



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION
NTC Building, BIR Road, East Triangle, Diliman, Quezon City
Email: ntc@ntc.gov.ph; website: <http://www.ntc.gov.ph>

ANNEX 8

GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2020

To accomplish Form 1.0. Annexes 7 and 8 of IATF Memorandum Circular 2020-1, the performance ranking and rating of offices and employees of the Commission shall be evaluated and determined using the following tools/criteria:

1. The Commission shall consider its Mission and Vision and opted that the actual accomplishment target of each delivery unit be evaluated no later than 15 January 2021 preceding the evaluation period vis-à-vis the organizational target.
2. The Internal Audit Division (IAD) shall consolidate, audit, evaluate and/or validate the performance assessment of delivery units against the success indicators, and the allotted budget against the actual expenses;
3. The IAD shall review/evaluate the final assessment of the performance level of each delivery unit using the OPCR and evaluate how the performances are cascaded to the individual employees thru the IPCR:
4. The Performance Management Team (PMT) based on the audit findings or evaluation of the IAD, shall determine the final ratings of Branches and Regional Offices based on the approved Strategic Planning Management System and Office Performance Commitment Review (SPMS/OPCR);
5. To facilitate the ranking of delivery units. the PMT 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 shall follow Section 7 of the IATF Memorandum Circular 2020-1 (Ranking of Delivery Units);
6. Only personnel belonging to eligible delivery units/branch are qualified for the PBB. The declarations of responsible branch/offices/delivery units in the completion of each critical service or other key processes and submission compliance of the Physical Accomplishments, Performance Report, Citizen/Client Satisfaction, QMS Certification, GASS, Good Governance conditions and cross-cutting and other requirements shall be the basis for equitable performance ranking of delivery units;
7. Branch/delivery units that have third (3rd) party ISO or any QMS-equivalent certification/attestations granted by similar internationally recognized bodies promoting Total Quality Management (TQM) shall be rated at least "Better";

- 8 The rates of the PBB for each individual shall be based on the performance ranking of the individual's 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 Office/Delivery Unit (10%)	0.65
Better Office/Delivery Unit (25%)	0.575
Good Office/Delivery Unit (65%)	0.50

9. To heighten transparency among delivery units and employees, the PMT and/or PBB focal person's shall cascade to the employees of this Commission the Guidelines / mechanics in ranking delivery units for the grant of the FY 2020 PBB.

Submitted by:



ENGR. SAMUEL S. SABILE

OIC, Administrative Branch

September 30, 2020

RECOMMENDING APPROVAL:



DEP. COMM. EDGARDO V. CABARIOS

Chairperson, Performance Management Team

September 30, 2020

Approved:



COMM. GAMALIEL A. CORDOBA

Head of Agency

September 30, 2020

ACKNOWLEDGEMENT

WE CERTIFY TO HAVE RECEIVED FROM THE ADMINISTRATIVE BRANCH A COPY OF THE FOLLOWING:

1. Guidelines / Mechanics in Ranking offices / Delivery Units for the grant of Performance - Based Bonus FY 2020
2. Agency Review and Compliance Procedure of SALN

BRANCH/ DIVISION/ UNIT/ SECTION	RECEIVED BY: <small>(pls. indicate your name)</small>	DATE/ TIME RECEIVED	REMARKS
OFFICE OF THE COMMISSIONER (G. A. Cordoba)		10/01/20	
OFFICE OF THE DEP. COMM. (D. F. Deles)		10/01/20	
OFFICE OF THE DEP. COMM. (E. V. Cabarios)		10/01/20	
LEGAL BRANCH			
Adjudication Branch	}	10-01-2020	
Internal Legal Affairs Division			
Consumer Welfare and Protection Division			10-01-2020
REGULATION BRANCH			
Networks and Facilities Division			} undergoing self-quarantine as per Memorandum dated 24 Sept. 2020
Services & Interconnection Division			
SPECIAL LICENSING BRANCH			
Special Radio Services Division	}	10/01/20	
Safety Radio Services & STCW Compliance Division			
INDUSTRY PLANNING AND MANAGEMENT BRANCH			
Industry Planning and Research Division	}	10/1/20 3:30 P.M.	
PLANNING, FINANCIAL AND MANAGEMENT BRANCH			
Finance Division			} undergoing self-quarantine as per Memorandum dated 24 Sept 2020
Management Division			
Corporate Planning and Programming Division			
Information and Technology Unit		3:33 pm 10/01/2020	
ADMINISTRATIVE BRANCH			
Human Resource Division		10/1/2020	
General Services Division		10/1/20	
Central Records Section		10/1/2020	
Cashier Section		10/1/2020	
BROADCAST SERVICES DIVISION			
INTERNAL AUDIT DIVISION		10/1/2020	} undergoing self-quarantine as per Memorandum dated 24 Sept. 2020
EQUIPMENT STANDARDS DIVISION		10/01/2020	
RADIO SPECTRUM AND PLANNING DIVISION		10/1/2020	
COMMISSION SECRETARIAT		10-1-20	
COA		10/01/2020	