professional and Supervisory: Job Levels 8,9 & 10, 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 or technical area(s). The employee/officer typically has 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.
- 5.1.4 Clerical/General Staff: Job Levels 3,4,5,6 & 7 (Rank & File). 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 (e.g. Secretary, Clerk, Finance Processor, Administrative Assistant, , Utility Worker, Messenger).
- 5.2 **Distribution for Qualified Officers and Employees.** The ratings of Officers and Employees for the two semestral assessment periods for calendar year 2016 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 GCG.

**SUMMARY OF RANKING OF  
ELIGIBLE OFFICERS AND EMPLOYEES OF CIAC**

Multiple	Distribution	No. of Personnel	PBB Amount (P)	Remarks
<i>Highest Ranking Officer</i>				
2.50	100.00%	1	234,687.50	not included in forced ranking
1.50	0.00%	0		
1.00	0.00%	0		
Below Satisfactory	0.00%	0		
<b>Total</b>		<b>1</b>	<b>234,687.50</b>	
<i>Senior Management</i>				
2.50	33.33%	1	256,400.00	
1.50	33.33%	1	156,454.50	
1.00	33.33%	1	60,888.80	
Below Satisfactory	0.00%	0		
<b>Total</b>		<b>3</b>	<b>473,743.30</b>	
<i>Middle Management</i>				
2.50	9.38%	3	296,287.50	
1.50	25.00%	8	680,374.50	
1.00	65.63%	21	1,014,623.70	
Below Satisfactory	0.00%			
<b>Total</b>		<b>32</b>	<b>1,991,285.70</b>	
<i>Professional and Supervisory</i>				
2.50	10.12%	17	1,164,001.75	
1.50	25.00%	42	1,827,640.50	
1.00	64.88%	109	2,917,969.40	
Below Satisfactory	0.00%			
<b>Total</b>		<b>168</b>	<b>5,909,611.65</b>	
<i>Clerical/General Staff</i>				
2.50	10.22%	14	624,553.75	
1.50	24.09%	33	890,497.80	
1.00	64.96%	89	1,593,566.85	
Below Satisfactory	0.73%	1	0.00	
<b>Total</b>		<b>137</b>	<b>3,108,618.40</b>	
<b>GRAND TOTAL</b>		<b>341</b>	<b>11,717,946.55</b>	

*[Signature]*  
Nancy C. Paglinawan  
Manager  
Accounting Department

*[Signature]*  
Gerry A. Naguit  
Manager  
Human Resources Department

*Note: Certification is limited to existing employees.*  
*[Signature]*  
04/05/18



# SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
<b>Highest Ranking Executive Officer</b>									
TOP	1	HRO-001	President & CEO	2.5	16/7		30	187,750.00	234,687.50
Sub-total	1								234,687.50
Total: Highest Ranking Executive Officer	1								234,687.50

## Senior Management

TOP	1	SM-001	Vice-President	2.5	14/5		28	102,560.00	256,400.00
Sub-total	1								256,400.00
NEXT	1	SM-002	Assistant Vice-President	1.5	13/7		27	104,303.00	156,454.50
Sub-total	1								156,454.50
REMAINING	1	SM-003	Assistant Vice-President	1.0	13/4		27	76,111.00	60,888.80
Sub-total	1								60,888.80
Total: Senior Management	3								473,743.30

Below Satisfactory \_\_\_\_ %

## Middle Management

TOP	1	MM-001	Manager	2.5	12/1		24-26	46,680.00	116,700.00
	2	MM-002	Office Manager	2.5	11/4.5		22-23	48,495.00	121,237.50
	3	MM-003	Senior Executive Assistant	2.5	12/1		24-26	46,680.00	58,350.00
Sub-total	3								296,287.50
NEXT	1	MM-004	Assistant Manager	1.5	11/2		22-23	41,170.00	61,755.00
	2	MM-005	Senior Legal Analyst	1.5	10+/3		20-21	37,701.00	56,551.50
	3	MM-006	Manager	1.5	12*/4		24-26	68,344.00	102,516.00
	4	MM-007	Manager	1.5	12/5		24-26	71,344.00	107,016.00
	5	MM-008	Executive Assistant	1.5	10/10		20-21	66,789.00	50,091.75
	6	MM-009	Manager	1.5	12/6.5		24-26	81,937.50	122,906.25
	7	MM-010	Manager	1.5	12+/4		24-26	68,344.00	102,516.00
	8	MM-011	Manager	1.5	12/2		24-26	51,348.00	77,022.00
Sub-total	8								680,374.50
REMAINING	1	MM-012	Office Manager	1.0	11/2		22-23	41,170.00	41,170.00
	2	MM-013	Senior ICT Systems Officer	1.0	10/2.5		20-21	32,715.50	32,715.50
	3	MM-014	Senior Ground Operations Officer	1.0	10/4.5		20-21	40,701.00	40,701.00
	4	MM-015	Office Manager	1.0	11*/3		22-23	49,186.00	49,186.00
	5	MM-016	Manager	1.0	12/7		24-26	85,696.00	85,696.00



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Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	6	MM-017	Manager	1.0	12+/1		24-26	51,348.00	51,348.00
	7	MM-018	Manager	1.0	12/6		24-26	75,179.00	75,179.00
	8	MM-019	Manager	1.0	12+/2		24-26	56,483.00	56,483.00
	9	MM-020	Media Relations Officer II	1.0	9/1.5		22-23	24,278.00	24,278.00
	10	MM-021	Assistant Manager	1.0	11+/3		22-23	49,186.00	49,186.00
	11	MM-022	Assistant Manager	1.0	11/3		22-23	44,987.00	26,992.20
	12	MM-023	Airport Operations & Communication Officer	1.0	10/2.5		20-21	32,715.50	32,715.50
	13	MM-024	Manager	1.0	12/5.5		24-26	74,761.50	74,761.50
	14	MM-025	Assistant Manager	1.0	11+/3		22-23	46,186.00	46,186.00
	15	MM-026	Assistant Manager	1.0	11/2		22-23	38,170.00	38,170.00
	16	MM-027	Assistant Manager	1.0	11/4		22-23	49,186.00	49,186.00
	17	MM-028	Manager	1.0	12/4		24-26	62,131.00	62,131.00
	18	MM-029	Manager	1.0	12*/2		24-26	56,483.00	56,483.00
	19	MM-030	Office Manager	1.0	11/2		22-23	38,170.00	38,170.00
	20	MM-031	Assistant Manager	1.0	11/4		22-23	49,186.00	49,186.00
	21	MM-032	Assistant Manager	1.0	11/1		22-23	34,700.00	34,700.00
Sub-total	21								1,014,623.70
Total: Middle Management	32								1,991,285.70

Below Satisfactory \_\_\_\_ %

## Professional / Supervisory

TOP	1	PROFSUP-001	Civil Maintenance Engineer	2.5	8/2.5		16-18	21,979.50	54,948.75
	2	PROFSUP-002	Senior Cashier	2.5	10/1		20-21	31,325.00	78,312.50
	3	PROFSUP-003	Airside Security Opns. Officer I	2.5	8/4		16-18	28,329.00	70,822.50
	4	PROFSUP-004	Systems Analyst / IT Librarian	2.5	8/1		16-18	19,030.00	47,575.00
	5	PROFSUP-005	Senior Payroll Officer	2.5	10/4		20-21	40,701.00	101,752.50
	6	PROFSUP-006	Civil Engineer	2.5	9/2.5		19	29,706.00	66,838.50
	7	PROFSUP-007	CFR Officer I	2.5	8/3		16-18	26,026.00	65,085.00
	8	PROFSUP-008	Landside Security Opns. Officer II	2.5	9/2.5		19	29,706.00	74,265.00
	9	PROFSUP-009	Executive Assistant	2.5	10/3		20-21	34,273.00	85,682.50
	10	PROFSUP-010	Purchasing Officer	2.5	9/2		19	28,434.00	71,085.00
	11	PROFSUP-011	Airside Security Opns. Officer I	2.5	8/3.5		16-18	27,177.50	67,943.75
	12	PROFSUP-012	CFR Officer I	2.5	8/3.5		16-18	27,177.50	67,943.75
	13	PROFSUP-013	Executive Secretary	2.5	8/3		16-18	23,026.00	57,565.00

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## SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	14	PROFSUP-014	Corporate Communications Assistant	2.5	7/3.5		11-15	19,896.00	49,740.00
	15	PROFSUP-015	Senior Procurement Officer	2.5	10/3		20-21	37,273.00	83,864.25
	16	PROFSUP-016	Executive Assistant	2.5	10/1.5		20-21	29,741.50	74,353.75
	17	PROFSUP-017	HR Officer	2.5	9/1		20-21	23,122.00	46,244.00
Sub-total	17							-	1,164,001.75
NEXT	1	PROFSUP-018	Processing Analyst	1.5	8/1		16-18	19,030.00	28,545.00
	2	PROFSUP-019	Airside Security Opns. Officer I	1.5	8/3.5		16-18	27,177.50	40,766.25
	3	PROFSUP-020	CFR Officer II	1.5	9/4		19	33,775.00	50,662.50
	4	PROFSUP-021	Terminal Operations Specialist	1.5	8/4		16-18	28,329.00	42,493.50
	5	PROFSUP-022	Sr. Electronics & Comm. Engineer	1.5	10/2.5		20-21	35,715.50	53,573.25
	6	PROFSUP-023	Purchasing Officer	1.5	9/1		19	23,122.00	34,683.00
	7	PROFSUP-024	Jr. Architect	1.5	8/2.5		16-18	21,979.50	32,969.25
	8	PROFSUP-025	Economic & Research Officer	1.5	9/2		19	25,434.00	38,151.00
	9	PROFSUP-026	Civil Maintenance Engineer	1.5	8/2.5		16-18	21,979.50	32,969.25
	10	PROFSUP-027	Billing Analyst	1.5	8/1.5		16-18	19,981.50	29,972.25
	11	PROFSUP-028	Sr. Medical Support Officer	1.5	10/3		20-21	37,273.00	55,909.50
	12	PROFSUP-029	Airside Security Opns. Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	13	PROFSUP-030	CFR Officer II	1.5	9/4		19	33,775.00	50,662.50
	14	PROFSUP-031	GIS Specialist	1.5	9/3		20-21	30,978.00	46,467.00
	15	PROFSUP-032	Senior Billing Officer	1.5	10/3.5		20-21	38,987.00	58,480.50
	16	PROFSUP-033	Terminal Opns. Officer II	1.5	9/4		19	33,775.00	50,662.50
	17	PROFSUP-034	HR Officer	1.5	9/5		19	36,853.00	55,279.50
	18	PROFSUP-035	Sr. CFR Officer	1.5	10/1		20-21	31,325.00	46,987.50
	19	PROFSUP-036	Customer Service Officer	1.5	9/1		19	23,122.00	34,683.00
	20	PROFSUP-037	CFR Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	21	PROFSUP-038	Landside Security Opns. Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	22	PROFSUP-039	Admin, Pass Control Officer I	1.5	8/3		16-18	26,026.00	39,039.00
	23	PROFSUP-040	Head BAC Secretariat	1.5	10/2		20-21	34,158.00	51,237.00
	24	PROFSUP-041	Chief Mechanic	1.5	9/3		19	30,978.00	46,467.00
	25	PROFSUP-042	Sr. Advertising & Promotions Officer	1.5	10/1		20-21	28,325.00	42,487.50
	26	PROFSUP-043	Nurse	1.5	8*/3.5		16-18	29,595.50	44,393.25
	27	PROFSUP-044	Landside Security Opns. Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	28	PROFSUP-045	Terminal Operations Specialist	1.5	8/2		16-18	23,933.00	35,899.50
	29	PROFSUP-046	Customer Service Specialist	1.5	8/3		16-18	26,026.00	39,039.00
	30	PROFSUP-047	Senior Civil Engineer	1.5	10/3		20-21	37,273.00	55,909.50





## SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	31	PROFSUP-048	Terminal Operations Specialist	1.5	8/3.5		16-18	27,177.50	40,766.25
	32	PROFSUP-049	Ground Opns. Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	33	PROFSUP-050	CFR Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	34	PROFSUP-051	Landside Security Opns. Officer I	1.5	8/4		16-18	28,329.00	42,493.50
	35	PROFSUP-052	Records Researcher/Analyst	1.5	8/3.5		16-18	27,177.50	40,766.25
	36	PROFSUP-053	Corporate Accountant	1.5	10/3		20-21	40,701.00	61,051.50
	37	PROFSUP-054	Electrical Engineer	1.5	9/4		19	36,853.00	55,279.50
	38	PROFSUP-055	Senior Security Operations Officer	1.5	10/3		20-21	37,273.00	55,909.50
	39	PROFSUP-056	Medical Support Officer	1.5	9/1		19	26,122.00	39,183.00
	40	PROFSUP-057	Terminal Operations Specialist	1.5	8/2		16-18	20,933.00	31,399.50
	41	PROFSUP-058	ECE Maintenance Engineer	1.5	8/2.5		16-18	21,979.50	32,969.25
	42	PROFSUP-059	Provident Fund/Finance Specialist	1.5	8/1.5		16-18	22,981.50	34,472.25
Sub-total	42							-	1,827,640.50
REMAINING	1	PROFSUP-060	Airside Security Opns. Officer I	1.0	8/6		16-18	33,648.00	33,648.00
	2	PROFSUP-061	Nurse	1.0	8+/1		16-18	20,933.00	20,933.00
	3	PROFSUP-062	Airport Nurse	1.0	8+/1.5		16-18	21,979.50	21,979.50
	4	PROFSUP-063	Terminal Opns. Officer II	1.0	9/2.5		19	29,706.00	29,706.00
	5	PROFSUP-064	Admin, Pass Control, & Investigation Officer II	1.0	9/4		19	33,775.00	33,775.00
	6	PROFSUP-065	Executive Assistant	1.0	10/1.5		20-21	29,741.50	29,741.50
	7	PROFSUP-066	Ground Opns. Officer I	1.0	8/2.5		16-18	24,979.50	24,979.50
	8	PROFSUP-067	Executive Assistant	1.0	10/3.5		20-21	35,987.00	28,789.60
	9	PROFSUP-068	Airside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	10	PROFSUP-069	Terminal Opns. Officer II	1.0	9/4		19	33,775.00	33,775.00
	11	PROFSUP-070	Financial Analyst	1.0	8/1		16-18	19,030.00	19,030.00
	12	PROFSUP-071	Airport Control Communications Specialist	1.0	8/2		16-18	23,933.00	23,933.00
	13	PROFSUP-072	Property Officer	1.0	9/4		19	33,775.00	30,397.50
	14	PROFSUP-073	Airside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	15	PROFSUP-074	CFR Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	16	PROFSUP-075	Ground Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	17	PROFSUP-076	Minutes/Agenda Officer	1.0	9/1		19	23,122.00	23,122.00
	18	PROFSUP-077	Airside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	19	PROFSUP-078	CFR Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	20	PROFSUP-079	Sr. HR Officer	1.0	10/1		20-21	28,325.00	22,660.00
	21	PROFSUP-080	Admin, Pass Control Officer I	1.0	8/2		16-18	23,933.00	23,933.00
	22	PROFSUP-081	ECE Maintenance Engineer	1.0	8/4		16-18	28,329.00	28,329.00



## SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL exempt)	Monthly Basic Salary	PBB Amount
	23	PROFSUP-082	CFR Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	24	PROFSUP-083	Airside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	25	PROFSUP-084	CFR Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	26	PROFSUP-085	Communication and Network Administrator	1.0	9/2		19	28,434.00	28,434.00
	27	PROFSUP-086	Advertising and Promotions Specialist	1.0	8/1		16-18	19,030.00	19,030.00
	28	PROFSUP-087	Airside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	29	PROFSUP-088	Senior Security Operations Officer	1.0	10/3		20-21	37,273.00	37,273.00
	30	PROFSUP-089	CFR Officer II	1.0	9/3		19	30,978.00	30,978.00
	31	PROFSUP-090	Airside Security Opns. Officer I	1.0	8/3		16-18	23,026.00	23,026.00
	32	PROFSUP-091	Airside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	33	PROFSUP-092	Media Affairs Specialist	1.0	8/1.5		16-18	19,981.50	19,981.50
	34	PROFSUP-093	Disbursing Analyst	1.0	8/1		16-18	22,030.00	22,030.00
	35	PROFSUP-094	Senior Admin, Pass Control & Investigation Officer	1.0	10/3		20-21	37,273.00	37,273.00
	36	PROFSUP-095	Landside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	37	PROFSUP-096	CFR Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	38	PROFSUP-097	Airport Marketing Sales Officer	1.0	9/1		19	23,122.00	23,122.00
	39	PROFSUP-098	Minutes/Agenda Officer	1.0	9/2		19	25,434.00	17,803.80
	40	PROFSUP-099	Airport Security Quality Control Inspector	1.0	9/2		19	28,434.00	28,434.00
	41	PROFSUP-100	ECE Maintenance Engineer	1.0	8/2.5		16-18	21,979.50	21,979.50
	42	PROFSUP-101	Terminal Operations Specialist	1.0	8/4		16-18	28,329.00	28,329.00
	43	PROFSUP-102	Executive Secretary	1.0	8/1.5		16-18	19,981.50	19,981.50
	44	PROFSUP-103	Airport Control Communications Specialist	1.0	8/2.5		16-18	24,979.50	24,979.50
	45	PROFSUP-104	Terminal Operations Specialist	1.0	8/4		16-18	28,329.00	28,329.00
	46	PROFSUP-105	Airside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	47	PROFSUP-106	Mechanical Engineer	1.0	9+/1		19	25,434.00	25,434.00
	48	PROFSUP-107	ECE Maintenance Engineer	1.0	8/2		16-18	23,933.00	23,933.00
	49	PROFSUP-108	Terminal Operations Specialist	1.0	8/2		16-18	23,933.00	11,966.50
	50	PROFSUP-109	Civil Maintenance Engineer	1.0	8/2.5		16-18	21,979.50	21,979.50
	51	PROFSUP-110	Terminal Nurse	1.0	8+/1.5		16-18	21,979.50	21,979.50
	52	PROFSUP-111	Ground Opns. Officer II	1.0	9/4		19	33,775.00	33,775.00
	53	PROFSUP-112	Electronics & Comm. Engineer	1.0	9/2.5		19	29,706.00	29,706.00
	54	PROFSUP-113	Financial Analyst	1.0	8/1		16-18	19,030.00	19,030.00
	55	PROFSUP-114	Landside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	56	PROFSUP-115	Ground Opns. Officer II	1.0	9/4		19	33,775.00	33,775.00
	57	PROFSUP-116	Airport Security Quality Control Inspector	1.0	9/3		19	30,978.00	30,978.00



# SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	58	PROFSUP-117	Landside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	59	PROFSUP-118	Executive Secretary	1.0	8/1		16-18	19,030.00	19,030.00
	60	PROFSUP-119	Airport Safety Officer	1.0	10/3		20-21	37,273.00	37,273.00
	61	PROFSUP-120	Terminal Operations Specialist	1.0	8/2.5		16-18	24,979.50	24,979.50
	62	PROFSUP-121	Sr. General Services & Transportation Officer	1.0	10/3.5		20-21	38,987.00	38,987.00
	63	PROFSUP-122	Airside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	64	PROFSUP-123	Ground Opns. Officer I	1.0	8/2		16-18	23,933.00	23,933.00
	65	PROFSUP-124	Investigation Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	66	PROFSUP-125	Terminal Opns. Officer II	1.0	9/3		19	30,978.00	30,978.00
	67	PROFSUP-126	Electronics & Comm. Engineer	1.0	9/3.5		19	32,376.50	32,376.50
	68	PROFSUP-127	Airside Security Opns. Officer II	1.0	9/4		19	33,775.00	33,775.00
	69	PROFSUP-128	ECE Maintenance Engineer	1.0	8/1		16-18	19,030.00	19,030.00
	70	PROFSUP-129	Electronics & Comm. Engineer	1.0	9/2.5		19	29,706.00	29,706.00
	71	PROFSUP-130	Electrical Engineer	1.0	9* / 2.5		19	29,376.50	29,376.50
	72	PROFSUP-131	Airport Control Communications Specialist	1.0	8/2.5		16-18	24,979.50	24,979.50
	73	PROFSUP-132	CFR Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	74	PROFSUP-133	Ground Opns. Officer I	1.0	8/1		16-18	19,030.00	19,030.00
	75	PROFSUP-134	Medical Support Officer	1.0	9/3.5		19	32,376.50	32,376.50
	76	PROFSUP-135	Medical Support Officer	1.0	9/4.5		19	35,314.00	35,314.00
	77	PROFSUP-136	Airport Marketing Sales Specialist	1.0	8/1		16-18	19,030.00	19,030.00
	78	PROFSUP-137	Security Operations Officer I	1.0	8/2.5		16-18	24,979.50	24,979.50
	79	PROFSUP-138	HR Associate	1.0	6/1		8-10	13,100.00	13,100.00
	80	PROFSUP-139	Collection Analyst	1.0	8/1.5		16-18	22,981.50	22,981.50
	81	PROFSUP-140	Ground Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	82	PROFSUP-141	Processing Analyst	1.0	8/1		16-18	19,030.00	15,224.00
	83	PROFSUP-142	Terminal Operations Specialist	1.0	8/2.5		16-18	24,979.50	24,979.50
	84	PROFSUP-143	Airport Control Communications Specialist	1.0	8/2.5		16-18	24,979.50	24,979.50
	85	PROFSUP-144	Public Affairs Officer II	1.0	9/1.5		19	24,278.00	24,278.00
	86	PROFSUP-145	Airside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	87	PROFSUP-146	Electrical Maint. Engineer	1.0	8/3.5		16-18	27,177.50	27,177.50
	88	PROFSUP-147	Electrical Maint. Engineer	1.0	8/4		16-18	28,329.00	28,329.00
	89	PROFSUP-148	Senior Processing Officer	1.0	10+/2		20-21	34,273.00	34,273.00
	90	PROFSUP-149	Terminal Opns. Officer II	1.0	9/4		19	33,775.00	33,775.00
	91	PROFSUP-150	Security Operations Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	92	PROFSUP-151	Sr. Electrical Engineer	1.0	10* / 3.5		20-21	42,586.00	42,586.00



# SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	93	PROFSUP-152	Airside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	94	PROFSUP-153	Sr. Customer Service Officer	1.0	10/2		20-21	31,158.00	31,158.00
	95	PROFSUP-154	Executive Assistant	1.0	10/3		20-21	37,273.00	37,273.00
	96	PROFSUP-155	ECE Maintenance Engineer	1.0	8/2		16-18	23,933.00	23,933.00
	97	PROFSUP-156	Electrical Maint. Engineer	1.0	8/3.5		16-18	27,177.50	27,177.50
	98	PROFSUP-157	Jr. Architect	1.0	8+/1		16-18	20,933.00	20,933.00
	99	PROFSUP-158	Terminal Operations Specialist	1.0	8/3.5		16-18	27,177.50	27,177.50
	100	PROFSUP-159	Sr. Terminal Operations Officer	1.0	10/3		20-21	37,273.00	37,273.00
	101	PROFSUP-160	Security Operations Officer I	1.0	8/3		16-18	26,026.00	26,026.00
	102	PROFSUP-161	Landside Security Opns. Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	103	PROFSUP-162	Landside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	104	PROFSUP-163	Airport Security Quality Control Inspector	1.0	9/1		19	23,122.00	23,122.00
	105	PROFSUP-164	Airside Security Opns. Officer I	1.0	8/3.5		16-18	27,177.50	27,177.50
	106	PROFSUP-165	Terminal Operations Specialist	1.0	8/1		16-18	19,030.00	19,030.00
	107	PROFSUP-166	CFR Officer I	1.0	8/4		16-18	28,329.00	28,329.00
	108	PROFSUP-167	Cashier II	1.0	8/1		16-18	19,030.00	19,030.00
	109	PROFSUP-168	CFR Officer I	1.0	8/4		16-18	28,329.00	28,329.00
Sub-total	109								2,917,969.40
Total: Professional / Supervisory	168								5,909,611.65

Below Satisfactory \_\_\_\_ %

## Clerical/General Staff

TOP	1	CLER-001	Airside Security Opns. Specialist	2.5	7/4		11-15	20,843.00	52,107.50
	2	CLER-002	Secretary II	2.5	7/1		11-15	15,660.00	39,150.00
	3	CLER-003	Plumber	2.5	5/1.5		5-7	11,560.50	28,901.25
	4	CLER-004	Airside Security Opns. Specialist	2.5	7/4		11-15	23,843.00	59,607.50
	5	CLER-005	ECE Technician	2.5	6/1		8-10	13,100.00	32,750.00
	6	CLER-006	Airside Security Opns. Specialist	2.5	7/3.5		11-15	22,896.00	57,240.00
	7	CLER-007	Airside Security Opns. Specialist	2.5	7/3.5		11-15	22,896.00	57,240.00
	8	CLER-008	Airside Security Opns. Specialist	2.5	7/1		11-15	15,660.00	39,150.00
	9	CLER-009	Airside Security Opns. Specialist	2.5	7/3.5		11-15	22,896.00	57,240.00
	10	CLER-010	Quality Management Assistant	2.5	7/3		11-15	18,949.00	47,372.50
	11	CLER-011	ECE Assistant	2.5	7/1		11-15	15,660.00	39,150.00
	12	CLER-012	Property & Supply Mgt. Assistant	2.5	7/1.5		11-15	16,443.00	41,107.50

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# SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL exempt)	Monthly Basic Salary	PBB Amount
	13	CLER-013	Secretary	2.5	6/1.5		8-10	13,755.00	34,387.50
	14	CLER-014	Purchasing Assistant	2.5	7/1		11-15	15,660.00	39,150.00
Sub-total	14							-	624,553.75
NEXT	1	CLER-015	Paramedic	1.5	7/2.5		11-15	18,087.50	27,131.25
	2	CLER-016	Airside Security Opns. Specialist	1.5	7/3.5		11-15	22,896.00	34,344.00
	3	CLER-017	Airside Security Opns. Specialist	1.5	7/3.5		11-15	22,896.00	34,344.00
	4	CLER-018	Security Operations Specialist	1.5	7/3		11-15	21,949.00	32,923.50
	5	CLER-019	Pavement Technician	1.5	6/1.5		8-10	13,755.00	20,632.50
	6	CLER-020	CFR Specialist	1.5	7/1.5		11-15	16,443.00	24,664.50
	7	CLER-021	Collector	1.5	6/1.5		8-10	13,755.00	20,632.50
	8	CLER-022	Landside Security Opns. Specialist	1.5	7/4		11-15	23,843.00	35,764.50
	9	CLER-023	Airside Security Opns. Specialist	1.5	7/4		11-15	23,843.00	35,764.50
	10	CLER-024	Airside Security Opns. Specialist	1.5	7/3.5		11-15	22,896.00	34,344.00
	11	CLER-025	Internal Audit Assistant	1.5	7/1		11-15	15,660.00	23,490.00
	12	CLER-026	Airside Security Opns. Specialist	1.5	7/3.5		11-15	22,896.00	34,344.00
	13	CLER-027	Technical Assistant	1.5	7/1		11-15	15,660.00	23,490.00
	14	CLER-028	Secretary	1.5	6/1		8-10	13,100.00	15,720.00
	15	CLER-029	Collector	1.5	6/1.5		8-10	13,755.00	20,632.50
	16	CLER-030	Secretary	1.5	6/1		8-10	13,100.00	19,650.00
	17	CLER-031	Paramedic	1.5	7/2.5		11-15	18,087.50	27,131.25
	18	CLER-032	Bushcutter	1.5	3/9		3	20,792.00	31,188.00
	19	CLER-033	Admin Pass Control Specialist	1.5	7/1.5		11-15	16,443.00	22,198.05
	20	CLER-034	Airside Security Opns. Specialist	1.5	7/4		11-15	23,843.00	35,764.50
	21	CLER-035	Tractor Mower Operator	1.5	6/3.5		8-10	19,643.50	29,485.25
	22	CLER-036	Electro-Mechanical Technician	1.5	6/1		8-10	13,100.00	19,650.00
	23	CLER-037	Driver	1.5	5/6		5-7	20,732.00	31,098.00
	24	CLER-038	Airside Security Opns. Specialist	1.5	7/4		11-15	23,843.00	35,764.50
	25	CLER-039	Secretary	1.5	6/1.5		8-10	13,755.00	20,632.50
	26	CLER-040	Technical Assistant	1.5	7/1.5		11-15	16,443.00	24,664.50
	27	CLER-041	Carpenter	1.5	5/1		5-7	11,010.00	16,515.00
	28	CLER-042	Transportation & Gen. Servc. Assistant	1.5	7/4		11-15	23,843.00	35,764.50
	29	CLER-043	Assistant Mechanic	1.5	7/1		11-15	15,660.00	23,490.00
	30	CLER-044	Records Assistant	1.5	7/1.5		11-15	16,443.00	24,664.50
	31	CLER-045	Carpenter	1.5	5/4		5-7	17,654.00	26,481.00
	32	CLER-046	HR Assistant	1.5	7/1		11-15	15,660.00	23,490.00



## SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	33	CLER-047	Paramedic	1.5	7/1.5		11-15	16,443.00	24,864.50
Sub-total	33							-	890,497.80
REMAINING	1	CLER-048	Driver	1.0	5/1.5		5-7	11,560.50	11,560.50
	2	CLER-049	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	16,690.10
	3	CLER-050	Tractor Mower Operator	1.0	6/4		8-10	20,436.00	20,436.00
	4	CLER-051	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	5	CLER-052	CFR Specialist	1.0	7/3		11-15	21,949.00	21,949.00
	6	CLER-053	Corporate Communications Assistant	1.0	7/2		11-15	20,226.00	20,226.00
	7	CLER-054	Driver	1.0	5/1.5		5-7	11,560.50	11,560.50
	8	CLER-055	Courier	1.0	6/1.5		8-10	13,755.00	13,755.00
	9	CLER-056	Group Secretary	1.0	7/1		11-15	15,660.00	6,264.00
	10	CLER-057	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	11	CLER-058	Plumber	1.0	5/4		5-7	17,654.00	17,654.00
	12	CLER-059	Secretary	1.0	6/1		8-10	13,100.00	13,100.00
	13	CLER-060	Passengers Associate	1.0	6/1.5		8-10	13,755.00	13,755.00
	14	CLER-061	CFR Specialist	1.0	7/4		11-15	23,843.00	14,305.80
	15	CLER-062	Electrical Technician	1.0	6/3		8-10	18,851.00	18,851.00
	16	CLER-063	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	17	CLER-064	CFR Specialist	1.0	7/3		11-15	21,949.00	21,949.00
	18	CLER-065	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	19	CLER-066	Records Assistant	1.0	7/1		11-15	15,660.00	15,660.00
	20	CLER-067	Bushcutter	1.0	3/9		3	20,792.00	20,792.00
	21	CLER-068	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	22	CLER-069	Airside Security Opns. Specialist	1.0	7/1		11-15	15,660.00	15,660.00
	23	CLER-070	Utility	1.0	4/3		4	14,205.00	14,205.00
	24	CLER-071	Sweeper Operator	1.0	6/4		8-10	20,436.00	20,436.00
	25	CLER-072	Driver	1.0	5/3		5-7	16,322.00	16,322.00
	26	CLER-073	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	27	CLER-074	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	28	CLER-075	Electro-Mechanical Technician	1.0	6/3.5		8-10	19,643.50	19,643.50
	29	CLER-076	Administrative Associate	1.0	6/3		8-10	15,851.00	15,851.00
	30	CLER-077	Secretary	1.0	6/1		8-10	13,100.00	10,480.00
	31	CLER-078	Pavement Technician	1.0	6/4		8-10	20,436.00	20,436.00
	32	CLER-079	Driver	1.0	5/1.5		5-7	11,560.50	11,560.50
	33	CLER-080	Landside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00



## SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	34	CLER-081	Tractor Mower Operator	1.0	6/3.5		8-10	19,643.50	13,750.45
	35	CLER-082	Collector	1.0	6/1		8-10	13,100.00	13,100.00
	36	CLER-083	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	37	CLER-084	CFR Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	38	CLER-085	Secretary	1.0	6/1.5		8-10	13,755.00	13,755.00
	39	CLER-086	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	40	CLER-087	Airside Security Opns. Specialist	1.0	7/3		11-15	21,949.00	21,949.00
	41	CLER-088	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	42	CLER-089	Airside Security Opns. Specialist	1.0	7/3		11-15	21,949.00	21,949.00
	43	CLER-090	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	44	CLER-091	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	45	CLER-092	Utility	1.0	3/5		3	12,152.00	12,152.00
	46	CLER-093	Collector	1.0	6/1		8-10	13,100.00	10,480.00
	47	CLER-094	Armorer	1.0	6/1		8-10	13,100.00	13,100.00
	48	CLER-095	Electro-Mechanical Technician	1.0	6/3.5		8-10	19,643.50	19,643.50
	49	CLER-096	Driver	1.0	5/1		5-7	11,010.00	5,505.00
	50	CLER-097	Collector	1.0	6/1		8-10	13,100.00	13,100.00
	51	CLER-098	Bushcutter	1.0	3/9		3	20,792.00	20,792.00
	52	CLER-099	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	53	CLER-100	Landside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	54	CLER-101	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	55	CLER-102	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	56	CLER-103	Secretary	1.0	6/2		8-10	14,410.00	14,410.00
	57	CLER-104	Electrical Technician	1.0	6/3.5		8-10	19,643.50	19,643.50
	58	CLER-105	Bushcutter	1.0	3/9		3	20,792.00	20,792.00



## SCHEDULE OF PBB DISTRIBUTION FOR CIAC

Rank	No.	Employee Code	Position	Multiplier	Salary / Job Grade	Step Increment	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount
	59	CLER-106	Driver	1.0	5/1.5		5-7	11,560.50	11,560.50
	60	CLER-107	Landside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	61	CLER-108	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	62	CLER-109	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	63	CLER-110	Media Relations Assistant	1.0	7/1		11-15	15,660.00	15,660.00
	64	CLER-111	Armorer	1.0	6/1.5		8-10	13,755.00	13,755.00
	65	CLER-112	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	66	CLER-113	CFR Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	67	CLER-114	Electrical Technician	1.0	6/3.5		8-10	19,643.50	19,643.50
	68	CLER-115	Cashier I	1.0	7/1		11-15	15,660.00	15,660.00
	69	CLER-116	Secretary	1.0	6/1		8-10	13,100.00	13,100.00
	70	CLER-117	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	71	CLER-118	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	72	CLER-119	Bushcutter	1.0	3/9		3	20,792.00	20,792.00
	73	CLER-120	CFR Specialist	1.0	7/1.5		11-15	16,443.00	16,443.00
	74	CLER-121	Technical Assistant	1.0	7/1		11-15	15,660.00	12,528.00
	75	CLER-122	Driver	1.0	5/4.5		5-7	18,387.00	18,387.00
	76	CLER-123	Driver	1.0	5/4.5		5-7	18,387.00	18,387.00
	77	CLER-124	Electro-Mechanical Technician	1.0	6/3.5		8-10	19,643.50	19,643.50
	78	CLER-125	Driver	1.0	5/1		5-7	11,010.00	6,606.00
	79	CLER-126	HR Assistant	1.0	7/1		11-15	15,660.00	14,094.00
	80	CLER-127	Landside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	81	CLER-128	Bushcutter	1.0	3/9.5		3	21,681.50	20,802.00
	82	CLER-129	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	83	CLER-130	Administrative Assistant	1.0	7/2		11-15	20,226.00	20,226.00
	84	CLER-131	Airside Security Opns. Specialist	1.0	7/3.5		11-15	22,896.00	22,896.00
	85	CLER-132	Bushcutter	1.0	3/8.5		3	19,983.00	19,983.00
	86	CLER-133	Property & Supply Mgt. Assistant	1.0	7/1.5		11-15	16,443.00	16,443.00
	87	CLER-134	Electrical Technician	1.0	6/3		8-10	18,851.00	18,851.00
	88	CLER-135	Airside Security Opns. Specialist	1.0	7/4		11-15	23,843.00	23,843.00
	89	CLER-136	Corporate Communications Assistant	1.0	7/1.5		11-15	16,443.00	16,443.00
Sub-total	89								1,593,566.85
Total: Clerical / General Staff	136								3,108,618.40

Below Satisfactory 0.73%

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