



REPUBLIC OF THE PHILIPPINES  
**HUMAN SETTLEMENTS ADJUDICATION COMMISSION**  
*Komisyon sa Adhudikasyon para sa Pananahanang Pantao*

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

Pursuant to Memorandum Circular (MC) No. 2020-1, dated 02 June 2020, of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems (Administrative Order No. 25 s. 2011), HSAC hereby adopts this guidelines for ranking of delivery units and individual for the Grant of Performance-Based Bonus (PBB) for FY 2020.

**A. RANKING OF DELIVERY UNITS**

1. HSAC identified its delivery units in accordance with Annex 1 Master List of Departments/Agencies and Prescribed Delivery Units in departments/agencies of MC 2020-1.
2. The delivery units that meet the criteria and conditions set in Section 4.0 of MC 2020-1 are eligible to the FY 2020 PBB. Delivery units eligible to the PBB shall be forced ranked according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 10 %	Best Delivery Units
Next 25 %	Better Delivery Units
Next 65 %	Good Delivery Units

3. The accomplishment rate of delivery units shall be based on their performance to applicable requirements in *4.0 Good Governance Conditions (GCGs)* and/or *5.0 FY 2020 Performance Targets* of MC No. 2020-1.
4. Accomplishment rates shall be converted to points based on the conversion table below:

<b>Percent Accomplishment</b>	<b>No. of Points</b>
100 % and Above	11
99 %	10
98 %	9
97 %	8
96 %	7
95 %	6
94 %	5
93 %	4
92 %	3
91 %	2
90 %	1
Below 90 %	0

5. After conversion, total points shall be averaged based on the total number of indicators of a delivery unit. Delivery units shall be ranked based on the average point garnered. In case of a tie, reference will be made to the raw percentages of accomplishment of the delivery unit.

## **B. RANKING OF EMPLOYEES**


1. The 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 Managements System (SPMS) or the requirement prescribed by CESB.
2. PBB rates of individuals shall depend on the performance ranking of the delivery unit where they belong and shall be calculated based on individual's monthly salary as of 31 December 2019, as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65 %
Better Delivery Units (25 %)	57.5 %
Good Delivery Units (65 %)	50 %

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

## **C. PERFORMANCE MANAGEMENT TEAM**

1. The Performance Management Team (PMT) is the implementing arm of HSAC's SPMS assisted by the Human Resource Development Division-Administrative Service (HRDD-AS) acting as PMT Secretariat, and the Planning and Management Service (PMS).
2. The PMT shall ensure that this guideline is cascaded to HSAC employees.
3. The PMT shall oversee the implementation of these guideline and issue necessary rules, regulations, policies and directives consistent with the IATF guidelines.

  
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 Date: 30 September 2020

  
**ATTY. MELZAR P. GALICIA**  
 Executive Commissioner  
 Date: 30 September 2020