



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

MEMORANDUM (Reference No. __)

TO : ALL NPC OFFICIALS AND EMPLOYEES

SUBJECT : Guidelines in Ranking Offices/Divisions/Employees for the Grant of Performance-Based Bonus (PBB) for CY 2019 and Years Thereafter

In line with the Memorandum Circular No. 2019-1 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System or the AO 25 Secretariat dated September 3, 2019, the NPC's systems and guidelines in ranking Offices/Divisions/Employees relative to PBB 2019 are as follows:

I. COVERAGE

This guideline shall cover:

1. All NPC Officials and Employees holding permanent and co-terminous appointment.
2. With at least Satisfactory Performance Rating.
3. Have rendered at least nine (9) months of service in the government as of December 31, 2019.
4. Employees who have rendered the following length of service shall be eligible for the grant of PBB on pro-rata basis:

Length of Service	Percentage 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 reason to be considered under pro-rata basis are:

- a. Newly hired within the year
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity and Paternity Leave
- f. Vacation and Sick Leave with or without pay
- g. Scholarship/Study leave

II. RANKING SYSTEM AND PROCEDURE

A. NPC's Delivery Office

Groups or delivery office at NPC is based on the functional structure as follows:

1. Office of the Privacy Commissioner
2. Office of the Executive Director
3. Data Security and Compliance Office
4. Legal and Enforcement Office
5. Privacy Policy Office
6. Finance and Administrative Office

B. Rank and Category

1. NPC's Ranking System is based on the following categories provided have met all the Good Governance Conditions and Criteria of Section 4.0 of the Memorandum Circular No. 2019-1 issued by the Inter-Agency Task Force:

Ranking	Performance Category
Top 10%	Best Delivery Office
Next 25%	Better Delivery Office
Next 65%	Good Delivery Office

C. Individual Employee's Ranking System

1. Using the Annual Individual Performance Commitment and Review (IPCR) rating, all officials and employees will be ranked from highest to lowest per delivery office.
2. The Officials and Employees will be clustered according to their performance ratings following the distribution to identify PBB rates corresponding his/her performance.
 - a. Best Performer
 - b. Better Performer
 - c. Good Performer

III. RATES OF PBB

The PBB rate of the individual official or employee shall depend on the performance ranking of his/her delivery office and the employee's basic monthly salary as of December 31 but should not be lower than Php 5,000 as indicated below:

Performance Category	PBB % of Basic Monthly Salary
Best Performer	65%
Better Performer	57.5%
Good Performer	50% but not lower than Php5,000



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IV. EXCLUSION FROM PBB

The following are excluded from the grant of PBB:

1. Employees found guilty of administrative and/or criminal case in FY 2019 shall not be entitled to PBB. If the penalty meted out is only Reprimand, such penalty shall not cause the disqualification to the PBB.
2. Officials and employees who failed to submit 2019 SALN as prescribed in the rules provided under applicable CSC Laws.
3. Officials and employees who failed to liquidate Cash Advances received in 2019 within the reglementary period as stated in the prevailing COA Circular.
4. Officials and employees who failed to submit their Individual Performance Commitment and Review with Rating for 2019.
5. Employees who are on vacation/sick leave with or without pay for the entire year are not entitled to PBB.

V. SUBMISSION OF REPORT

1. HRDD shall prepare the ranking per delivery office using PBB Form 1 which summarizes the number of eligible delivery office ranked for PBB, number of officials and employees under each delivery office and total amount of PBB required.
2. Report shall be for concurrence of the Performance Management Team and approval of the Privacy Commissioner.

This guideline shall take effect for the grant of CY 2019 PBB and years thereafter, unless amended and superseded.


RAYMUND ENRIQUEZ LIBORO
Privacy Commissioner

Date: