



MEMORANDUM

DATE : October 1, 2017
 TO : All PHIVOLCS Employees
 SUBJECT : **System of Ranking Delivery Units for the 2017 Performance-Based Bonus (PBB)**

In compliance with MC No. 2017-1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017 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. The Office of the Director and the Finance and Administrative Division will be considered as one delivery unit.
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 1st and 2nd semester according to the following categories:

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

3. 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, 2017 as follows:

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

4. Employees are hereby reminded to liquidate their FY2017 Cash Advances for travel and operating expenses and submit 2017 Individual Performance Rating Forms as these will be the bases for the release of the FY2017 PBB to employees.

For your information and guidance.

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