

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017

A. FOR INCUMBENT REGULAR EMPLOYEES BELOW THE RANK OF DEPARTMENT MANAGER

In consonance with the CSC-approved Strategic Performance Management System (SPMS) of the National Tobacco Administration (NTA), the Heads of Department/ Offices are required to submit their respective Office Performance Commitment Review (OPCR) forms, before the commencement of the first and second semesters of the year in review, which represents the overall targets of the Department / Office.

These overall targets are distributed / assigned to the respective Divisions / Organizational Units, within the Department, as these fall within their respective functional jurisdiction. Thereafter, the targets identified, per Division, are distributed to the individual members reckoning with the respective individual's Duties and Responsibilities by virtue of their respective positions.

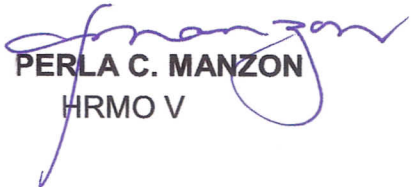
The individual targets are agreed upon by and between the respective individuals and the Division Chiefs, and thereafter, the overall targets of the respective Divisions are agreed upon, by and between the Division Chiefs and the Department Managers, to comprise the overall targets of the Department / Office.

At the end of the First and Second Semesters, Performance Evaluation is undertaken. The Individual Performance Rating is arrived at taking into consideration the observance of the following parameters: Efficiency, Effectiveness, and Timeliness. The average performance rating for the First and Second Semesters of each Individual Performer becomes his / her Performance Rating for the year in review.

B. FOR DEPARTMENT MANAGERS AND HIGHER RANKING OFFICERS, THE CESPEC IS ADMINISTERED BY THE CESB, WHICH OFFICE RATES THE PERFORMANCE OF THE SAID OFFICERS, FOR THE YEAR IN REVIEW.

Performance Ratings, as ranked from the highest to the lowest, are used as the basis on the grant / distribution of the Performance-Based Bonus (PBB), depending to which level the particular Performer shall fall under, in view of the limiting percentages, per Category / Grouping of Personnel, as provided for in the

Guidelines set forth by the Governance Commission for Government-Owned and Controlled Corporations (GCG), to wit: 1. Senior Management, 2. Middle Management, 3. Professional and Supervisory; and 4. Clerical / General Staff.



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