



September 16, 2019

MEMORANDUM TO: ALL EMPLOYEES
This Office

SUBJECT: SYSTEM OF RANKING OF OFFICERS AND EMPLOYEES

In compliance with GCG Memorandum Circular No. 2019-02 Interim Performance Based Bonus, the National Electrification Administration adopts the following guidelines/mechanics in the grouping of personnel, in determining the distribution of the Performance Based Bonus (PBB) to its eligible officers and employees:

GROUPING OF PERSONNEL

1. **Senior Management** – this refers to the executive officers of the NEA that includes all heads of sectors who are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization, including the development of function strategy, implementation and maintenance of policies of the organization for area of responsibility. The Senior Management is composed of the Deputies of the four (4) sectors and are occupants of Salary Grade 28 positions. The Administrator is the highest ranking officer and has the option to avail of either Performance Based Bonus (PBB) or Performance Based Incentive (PBI), but not both. He is not included in the forced ranking of officers.
2. **Middle Management** – this covers those whose work is primarily achieved through others with direct accountability for setting direction and deploying resources and are responsible for people management, including performance evaluation of their respective staff. Individual contributors are recognized as subject matter experts, with project management and influence skills in area of expertise. This includes the Department Managers, Division Managers and those holding Attorney IV positions who are occupying SG 23-26.
3. **Professional and Supervisory** – this level comprises the personnel whose work is primarily achieved by an individual or through project teams, requiring the application of expertise in professional or technical areas to achieve results. This includes supervisors and junior management who may not have full management authority such as Chief EC Development/Organizational/Systems Services; Principal Engineer; Financial Analyst/Specialist, Accountant, IRD Officer, etc. These are employees occupying SG 13-22.

4. **Clerical/General Staff** – this category includes employees doing administrative and clerical jobs with little or no supervision needed. These are positions such as Data Encoder-Controller, Secretary, Accounting Processor, IRM Assistant, Driver-Mechanic, or employees occupying SG 6-12.

DISTRIBUTION OF PBB FOR QUALIFIED OFFICERS AND EMPLOYEES:

The grant of PBB is based on the performance ratings obtained. Salary Grades 6-28 are rated according to the CSC Approved Strategic Performance Management System (SPMS) of this agency.

The PBB for NEA employees shall be distributed among its officers and employees using the following per group level:

Percentile	PBB as % of MBS
Top : Maximum 10%	65.0%
Next : Maximum 25%	57.5%
Remaining : Minimum 65%	50.0%

COVERAGE:

All Officers and Employees of NEA who occupy regular plantilla Positions with employee-employer relationship, shall be entitled to full grant of the PBB, provided they have rendered an aggregate of at least nine (9) months of service in the public sector for the applicable PBB year.

ELIGIBILITY:

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

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

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

- a. Newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave /or Paternity Leave;
- f. Vacation or Sick Leave with or without pay;
- g. Scholarship /Study Leave;
- h. Sabbatical Leave; and
- i. Other leaves provided by law

Employee found guilty of administrative and/or criminal cases in the applicable year by formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

EFFECTIVITY:

This issuance shall remain in force unless revoked, amended or superseded by another issuance.


EDGARDO R. MASONGSONG
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



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