



Republic of the Philippines
MINDANAO DEVELOPMENT AUTHORITY



MINDA GUIDELINES FOR 2017 PERFORMANCE-BASED BONUS

A. ELIGIBILITY

1. All officials and employees holding regular plantilla positions (permanent and co-terminus) and have been engaged for at least nine (9) months for the year 2017 shall be eligible to the full grant of the Performance-Based Bonus (PBB).

On the other hand, officials and employees who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the pro-rated¹ grant of PBB, as follows:

Length of Service	% of PBB
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%

However, 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.

2. Employees belonging to First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the Strategic Performance Management System, or the CESPES in the case of the Executive Director. However, payment of the PBB to the Third Level official shall be contingent on the release of the results of the CESPES.
3. Personnel on detail for six (6) months or more shall be included in the ranking of employees, but the payment of the PBB shall come from the mother agency.
4. Personnel who transferred from one government agency to another 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. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016 shall not be entitled to the FY 2017 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
6. The following shall also be ineligible to the FY 2017 PBB:
 - a. Officials and employees who fail to submit their 2016 SALN, as well as their SPMS performance commitment forms for FY 2017;

¹ Based on MC No. 2017-1, an employee may not be able to meet the minimum of nine (9) months of service due to the following reasons: being a newly hired employee; retirement, resignation, rehabilitation leave, maternity/paternity leave, vacation or sick leave with or without pay, scholarship/study leave, sabbatical leave.

- b. Officials and employees who fail to liquidate, within the reglementary period as required by COA, cash advances received in FY 2017;
 - c. Officials and employees who fail to comply with these reporting requirements: COA Annual Financial Reports and Statements; Financial Statements; Annual Financial Reports; and Annual Audit Reports;
 - d. MinDA Chairman, as well as Chairman and Secretariat of the Bids and Awards Committee, if the following are not submitted:
 - (1) FY 2017 Annual Procurement Plan (APP-non CSE);
 - (2) FY 2018 Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE) to the DBP-Procurement Service on or before November 30, 2017; and
 - (3) Results of the FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System complete with the following: (1) APCPI – Self-Assessment Form; (2) APCPI – Consolidated Procurement Monitoring Report; (3) APCPI – Procurement Capacity Development Action Plan, and the Questionnaire;
 - e. Officials and employees responsible for the non-compliance of prior years' audit recommendations;
 - f. Officials and employees responsible for the QMS certification or alignment if the agency fails to comply with this requirement; and
 - g. Officials and employees responsible for posting and dissemination of the system of ranking performance of delivery units if the agency fails to comply.
7. Meet 100% good governance conditions/requirements set by the AO 25 Task Force.

B. RANKING OF DELIVERY UNITS

1. As set out in MC No. 2017-1 and based on the present structure of the Mindanao Development Authority (MinDA) as reorganized by the MinDA Chairman pursuant to Sec. 12 of RA 9996, the delivery units of the Mindanao Development Authority are the Office of the Chairman (including the immediate support staff), Office of the Executive Director, and various divisions.

Relatedly, the DUs of MinDA are as follows:

1.1 Office of the Chairperson including the immediate support staff (i.e., OC staff and PuRD)

1.2 Office of the Executive Director

Policy, Planning and Project Development Office

1.3 Planning and Research Division

1.4 Policy Formulation Division

1.5 Project Development Division

Investment Promotion and Public Affairs Office

1.6 International Relations Division

1.7 Investment Promotion Division

Office for Area Concerns and Project Management (OACPM)

- 1.8 Area Management Office – Western Mindanao
- 1.9 Area Management Office – Northern Mindanao
- 1.10 Area Management Office – Northeastern Mindanao
- 1.11 Area Management Office – Central Mindanao

Support to Operations

- 1.12 Organizational Performance Management Unit
- 1.13 Knowledge Management Division
- 1.14 Legal Services

Office for Finance and Administrative Services

- 1.15 Finance Division
- 1.16 Administrative Division
- 1.17 Human Resource Management Unit

- 2. DUs shall have complied with the applicable good governance conditions as an eligibility requirement for the PBB. Likewise, DUs shall have achieved 100% of their performance targets for the delivery of major final outputs (MFOs) and general administrative and support services (GASS).
- 3. DUs eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category	No. of DUs
Top 10%	Best Delivery Unit	2
Next 25%	Better Delivery Unit	4
Next 65%	Good Delivery Unit	11

The ranking of the DUs shall be based on the overall average performance rating of the individuals comprising the DUs based on their SPMS forms and the rate at which they accomplished their quarterly targets. The PMT shall deliberate on the performance rating of each individual. In cases of ties, the PMT shall break the tie based on how the DUs fared in delivering their respective quarterly accomplishments.

Only the personnel belonging to eligible delivery units are qualified for the PBB.

- 4. The Executive Director shall be attached to the Best Operations Group's DU in view of the official's crucial role in the delivery of the agency's services to its stakeholders, while ensuring compliance to good governance conditions set forth by the national government.
- 5. The Office Directors shall also be attached to the best performing DU under them in view of their critical role in the management and performance of their respective offices. Moreover, the Administrative Aides of the Office Directors shall also be attached to the unit where the Office Director is attached.

C. RATES OF FY 2017 PBB

- 1. The PBB of the MinDA Chairman shall be 65% of his monthly basic salary, i.e., if MinDA is eligible for the FY 2017 PBB.
- 2. The PBB rates of individual employees shall depend on the performance ranking of the DU where they belong, based on the individual's monthly basic salary, as follows:

Ranking	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

D. OTHER PROVISIONS

1. The Secretariat to the PMT shall comprise staff from the Organizational Performance Management and HR units. The PBB Forms A and A-1 shall be prepared by the OPMU, while the PBB Form 1.0 shall be prepared by the HR, all for submission to the Inter-Agency Task Force.
2. Employees may address their concerns to the PMT.