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MEMORANDUM CIRCULAR
Number 01 - 2017

TO : All PPA Officers and Employees

SUBJECT : Forced Ranking of Personnel for the Grant of Performance Based Bonus for the year 2016

Eligibility for the PBB

1. Pursuant to existing guidelines, the Performance Based Bonus (PBB) shall be distributed to qualified officers and employees of Government Owned/Controlled Corporations (GOCC) in accordance with a system of ranking on a percentile basis within their respective levels as determined by the GOCC Governing Board through Management.
2. These levels are Senior Management, Middle Management, Professional and Supervisory and Clerical/General Staff. The positions included under each level are those defined in existing guidelines.
3. Officers and employees who receive a "Below Satisfactory Rating" under the CSC Strategic Performance Management System (SPMS) or its equivalent shall not be eligible to the PBB. Officers and employees who failed to accomplish and submit their Individual Performance Commitment and Review (IPCR) form on the basis of their Office Performance Commitment and Review Form (OPCR) are likewise not eligible to the PBB.
4. PBB shall not be released to officers and employees who have not submitted their Statement of Assets and Liabilities and Net Worth (SALN).

System of Ranking for the PBB

5. The GCG has prescribed the distribution of PBB in accordance with the table below to qualified officers and employees based on ranking of individual performance. The OPCR rating and the IPCR rating shall be both considered in the forced ranking of employees.

VISION

By 2020, PPA shall have provided globally competitive port services in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. *Provide reliable and responsive services in ports, sustain development of communities and the environment, and be a model corporate agency of the government.*
2. *Establish a mutually beneficial, equitable and fair relationship with partners and service providers.*
3. *Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.*
4. *Establish a world-class port operation that is globally competitive adding value to the country's image and reputation.*

Forced-ranking Nationwide	Multiplier	Per Cent
Top Performers	2.5	10%
Next Top Performers	1.5	25%
Remaining & Below Satisfactory Performers	1.0-	65%

MECHANICS FOR IDENTIFYING TOP 10%, NEXT 25% AND REMAINING 65% FOR THE GRANT OF PBB

6. Based on the GCG definition, PPA officials/personnel shall be classified into Senior Management, Middle Management, Professional/Supervisory and Clerical/ General Staff. RC Heads and Division Managers (regular and acting) are pooled under Middle Management.
7. Ranking of Assistant General Managers shall be dictated by the performance of the RCs under them. This will be based on the average rating of all the RCs which they supervise. There will be separate ranking for Department Managers, Port Managers and Division Managers.
8. Such groupings/classifications per Office (Head Office) and per geographic area (PMOs) are in accordance with the PMT Resolution 03-2015.
9. Based on the population per category at the Head Office and at the PMOs, the equivalent number of top 10%, next 25% and remaining are computed (round-down).
10. Where the resultant number is enough to be equitably allocated per RC, this shall be done to enable each RC to have just share in the top 10%. However, when the number is not sufficient or when there are extra slots, allocation shall be done by Office or by geographic area. The OPCR rating among RCs within an Office or geographic area shall determine the order of priority in getting a slot for the top 10% or next 25%.
11. Within the RC, the officers/personnel shall be ranked according to the IPCR rating and the rating shall determine the order of priority among the personnel in getting a slot for the top 10% or next 25%.
12. To determine the PPA-wide listing, all those belonging to the Top 10% per office and per geographic area shall be placed in one group, all those belonging to the Next 25% per office and per geographic area shall be placed in another group and the Remaining 65% per office and geographic shall also constitute as a separate group.

