



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

**SUBJECT: Guidelines on the Ranking of the PAF Units and Eligibility of Personnel for the Performance-Based Bonus for the Fiscal Year 2020**

**TO: All PAF Unit Commanders**  
**Attn: Ones**

1. Reference: Memorandum Circular Number 2020-01 dated 02 June 2020 with subject: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 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 2020. Essentially, the same criteria and conditions for PBB FY 2019 are being issued to support the Administration's focus on streamlining government services with the implementation of Republic Act Number 11032 known as the "Ease of Doing Business (EODB) and Efficient Government Service Delivery Act of 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 2020. The duly completed and signed agency guidelines in ranking delivery Units shall be posted on the PAF Transparency Seal Web Page on or before 01 October 2020.

4. In this regard, the following are the PAF guidelines/mechanics for PBB FY 2020:

a. The PBB FY 2020 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 the 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



(4) 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 (one (1) – General Administration and Support, six (6) – Support to Operations and 28 – Operations) in the PAF and these Units are categorized into three (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 ( one (1) Unit) Command and Control Service – Headquarters Philippine Air Force;

2) Category B - Support to Operations (six (6) Units) Force Level, Support Services – HSSG, AFAC, AFFC, AFSSG, PAFPMC, and PAFCMOG (Prov); and

3) Category C – Operations (28 Units) - ADC, ACC, ALC, AETDC, AMC, AFRC, TOWNOL, TOWSOL (Prov), TOWCEN, TOWWESTMIN, TOWEASTMIN (Prov), TOWWEST, 5<sup>th</sup> FW, 580<sup>th</sup> ACWW, 205<sup>th</sup> THW, 220<sup>th</sup> AW, 15<sup>th</sup> SW, 250<sup>th</sup> PAW, 410<sup>th</sup> MW, 420<sup>th</sup> SW, 710<sup>th</sup> SPOW, 355<sup>th</sup> AEW, 300<sup>th</sup> AISW (Prov), 520<sup>th</sup> ABW, AFRDC, 505<sup>th</sup> SRG, 900<sup>th</sup> AFWG, and 950<sup>th</sup> 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 (35 PAF Units)
10%	Best	three (3) (1-Category A, 1-Category B and 1-Category C)
25%	Better	nine (9) (1-Category B and 8-Category C)
65%	Good	23 (3-Category B and 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 2020, 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%

Further, personnel who were recognized as PAF Officer, Enlisted Personnel, and Civilian Human Resource of CY 2020 and all PAF PBB PMT Members shall be categorized as Best performers.

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;
- 3) Those who receive at least a satisfactory rating on their AFP PMS;
- 4) A minimum of nine (9) months of government service during FY 2020 will be eligible 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
eight (8) months but less than nine (9) months	90%
seven (7) months but less than eight (8) months	80%
six (6) months but less than seven (7) months	70%
five (5) months but less than six (6) months	60%
four (4) months but less than five (5) months	50%
three (3) months but less than four (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) PAFPMC status will be catered as follows:

a) Personnel on local and foreign schooling (MNSA, GSC, SOC, BAFOC, and another specialized schooling) and those hospitalized shall be catered by their former Units;

b) Personnel on DS/SD/UI for six (6) months or more during the evaluation period will be catered by their respective gaining Units;

c) Personnel on AU for six (6) months or more during the evaluation period will be catered by PAFPMC;

d) Personnel on AU for less than six (6) months during the evaluation period will be catered by their former Units; and

e) Officers undergoing MPT for at least six (6) months or more during the evaluation period will be catered by AETDC.

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 for six (6) months or more during the evaluation period 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 shall be catered by their respective Units on a pro-rated basis;

11) Newly CAD Officers who served as EP before their CAD and accumulated at least three (3) 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; and

13) All personnel honorably separated from 01 April to 31 December 2020 are eligible to receive PBB.

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

1) An 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 during the evaluation period;

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; and
- 6) Personnel who attained the “unsatisfactory” rating for Military or “poor” rating for Civilian Human Resource.

h. The cut-off date for the ranking of individuals is 31 December 2020 prior to submission to DBM and AO25 Secretariat.

- 5. For widest dissemination and strict compliance.



**ALLEN T PAREDES**  
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