MEMORANDUM ORDER NO. 10  
Series of 2002

In connection with the granting of the Productivity Incentive Bonus (PIB) for the calendar year 2001 and pursuant to the provision of National Circular No. 71 and 73-A, s. of 1995 and DOLE Administrative Order No. 64, s. of 2001, 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 a Productivity Incentive Bonus (PIB) of not more than 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. Newly hired employees who have contributed to the productivity of their office for at least six (6) months. The amount of their PIB shall be proportionate to actual service rendered depending on their performance rating/s.

3. Those who are on approved leave of absence without pay. The amount of their PIB shall be proportionate to the actual service rendered during the rating period covered.

4. Those who are on training/scholarship/study leave. As basis for the grant of PIB, their performance ratings for the last two (2) rating semesters prior to the training/scholarship/study grant shall be used.

5. The PIB of officials and employees who transferred to another government office/agency on or before the end of 2001 shall be paid by the new office/agency while those who transferred after December 31, 2001 shall be paid by the POEA.

6. The amount of PIB of those who retired within the year in which the incentive pay shall be released but has contributed to the productivity of his/her office during the period prior to his/her retirement, shall be paid in the amount proportionate to the actual service rendered.
7. Those with pending administrative case at the time of the grant, provided that said employee was given a performance rating of at least satisfactory for the period covered by the grant.

8. The PIB shall be based on:

8.1 The Career Executive Service Performance Evaluation System (CESPES) ratings of third level officials and

8.2 The average Performance Evaluation Ratings for two rating semesters (with a minimum of three months performance per semester) of rank and file employees.

The said officials and employees must have a minimum rating of “satisfactory.”

These guidelines shall take effect immediately.

ROSALINDA DIMAPILIS-BALDOZ
Administrator

04.16.2002