



HOME GUARANTY CORPORATION

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OFFICE ORDER

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SUBJECT : GRANT OF 2016 PERFORMANCE-BASED BONUS

The Home Guaranty Corporation (HGC) hereby adopts the following guidelines on the grant of 2016 Performance-Based Bonus (PBB), subject to compliance with guidelines to be issued by the Governance Commission for Government-Owned or Controlled Corporations (GCG).

1. Coverage - All plantilla officers and employees who have rendered at least three (3) months of government service for the year with at least Satisfactory rating shall be qualified for the PBB.
 - a. An employee who rendered at least nine (9) months of service during the year shall be eligible to the full grant of the PBB.
 - b. An employee who rendered at least three (3) months but less than nine (9) months of service shall be eligible to a pro-rata PBB, 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%

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:

- b.1. Being a newly hired employee;
 - b.2. Retirement;
 - b.3. Resignation;
 - b.4. Rehabilitation Leave;
 - b.5. Maternity Leave and/or Paternity Leave;
 - b.6. Vacation or Sick Leave with or without pay;
 - b.7. Scholarship/Study Leave; and
 - b.8. Sabbatical Leave.
2. Transferees - Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If

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equal months were served for each agency, he/she will be included in the recipient agency.

3. Grouping of Personnel - HGC personnel shall be grouped as follows:

Career Band Grouping	Positions
Clerical/General Staff	Chauffeur III Motorpool Supervisor II Executive Assistant I Private Secretary II Private Secretary III
Professional and Supervisory	SG 12 to 25 except those classified as Clerical/General Staff
Middle Management	SG 26
Senior Management	SG 27 to 29

Professional and Supervisory employees shall further be grouped according to their Functional Group assignments, to wit: Executive Offices, Management Services Group, Legal Group, Guaranty Group, Asset Management and Disposition Group, and Corporate Services Group.

4. Rating and Ranking - The HGC's Performance Management System shall be used in the rating of personnel.

PMS Descriptive Rating	Equivalent Adjectival Rating	Numerical Rating
Clearly and consistently exceeds expectations	Outstanding	5
Frequently exceeds expectations	Very Satisfactory	4
Fully meets expectations	Satisfactory	3
Marginally meets expectations	Unsatisfactory	2
Fails to meet expectations	Poor	1

Only officers and employees with a rating of Satisfactory or better shall be included in the ranking. Ranking shall be based on the above-stated grouping.

5. Distribution - Distribution shall at all times comply with the maximum percentile limit per level as prescribed by GCG, provided there is at least one (1) officer/employee per level for each Career Band Grouping.

The distribution shall be as follows:

Percentile Distribution		Multiple of Monthly Basic Salary
Top:	Maximum 10%	2.50
Next:	Maximum 25%	1.50
Remaining:	Minimum 65%	1.00

The percentile distribution for Professional and Supervisory employees shall be equitably allocated based on the number of employees per Functional Group.

Rounding-off to the next higher whole number is allowed, provided the distribution does not exceed the maximum limit set by GCG.

6. Exclusion from the Grant of PBB

- a. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2016. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- b. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC MC. No. 3 (s. 2015); and
- c. Officials and employees who failed to liquidate Cash Advances received in 2016 within the reglementary period as stated in the prevailing COA Circular.

This Office Order shall take effect immediately.


CORAZON G. DORFU
 Officer-In-Charge