



**GCG MEMORANDUM CIRCULAR NO. 2019 – 02**

**SUBJECT : INTERIM PERFORMANCE-BASED BONUS (PBB)**

**DATE : 25 JULY 2019**

1. **BACKGROUND AND PURPOSE.** – This Circular has been issued to establish the rules and regulations for the application and grant of the Interim Performance-Based Bonus (PBB) to qualified Officers and Employees of GOCCs covered under Republic Act (R.A.) No. 10149,<sup>1</sup> pursuant to Executive Order (E.O.) No. 80, s. 2012.<sup>2</sup>
2. **COVERAGE.** – This Circular shall cover GOCCs with GCG-approved Performance Scorecards starting 2019 and onwards.
3. **SUBMISSION OF PBB APPLICATION.** – Applications for the grant of the PBB shall only be submitted to the GCG upon receipt of the GCG-validated scorecard and; provided, it has obtained a weighted-average score of at least 90% in its Performance Scorecard for the applicable year.

Accordingly, GOCCs that achieved a score of less than 90% will automatically be deemed ineligible to the grant of the PBB for the applicable year.

4. **ELIGIBILITY OF A GOCC TO GRANT THE PBB.** – The grant of the PBB shall be based on the overall GOCC performance, and then distributed to individual Officers and Employees based on their performance ranking.

In order to be eligible to grant the PBB to its qualified Officers and Employees, the GOCC must:

- 4.1. Achieve a weighted-average score of at least 90% in its Performance Scorecard;
  - 4.1.1. Measures wherein the accomplishments for the same cannot be objectively verified by GCG on account of inadequate or incomplete documentation by the GOCC on how such accomplishments were determined may be given an automatic zero score.
- 4.2. Satisfy 100% of the Good Governance Conditions (GGCs) as follows:
  - 4.2.1. Conditions Common to National Government Agencies and GOCCs as stated in the applicable AO 25 IATF PBB Circular; and
  - 4.2.2. Conditions Specific to GOCCs:

<sup>1</sup> *An Act to Promote Financial Viability and Fiscal Discipline in Government-Owned or -Controlled Corporations and to strengthen the role of the State in its Governance and Management to make them more responsive to the needs of Public Interest and for other purposes.*

<sup>2</sup> E.O. No. 80, entitled “*Directing the Adoption of a Performance-Based Incentive System for Government Employees,*” was issued to, among others, provide incentives that support and encourage performance-driven, productive and efficient GOCCs.

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- (a) The GOCC has satisfied all statutory liabilities, including:
  - i. payment of all taxes due to the Government as certified/validated by the Bureau of Internal Revenue;
  - ii. declaration and payment of all dividends to the State as of the end of the applicable calendar year, whenever applicable, as certified/validated by the Department of Finance (DOF);
  - iii. payment of NG Advances as certified/validated by the DOF; and
  - iv. remittance of mandatory contributions as certified/validated by the following agencies: GSIS or SSS, Pag-IBIG, and PhilHealth.
- (b) Maintain/update and implement the GOCC's "*Manual of Corporate Governance*" and "*No Gift Policy*" approved by the GCG and uploaded on the GOCC's website pursuant to the "*Code of Corporate Governance for GOCCs*"<sup>4</sup> and amendments thereto;
- (c) Compliance with all the requirements mentioned in the "*Revised Whistleblowing Policy for the GOCC Sector*"<sup>5</sup> and amendments thereto;
- (d) Compliance with the Executive Order on Freedom of Information: Executive Order No. 2, s. 2016; and
- (e) Compliance with posting on the GOCC's website the information enumerated under Section 43 of "*Code of Corporate Governance for GOCCs*"<sup>6</sup> and amendments thereto.

4.2.3. Non-compliance with any of the GGCs will render the entire GOCC ineligible for the PBB.

4.3. Other Conditions and Requirements (OCRs). – All GOCCs are required to comply with the following conditions and requirements:

- (a) Maintain and/or attain certification on the GOCC's Quality Management System (QMS);
- (b) Timely submission of Annual Procurement Plan (APP) pursuant to applicable rules and regulations;
- (c) Timely submission of Corporate Operating Budgets (COBs) to the Department of Budget and Management (DBM);
- (d) Implementation of the prior year's audit recommendations, submission to the GCG of audit observations and notices of disallowances within seven (7) working days from the time it was

<sup>4</sup> GCG M.C. No. 2012-07

<sup>5</sup> GCG M.C. No. 2016-02

<sup>6</sup> GCG M.C. No. 2012-07

received from the Commission on Audit (COA), all written communications between the GOCC and COA on such matters, which shall include, but not limited to, the concrete and time bound action plans for addressing the audit observations and notices of disallowances;

- (e) Compliance and submission of reports through the Integrated Corporate Reporting System (ICRS) pursuant to the policies and guidelines under “Policies and Guidelines on the Integrated Corporate Reporting System (ICRS) for the GOCC Sector”<sup>7</sup> and amendments thereto; and
- (f) Compliance by all members of the Governing Board with the submission of all required forms for the Director Performance Review (DPR) pursuant to the “Performance Evaluation for Directors (PED)”<sup>8</sup> and amendments thereto.

4.3.1. Officials and employees responsible for the compliance and implementation of the OCRs, shall not be entitled to the PBB for the applicable year if the GOCC fails to comply with any of these requirements.

**5. ELIGIBILITY OF INDIVIDUAL OFFICERS AND EMPLOYEES.** – All Officers and Employees of GOCCs who occupy regular, casual or contractual positions with employer-employee relationship, shall be entitled to full grant of the PBB from their employer at the time of the release of the PBB; *Provided*, they have rendered an aggregate of at least nine (9) months of service in the public sector for the applicable PBB year. Officers and Employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to PBB on a *pro-rata* basis, as provided in Section 5.1.6 herein.

**5.1. Eligibility of Individual Officers and Employees of GOCCs**

- 5.1.1. Employees belonging to the First, Second and Third Levels should receive a rating of at least “Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS), or equivalent, or the requirement prescribed by the Career Executive Service Board (CESB).
- 5.1.2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- 5.1.3. Personnel who transferred from one government agency to another agency shall be rated and ranked 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.
- 5.1.4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be

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<sup>7</sup> GCG M.C. No. 2014-02

<sup>8</sup> GCG M.C. No. 2014-03

rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 5.1.6.

- 5.1.5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
- 5.1.6. An official or employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>	<b>% of PBB</b>
8 months but less than 9 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:

- (a) Being a newly hired employee;
  - (b) Retirement;
  - (c) Resignation;
  - (d) Rehabilitation Leave;
  - (e) Maternity Leave and/or Paternity Leave;
  - (f) Vacation or Sick Leave with or without pay;
  - (g) Scholarship/Study Leave;
  - (h) Sabbatical Leave; and
  - (i) Other leaves provided for by law
- 5.1.7. 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.
  - 5.1.8. Personnel found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgment 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.

- 5.1.9. Officials and employees who failed to timely submit the latest Statement of Assets, Liabilities, and Net Worth (SALN) as prescribed under applicable CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the PBB of the applicable year.
- 5.1.10. Officials and employees who failed to liquidate all Cash Advances received in the applicable year within the reglementary period, as stated in relevant and prevailing COA Circulars, shall not be entitled to the PBB for the same year.
- 5.1.11. Officials and employees who failed to submit their complete SPMS Forms, or its equivalent, shall not be entitled to the PBB of the applicable year.
- 5.2. **Exclusions.** – Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriations/budgets as follows:
- (a) Consultants and experts hired to perform specific activities or services with expected outputs;
  - (b) Laborers hired through job contracts (*pakyaw*) and those paid on piecework basis;
  - (c) Student laborers and apprentices; and
  - (d) Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.
6. **DISTRIBUTION SYSTEM.** – The CEO should ensure that only eligible and qualified officers and employees are included in the rating and ranking to be submitted to GCG. Distribution of PBB among qualified Officers and Employees of a GOCC who have complied with the conditions under Sections 4.3 and 5 above shall be in accordance with the following procedure:
- 6.1. **Grouping of Personnel.** – In determining the distribution of the PBB among qualified GOCC Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels as determined by the GOCC Governing Board through the Management in accordance with the following guidelines:
- (a) **Senior Management:** This refers to the executive officers of the GOCC, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility. (*e.g.*, Deputy Administrator, Sr. Deputy Administrator, Assistant General Manager, Executive Vice President, Sr. Vice President, Vice President, etc.)

The President/CEO, or whoever is the highest-ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under the applicable M.C. on the PBI, or the PBB, *but not both*. In the event the CEO is included in the PBB application, he/she must meet the eligibility requirements for the PBI and shall be ranked separately on his/her own and shall not be included in the forced ranking of Officers and Employees.

- (b) **Middle Management:** This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise (e.g., Head of Department or Service).
- (c) **Professional and Supervisory:** This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority (e.g., Financial Analyst/Specialists, Accountant, HR Officer, etc.)
- (d) **Clerical/General Staff:** This category includes all clerical, administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians (e.g., Secretary, Clerk, Finance Processor, Administrative Assistant, Chauffeur, Utility Worker, Messenger).

6.2. **Distribution for Qualified Officers and Employees.** – In each level provided for in Section 5.1 above, the ratings of Officers and Employees under the GOCC’s SPMS or its equivalent shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

6.2.1. **Rates of PBB.** – The grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of the individual’s monthly basic salary (MBS) as of 31 December of the applicable year based on the table below, but not lower than ₱5,000:

Percentile	PBB as % of MBS
<b>Top:</b> Maximum 10%	65.0%
<b>Next:</b> Maximum 25%	57.5%
<b>Remaining:</b> Minimum 65%	50.0%

*\*The percentile of the “Top” and “Next” levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the “Remaining” level.*

- 6.3. **Posting of the System of Ranking Individuals.** – The GOCCs shall post in their respective Transparency Seals the guidelines/mechanics in ranking the officers and employees according to the mechanism herein stated.
7. **RELEASE OF PBB.** – The Board of Directors shall ensure that the PBB will only be released to eligible and qualified officers and employees only upon the receipt of the authorization letter from the GCG.
8. **FLEXIBILITY.** – The multiples herein are intended to provide a cap on the PBB that may be distributed by a GOCC. However, nothing herein shall be construed to limit the business judgment or authority of the Governing Board, when giving due regard to the financial condition and existing policies of a particular GOCC, to proportionately reduce the multiples to be distributed under Section 6 herein.
9. **SUPERVENING EVENT.** – The foregoing provisions notwithstanding, the GCG may deny or adjust the PBB to be granted a GOCC in case of supervening events that significantly prejudice the financial position of the GOCC for that year, as determined by the GCG.
10. **GRIEVANCE MECHANISM.** – The Governing Board through Management shall set up a Complaints Mechanism to respond to the PBB-related issues and complaints raised by Officers and Employees.
11. **FUNDING FOR THE PBB.** – The funding to support the PBB System herein shall be charged by GOCCs from their respective corporate funds, subject to the approval of their respective Governing Boards in accordance with applicable laws, rules and regulations. However, it shall be prohibited to source the payment of the PBB from the followings
- (a) Loans;
  - (b) Subsidy from the NG for the GOCC’s operations, except for subsidy income or subsidy given by DBM precisely for the payment of the PBB; and
  - (c) Sale of the GOCC’s asset(s) for the sole purpose of paying the PBB and is otherwise not in the ordinary course of business.
12. **CHECKLIST AND TIMELINE.** – GOCCs applying to grant the PBB within their respective corporations shall submit the complete required documents enumerated in **Annex A** strictly in accordance with the prescribed forms and within one year from receipt of the GCG-validated Performance Scorecard.
13. **EFFECT OF SUBMISSION AND NON-SUBMISSION ON THE PRESCRIBED PERIOD.** – GOCCs that submitted all the required documents on the given deadline may be authorized to grant their PBB upon receipt of the authorization letter from the GCG. Failure to submit the required documents within the deadline shall

**automatically disqualify** the GOCC to grant the PBB to its Officers and Employees for the applicable year.

14. **EFFECTS OF NON-COMPLIANCE/ PROHIBITED ACTS.** – A GOCC, which after due process by the GCG, has been determined to have committed the following prohibited acts, may be disqualified from the PBB in the **succeeding year** of its implementation. Moreover, the erring GOCC shall be subject to criminal and/or administrative action:
- a. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB, and violation of the provisions of this M.C. *Provided*, however, that if the misrepresentation was discovered during the validation stage, the GOCC shall be ineligible to the grant of PBB for the current performance period;
  - b. Evenly distributing the PBB among employees in an agency, in violation of the policy of paying the PBB based on the individual ranking; and
  - c. Releasing the PBB without authorization from the GCG.
15. **REPEALING CLAUSE.** – All other issuances related to the PBB for GOCCs under R.A. No. 10149 is hereby revoked, repealed or modified accordingly.
16. **EFFECTIVITY.** – This Circular shall take effect immediately upon its publication in the Commission’s website at *www.gcg.gov.ph*.

**SAMUEL G. DAGPIN, JR.**  
*Chairman*

  
**MICHAEL P. CLORIBEL**  
*Commissioner*

  
**MARITES C. DORAL**  
*Commissioner*



**CHECKLIST OF DOCUMENTS TO BE SUBMITTED FOR THE GRANT OF  
PERFORMANCE-BASED BONUS (PBB)**

DOCUMENTARY REQUIREMENTS	FORM OF SUBMISSION <sup>1</sup>
(a) Board Resolution authorizing the grant of PBB in accordance with applicable laws, rules and regulations, <u>signed by the Principal Board Members</u> ( <b>PBB Form 1</b> )	Hard copy
(b) Omnibus Certification ( <b>PBB Form 2</b> )	Hard copy
(c) Schedule and summary of the distribution of the PBB to qualified Officers and Employees who will receive the PBB and those who are in the "Below Satisfactory" category ( <b>PBB Forms 3a and 3b</b> )	Electronic and hard copies
(d) <u>Payment of all statutory liabilities:</u> <ol style="list-style-type: none"> <li>a. <u>Tax clearance from BIR;</u></li> <li>b. <u>Certification/Validation from DOF on the payment of dividends and NG advances;</u></li> <li>c. <u>Certification/Validation from GSIS/SSS, Pag-IBIG, and PhilHealth.</u></li> </ol>	Hard copy

<sup>1</sup> Electronic copies shall be submitted to the GCG through a CD or flash drive.



**BOARD RESOLUTION NO. \_\_\_\_\_**

**ADOPTING THE [YEAR] PERFORMANCE-BASED BONUS SYSTEM FOR [GOCC NAME] IN ACCORDANCE WITH EXECUTIVE ORDER NO. 80, s. 2012 AND GCG MEMORANDUM CIRCULAR No. 2019-02.**

**WHEREAS**, on 20 July 2012, President BENIGNO S. AQUINO III issued Executive Order (E.O.) No. 80, s. 2012, which directed the Governance Commission for GOCCs (GCG) to issue the necessary guidelines for the Performance-Based Incentive(PBI)System of GOCCs under GCG's jurisdiction;

**WHEREAS**, GCG Memorandum Circular (M.C.) No. 2019-02 established the rules and regulations for the Interim Performance-Based Bonus (PBB) System for Qualified Officers and Employees of GOCCs covered by GCG pursuant to the "GOCC Governance Act of 2011" (R.A. No. 10149);

**WHEREAS**, result of the validation conducted by the GCG showed that [GOCC ACRONYM] has attained a weighted-average of % , and has complied with all Good Governance Conditions, pursuant to GCG M.C. No. 2019-02;

**WHEREAS**, E.O. No. 80 requires that the funds for the grant of PBB in GOCCs shall be charged against their respective corporate funds, subject to the approval of their respective governing boards; and

**WHEREAS**, no other performance-based incentive or its equivalent has been granted to the Officers and Employees of [GOCC ACRONYM] for [YEAR].

**BE IT –**

**RESOLVED**, the Board hereby **APPROVES** the following:

1. Application with GCG for authorization to grant the [YEAR] PBB for Qualified Officers and Employees based on their Percentile Ranking within their respective levels, and the applicable rate of incentive.
2. Allocation of an amount not exceeding [AMOUNT IN WORDS BASED ON PBB FORM 3] (₱ ), chargeable against corporate funds, for the grant of the [YEAR] PBB to qualified Officers and Employees; *Provided*, the grant of the [YEAR] PBB is subject to the approval and/or adjustment by the GCG.
3. Authorization of the Chairperson of the Governing Board, the Chief Executive Officer, Heads of Finance and Planning or their equivalent in authority and area of responsibility, Chairperson of the Bids and Awards Committee and other Officers concerned, to certify and attest under oath the veracity of all information disclosed in the submitted documents required in GCG M.C. No. 2019-02 and such other documents that may be required by GCG.

**DONE**, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at [City/Municipality, Province], Philippines.

*[To be signed by all Principal Members of the Governing Board]*

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, Affiants exhibited to me their respective Government issued IDs bearing their photo:

Name of Appointive Director	Type of Government ID	To Expire on

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_

## OMNIBUS CERTIFICATION

This is to certify to the following:

1. The **[GOCC NAME]** achieved a GCG-validated score of **\_%** on its **[YEAR]** Performance Scorecard.
2. The **[GOCC NAME]** complied with all Good Governance Conditions, to wit:
  - (a) Payment in full of all statutory liabilities, namely:
    - i. All taxes due to the Government;
    - ii. Declaration and payment of all dividends to the State due for **[dividend year]**;
    - iii. Payment of NG Advances;
    - iv. Payment of mandatory premiums due for **[PBB YEAR]** to the Government Service Insurance System (GSIS), Social Security System (SSS), Home Development Mutual Fund (Pag-IBIG), and Philippine Health Insurance Corporation (PhilHealth);
  - (b) Implement the **[GOCC ACRONYM]** "Manual of Corporate Governance" and "No Gift Policy" approved by the GCG and uploaded on the GOCC's website pursuant to the "Code of Corporate Governance for GOCCs" and amendments thereto;
  - (c) "Revised Whistleblowing Policy for the GOCC Sector" and amendments thereto;
  - (d) Executive Order on Freedom of Information: Executive Order No. 2, s. 2016
  - (e) Uploading on the official website of **[GOCC ACRONYM]** for unrestricted public access the disclosure requirements enumerated under Section 43 of GCG M.C. No. 2012-07.
3. The **[GOCC NAME]** complied with the following Other Conditions and Requirements (OCRs): **[Note: GOCC to omit OCR not complied]**
  - (a) Maintain and/or attain certification on the GOCC's Quality Management System (QMS).
  - (b) Timely submission of Annual Procurement Plan (APP) pursuant to applicable rules and regulations.
  - (c) Timely submission of Corporate Operating Budgets (COBs) to the Department of Budget and Management.
  - (d) Implementation of the prior year's audit recommendations, submission to the GCG of audit observations and notices of disallowances within seven (7) working days from the time it received the same from the Commission on Audit (COA), all written communications between the GOCC and COA on such matters, which shall include, but not limited to, the concrete and time bound action plans for addressing the observations and allowances.
  - (e) Submission of reports using the web forms provided in the "Integrated Corporate Reporting System" (ICRS).

- (f) Submission of all required forms for the Director Performance Review (DPR) pursuant to the "Performance Evaluation for Directors (PED)" and amendments thereto.
- 4. Pursuant to Section 5(b) of E.O. 80 and GCG M.C. No. 2019-02, the funding allocated for the [YEAR] Performance-Based Bonus (PBB) and approved by the Governing Board has been sourced from corporate funds, which have not been sourced from any of the following:
  - (a) Loans;
  - (b) Subsidy from the NG for the GOCC's operations, except for subsidy income or subsidy given by DBM precisely for the payment of the PBB; and
  - (c) Sale of the GOCC's asset(s) for the sole purpose of paying the PBB and is otherwise not in the ordinary course of business.

Furthermore, the allocation of the budget for the PBB is in accordance with all other applicable laws, rules and regulations.

- 5. That [AMOUNT IN WORDS BASED ON PBB FORM 3] (₱\_) is available for the grant of the PBB for [YEAR], as approved under Board Resolution No. \_\_, s. \_\_ and confirmed by [HEAD OF FINANCE].

This certification is being issued to attest the truth and accuracy of all the information contained herein based on our personal knowledge, available records and information that can be easily verified with [GOCC ACRONYM].

**DONE**, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at [City/Municipality, Province], Philippines.

\_\_\_\_\_  
**Chairperson, Board of Directors**

\_\_\_\_\_  
**Chief Executive Officer**

\_\_\_\_\_  
**Compliance Officer / Corporate Secretary**

\_\_\_\_\_  
**Head of Finance**

\_\_\_\_\_  
**Head of Budget**

\_\_\_\_\_  
**Head of Planning**

\_\_\_\_\_  
**Chairman, Bids and Awards Committee**

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, Affiants exhibited to me their respective Government issued IDs bearing their photo:

Name of Appointive Director/GOCC Officer	Type of Government ID	To Expire on

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.

**SUMMARY OF RANKING OF  
ELIGIBLE OFFICERS AND EMPLOYEES OF [GOCC ACRONYM]**

*[Notes on the Form: Below is an illustration of the PBB distribution of employees. The submission must comply with the following format provided on this Annex. The required information from the GOCC shall consist of two tables: (1) A summary showing the rank and distribution for each personnel group, with corresponding PBB amount based on the percentile rank; and (2) a schedule of the actual and applicable PBB distribution on a per-employee basis. Reason for the disqualification of an employee should also be provided. Delete notes before printing.]*

Rate of Incentive (% MBS)	Distribution	No. of Personnel	PBB Amount (P)
<i>Senior Management</i>			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	-		
Disqualified	-		
	<b>Total</b>	<b>0</b>	<b>0.00</b>
<i>Middle Management</i>			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	-		
Disqualified	-		
	<b>Total</b>	<b>0</b>	<b>0.00</b>
<i>Professional and Supervisory</i>			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	-		
Disqualified	-		
	<b>Total</b>	<b>0</b>	<b>0.00</b>
<i>Clerical/General Staff</i>			
65.0%	%		
57.5%	%		
50.0%	%		
Below Satisfactory	-		
Disqualified	-		
	<b>Total</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>		<b>0</b>	<b>0.00</b>

Head of Finance

Head of Human Resources





Rank	Employee Code	Position	Rate of Incentive (% MBS)	Salary/ Job Grade	Step Increment (if applicable)	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount (₱)
<i>Sub-total</i>								
<b>Total: Middle Management</b>								
Below Satisfactory								
<i>Sub-total</i>								
Disqualified								
<i>Sub-total</i>								
<b>Professional and Supervisory</b>								
Top			65.0%					0.00
<i>Sub-total</i>								
Next			57.5%					0.00
<i>Sub-total</i>								
Remaining			50.0%					0.00
<i>Sub-total</i>								
<b>Total: Professional and Supervisory</b>								
Below Satisfactory								
<i>Sub-total</i>								
Disqualified								
<i>Sub-total</i>								

Rank	Employee Code	Position	Rate of Incentive (% MBS)	Salary/ Job Grade	Step Increment (if applicable)	SG Equivalent (for SSL-exempt)	Monthly Basic Salary	PBB Amount (₱)
<b>Clerical/General Staff</b>								
Top			65.0%					0.00
<i>Sub-total</i>								
Next			57.5%					0.00
<i>Sub-total</i>								
Remaining			50.0%					0.00
<i>Sub-total</i>								
<b>Total: Clerical/General Staff</b>								
Below Satisfactory								
<i>Sub-total</i>								
Disqualified								
<i>Sub-total</i>								