



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



INSURANCE COMMISSION (IC) SYSTEM OF RANKING DELIVERY UNITS/OFFICES

LEGAL BASES:

- A. *A.O. 25 Task Force Guidelines for the Grant of Performance-Based Bonus for F.Y. 2017 (Memorandum Circular No. 2017-1, dated 09 March 2017); and*
- B. *Insurance Commission-Strategic Performance Management System (IC-SPMS) Basic Policies.*

SYSTEM OF RANKING:

1. The divisions/offices and each personnel of the IC shall be rated in accordance with the provisions of the IC-SPMS:
 - 1.1 Performance appraisal shall be conducted semi-annually for the Functional Groups, Divisions, and Individual Employees. However, should there be a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months, while the maximum shall not be more than one (1) calendar year.
 - 1.2 The final Division Performance Ratings (DPRs) and Functional Group Performance Ratings (FGPRs) as recommended by the IC Performance Management Team (PMT) to, and approved by, the Insurance Commissioner/IC SPMS Champion shall be the basis in the computation of individual employees' performance;
 - 1.3 The Division Manager shall determine the final assessment of the performance level of individual employees in his/her Division based on proofs of performance, using the Individual Performance Assessment (IPA) form;
 - 1.4 The average Overall Numerical Rating (ONR) of all individual performance assessments in a Division shall not go over the numerical range of the Adjectival Rating of the Division.
2. After the final DPRs and FGPRs have been decided upon during the IC Performance Review Conference (ICPRC) by the PMT every semester, and consequently, approved by the SPMS Champion, the respective Division Managers shall then rate their subordinates using the IPA form.

Based on the SPMS, performance review and evaluation shall be ideally done twice a year or every semester to evaluate both the individual's and his/her division's performance. At this point, commitments made by the individual employee up to the division commitments are computed vis-à-vis their respective performance indicators and actual accomplishments. The ideal time periods for this step are the first week of July for rating the first (1st) semester and the first week of January for rating the second (2nd) semester of the previous year.

3. Upon finalization of ratings, the agency shall be grouped into the following delivery units, pursuant to Annex 1 of Memorandum Circular (MC) No. 2017-1 of the AO 25 Task Force (*Master List of Departments/Agencies and Prescribed Delivery Units in departments/agencies*), as follows:
 - 3.1 Office of the Commissioner
 - 3.2 IC Service Offices/Functional Groups
 - 3.3 IC District Offices

IC Delivery Units shall be forced ranked in accordance with Item 8.0 of MC No. 2017-1. Item 8.4 of the 2017 PBB Guidelines specifies **that while individual ranking shall be the basis of merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.**

4. As stated in the 2017 PBB Guidelines, third-level officials in the Commission, should receive a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). 1st and 2nd level officials should also obtain a rating of at least "Satisfactory" under the Civil Service Commission (CSC)-approved SPMS to be eligible for the grant of 2017 PBB.

OTHER PROVISIONS:

5. Employees who are deemed **ineligible** for 2017 PBB are the following:
 - 5.1 Those with unsatisfactory rating under the CSC-approved SPMS in any of the two (2) rating periods;
 - 5.2 Found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2017; provided that those whose penalty involve only a reprimand shall not be disqualified from the grant of PBB for FY 2017;

- 5.3 Employees with less than (3) months of service in the IC; however, personnel who rendered a minimum of (3) months but less than nine (9) months of service, including those who retired/resigned/separated from the service and are newly-hired, shall be eligible for the grant of PBB on a pro-rata basis, as stipulated in the AO 25 Task Force MC No. 1, s. 2017. In addition, a personnel who was transferred to other division/s shall be rated or ranked in the division where he/she served the longest.
 - 5.4 Employees on vacation or sick leave, with or without pay, for the entire FY 2017;
 - 5.5 Employees who failed to submit the 2016 SALN, as specified in Item 7.10 of AO 25 Task Force MC No. 1, s. 2017;
 - 5.6 Officials and employees who were not able to liquidate their cash advances received in FY 2017 within the reglementary period as required by COA; and
 - 5.7 Employees with no Performance Ratings for at least one (1) rating period in 2017.
6. These guidelines may also serve as the basis of the IC for the provision of step increment/s due to meritorious performance and step increment due to length of service, per CSC and Department of Budget and Management (DBM) Joint Circular No. 1 dated 03 September 2012.
 7. Further, it is noted that these guidelines is subject to the further validation by the Insurance Commissioner/SPMS Champion and the PMT and subsequent revisions shall be made in the same manner, as necessary.