MEMORANDUM ORDER NO. 06
Series of 1996

Based on the National Budget Circular No. 73 and 73-A series of 1995 and DOLE Administrative Order No. 459 series of 1995, the following guidelines on Productivity IncentiveBonus (PIB) shall apply only to all POEA employees occupying Division Chief and below:

1. This benefit shall apply to all officials and employees of POEA who are appointed as permanent, casual, temporary and full-time contractuals whose appointment is in the nature of a regular appointment.

1.1. For this purpose, casual, temporary and full-time contractual shall refer only to those whose positions have been approved by the DBM and whose hiring have been approved by the CSC.

2. Officials and employees shall receive the bonus based on the average Performance Evaluation Rating for two rating semesters, with a minimum of three (3) months performance for one semester.

Payment shall be based on the following schedule:

<table>
<thead>
<tr>
<th>Rating</th>
<th>% of total filled positions</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>3%</td>
<td>P3,000.00</td>
</tr>
<tr>
<td>Very Satisfactory</td>
<td>7%</td>
<td>P2,500.00</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>remaining number of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>deserving employees (</td>
<td></td>
</tr>
<tr>
<td></td>
<td>remaining balance of total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>allowable amount to be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>divided equally)</td>
<td></td>
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</tbody>
</table>

Employees awarded as Outstanding Employees in 1995 shall automatically receive the P4,000.

Total payment for PIB shall not exceed an aggregate total for an agency computed at an average of P2,000 per occupied/filled position based on Administrative Order No. 161 series 1994.
The computation of grantees shall be based on POEA's actual number of filled positions as of December 1995.

In the event that the number of personnel who deserve to receive the PIB exceeds the maximum allowable percentage, forced ranking of employees based on Performance Appraisal Rating shall be conducted on per unit/division or position cluster and upon recommendation of the Branch Manager concerned.

However, in case the number of qualified grantees for Outstanding is more than 3%, the remaining slots shall be added to the percentage allotted for VS grantees. Excess of VS-rated employees shall be added to Satisfactory grantees. In this case, forced ranking of employees (by numerical points up to two (2) decimal points) based on Performance Appraisal Rating shall be conducted on per unit/division or position cluster, whichever is applicable and upon recommendation of the concerned Branch Manager of the grantees.

For this purpose, cluster of positions and their corresponding number of grantees is as follows:

- Class 1: Division Chiefs (3)
- Class 2: Supervising LECs or its equivalent (2)
- Class 3: Executive Assistant, Secretary & Pvt. Secretary (1)

Provided further that recipients shall not come from the same Division/Branch or Office.

3. An official or employee should not have incurred an aggregate of six months vacation leave without pay in 1995.

4. The PIB of Officials and employees who transferred to another government agency/office on or before the end of the calendar year for which the PIB is granted shall be paid by the new office/agency while the benefits of those who transferred after December 31, 1995 shall be paid by the POEA.

5. Those who are on official study leave/scholarship grants shall be given the PIB based on CSC letter to POEA dated February 6, 1996. In the absence of uniform performance rating and point of comparison, all scholars are deemed to have performed Satisfactory Performance.

6. Retirees must be able to present first and second semester Performance Appraisal rating sheets for 1995 and must have rendered at least nine (9)
months-service in 1995 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.

Employees who have not submitted their Performance Rating Sheets for both or either the first and second semester on or before the deadline set by HRDD shall be disqualified for the grant.

Payment 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 disqualified.

8. Payment of PIB to Officials occupying Branch Manager positions and above shall be governed by the CESB rules on Performance Evaluation System. As such, those who have incomplete or did not submit their CES Evaluation Form for 1995 are disqualified for the grant.

For information and guidance.

FELICISIMO O. JOSON, JR.
Administrator

20 June 1996

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