



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

**MEMORANDUM**

**TO :** ALL DEPUTY COMMISSIONERS  
ALL DISTRICT COLLECTORS  
ALL DEPUTY COLLECTORS FOR ADMINISTRATION  
ADMINISTRATIVE OFFICERS  
ALL OTHERS CONCERNED

**FROM :** ALFREDO A. PALMA  
Officer-in-Charge  
Internal Administration Group

**SUBJECT :** Guidelines in the BOC Office Ranking System Relative to  
the Fiscal Year (FY) 2016 Performance-Based Bonus  
(PBB)

**DATE :** December 23, 2016

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Pursuant to Inter Agency Task Force (IATF) Memorandum Circular (MC) No. 2016-1 dated 12 May 2016, (Guidelines on the Grant of the Performance-Based Bonus for FY 2016), an agency is eligible for PBB if the following conditions are satisfied or met:

- a. Achieve performance targets under their respective Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) for the FY 2016;
- b. Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for FY 2016; and
- c. Use the Civil Service Commission (CSC)-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees.

The personnel of the respective Delivery Units shall be forced ranked according to the following categories:

<b>RANKING</b>	<b>INDIVIDUAL PERFORMANCE CATEGORY</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

For the Groups, the personnel shall be forced ranked by their Division Chiefs for submission to their Deputy Commissioners for approval and for the Collection Districts by their District Collectors. For example: Under Internal Administration Group (IAG), each Division Chief shall force rank their personnel, e.g. in the Human Resource Management Division there are ten (10) employees, they shall be forced ranked in the following manner:

<b>10 employees</b>	10% - Best Individual Performance Category	-	1
	25% - Better Individual Performance Category	-	2
	65% - Good Individual Performance Category	-	7
	<b>Total</b>		<b>10</b>

The PBB rates of individual employees shall depend on the performance ranking of the Bureau or Delivery Unit where they belong, based on the individual's monthly basic salary as of December 31, 2016, as follows, but not lower than Php5,000.00:

<b>Performance Category</b>	<b>PBB as Percentage of Monthly Basic Salary</b>
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

Please be guided accordingly.

**ALFREDO A. PALMA**

Officer-in-Charge

Internal Administration Group