



**MEMORANDUM**

DATE : September 27, 2019  
TO : All PHIVOLCS Employees  
SUBJECT : **System of Ranking Delivery Units for the 2019 Performance-Based Bonus (PBB)**

In compliance with MC No. 2018-1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 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, 2019 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 FY2019 Cash Advances for travel and operating expenses and submit 2019 Individual Performance Rating Forms as these will be the bases for the release of the FY2019 PBB to employees.

For your information and guidance.

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