

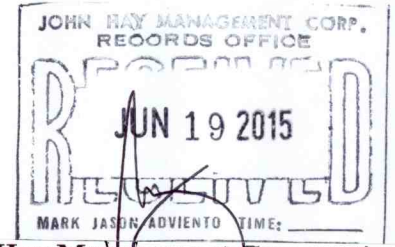


04 June 2015

**HON. SILVESTRE C. AFABLE, JR.**  
 Chairman

**HON. JAMIE ELOISE M. AGBAYANI, M.D.**  
 President and CEO (PCEO)

**JOHN HAY MANAGEMENT CORPORATION**  
 John Hay Special Economic Zone  
 Camp John Hay, Baguio City



**John Hay Management Corporation**  
 a member of the BCLDA Group  
 OPCEO-IN-2015-0490

**RE : AUTHORIZATION TO GRANT PBB TO JHMC  
OFFICERS AND EMPLOYEES FOR FY 2014**

Dear Chairman Afable and PCEO Agbayani,

The **JOHN HAY MANAGEMENT CORPORATION (JHMC)** has satisfied the requirements of **GCG MEMORANDUM CIRCULAR (MC) No. 2014-05 (RE-ISSUED)** and the *Checklist of Documents to be submitted by GOCCs to Qualify for the FY 2014 Performance-Based Bonus (PBB)*. This is based on:

1. Certifications executed under oath by the Chairperson, President, and other concerned officers of the JHMC;
2. Review by the GCG of the completeness of required submissions from JHMC for FY 2014 PBB, including compliance with Good Governance Conditions specific to the GOCC Sector;
3. Validation by the GCG of the accomplishments of JHMC for FY 2014 with a final Performance Scorecard rating of 100.00% (**Annex A**); and
4. Validations received from the Civil Service Commission (CSC), PhilGEPS, the Department of Budget and Management (DBM), and the A.O. No. 25 Inter-Agency Task Force (IATF) Secretariat, pursuant to the directive by the A.O. No. 25 IATF.

Accordingly, the Governing Board of the JHMC is hereby **AUTHORIZED** to grant the **FY 2014 PBB**, with a grand total of **₱1,331,575.03**, to **42** eligible officers and employees as follows:

Rank	Multiplier	Distribution		Total Approved PBB Amount (₱)
		Number	Percent	
<b>President and CEO</b>	2.5	1	100%	216,371.15
<i>Sub-total</i>		1	100%	216,371.15
<b>Senior Management</b>				
Top: Maximum 10%	2.5	0	0%	0.00
Next: Maximum 25%	1.5	0	0%	0.00

Rank	Multiplier	Distribution		Total Approved PBB Amount (₱)
		Number	Percent	
Remaining: Minimum 65%	1.0	0	0%	0.00
<i>Sub-total</i>		0		<i>0.00</i>
Below Satisfactory		0		
<b>Middle Management</b>				
Top: Maximum 10%	2.5	1	11%	85,978.58
Next: Maximum 25%	1.5	3	33%	143,708.77
Remaining: Minimum: 65%	1.0	5	56%	155,696.11
<i>Sub-total</i>		9	100%	<i>385,383.46</i>
Below Satisfactory		1		
<b>Professional &amp; Supervisory</b>				
Top: Maximum 10%	2.5	2	13%	118,330.05
Next: Maximum 25%	1.5	4	25%	125,333.94
Remaining: Minimum: 65%	1.0	10	62%	228,027.66
<i>Sub-total</i>		16	100%	<i>471,691.65</i>
Below Satisfactory		0		
<b>Clerical/General Staff</b>				
Top: Maximum 10%	2.5	2	13%	55,401.90
Next: Maximum 25%	1.5	4	25%	68,155.73
Remaining: Minimum: 65%	1.0	10	62%	134,571.14
<i>Sub-total</i>		16	100%	<i>258,128.77</i>
Below Satisfactory		1		
<b>Grand Total of Eligible Personnel</b>		<b>42</b>		
<b>Total of Below Satisfactory</b>		<b>2</b>		
<b>Grand Total of PBB</b>				<b>1,331,575.03</b>

The authorized amount includes the PBB for the JHMC PCEO who has elected to participate in the PBB for Officers and Employees in lieu of the PBI for Board of Directors. The PBB for the PCEO shall be released together with the PBI for Appointive Directors on condition that the PCEO has satisfied the eligibility requirements for the grant of PBI as provided under GCG MC No. 2014-06.

We respectfully remind the Governing Board to ensure that JHMC's grant of the FY 2014 PBB should observe the following conditions:

1. The funding to support the PBB shall be charged by JHMC to its corporate funds, subject to Section 9, GCG MC No. 2014-05 (Re-Issued);
2. The total cost of the PBB shall not result in a net loss for CY 2014 computed before subsidy and unrealized gains/losses, and after taxes;

3. In the event that the total amount of PBB to be distributed exceeds the Corporate Operating Budget (COB) level, the Governing Board shall request from DBM the approval of the Supplemental Budget necessary for this purpose; and
4. No other performance-based bonus or its equivalent has been released or will be released for FY 2014 in addition to the PBB scheme provided under GCG MC No. 2014-05 (Re-Issued).

This is a one-time approval applicable only for FY 2014.

**FOR YOUR INFORMATION AND GUIDANCE.**

Very truly yours,

**BY AUTHORITY OF THE COMMISSION**



**CESAR L. VILLANUEVA**

*Chairman*



**MA ANGELA E. IGNACIO**  
*Commissioner*



**RAINIER B. BUTALID**  
*Commissioner*

Cc: DOF Secretary CESAR V. PURISIMA  
DBM Secretary FLORENCIO B. ABAD  
COA Chairman MICHAEL G. AGUINALDO  
COA Resident Auditor – JHMC

**JOHN HAY MANAGEMENT CORPORATION**  
**Interim Performance Scorecard**

Performance Scorecard				JHMC Submission			CGO-A Evaluation		Supporting Documents	Remarks
Indicator	Formula	Weight	Rating Scale	Targets	Actual	Rating	Score	Rating		
<b>MFO 1: Asset Management Services</b>										
<b>Quantity 1:</b> Number of proposal/s for Barangay Segregation submitted to the BCDA Board	Number of proposal/s	5%	All or nothing	1	6 (Brgys. Upper Dagsian, Sta. Escolastica, Greenwater, Country Club Village, Outlook Drive and Lucnab)	5.00%	6 (Brgys. Upper Dagsian, Sta. Escolastica, Greenwater, Country Club Village, Outlook Drive and Lucnab)	5.00%	<ul style="list-style-type: none"> <li>Letter to BCDA submitting the proposed clustering plan</li> <li>Clustering Plan submitted to BCDA</li> </ul>	<ul style="list-style-type: none"> <li>JHMC submitted 1 proposal as targeted, but this covering six Barangays in the same cluster.</li> </ul>
<b>Quantity 1:</b> Number of Proposal/s for Property Disposal submitted to BCDA Board	Number of proposal/s	5%	All or nothing	1 (for 0.8 ha.)	3	5.00%	3	5.00%	<ul style="list-style-type: none"> <li>Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>Includes the following: (a) TOR for the Voice of America log homes; (b) Sheridan Drive Center and (c) Mini Hydropower Plant</li> </ul>
<b>Financial 1:</b> Revenue generated from Ticket Sales at the Historical Core	amount in ₱	10%	(Actual / Target) x Weight	₱2.07 Mn	₱2.785 Mn	10.00%	₱2.785 Mn	10.00%	<ul style="list-style-type: none"> <li>Revenue report signed by the Treasury &amp; Investment Officer and Finance Manager</li> </ul>	<ul style="list-style-type: none"> <li>Remitted to BCDA in line with the Revenue Sharing Scheme</li> </ul>
<b>Financial 2:</b> Remittance of Collections from Lease Rentals of BCDA assets	amount in ₱	15%	(Actual / Target) x Weight	₱25.3 Mn	₱27.790 Mn	10.00%	₱27.790 Mn	10.00%	<ul style="list-style-type: none"> <li>Revenue report signed by the Treasury &amp; Investment Officer and Finance Manager</li> </ul>	<ul style="list-style-type: none"> <li>Remitted to BCDA in line with the Revenue Sharing Scheme</li> </ul>
<i>Sub total</i>		30%				30.00%		30.00%		
<b>MFO 2: Environment, Forest and Watershed Management</b>										
<b>Quality 1:</b> Compliance of JHMC to	Zero Notices of Violation issued to	10%	All or Nothing	Zero	Zero	10.00%	Zero	10.00%	<ul style="list-style-type: none"> <li>Certification Signed by VP and COO of</li> </ul>	<ul style="list-style-type: none"> <li>Supporting document is sufficient</li> </ul>

Performance Scorecard				JHMC Submission			CGO-A Evaluation		Supporting Documents	Remarks
Indicator	Formula	Weight	Rating Scale	Targets	Actual	Rating	Score	Rating		
Environment and Forestry Standards, Laws, Rules and Regulations in the John Hay Special Economic Zone (JHSEZ)	JHMC by the MMT								JHMC and Conformed by the Chairman of the Multipartite Monitoring Team	
<b>Quantity 1:</b> Compliance of JHMC to National Ambient Air Quality Standards on Particulate Matter 10 (PM 10) within the JHSEZ	Non-exceedance to the standard national value set for Particulate Matter 10 (PM10)	15%	(Actual / Target) x Weight	<80 µg/NCM	23.75 µg/NCM	10.00%	24.25 µg/NCM	10.00%	<ul style="list-style-type: none"> <li>Quarterly report from DENR</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> quarter average for the 2 sampling stations is 21.00 µg/NCM</li> <li>2<sup>nd</sup> quarter average is 28.50 µg/NCM</li> <li>3<sup>rd</sup> quarter average is 17.50µg/NCM</li> <li>4<sup>th</sup> quarter average is 30.00µg/NCM</li> </ul>
<i>Sub total</i>		<i>30%</i>				<i>30.00%</i>		<i>30.00%</i>		
<b>MFO 3: Regulatory Services</b>										
<b>Quantity 1:</b> Number of Accredited Enterprise in the JHSEZ	Absolute number	5%	(Actual / Target) x Weight	115	117	5.00%	117	5.00%	<ul style="list-style-type: none"> <li>List of accredited enterprise</li> </ul>	<ul style="list-style-type: none"> <li>Supporting document is sufficient</li> </ul>
<b>Quantity 2:</b> Increase in the number of jobs generated in the JHSEZ	Absolute number	5%	(Actual / Target) x Weight	3,900	4,176	5.00%	4,176	5.00%	<ul style="list-style-type: none"> <li>Consolidated Report on Employment in the JHSEZ for the years 2014</li> </ul>	<ul style="list-style-type: none"> <li>JHMC conducts job fares, advertisements and helps match applicants with the requirements of locators</li> <li>90% is from the Benguet - La Trinidad, Itogon, Sablan, Tuba and Tublay (BLISTT) area</li> </ul>
<b>Timeliness 1:</b> Issuance of Permit to Operate (PTO)	For renewals: 30 minutes; For	5%	(Actual / Target) x Weight	30 mins. for renewal	13 mins. for renewal	5.00%	13 mins. for renewal	5.00%	<ul style="list-style-type: none"> <li>Summary of PTO for renewal</li> </ul>	<ul style="list-style-type: none"> <li>Supporting documents are</li> </ul>

Performance Scorecard				JHMC Submission			CGO-A Evaluation		Supporting Documents	Remarks
Indicator	Formula	Weight	Rating Scale	Targets	Actual	Rating	Score	Rating		
for Business Enterprises in the JHSEZ from the date of receipt of complete documents	new/start-up business: 30 calendar days			30 calendar days for start up	6.2 calendar days for start up		6.2 calendar days for start up		and start-up • Copies of issuance of permit to operate for Business Enterprises in the JHSEZ	sufficient
<b>Timeliness:</b> Issuance of Certificate of Environmental Compliance (CEC) in the JHSEZ	100 percent of application for CEC issued within 30 days	5%	(Actual / Target) x Weight	100% issued within 30 days	100% (83/83)	5.00%	100% (83/83)	5.00%	• Summary of CEC processed by EMD • Copies of Certificate of Environment Compliance (CEC)	• Average processing time of 2.3 days • The methodology was validated during the Ocular Visit • Only 83 out of 117 locators that are within the area of JHSEZ and subject to environmental regulation were included
<b>Financials:</b> Revenue generation from Regulatory Fees in the JHSEZ	Increase in revenue from regulatory fees (in PhP)	10%	(Actual / Target) x Weight	₱1.6 Million	₱2.095 Million	10.00%	₱2.095 Million	10.00%	• Schedule of collections	• Remitted to BCDA in line with the Revenue Sharing Scheme
<i>Sub total</i>		<i>30%</i>				<i>30.00%</i>		<i>30.00%</i>		
<b>General Administrative Services (GAS)</b>										
<b>Quality:</b> Number of processes manualized	Number of processes	7.5%	(Actual / Target) x Weight	4 <sup>1</sup>	4 <sup>2</sup>	7.50%	4 <sup>3</sup>	7.50%	• Copies of the Operations Manual • Memo submitted to the Board	• Supporting documents are sufficient
<b>Quality:</b> Compliance Rate to	Number of COA	2.5%	(Actual / Target) x	100%	100%	2.50%	100%	2.50%	• Photocopy of the Audit	• Supporting documents are

<sup>1</sup> Includes the Manuals of Legal Department, Office of the Corporate Secretary, Administrative Services Department, and Finance Services Department

<sup>2</sup> Includes the Manuals of Legal Department, Office of the Corporate Secretary, Administrative Services Department, and Finance Department

<sup>3</sup> Includes the Manuals of Legal Department, Office of the Corporate Secretary, Administrative Services Department, and Finance Department

Performance Scorecard				JHMC Submission			CGO-A Evaluation		Supporting Documents	Remarks
Indicator	Formula	Weight	Rating Scale	Targets	Actual	Rating	Score	Rating		
Auditing Rules and Regulations	observations Acted Upon / Number of COA Observations Raised		Weight						Observation Memorandum (AOM) received in CY 2014 • Photocopy of JHMC's response to the Audit Observation Memorandum Received in CY 2014	sufficient
<i>Sub total</i>		<i>10%</i>				<i>10.00%</i>		<i>10.00%</i>		
<b>Total of Weights</b>		<b><u>100%</u></b>				<b><u>100.00%</u></b>		<b><u>100.00%</u></b>		