



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



**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

INSURANCE COMMISSION (IC)

LEGAL BASES:

- A. *A.O. 25 Task Force Guidelines for the Grant of Performance-Based Bonus for FY 2020 (Memorandum Circular No. 2020-1 dated 02 June 2020); 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 semester and the first week of January for rating the second 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. 2020-1 of the AO 25 Task Force (*Master List of Departments/Agencies and Prescribed Delivery Units in departments/agencies*):

- 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 7.0 of MC No, 2020-1. Item 7.9 of the 2020 PBB Guidelines specifies **that while individual ranking shall be the basis for a merit increase, promotion, further training, and/or disciplinary action, individual ranking shall no longer be included in Form 1.0**

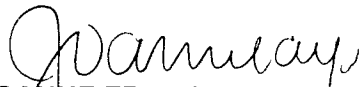
4. As stated in the 2020 PBB Guidelines, third-level officials should receive a rating of at least a "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). First and Second level officials should also obtain a rating of at least "Satisfactory" under the Civil Service Commission (CSC)-approved SPMS to be eligible for the grant of 2020 PBB.

OTHER PROVISIONS:

- 5 Employees who are deemed **ineligible** for 2020 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 files against them and meted the penalty in FY 2020; provided that those whose penalty involve only a reprimand shall not be disqualified from the grant of PBB for FY 2020,
 - 5.3. Employees with less than three (3) months of service in the IC; however, personnel who rendered a minimum of three (3) months but less than nine (9) months of service, including those who retired/resigned/separated from 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, series of 2020. 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 2020,
 - 5.5 Employees who failed to submit the 2019 SALN, as specified in Item 6.17 of AO 25 Task Force MC No 1, s 2020
 - 5.6. Officials and employees who were not able to liquidate their cash advances received in FY 2020 within the reglementary period as required by COA; and,
 - 5.7. Employees with no Performance Ratings for at least one (1) rating period in 2020.
- 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. The IC's System of Ranking Delivery Units/Offices shall be disseminated to all concerned personnel through the agency's Transparency Seal Page at URL. <https://insurance.gov.ph/transparency-seal> and shall likewise be cascaded through the agency's Internet Portal


All concerns and/or inquiries on the cascading of IC's System of Ranking Delivery Units/Offices must be addressed to the Human Resource Division with email address hr@insurance.gov.ph and telephone number (02) 8523-8461 local 106.

8. Further, it is noted that subsequent revisions as may be deemed necessary shall be made, subject to the approval of the Insurance Commissioner/SPMS Champion



ATTY. JOANNE FRANCES DC. CASTRO
IC Division Manager
Human Resource Division

Date 30 September 2020



ATTY. ERICKSON H. BALMES
Deputy Insurance Commissioner
Management Support Services Group

Date SEP 30 2020



DENNIS B. FUNA
Insurance Commissioner

Date SEP 30 2020