

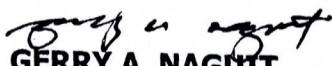


## MEMORANDUM


FOR : **ALL GROUP / DEPARTMENT / OFFICE HEADS / MANAGERS**  
FROM : **HUMAN RESOURCES DEPARTMENT (HRD)**  
SUBJECT : **2018 PERFORMANCE-BASED BONUS (PBB) GUIDELINES**  
DATE : **27 DECEMBER 2018**

1. The attached Guidelines for the Ranking and Distribution of PBB for Fiscal Year 2018 for Clark International Airport Corporation (CIAC) officers and employees is hereby distributed to all groups, departments and offices in compliance with the directives of Governance Commission for Government Owned or Controlled Corporation (GCG) and Department of Budget and Management (DBM).
2. This document is based on GCG Memorandum Circular (MC) No. 2017-01 dated 09 June 2017 which prescribes the guidelines to be applied for the grant of PBB.
3. For your information and guidance.

Thank you.

  
**GERRY A. NAGUIT**  
Manager, HRD

Noted by:

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





## GUIDELINES IN THE PERFORMANCE RANKING & DISTRIBUTION INTERIM PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2018

### 1. LEGAL BASIS

- 1.1. REFERENCE.** These guidelines for the ranking and distribution of PBB for the FY 2018 to Clark International Airport Corporation (CIAC) officers and employees is premised on the Governance Commission for Government Owned or Controlled Corporations (GCG) Memorandum Circular (M.C.) No. 2017-01 dated 09 June 2017 on the Interim PBB.

### 2. ELIGIBILITY OF CIAC TO GRANT 2018 PBB

- 2.1. GCG Requirements for the Grant of PBB.** The grant of PBB shall be based on CIAC's overall performance, and then distributed 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 corporations must:

- 2.1.1.** Achieve a weighted-average score of at least 90% in its 2018 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 M.C. No. 2013-02 and 2014-2; and
- 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, PhilGEPS Posting, Citizen's Charter, submission of SALN of employees, etc.)

### 3. ELIGIBILITY OF OFFICERS & EMPLOYEES TO RECEIVE PBB

#### 3.1. Length of Satisfactory Service.

- 3.1.1.** All employees 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. The PBB of employees shall be pro-rated corresponding to the actual length of services 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%





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:

- (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.

### 3.2. Employees that are NOT entitled to receive PBB

- 3.2.1. Those on vacation or sick leave, with or without pay, for the entire year;
- 3.2.2. Those found guilty of administrative and / or criminal cases filed against them and meted penalty in FY 2018. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 3.2.3. Those who failed to submit their 2017 SALN;
- 3.2.4. Those who failed to liquidate Cash Advances received in 2018 within the reglamentary period;
- 3.2.5. Those who were 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) Those 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 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.

In the event the President and Chief Executive Officer (P&CEO) is included in the PBB application, he must meet the eligibility requirements for the







Performance-Based Incentive (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 10 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 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.
- (d) **Clerical / General Staff:** Salary Grades one (1) to nine (9). 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.

**4.2. Distribution for Qualified Officers and Employees.** The rating of Officers and Employees for the two (2) semestral assessment period for FY 2018 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 2018 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%

Provided, that the total cost of the PBB shall not result in a net loss for 2018 computed before subsidy and unrealized gains/losses, and after payment of all statutory obligations and liabilities.