

GUIDELINES

Re: Forced Ranking System of the John Hay Management Corporation (JHMC) for the Grant of the 2021 Performance Based Bonus (PBB)

1. All JHMC personnel holding regular positions and who satisfactorily complied with the following requirements are qualified for the PBB:
 - a. Should have rendered at least nine (9) months of service for the year ending December 2021.
 - b. Should receive a rating of at least “Satisfactory” under the Performance Appraisal Policy of the JHMC for the two semesters of 2021;
 - c. Should have liquidated cash advance/s received in FY 2021 within the reglementary period as prescribed in COA Circular 97-002 dated 10 February 1997;
 - d. Should have complied with the submission of SALN pursuant to RA 6713; and
 - e. Should have complied with the submission of Performance Appraisal Forms for the covered period.

2. JHMC personnel who have served for at least three (3) months of service but less than nine (9) months during the period of the PBB and with at least a “Satisfactory” rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, 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%

3. Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Services appropriation/ budgets as follows:
 - a. Consultants and experts hired to perform specific activities or services with expected outputs;
 - b. Laborers hired through job contracts and those paid on piecework basis;
 - c. Student laborers and apprentices; and
 - d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

Further, JHMC personnel found liable for administrative and /or criminal cases related to their work and meted penalty during the period of the PBB shall not be eligible to PBB. However, if the penalty meted out is only a reprimand, such penalty shall not be a ground for disqualification to the PBB.

For purposes of these guidelines, an administrative case shall mean an instance whereby an officer or employee of JHMC is being prosecuted for an act or omission punishable in violation of the 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 an administrative case for purposes of the grant of the PBB.

- e. Only qualified JHMC personnel shall be forced ranked under their respective category covering the period of the PBB:
 - a. Senior Management (JG 16 to JG 17);
 - b. Middle Management (JG 12 to JG 15);
 - c. Professional and Supervisory (JG 10 to JG 11); and
 - d. Clerical/ General Staff (JG 1 to JG 9).
- f. The following percentage distribution for the PBB shall apply individually to officials and employees per category. This may be revised and readjusted in the event of the issuance of new and/or amendatory laws, executive orders, circulars, rules and regulations:

Percentile	Multiple
Top : Maximum 10%	65% of their basic salary
Next : Maximum 25%	57.5% of their basic salary
Remaining : Minimum 65%	50% of their basic salary

- g. Senior Management shall be evaluated based on the following criteria:

Percentage	Criteria
40%	Overall performance rating for the covered period, if the employee was rated annually or average rating, if rated semi-annually.
40%	90% to 100% Accomplishment of the Performance Commitment
20%	Forced ranking conducted by members of this category.

- h. Middle Management shall be evaluated based on the following criteria:

Percentage	Criteria
40%	Overall performance rating for the covered period, if the employee was rated annually or average rating, if rated semi-annually.
40%	90% to 100% Accomplishment of the Performance Commitment
20%	Forced ranking conducted by members of this category.

- i. Professional and Supervisory shall be evaluated based on the following criteria:

Percentage	Criteria
40%	Overall performance rating for the covered period, if the employee was rated annually or average rating, if rated semi-annually.
40%	90% to 100% Accomplishment of the Performance Commitment
20%	Forced ranking conducted by members of this category.

j. Clerical/ General Staff shall be evaluated based on the following criteria:

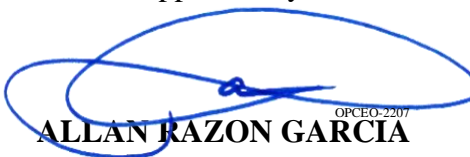
Percentage	Criteria
40%	Overall performance rating for the period, if the employee was rated annually or average rating, if rated semi-annually.
40%	90% to 100% Accomplishment of the Performance Commitment
20%	Forced ranking conducted by members of this category.

- k. The President and CEO shall 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).
- l. PBB-related issues and concerns shall be filed in writing by the concerned employee to the Grievance Committee. The Grievance Committee shall convene to assess and evaluate the issues and concerns raised. After which, the Grievance Committee shall submit a Report for approval of the PCEO. The PCEO shall issue a decision which shall be final and executory.

The Grievance Committee, who shall be governed by its own house rules, is composed of the following:

- Chairperson : Vice President and COO
- Members : Administrative Services Manager
 Corporate Planning Manager
 Human Resource Assistant
 One representative from the Professional and Supervisory Category
 One representative from the Clerical and General Staff Category

Approved by:


ALLAN RAZON GARCIA
 President and CEO