



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA





PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
Commissioner   BOC-03-07645
DEC 15 2020

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

DATE : 11 DECEMBER 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. 2019 and Executive Order no. 201 s. 2016), an agency is eligible for PBB if the following conditions are satisfied or met:

- Satisfy 100% of Good Governance Conditions (GGCs) for FY 2019;
- Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019; and
- Use the Civil Service Commission (CSC) – approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees of departments/agencies in NGAs, GOCCs and LGUs, including officials holding managerial or Director positions but are not Presidential appointees.

RANKING OF DELIVERY UNITS

Delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2019 PBB. Delivery units (DUs) eligible to the PBB shall be forced ranked according to the following categories:

No. of Delivery Units	No. of DUs to be ranked as:		
	BEST (Top 10%)	BETTER (Next 25%)	GOOD (Next 65%)
25	3	6	16

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The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. To facilitate the ranking of delivery units, BOC may group or cluster the delivery units based on similarities of tasks and responsibilities, and rank the units within each group or cluster, provided that the resulting ranking distribution

Pursuant to Annex 1 of MC no. 2019-1, the following are the delivery units of BOC:

- 1) Internal Administration Group
- 2) Assessment and Operations Coordinating Group
- 3) Revenue Collection and Monitoring Group
- 4) Intelligence Group
- 5) Enforcement Group
- 6) Management Information Systems and Technology Group
- 7) Post-Clearance Audit Group
- 8) Compliance Monitoring Unit
- 9) Port of San Fernando
- 10) Port of Manila
- 11) Manila International Container Port
- 12) Ninoy Aquino International Airport
- 13) Port of Batangas
- 14) Port of Legazpi
- 15) Port of Iloilo
- 16) Port of Cebu
- 17) Port of Tacloban
- 18) Port of Surigao
- 19) Port of Cagayan de Oro
- 20) Port of Zamboanga
- 21) Port of Davao
- 22) Port of Subic
- 23) Port of Clark
- 24) Port of Aparri
- 25) Port of Limay

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units 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	65%
Better Delivery Unit	57.50%
Good Delivery Unit	50%

Further, an official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	PERCENTAGE OF PBB
8 months but less than 9 months 90%	90%
7 months but less than 8 months 80%	80%
6 months but less than 7 months 70%	70%
5 months but less than 6 months 60%	60%
4 months but less than 5 months 50%	50%
3 months but less than 4 months 40%	40%

The following are the valid reasons for an employee who may not meet the nine (9) month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave and/or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave; and
- h. Sabbatical Leave.

Further, the following are the valid reasons for an employee who shall not be entitled to the grant of the PBB:

- a. An employee who is on vacation or sick leave, with or without pay, for the entire year;
- b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- c. Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;

- d. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
- e. Officials and employees who failed to submit their complete SPMS Forms; and
- f. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units. If BOC fails to comply with any of these requirements.



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ANNEX 8

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Prepared by: _____



DONATO B. SAN JUAN
Deputy Commissioner, IAG

Date: _____

DEC 11 2020

Approved by: _____



REY LEONARDO B. GUERRERO
Commissioner

Date: _____

DEC 15 2020