



**MEMORANDUM**

DATE : September 28, 2018  
 TO : All PHIVOLCS Employees  
 SUBJECT : **System of Ranking Delivery Units for the 2018 Performance-Based Bonus (PBB)**

In compliance with MC No. 2018-1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order (EO) No. 80 s. 2012 and EO No. 201 s.2016, the following are the guidelines in the ranking of the delivery units of PHIVOLCS:

1. The PHIVOLCS Results-Based Performance Management System (RBPMS) shall be used in rating and ranking the delivery units of PHIVOLCS. Delivery units shall refer to the five divisions of PHIVOLCS. Delivery units shall refer to the Office of the Director and the five divisions of PHIVOLCS.
2. Divisions eligible to the PBB shall be forced ranked based on the average of their numerical ratings in the Division Performance Rating Forms for the 1<sup>st</sup> and 2<sup>nd</sup> semester according to the following categories:


| Ranking  | No. of Divisions | Performance Category |
|----------|------------------|----------------------|
| Top 10%  | 1                | Best Division        |
| Next 25% | 2                | Better Division      |
| Next 65% | 3                | Good Divisions       |

3. The rating of the Office of the Director shall depend on the PBB rate of the Agency Head as validated by the AO Secretariat.
4. The PBB rates of employees shall depend on the performance ranking of the division where they belong, based on the employees' monthly basic salary as of December 31, 2018 as follows:

| Performance Category | PBB as % of Monthly Basic Salary |
|----------------------|----------------------------------|
| Best Division        | 65%                              |
| Better Division      | 57.5%                            |
| Good Division        | 50%                              |

5. Employees are hereby reminded to liquidate their FY2018 Cash Advances for travel and operating expenses and submit 2018 Individual Performance Rating Forms as these will be the bases for the release of the FY2018 PBB to employees.

For your information and guidance.

  
**RENATO U. SOLIDUM, JR.**  
 Undersecretary for DRR-CC, DOST and  
 Officer-in-Charge, PHIVOLCS