



## **NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY, PHILIPPINES**

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### **NAST OFFICE ORDER NO. 02 Series of 2018**

**Subject: Internal Guidelines on the Grant of the FY 2018 Performance-Based Bonus (PBB) including the Process and Criteria on Forced Ranking of Delivery Units of NAST**

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#### **1. PURPOSE**

In the interest of the service and pursuant to Memorandum Circular No. 2018-1 dated May 28, 2018 of the Inter-Agency Task Force (IATF) on Administrative Order No. 25, the guidelines on the grant of the Performance-Based Bonus (PBB) for FY 2018 in the National Academy of Science and Technology (NAST) is hereby issued for the following purposes:

- 1.1 To inform the delivery units/divisions/office and employees of the NAST for the grant of the FY 2018 PBB;
- 1.2 To adopt uniform criteria on rating and forced-ranking of delivery units; and
- 1.3 To serve as guide for officials and employees on the rating and ranking process of delivery units.

#### **2. COVERAGE**

All officials and employees of NAST holding regular plantilla positions under the following delivery units (DU):

- 2.1 Office of the Director
- 2.2 Technical Services Division
- 2.3 Finance and Administrative Division

#### **3. REQUIREMENTS FOR THE GRANT OF THE NAST PBB FOR FY 2018**

Consistent with Item 4.0 of the AO 25 IATF MC, the following requirements/ conditions must be satisfied by the NAST to be eligible for PBB:

- 3.1 Satisfy 100% of the Good Governance Conditions for FY 2018 set by the AO 25 IATF;
- 3.2 Achieve each of one of the Physical Targets and General Administration and Support Services (GASS) requirements for FY 2018; and
- 3.3 Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees; and officials holding managerial and Director positions but are not Presidential appointees. In rating the CES officers and incumbents of CES positions, the CES Performance Evaluation System shall be the basis.

#### 4. ELIGIBILITY CRITERIA

NAST's eligibility criteria for delivery units and individuals for the FY 2018 PBB grant shall follow a single-step system which means that the eligibility of personnel for the grant of PBB shall depend on the performance eligibility and performance category (i.e., Good, Better, Best) of their respective DU. Thus, if a DU is eligible, it follows that the employees under that DU is eligible, provided that the employee has passed the eligibility criteria for individuals.

##### 4.1 Eligibility Criteria for Delivery Units

DUs that meet the applicable requirements and conditions under item 3.0 of this Order shall be eligible for the grant of the FY 2018 PBB. A summary of the requirements is provided hereunder:

Requirement/Conditions	Responsible DUs
Achieve all targets/Performance Indicators as provided in the FY 2018 GAA	OD and TSD
ISO-aligned documentation of its QMS for one core process	All DUs
GASS targets	
• BUR	All DUs
• PFM Reporting requirements	FAD
• COA Financial Reports	FAD
CY 2018 APP	All DUs/BAC
Good Governance Conditions	
• Transparency Seal	All DUs
• PhilGEPS posting	All DUs
• Citizen's Charter	OD/FAD
Use of SPMS Forms (OPCR, DPCR, IPCR)	All DUs

Failure of the responsible DU to satisfy the set conditions/criteria and the targets may entail exclusion of the DU concerned from the PBB ranking, and non-eligibility of its officials and employees to the PBB grant.

Unless otherwise specified by the IATF, NAST shall have the final decision on the identification of units to be excluded and the implementation method/process/strategy adopted.

##### 4.2 Eligibility Criteria for Individuals

The following general criteria for individuals shall be observed in order to be eligible for the PBB:

4.2.1 The Director are eligible only if NAST are eligible for PBB. If eligible, the Director's PBB rate shall be equivalent to 65% of the authorized monthly basic salary as of December 31, 2018. The Director shall not be included in the Form 1.0 – Report on Ranking of Delivery Units.

- 4.2.2 An official or employee who rendered a minimum uninterrupted period of nine (9) months of service in FY 2018 and with at least "Satisfactory" rating in both periods may be eligible to the full grant of the PBB.
- 4.2.3 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least 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 minimum 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, maternity/paternity leave;
  - e. Vacation or Sick Leave with or without pay;
  - f. Scholarship/Study Leave
  - g. Sabbatical Leave
- 4.2.4 The Director shall use the CESPES for CY 2018 performance rating. The Director should receive a rating of at least "Satisfactory" under the CESPES for an uninterrupted period of at least three (3) months and after having been subjected to the processes and procedures as provided under CESB Resolution No. 1136 series of 2014. If the Director should use the approved NAST SPMS, at least a "Satisfactory" rating must be obtained to be eligible for the PBB.
- 4.2.5 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees shall depend on the performance ranking of the DU where they belong, based on the individual's monthly basis salary as of December 31, 2018 but not lower than P5,000.
- 4.2.6 Officials and employees must have liquidated all cash advances received in FY 2018 within the reglementary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009.

#### 4.3 Exclusion from the FY 2018 Grant of PBB

The following employees shall not be eligible for PBB:

- 4.3.1 Officials and employees who failed to submit their FY 2017 Statement of Assets, Liabilities, and Net Worth (SALN) prescribed under CSC MC No. 3, series of 2015; or those who are responsible for the non-compliance with the establishment of the conduct of the review and compliance procedure of the SALN;
- 4.3.2 Officials and employees who failed to liquidate Cash Advances received in CY 2018 within the required reglementary period as required under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009;
- 4.3.3 Officials and employees who failed to submit their duly accomplished Individual Performance Commitment Review (IPCR) or CESPES ratings to the Finance and Administrative Division (FAD);
- 4.3.4 Officials and employees responsible for the non-compliance of prior years' audit recommendations.
- 4.3.5 Officials and employees responsible for the QMS certification or alignment specified in Sections 6.2.a and 6.2.b shall not be entitled to the PBB if NAST fails to comply with the said requirement; and
- 4.3.6 Officials and employees responsible for posting and dissemination of the Agency system of ranking performance of delivery units shall not be entitled to the FY 2018 PBB if NAST fails to comply with this requirement.

#### 5. RANKING OF ELIGIBLE DELIVERY UNITS AND RATES OF FY 2018 PBB

- 5.1.1 Delivery units that meet the criteria and conditions in Item 4.1 of this Order are eligible for the FY 2018 PBB, and shall be ranked as follows:

Ranking	Performance Category	No. of DU	Multiple of Basic Salary
Top 10%	Best Delivery Unit	1	0.65
Next 25%	Better Delivery Unit	1	0.575
Next 65%	Good Delivery Unit	1	0.50

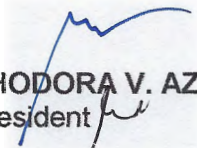
5.1.2 The DU shall be forced ranked based on the following criteria:

Criteria/Bases	Percentage Weight (%)
Accomplishment of Performance Targets / Rating of Division/Office Performance Commitment Report (DPCR/OPCR)	80
Submission of reports and documentary requirements for the Executive Council/Academy	10
Support to other divisions/systems	10
Total score	100

5.1.3 There shall no longer be a ranking of individual/employees within a delivery unit.

## 6. EFFECTIVITY

This Office Order shall take effect immediately.

  
RHODORA V. AZANZA  
President

27 September 2018