TOPULAN NOILY	The 1	ist Performance Governance System-Institutionalized National Government Agency	BAGONG PILIPINAS
MEMORAN	IDUM		
то	:	ALL EMPLOYEES	^{ر این}
SUBJECT	:	SYSTEM OF RANKING OF OFFICERS AND EMP 2022 PERFORMANCE BASED BONUS (PBB)	PLOYEES FOR
DATE	:	SEP 1 2 2024	
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NATIONAL ELECTRIFICATION ADMINISTRATION

In compliance with GCG Memorandum Circular No. 2019-02 Interim Performance Based Bonus, the National Electrification Administration adopts the following guidelines/mechanics in the grouping of personnel, in determining the distribution of the Performance Based Bonus (PBB) to its eligible officers and employees:

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GROUPING OF PERSONNEL

FICATION

- 1. Senior Management this refers to the executive officers of the NEA that includes all heads of sectors who are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization, including the development of function strategy, implementation and maintenance of policies of the organization for area of responsibility. The Senior Management is composed of the Deputies of the four (4) sectors and are occupants of Job Grade (JG) 17 or Salary Grade (SG) 28 positions. The Administrator is the highest-ranking officer and has the option to avail of either Performance Based Bonus (PBB) or Performance Based Incentive (PBI), but not both. He is not included in the forced ranking of officers,
- 2. Middle Management this covers those whose work is primarily achieved through others with direct accountability for setting direction and deploying resources and are responsible for people management, including performance evaluation of their respective staff, Individual contributors are recognized as subject matter experts, with project management and influence skills in area of expertise. This includes the Department Managers, Division Managers and those holding Attorney IV positions who are occupying JG 12B 14 or SG 23-26.
- 3. Professional and Supervisory —this level comprises the personnel whose work are primarily achieved by an individual or through project teams, requiring the application of expertise in professional or technical areas to achieve results. This includes supervisors and junior management who may not have full management authority such as Chief EC Development/Organizational/Systems Services, Principal Engineer; Financial Analyst/Specialist, Accountant, IRD Officer, etc. These are employees occupying JG 9A-12A or SG 13-22.



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 Clerical/General Staff — this category includes employees doing administrative and clerical jobs with little or no supervision needed. These are positions such as Data Encoder-Controller, Secretary, Accounting Processor, IRM Assistant, Driver-Mechanic, or employees occupying JG 5A - 8B or SG 6-12.

ΙΟΝ ΔΠΜ

DISTRIBUTION OF PBB FOR QUALIFIED OFFICERS AND EMPLOYEES:

The grant of PBB is based on the performance ratings obtained. Job Grade 5A – 17 or Salary Grades 6-28 are rated according to the CSC Approved Strategic Performance Management System (SPMS) of this agency.

The PBB for NEA employees shall be distributed among its officers and employees using the following per group level:

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

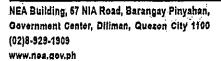
COVERAGE:

All Officers and Employees of NEA who occupy regular plantilla positions with employee-employer relationship, shall be entitled to full grant of the PBB, provided they have rendered an aggregate of at least nine (9) months of service in the public sector for the applicable PBB year.

ELIGIBILITY:

An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least "Satisfactory" rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, 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%	





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ATIONAL ELECTRIFICATION ADMINISTRATION



The following are the valid reasons for an employee who may not meet the nine-month actual service requirement, but will be considered for PBB on a pro-rata basis:

- a. Newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave lor Paternity Leave;
- f. Vacation or Sick Leave with or without pay;



- g. Scholarship / Study Leave;
- h. Sabbatical Leave; and
- i. Other leaves provided by law

Employee found guilty of administrative and/or criminal cases in the applicable year by final and executory judgement 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.

EFFECTIVITY:

This issuance shall remain in force unless revoked, amended or superseded by another issuance.

ANTOMO MARIANO C. ALMEDA Administrator Q. A

NATIONAL ELECTRIFICATION **ADMINISTRATION** NEA-0A275417

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NATIONAL ELECTRIFICATION ADMINISTRATION "The 1st Performance Government System-Institutionalized National Government Agency" 57 NIA Road, Government Center, Diliman, Quezon City 1100

2022 PBB Form 3a

A	System ISO 9091 2015	
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NAME OF COLUMN	www.tyccontr 629705000930	

MULTIPLE/FIXED AMOUNT	DISTRIBUTION	NO OF PERSONNEL	PBB AMOUNT (Ph)
Personnel Group: SENIOR MANAGEMENT			
65%	10%	1	152,419.15
57.5%	25%	2	276,871.13
50%	65%	2	276,639.50
Below Satisfactory		-	÷
Sub Total:		5	705,929.78
Personnel Group: MIDDLE MANAGEMENT			
65%	10%	8	536,727.75
57.5%	25%	20	1,017,236.55
50%	65%	53	2,642,927.50
Below Satisfactory			-
Sub Total:		81	4,196,891.80
Personnel Group: PROFESSIONAL & SUPERVISOR	<u>Y</u>		
65%	10%	10	427,643.45
57.5%	25%	26	696,992.67
50%	65%	66	1,856,431.00
Below Satisfactory			-
Sub Total:		102	2,981,067.12
Personnel Group: CLERICAL/GENERAL STAFF			
65%	10%	11	226,000.45
57.5%	25%	27	454,948.66
50%	65%	71	973,598.00
Below Satisfactory			
Sub Total:		109	1,654,547.11
GRAND TOTAL	:	297	9,538,435.81

2022 PBB SUMMARY OF RANKING OF ELIGIBLE OFFICERS AND EMPLOYEES OF NEA

SAY

ATTY. GWEN PLENCISO-KYAMKO

Acting Department Manager, HRAD

IRENE H. VIRAY

Department Manager, Finance Services