MEMORANDUM ORDER NO. 05
Series of 1998

In connection with the granting of the Productivity Incentive Bonus (PIB) for 1997 and pursuant to the provisions of National Circular No. 71 and 73-A, s. 1995 and DOLE Administrative Order No. 459, s. 1995, the following guidelines are hereby prescribed:

1. All POEA officials and employees who are appointed as permanent, casual and temporary, shall be entitled to receive the amount of P2,000.00 each provided they have obtained an average Performance Evaluation Rating of at least Satisfactory for 2 rating semesters, with a minimum of three (3) months performance for one semester.

2. An official or employee should not have incurred an aggregate of six months vacation leave without pay during the calendar year.

3. Employees who transferred to POEA shall be entitled to receive the full PIB provided the following considerations are met:
   
   3.1 must have rendered satisfactory service at POEA for at least one semester rating;
   3.2 must submit a certification by the previous head of office of at least Satisfactory (S) rating for the semester immediately preceding his/her transfer; and
   3.3 must submit certification from previous office that he/she has not received the PIB for the calendar year 1997.

4. Newly hired employees who have obtained a Performance Evaluation Rating of at least Satisfactory for one rating semester shall be entitled to receive one-half of the full amount.

5. The PIB of officials and employees who transferred to another government office/agency on or before the end of 1997 shall be paid by the new office/agency while those who transferred after December 31, 1997 shall be paid by the POEA.
6. Retirees must be able to present their 1st and 2nd semester Performance Evaluation Ratings for 1997 and must have rendered at least nine (9) months service in 1997 before they can qualify to the PIB.

7. Those with pending cases are only disqualified to receive the PIB during the first year of the pendency of their cases.

Payment of the PIB shall be subject to availability of funds and existing accounting and auditing rules and regulations.

This bonus shall be subject to refund, if upon validation of records, the employee has been found to be disqualified.

This order shall take effect immediately.

13 March 1998

FELICISIMO O. JOSON, JR.
Administrator