



# Southern Utility Management and Services, Inc.

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## Memorandum NO. 11-2015

Memo to : All SUMSI Employees  
Subject : Guidelines in the Ranking and Distribution of the 2015  
Performance Based-Bonus (PBB)  
Date : November 12, 2015

### I. REFERENCE:

GCG Memorandum Circular No. 2015-05  
2015 Interim Performance-Based Bonus (PBB)

### II. PURPOSE:

To prescribe the guidelines in the rating and ranking of SUMSI officials and employees who are entitled to PBB.

### III. COVERAGE:

These guidelines shall apply to all regular officers and employees of SUMSI.

### IV. GENERAL GUIDELINES:

#### A. *Eligibility of Individuals*

1. Personnel who have rendered at least nine (9) months of service for year ending December 31, 2015 are entitled to the PBB.
2. The respective Division Heads shall rate their staff based on their Individual Performance using Performance Evaluation Form and submit to Admin unit every July 15 and November 30.
3. The President shall review submitted Individual Performance Evaluation if KPI (Key Performance Indicator) is accordance with CSC- approved Strategic Performance Management System (SPMS). Respective Heads per department shall be informed if there are corrections made.
4. Employees who transferred from one government agency to another agency shall be rated by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
5. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with required performance rating shall be eligible for the grant of PBB on a pro-rate basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
8 months but less than 1 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 nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- o Being newly hired employee;
  - o Retirement;
  - o Resignation;
  - o Rehabilitation Leave;
  - o Maternity and/or Paternity Leave;
  - o Vacation or Sick Leave with or without pay;
  - o Scholarship/Study Leave;
  - o Sabbatical Leave
6. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
  7. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
  8. Officials and employees, who failed to submit the 20'15 SALN and prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.
  9. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglamentary period as required by the COA shall not be entitled to the FY 2015 PBB.

### ***B. Ranking of Delivery Units and Individual***

For purposes of force ranking, the individual employee eligible to the PBB shall be ranked based on the following individual performance categories:

#### **For the Best Office**

#### **Ranking:**

#### **Individual Performance Category**

Top 20%

Best Performer

Next 35%  
Next 45%

Better Performer  
Good Performer

**For the Better Office**

**Ranking**

Top 15%  
Next 30%  
Next 55%

**Individual Performance Category**

Best Performer  
Better Performer  
Good Performer

**For the Good Office**

**Ranking**


Top 10%  
Next 25%  
Next 65%

**Individual Performance Category**

Best Performer  
Better Performer  
Good Performer

**EFFECTIVITY:**

These guidelines shall remain in force unless revoked, amended or superseded by another issuance.

  
**ARTHUR P. MANCENIDO**  
President