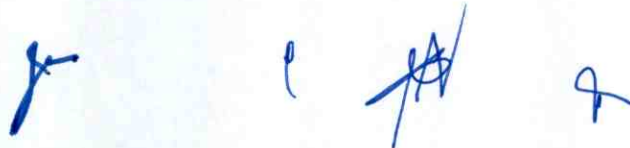


## GUIDELINES IN THE FORCED RANKING OF JOHN HAY MANAGEMENT CORPORATION (JHMC) EMPLOYEES FOR THE GRANT OF THE CY 2016 PERFORMANCE BASED BONUS (PBB)

1. All JHMC personnel holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
  - a. Must have rendered at least nine (9) months of service for the year ending December 2016;
  - b. Should receive a rating of at least **“Satisfactory”** under the Performance Appraisal Policy of the JHMC for the two (2) semesters of 2016;
  - c. Must have no outstanding cash advance/s as of November 30, 2016; and
  - d. Must have complied with the submission of SALN per RA 6713.
2. JHMC personnel shall be forced ranked based on their Performance Evaluation covering the period of the PBB following categories below:
  - a. Senior Management;
  - b. Middle Management;
  - c. Professional and Supervisory; and
  - d. Clerical/ General Staff
3. JHMC personnel shall be grouped and forced ranked based their job levels as follows:
  - a. Senior Management- Job level 12
  - b. Middle Management- Job level 11
  - c. Professional and Supervisory- Job level 9-10; and
  - d. Clerical/ General Staff- Job Level 8 and below.
4. Consultants, project-based or fixed- term employees and those under contract shall not be eligible for the grant of the PBB. Personnel who are on sick leave or on leave of absence for the whole period covered by the PBB shall likewise be ineligible. However, JHMC personnel who have reported back and have served JHMC for at least nine (9) months may be given PBB on a pro-rated basis.
5. The total number of filled-up plantilla positions shall be the basis for the number of JHMC personnel to be ranked including those who are on sick leave or on leave of absence for the whole period covered by the PBB but reported back and served JHMC for a least nine (9) months.
6. The following percentage distribution for the PBB shall apply individually to officials and employees per category:





JOHN HAY MANAGEMENT CORPORATION

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Percentile	Multiple
Top : 10%	2.50
Next : 25%	1.50
Minimum : 65%	1.00

7. Senior and Middle Management shall be evaluated based on the following criteria:

Percentage	Criteria
40%	Overall performance rating for the period, if the employee was rated annually or average rating, if rated semi-annually.
40%	Impact of the accomplishment to JHMC (i.e. significance of the accomplishment in relation JHMC's objectives, saving generated, cost effectiveness)
20%	<ul style="list-style-type: none"> <li>Personal qualities towards work, work ethics and professional decorum.</li> <li>This shall be assessed though the forced ranking tool to be routed by the Human Resource Services Division.</li> </ul>

8. Professional/Supervisory and Clerical/General Staff shall be evaluated based on the following criteria:

Percentage	Criteria
40%	Overall performance rating for the period, if the employee was rated annually or average rating, if rated semi-annually.
40%	Outstanding performance/ accomplishment considering the following: <ul style="list-style-type: none"> <li>Performance contribution- 15%</li> <li>Impact of the accomplishment- 15%</li> <li>Reliability/ Effectiveness- 5%</li> <li>Consistency of the performance- 5%</li> </ul>
20%	<ul style="list-style-type: none"> <li>Personal qualities towards work, work ethics and professional decorum.</li> <li>This shall be assessed though the forced ranking tool to be routed by the Human Resource Services Division.</li> </ul>

*[Handwritten signatures and initials in blue ink]*





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9. The top management may force rank employees to break a tie in cases where two (2) or more employees have the same rating under the same category. The considerations will be the performance aspects of the employees (i.e service quality, output quality, responsiveness and other criteria not quantified and/or included in the performance appraisal form and consultation with their respective supervisors).
10. Personnel found guilty of administrative and/ or criminal cases related to their work and meted penalty during the period of the PBB shall not be entitled to PBB. However, if the penalty meted out is only a reprimand, such penalty shall not be a ground for the non-entitlement to the PBB.

An administrative case is an instance whereby an officer or employee of JHMC is being prosecuted for an act or omission punishable in violation of Civil Service Law, Administrative Code and other related laws. This pertains to a case filed by JHMC before a proper government agency/ unit. Thus, an act or omission in violation of the JHMC Code of Discipline and Office Decorum shall not be considered as an administrative case.

11. PBB- related issues and concerns raised by any JHMC personnel shall be submitted in writing to the Grievance Committee for appropriate action.

The Grievance Committee is composed of the following:

Chairperson : Vice President and COO  
Members : ASD Manager  
              HR Manager  
              One Department Manager

In the absence of the Vice President and COO, the Legal Manager shall act as the Chairperson.

Approved:

  
**JAMIE ELOISE M. AGBAYANI, M.D.**  
President and CEO

