



ARMED FORCES OF THE PHILIPPINES
HEADQUARTERS PHILIPPINE AIR FORCE
OFFICE OF THE COMMANDING GENERAL
Colonel Jesus Villamor Air Base, Pasay City

26 SEP 2019

SUBJECT: **Guidelines on the Ranking of the PAF Units for the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order Number 80 s. 2012 and Executive Order Number 201 s. 2016**

TO: **All PAF Unit Commanders**
Attn: 1s

1. Reference: Memorandum Circular No. 2019-01 dated 03 September 2019 with subject; Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016.

2. The above reference is issued to prescribe the criteria and conditions for the grant of the PBB FY 2019 performance to be given in FY 2020. Essentially, the same criteria and conditions for PBB FY 2018 are being issued to support the Administration's focus on streamlining government services with the implementation of Republic Act (RA) No. 11032 known as the ***Ease of Doing Business (EODB) and Efficient Government Service Act 2018*** to simplify government processes and ensure citizen-centric public service delivery.

3. Relatedly, to heighten transparency among delivery units and employees, department/agencies shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of PBB FY 2019. The duly completed and signed agency guidelines in ranking delivery units shall be posted on the PAF Transparency Seal webpage on or before 01 October 2019.

4. In this regard, following are the PAF guidelines/mechanics for PBB FY 2019:

a. The PBB FY 2019 shall be categorized **only on the ranking of PAF delivery units** based on the current force structure.

b. For **the rankings of PAF delivery Units**, this shall be in accordance with the overall performance of the Units based on their Quarterly Unit Accomplishment and Scorecard Assessment Review (QUASAR), and Agency Procurement Compliance and Performance Indicator (APCPI) Ratings. The QUASAR Rating of Units shall be allotted with 80% of their Overall Rating while the remaining 20% shall be allotted to their APCPI Rating. The QUASAR is a tool used by the PAF to assess the performance of the PAF Units/Offices on the four parameters, namely: **(1)** Fund Management; **(2)** Operational Readiness; **(3)** Mission Area Effectiveness; and **(4)** Leadership, Morale and Discipline. On the other hand, the APCPI is a tool used by the Government Procurement Policy Board

- Technical Support Office (GPPB-TSO) to measure and evaluate Government Agencies' procurement performance, practices and audit policies based on their approved APP.

c. There are 35 Units (1 – General Administration and Support, 6 – Support to Operations and 28 – Operations) in the PAF and these Units are categorized into 3 groups (**Category A, B, C**) based on the approved Category of PAF Units wherein the mission structure of each Unit is able to compete with other Units on the same category.

1) **Category A** - General Administration and Support (1 Unit)
Command and Control Service – Headquarters Philippine Air Force

2) **Category B** - Support to Operations (6 Units) Force Level,
Support Services – HSSG, AFAC, AFFC, AFSSG, PAFPMC and PAFCMOG (P).

3) **Category C** – Operations (28 Units) - ADC, TOC, ALC, AETDC, AMC, AFRC, TOWNOL, TOWSOL (P), TOWCEN, TOWWESTMIN, TOWEASTMIN (P), TOWWEST, 5th FW, 580th ACWW, 205th THW, 220th AW, 15th SW, 250th PAW, 410th MW, 420th SW, 710th SPOW, 355th AEW, 300th AISW (P), 520th ABW, AFRDC, 505th SRG, 900th AFWG and 950th CEISG

d. For the ranking distribution of PAF Units, hereunder is the percentage/ranking distribution with the corresponding performance category:

Percentage/ Ranking	Performance Category	Number of PAF Units (34 PAF Units)
10%	Best	3 (1-Category A, 1-Category B & 1-Category C)
25%	Better	9 (1-Category B & 8-Category C)
65%	Good	23 (3-Category B & 20-Category C)

e. The **PBB rates of individuals/employees** shall depend on the performance ranking of the delivery units where they belong, based on the **individual's monthly basic salary** as of 31 December 2019, as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit (10%)	65%
Better Delivery Unit (25%)	57.5%
Good Delivery Unit (65%)	50%

f. **Personnel entitled to receive PBB:**

1) Officials and employees of eligible agencies with regular plantilla, contractual and casual personnel having an employer-employee relationship;

2) Those whose salaries are charged to the Lump Sum Appropriation under PS, or occupying positions in the DBM Approved Contractual Staffing Pattern; and

3) Those who receive at least a satisfactory rating on their AFP PMS.

4) Minimum of nine (9) months government service during FY 2019 will be an eligibility for the full grant of PBB.

5) Grant of PBB for personnel with a minimum of three (3) months but less than nine (9) months of government service shall be pro-rated corresponding to the following length of service rendered:

Length of Service	PBB as % of Monthly Basic Salary
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%

Valid reasons for not meeting the nine (9) months service requirement:

- a) Being a newly hired employee;
- b) Retirement;
- c) Resignation;
- d) Rehabilitation Leave;
- e) Maternity Leave and or Paternity Leave;
- f) Vacation or Sick Leave with or without pay;
- g) Scholarship/Study Leave; and
- h) Sabbatical Leave.

6) Personnel on Attached/Unassigned (A/U) status will be catered by PAFPMC except those on local and foreign schooling (MNSA, GSC, SOC, BAFOC and other specialized schooling) and those hospitalized which shall be catered by their former Units. However, AETDC shall include Officers undergoing MPT.

7) Personnel deployed as MILOBS/PKF Staff and UN Contingent, and were placed on DS status with AFPKOC during the evaluation period shall be catered by AFPKOC.

8) Personnel on DS status shall be catered by the gaining Units.

9) Technical and Administrative Services (TAS) personnel assigned with PAF during the evaluation period shall be catered by their respective Units.

10) Newly graduated Officers from PMA and PAFOCS shall be catered by their respective Units.

11) Newly CAD Officers who served as EP before their CAD and accumulated at least three months during the evaluation period shall be eligible to receive PBB and will be catered by their former Units.

12) Personnel who were reassigned from one Unit to another shall be catered by the Unit where they served longer. If equal months were served for both Units, they shall be catered by the recipient Unit.

13) All personnel honorably separated from 01 April - 31 December 2018 are eligible to receive PBB.

g. **The following personnel are not entitled to receive PBB:**

1) Employee on vacation or sick leave, with or without pay for the entire year. Personnel who do not accumulate the minimum length of service of three (3) months.

2) Personnel guilty of admin and/or criminal cases and meted penalty during the evaluation period. **(If the penalty is reprimand, such penalty shall not be a cause for disqualification)**

3) Officials and employees who failed to submit their required SALN during the evaluation period.


4) Officials and employees who failed to liquidate Cash Advances within the reglementary period.

5) Personnel on AWOL status during the evaluation period.

6) Personnel who attained "unsatisfactory" rating for Military or "poor" rating for Civilian Employee.

h. Cut-off date for the ranking of individuals is 31 December 2019 prior to submission to DBM and AO25 Secretariat.

5. For widest dissemination and strict compliance.


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