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National Power Corporation

CIRCULAR NO. 2019 - 018
01 October 2019

SUBJECT: DISTRIBUTION SYSTEM & PERFORMANCE RANKING
RE: GRANT OF FY 2019 PERFORMANCE-BASED BONUS

- 1.0 PURPOSE.** This Circular is being issued to prescribe the guideline on the distribution system and performance ranking of officers and employees qualified to the grant of FY 2019 Performance-Based Bonus (PBB).
- 2.0 LEGAL BASES.** **Executive Order No. 80, s. 2012**, Directing the Adoption of a Performance-Based Incentive system for government Employees beginning FY 2012 consisting of the Performance Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB); **GCG Memorandum Circular No. 2019-02** dated 25 July 2019, known as Interim Performance Based-Bonus (PBB); Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring Information and Reporting Systems (Administrative Order No. 25, s. 2011) **Memorandum Circular No. 2019-1** dated 1 September 2019.
- 3.0 COVERAGE.** NPC officials and employees, whose status of appointment is permanent, temporary, co-terminus, contractual and casual (with employer-employee relationship) shall be entitled to the **PBB** provided they **have rendered an aggregate of at least nine (9) months** of service for the year ending 31 December 2019 with at least "satisfactory" rating. Those who do not meet the 9-month service requirement but have served at least 3 months of service with at least "satisfactory" rating shall be entitled to PBB on a pro-rata basis.
- 4.0 EXCLUSION.** The following are excluded from the performance ranking and distribution system:
- 4.1** Those hired without employer-employee relationships and paid from non-personal services appropriations/budgets, as follows:
- 4.1.1** Consultants, including retainer dentist/doctors, hired to perform specific activities or services with expected outputs;
- 4.1.2** Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- 4.1.3** Individuals and groups whose services are engaged through job orders, contracts of service, or others similarly situated;

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- 4.2 Employee who is on vacation or sick leave, with or without pay, for the entire FY 2018;
- 4.3 Those found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2019. A penalty of reprimand shall not disqualify the employee concerned to the grant;
- 4.4 Officers and employees who receive a "Below Satisfactory" Performance Rating for the given period.
- 5.0 **Grouping of Personnel.** In determining the distribution of PBB among qualified officers and employees, all personnel shall be ranked on a percentile basis (item 6.0 of their Circular) within their respective levels, as follows:
- 5.1 **Senior Management** – consists of the President and CEO, Vice-Presidents, Senior Department manages, and the Corporate Secretary.
- 5.2 **Middle Management** – Department Managers, Division Managers and all positions of equivalent rank (e.g. Corporate Staff Officer A, Corporate Staff Officer B).
- 5.3 **Professional and Supervisory** – includes Section Chiefs (Salary Grade 22) and equivalent, Professional/Technical positions, and Technical support positions with **Salary Grade 16 to 22.**
- 5.4 **Clerical/General/Technical Staff** – are administrative and technical support positions with **Salary Grade 15 and below.**
- 6.0 **DISTRIBUTION SYSTEM.** The ratings of qualified officers and employees in each of the levels provided under item 5.0 above shall be quantified for ranking on a percentile basis. The grant of PBB shall be based on employee's performance with assigned rate of incentive as a multiplier of employee's basic salary as of 31 December 2019, as follows, but not lower than P5,000.00:

	Percentile (%)	Multiple
Top:	Maximum 10%	65 % of basic salary
Next:	Maximum 25%	57.5% of basic salary
Remaining:	Minimum 65%	50% of basic salary

- 7.0 **IMPLEMENTING PROCEDURE.** The following procedures shall be observed:
- 7.1 Using the **Form labeled Annex A** (with example reflected in italic font), the Human Resources Department shall be responsible in providing each Functional Group (FG) the lists of qualified officers and employees, grouped based on the levels listed under item 5.0 above (Middle Management, Professional and Supervisory, and Clerical/General/Technical Staff Groups) with allocation as to how many will fall under top: 10%, next: 25%, and the remaining: 65% for each level. **Soft copy** of the lists shall be sent to the FG.
- 7.2 Using the soft copy provided in item 7.1. above, FG concerned shall identify from the names of personnel under the Middle Management, Professional and Supervisory and Clerical/General/Technical Staff groups, who are rated as belonging to the Top: Maximum 10%, Next: Maximum 25%, and the Remaining: Minimum 65% corresponding to the required number per category.

For this purpose, the following offices shall be considered as Functional Group:

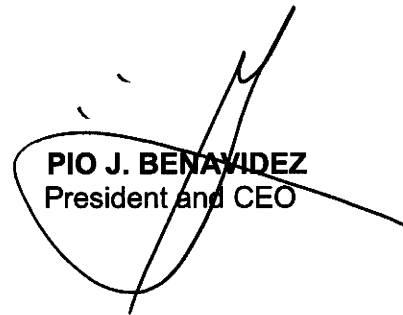
7.2.1 Resource Management Service

7.2.2 Offices under the National Power Board, i.e. NP Board Staff, Office of the Corporate Secretary and Internal Audit Department.

For the **Sr. Management Group**, the President and CEO, together with the Corporate Performance Management Team (PMT) shall identify personnel covered by the percentile as indicated in item 6.0 above.

8.0 SAVING CLAUSE. Cases not covered by this Circular shall be referred to the Office of the Vice President, Administration and Finance Group for resolution.

9.0 EFFECTIVITY. This Circular shall take effect immediately.


PIO J. BENAVIDEZ
President and CEO

Atta : a/s

NATIONAL POWER CORPORATION
RANKING OF ELIGIBLE EMPLOYEES FOR CY 2014 PERFORMANCE-BASED BONUS (PBB)

ADMINISTRATION & FINANCE GROUP									
Department Manager	17	EMPLOYEE 1	1	EMPLOYEE 1	1				
Department Manager	17	EMPLOYEE 2	1						
Department Manager	17	EMPLOYEE 3	1			EMPLOYEE 2	1		
Division Manager	16	EMPLOYEE 4	1			EMPLOYEE 3	1		
Division Manager	16	EMPLOYEE 5	1					EMPLOYEE 4	1
Division Manager	16	EMPLOYEE 6	1					EMPLOYEE 5	1
Division Manager	16	EMPLOYEE 7	1					EMPLOYEE 6	1
Division Manager	16	EMPLOYEE 8	1					EMPLOYEE 7	1
Chief Security Officer	15	EMPLOYEE 1	1	EMPLOYEE 1	1			EMPLOYEE 8	1
Corporate Staff Officer C	15	EMPLOYEE 2	1	EMPLOYEE 2	1				
Materials Management Officer	15	EMPLOYEE 3	1	EMPLOYEE 3	1				
Principal Architect A	15	EMPLOYEE 4	1						
Principal Engineer A	15	EMPLOYEE 5	1			EMPLOYEE 4	1		
Section Chief	15	EMPLOYEE 6	1			EMPLOYEE 5	1		
Senior Financial Specialist A	15	EMPLOYEE 7	1			EMPLOYEE 6	1		
Training Specialist A	15	EMPLOYEE 8	1			EMPLOYEE 7	1		
Administrative Officer A	14	EMPLOYEE 9	1			EMPLOYEE 8	1		
Corporate Communications Officer B	14	EMPLOYEE 10	1			EMPLOYEE 9	1		
Fuel Management Specialist A	14	EMPLOYEE 11	1			EMPLOYEE 10	1		
Materials Management Specialist A	14	EMPLOYEE 12	1					EMPLOYEE 11	1
Senior Financial Specialist B	14	EMPLOYEE 13	1					EMPLOYEE 12	1
Senior Human Resource Specialist	14	EMPLOYEE 14	1					EMPLOYEE 13	1
Supervising Security Officer	14	EMPLOYEE 15	1					EMPLOYEE 14	1
Cashier B	13	EMPLOYEE 16	1					EMPLOYEE 15	1
Corporate Staff Specialist C	13	EMPLOYEE 17	1					EMPLOYEE 16	1
Environmental Management Specialist	13	EMPLOYEE 18	1					EMPLOYEE 17	1
Financial Specialist	13	EMPLOYEE 19	1					EMPLOYEE 18	1
Human Resource Specialist	13	EMPLOYEE 20	1					EMPLOYEE 19	1
Human Resource Specialist	13	EMPLOYEE 21	1					EMPLOYEE 20	1
Materials Management Specialist B	13	EMPLOYEE 22	1					EMPLOYEE 21	1
Senior Security Officer A	13	EMPLOYEE 23	1					EMPLOYEE 22	1
Corporate Staff Specialist D	12	EMPLOYEE 24	1					EMPLOYEE 23	1
Records Management Officer B	12	EMPLOYEE 25	1					EMPLOYEE 24	1
Secretary A	12	EMPLOYEE 26	1					EMPLOYEE 25	1
Senior Financial Analyst	12	EMPLOYEE 27	1					EMPLOYEE 26	1
Senior Human Resource Analyst	12	EMPLOYEE 28	1					EMPLOYEE 27	1
Transportation Officer A	12	EMPLOYEE 29	1					EMPLOYEE 28	1
Corporate Communications Officer E	11	EMPLOYEE 1	1	EMPLOYEE 1	1			EMPLOYEE 29	1
Corporate Staff Analyst A	11	EMPLOYEE 2	1						
Human Resource Analyst A	11	EMPLOYEE 3	1			EMPLOYEE 2	1		
Senior Technician	11	EMPLOYEE 4	1			EMPLOYEE 3	1		
Information Data Analyst	10	EMPLOYEE 5	1			EMPLOYEE 4	1		
Secretary C	10	EMPLOYEE 6	1					EMPLOYEE 5	1
Administrative Assistant	9	EMPLOYEE 7	1					EMPLOYEE 6	1
Secretary D	9	EMPLOYEE 8	1					EMPLOYEE 7	1
Senior Communicationsman	9	EMPLOYEE 9	1					EMPLOYEE 8	1
Driver-Mechanic	8	EMPLOYEE 10	1					EMPLOYEE 9	1
Blueprint Machine Operator	7	EMPLOYEE 11	1					EMPLOYEE 10	1
Microfilm Operator	7	EMPLOYEE 12	1					EMPLOYEE 11	1
Clerk-Processor B (PCA)	6	EMPLOYEE 13	1					EMPLOYEE 12	1