



HOME GUARANTY CORPORATION



JAN 31 2018

OFFICE ORDER

No. 2

Series of 2018

SUBJECT : GRANT OF PERFORMANCE-BASED BONUS

The Home Guaranty Corporation (HGC) hereby adopts the following guidelines on the grant of the Performance-Based Bonus (PBB), subject to compliance with other applicable 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;
 - b.8. Sabbatical Leave; and
 - b.9. Other leaves provided for by law.
2. Transferees - Personnel who transferred from one government agency to another

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agency shall be rated and ranked by the agency where he/she served the longest. If 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 approved performance management system shall be used in the rating of personnel.

Descriptive/Adjectival Rating	Numerical Rating
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
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	PBB as % of MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

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 in the applicable year by formal and executory judgment. 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 2016 SALN as prescribed in the rules provided under CSC MC. No. 3 (s. 2015);
- c. Officials and employees who failed to liquidate Cash Advances received in 2017 within the reglementary period as stated in the prevailing COA Circular; and
- d. Officials and employees who failed to submit their complete SPMS Forms, or its equivalent.

This Office Order shall take effect immediately.



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Officer-In-Charge