



MEMORANDUM CIRCULAR NO. 2021-016

Series of 2021

FOR : **ALL PCIC OFFICERS AND EMPLOYEES**

FROM : 
ATTY. JOVY C. BERNABE
PCIC President

SUBJECT : **SYSTEM OF RANKING OFFICERS AND EMPLOYEES FOR 2021
INTERIM PERFORMANCE-BASED BONUS (PBB)**

In compliance with GCG Memorandum Circular No. 2021-02¹ for the PBB for FY 2021, the Philippine Crop Insurance Corporation (PCIC) hereby adopts the Official System of Ranking Officers and Employees for FY 2021.

- I. **ELIGIBILITY FOR THE GRANT OF PBB** – The grant of PBB shall be based on the overall agency performance, of which PCIC must achieve a weighted-average score of at least 90% in its 2021 Performance Scorecard.
- II. **DISTRIBUTION SYSTEM** – The PBB shall be distributed to qualified individual Officers and Employees in accordance with the following procedure:
 - A. **Grouping of Personnel** – In determining the distribution of PBB among Qualified PCIC Officers and Employees, all personnel shall be ranked on a percentile basis within their respective levels as determined by the PCIC Governing Board through the Management In accordance with the following guidelines:
 1. **Senior Management:** This refers to the executive officers of the PCIC, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of specialization. It includes those who lead the development of function strategy, implement and maintain policies of the organization for area of responsibility (e.g., President, Senior Vice President, and Vice President).

¹ Good Governance Conditions (GGCs) and Other Conditions and Requirements (OCRs) for the Grant of Interim Performance-Based Bonus (PBB)

The President can avail either the Performance-Based Incentive (PBI), or the PBB, but not both. In the event the CEO is included in the PBB application, he must meet the eligibility requirements for the PBI and shall be ranked separately on his own and shall not be included in the forced ranking of Officers and Employees.

2. **Middle Management:** This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. He/She is responsible for people management, including performance evaluation and pay reviews and typically hire/fire decisions. This level 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 (e.g., Department Managers and Regional Managers).
 3. **Professional and Supervisory:** This level comprises the personnel whose work is primarily achieved by an individual or through project teams. In order to achieve results, there should be application of expertise in professional or technical area(s). The employee/officer typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles, and concepts. It includes supervisors and junior management that may not have full management authority (e.g., Financial Analyst/Specialists, Accountant, HR Officer, etc.).
 4. **Clerical/General Staff:** This category includes all clerical, administrative, and secretarial staff with little or no supervisory responsibility but who contribute independently to PCIC. It also covers basic computing/data processing staff such as operators, customer service assistants and skilled craftsmen/technicians (e.g., Secretary, Clerk, Finance Processor, Administrative Assistant, Chauffeur, Utility Worker, Messenger).
- B. **Distribution for Qualified Officers and Employees** – In each level provided above, the ratings of Officers and Employees under the PCIC’s Strategic Performance Management System (SPMS) shall be quantified to allow for ranking on a percentile basis for distribution.

Rates of PBB – The grant of PBB shall be based on the performance of the individual Officers and Employees with the rate of incentive as a multiple of the individual’s monthly basic salary (MBS) as of 31 December of 2021 based on the table below, but not lower than ₱5,000:

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.

Provided, that the total cost of the PBB shall not result in a net loss for CY 2021 computed before subsidy and unrealized gains/losses, and after taxes.

III. **EFFECTIVITY** – This shall take effect immediately upon its publication on PCIC website at www.pcic.gov.ph.