

## SMALL BUSINESS CORPORATION

### MEMORANDUM

**FOR : ALL SB CORPORATION EMPLOYEES**

**DATE : 29 SEPTEMBER 2020**

**SUBJECT : GUIDELINES IN THE RANKING OFFICERS AND EMPLOYEES  
AND DISTRIBUTION OF THE FY 2020 PERFORMANCE-BASED  
BONUS (PBB)**

---

In line with IATF Memorandum Circular No. 2020-1 Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2020 and GCG Memorandum Circular No. 2019-02 Interim Performance Based Bonus (PBB), the guidelines as detailed in the attached document is hereby adopted by SB Corporation. The guidelines provide basis for the eligibility the SB Corporation and its qualified employees for the grant of the FY 2020 PBB.

In order to cascade these guidelines to all officers and employees, this Memorandum shall be distributed electronically via e-mail to all employees. Officers and employees may coordinate with the Planning and Policy Management Group and HR Management and Development Group through the following channels for queries/clarifications regarding the cascading of the guidelines.

Telephone: 7751 1888 local 1803 (PPMG) and 1704 (HRMDG)  
Email: [wcalderon@sbgfc.org.ph](mailto:wcalderon@sbgfc.org.ph)  
[jcargullo@sbgfc.org.ph](mailto:jcargullo@sbgfc.org.ph)

  
**MA. LUNA E. CACANANDO**  
President/CEO

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS  
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)\***

**Department/ Agency Small Business Corporation (SBCorp)**

*(Agency should provide the guidelines and process in determining and evaluating the performance ranking of offices / delivery units within the department/agency.)*

Please see attached SBCorp guidelines.

  
\_\_\_\_\_  
Josefina P. Flores  
Head of HRMDG

  
\_\_\_\_\_  
Ma. Lana E. Cacanando  
Agency Head

**Date: 28 September 2020**

*\*Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.  
This document shall be posted on the agency TS on or before 01 October 2020.*

**GUIDELINE/MECHANICS IN RANKING INDIVIDUAL OFFICERS AND EMPLOYEES  
FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS (PBB)**

**SMALL BUSINESS CORPORATION**

**I. LEGAL BASIS**

Pursuant to Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-1 Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year (FY) 2020 under Executive Order No. 80, s., 2012 and Executive Order No. 201, s., 2016 and GCG Memorandum Circular No. 2019-02 Interim Performance-Based Bonus (PBB) to qualified Officers and Employees of GOCCs covered under Republic Act (R.A.) No 10149, Small Business Corporation hereby adopts these guidelines in the ranking and distribution of PBB to its officials and employees.

**II. ELIGIBILITY OF THE GOCC**

Achieve the targets reflected in the FY 2020 Performance Scorecard (weighted average score should be at least 90%), satisfy 100% of the Good Governance Conditions and Other Conditions and Requirements as stipulated in the GCG Memorandum Circular No. 2019-02 Interim Performance Bonus (PBB).

**III. ELIGIBILITY OF INDIVIDUAL OFFICERS AND EMPLOYEES**

All Officers and Employees who occupy regular, casual or contractual positions with employer-employee relationship, shall be entitled to full grant of the PBB from their employer at the time of the release of the PBB; Provided, they have rendered an aggregate of at least nine (9) months of service in the public sector for FY 2020. Officers and Employees who do not meet the 9-month service requirement but have served at least 3 months of service shall be entitled to PBB on pro-rata basis, as provided in item 7 below.

**A. Eligibility of Individual Officers and Employees**

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS), or equivalent, or the requirement prescribed by the Career Executive Service Board (CESB).
2. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
3. 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 equal months were served for each agency, he/she will be included in the recipient agency.

*Small Business Corporation is an Attached Agency of the Department of Trade and Industry*

© 17th & 18th Floor, 139 Corporate Center, 139 Valero St., Salcedo Village Makati City, 1227 Philippines

☎ (63 2) 7751 1888 ✉ sbcorporation@sbgfc.org.ph 🌐 www.sbgfc.org.ph

4. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Item 7 below.
5. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least "Satisfactory" rating may be eligible to the full grant of the PBB.
6. An official or employee who rendered a minimum of three (3) months but less than nine (9) months of service with at least "Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:

<b>LENGTH OF SERVICES</b>	<b>% OF PBB</b>
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 does not meet the nine-month service requirement to be considered to the pro-rated PBB, on the condition that the employee rendered at least three (3) months actual service:

- 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
  - h. Sabbatical Leave
7. Personnel found guilty of administrative and/or criminal cases in FY 2020 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
  8. Officials and employees who failed to timely submit the latest Statement of Assets, Liabilities and Net Worth (SALN) as prescribed under applicable CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2020 PBB.
  9. Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as stated in relevant and prevailing COA Circulars, shall not be entitled to the FY 2020 PBB.
  10. Officials and employees who failed to submit their complete SPMS Forms, or its equivalent, shall not be entitled to FY 2020 PBB.

**B. Exclusions** – Excluded from the grant of the PBB are those hired without employer-employee relationships and paid from non-Personal Service appropriations/budgets as follows:

- a. Consultants and experts hired to perform specific activities or services with expected outputs;
- b. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- c. Student labourers and apprentices; and
- d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

#### IV. DISTRIBUTION SYSTEM

The President/CEO should ensure that only eligible and qualified officers and employees are included in the rating and ranking to be submitted to GCG. Distribution of PBB among qualified Officers and Employees who have complied with conditions stipulated under Sections 4.3 and 5 of the GCG Memorandum Circular No. 2019-02 Interim Performance Bonus (PBB) shall be in accordance with the following procedure:

**1. Grouping of Personnel<sup>1</sup>** – In determining the distribution of the PBB among qualified Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels as determined by the Governing Board through the Management in accordance with the following guidelines:

- a. **Senior Management** – This refers to the executive officers and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function of area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility (i.e. Salary Grades 27 to 29).

The President/CEO, or whoever is the highest ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under the GCG MC No. 2018-04 (Interim Performance-Based Incentive (PBI) System for the Appointive Directors of GOCCs Covered by GCG for FY 2016 and for the Years Thereafter), or the PBB, *but not both*. In the event the President/CEO is included in the PBB application, he/she must meet the eligibility requirements for the PBI and shall be ranked separately on his/her own and shall not be included in the forced ranking of Officers and Employees.

- b. **Middle Management** – This covers those whose work is primarily achieved through others, with direct accountability for setting direction and developing resources. Responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise (i.e. Salary Grades 25 to 26).

---

<sup>1</sup> Subject to change upon GCG's approval of Small Business Corporation's Restructuring Plan

- c. **Professional and Supervisory** – This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority (i.e. Salary Grades 18 to 23)
- d. Clerical/General Staff: This category includes all clerical, administrative and secretarial staff with little or no supervisory responsibility but who contribute independently to the organization. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians (i.e. various positions under Salary Grades 6 to 13)


2. **Distribution for Qualified Officers and Employees** – In each level provided for under Eligibility of Individual Officers and Employees above, the ratings of Officers and Employees under Small Business Corporation’s SPMS or its equivalent shall be quantified to allow for ranking on a percentile basis for the purpose of distribution as follows:

**Rates of PBB** – the grant of the PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of the individuals monthly basic salary (MBS) as of 31 December 2020 based on the table below, but not lower than P 5,000.00:

Percentile	PBB as of % MBS
Top: Maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

*\* The percentile of the “Top” and “Next” levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the “Remaining” level.*

Small Business Corporation’s PBB Guidelines may be updated subject to review of the Management and issuance of pertinent guidelines for the implementation of FY 2020 PBB by the GCG.

  
 \_\_\_\_\_  
**Josefina P. Flores**  
 Head, HR Management and Development Group  
 Date: 22 September 2020

  
 \_\_\_\_\_  
**Ma. Luna E. Cacanando**  
 President/CEO  
 Date: 22 September 2020

**LIST OF POSITIONS AND ITS CORRESPONDING SALARY GRADE**

<b>POSITION TITLE</b>	<b>SALARY GRADE</b>
Driver/Courier I	6
Chauffer IV	8
Senior Administrative Assistant I	10
HR Management Officer I	11
Internal Auditor I	
Programmer I	
Public Relations Officer I	
Information Systems Analyst I	12
Accounts Management Analyst II	13
Administrative Services Officer II	
Financial Analyst II	
Investments Analyst II	
Accountant III	18
Administrative Services Officer IV	
Document Examiner III	
HR Management Officer III	
Internal Auditor III	
Programmer III	
Public Relations Officer III	
Senior Accounts Management Specialist	
Senior Financial Specialist	
Senior Investments Specialist	
Legal Researcher III	19
Information Systems Analyst III	
Senior Planning Specialist	
Public Relations Officer IV	20
Accountant V	22
Administrative Services Officer VI	
Chief Accounts Management Specialist	
Chief Financial Specialist	
Chief Investments Specialist	
Chief Planning Specialist	
HR Management Officer V	
Information Technology Officer II	
Internal Auditor IV	
Attorney IV	
Corporate Executive Officer I	
Attorney V	25
Corporate Executive Officer III	
Attorney VI	26
Corporate Executive Officer IV	
Department Manager II	27
Group Manager	28
Sector Manager	29
Executive Vice President	29
President	30