


**MEMORANDUM**

TO : ALL DEPUTY COMMISSIONERS
ALL DISTRICT COLLECTORS
ALL DEPUTY COLLECTORS
ADMINISTRATIVE OFFICERS
ALL OTHERS CONCERNED

FROM : REY LEONARDO B. GUERRERO
Commissioner *JUL 08 2020*  BOC-03-06229

SUBJECT : GUIDELINES IN RANKING OFFICES/ DELIVERY UNITS
FOR THE GRANT OF FY 2019 PERFORMANCE-BASED
BONUS (PBB)

DATE : 01 JULY 2020

Pursuant to Inter-Agency Task Force (IATF) Memorandum Circular (MC) no. 2019-1 dated September 3, 2019, (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80 S. 2012 and Executive Order No. 201 s. 2016), an agency is eligible for PBB if the following conditions are satisfied or met:

- a. Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF);
- b. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019. The AO 25 IATF is requiring National Government Agencies (NGAs), and GOCCs covered by DBM to achieve the streamlining requirements of government services, achieve higher citizen/client satisfaction, and achieve fiscal discipline;
- c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees.



BUREAU OF CUSTOMS

Professionalism Integrity Accountability



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

RANKING	INDIVIDUAL PERFORMANCE CATEGORY
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 District 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:

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

The rates of the PBB for each employee shall be based on the performance ranking of the individual's bureau or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

Please be guided accordingly.