

GUIDELINES

Re: Forced Ranking System of the John Hay Management Corporation (JHMC) for the Grant of the 2017 Performance Based Bonus (PBB)

1. All JHMC personnel holding regular plantilla positions are qualified for the PBB and must meet the following requirements:
 - a. Should 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 semesters of 2016;
 - c. Should have liquidated cash advance/s received in FY 2017 within the reglementary period as prescribed in COA Circular 97-002 dated 10 February 1997.
 - d. Should have complied with the submission of SALN per RA 6713.
2. However, 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.
3. Consultants, project-based or fixed-term employees and those under contract shall not be eligible for the grant of PBB. JHMC Personnel who are on leave, with or without pay, for the whole period covered by the PBB shall likewise be ineligible.

Further, JHMC personnel found liable 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 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 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.

4. Only qualified JHMC personnel shall be forced ranked based on their Performance Evaluation covering the period of the PBB under their respective category:
 - 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).

5. The following percentage distribution for the PBB shall apply individually to officials and employees per category:

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

6. 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 to JHMC's objectives, saving generated, cost effectiveness).
20%	-Personnel qualities towards work, work ethics and professional decorum. -This shall be assessed through the forced ranking tool to be routed by the Human Resource Services Division (HRSD).

7. 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: -Performance contribution- 15% -Impact of the accomplishment- 15% -Reliability/ Effectiveness – 5% -Consistency of the performance- 5%
20%	-Personal qualities towards work, work ethics and professional decorum. -This shall be assessed through the forced ranking tool to be routed by the Human Resource Services Division (HRSD).

8. The Top Management may force rank employees to break a ties 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).

9. 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 shall be composed of the following:

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

Approved by:



ALLAN RAZON GARCIA
President and CEO