



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 PAF Personnel for the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order Number 80 s. 2012 and Executive Order no. 201 s. 2016

TO: All PAF Unit Commanders
Attn: 1s

1. References:

- a. Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2017 under Executive Order (EO) No. 80 and EO No. 201.
- b. Memorandum Circular No. 2018-01 dated 28 May 2018 with subject; Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016.

2. Per above references, the Performance Based Incentive System will continue to be implemented by the National Government through the oversight committee of Inter-Agency Task Force Administrative Order No 25 (IATF AO25). Hence, the Performance-Based Bonus (PBB) will be given to bureaus/agencies that satisfy their annual targets.

3. For Fiscal Year 2018, the priorities of the government are to ensure citizen-centric public service and, to bring the government closer to people with the citizenry empowered to evaluate and give feedback on public services and the bureaucracy, especially on frontline transactions. Moreover, the FY 2018 National Budget represents the sound priorities and programs aimed at fostering the golden age of infrastructure; securing peace and order; and, accelerating human capital development for sustained and inclusive growth.

4. Likewise, to tighten the advocacy for intensified public accountability, heightened transparency, stronger fiscal discipline and more efficient government processes, the government is leveraging the priorities of its Results-Based Performance Management System and its people-centered Performance-Based Incentive System through requirements and conditions that aim to fight corruption, achieve higher citizen satisfaction and implement a firmer validation process to recognize outstanding performance in government service.

5. The PBB FY 2018 shall be categorized **only on the ranking of PAF delivery units** based on the current force structure.

6. 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.

7. 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.

8. There are 34 Units (1 – General Administration and Support, 5 – 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.

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

b. **Category B** - Support to Operations (5 Units)
Force Level, Support Services – HSSG, AFAC, AFFC, AFSSG and

PAFPMC

c. **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

9. 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	8 (1-Category B & 7-Category C)
65%	Good	23 (3-Category B & 20-Category C)

10. 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 2018, 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%

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

- a) Officials and employees of eligible agencies with regular plantilla, contractual and casual personnel having an employer-employee relationship;
- b) Those whose salaries are charged to the Lump Sum Appropriation under PS, or occupying positions in the DBM Approved Contractual Staffing Pattern; and
- c) Those who receive at least a satisfactory rating on their AFP PMS.

12. Minimum of nine (9) months government service during FY 2018 will be an eligibility for the full grant of PBB.

13. 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.

14. Personnel on Attached/Unassigned (A/U) status will be rated by PAFPMC except those on local and foreign schooling (MNSA, GSC, SOC, BAFOC, MPT and other specialized schooling) and those hospitalized which shall be rated by their former Units.

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

16. Personnel on DS status shall be rated by the gaining Units.

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

18. Newly graduated Officers from PMA and PAFOCS shall be rated by their respective Units.



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