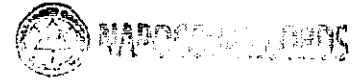




National Power Corporation



21 OCT -1 P1:25

CIRCULAR NO. 2021 - 017  
22 September 2021

**SUBJECT : DISTRIBUTION SYSTEM & PERFORMANCE RANKING**  
**RE: GRANT OF FY 2021 PERFORMANCE-BASED BONUS**

---

- 1.0 PURPOSE.** This Circular is being issued to prescribe the guideline on the distribution system and performance ranking of officers and employees qualified to the grant of FY 2021 Performance-Based Bonus (PBB).
- 2.0 LEGAL BASES.** **Executive Order No. 80, s. 2012**, Directing the Adoption of a Performance-Based Incentive System for Government Employees beginning FY 2012 consisting of the Performance Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB). **GCG Memorandum Circular No. 2019-02** dated 25 July 2019, known as Amendment to Interim Performance-Based Bonus (PBB); Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, s. 2011) **Memorandum Circular No. 2021-1** dated 03 June 2021 and **GCG Memorandum Circular No. 2021-02** dated 06 September 2021 known as Good Governance Conditions (GGCs) and Other Conditions and Requirements (OCRs) for the Grant of Interim Performance-Based Bonus (PBB).
- 3.0 COVERAGE.** NPC officials and employees, whose status of appointment is permanent, temporary, co-terminus, contractual and casual (with employer-employee relationship) shall be entitled to the PBB provided they **have rendered an aggregate of at least nine (9) months** of service for the year ending 31 December 2021 with at least "satisfactory" rating. Those who do not meet the 9-month service requirement but have served at least 3 months of service with at least "satisfactory" rating shall be entitled to PBB on a pro-rata basis.
- 4.0 EXCLUSION.** The following are excluded from the performance ranking and distribution system:
  - 4.1** Those hired without employer-employee relationships and paid from non-personal services appropriations/budgets, as follows:
    - 4.1.1** Consultants, including retainer dentist/doctors, hired to perform specific activities or services with expected outputs;
    - 4.1.2** Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
    - 4.1.3** Individuals and groups whose services are engaged through job orders, contracts of service, or others similarly situated.

- 4.2 Employee who is on vacation or sick leave, with or without pay, for the entire FY 2021;
- 4.3 Those found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2021. A penalty of reprimand shall not disqualify the employee concerned to the grant;
- 4.4 Officers and Employees who receive a "Below Satisfactory" Performance Rating for the given period.
- 5.0 **Grouping of Personnel.** In determining the distribution of PBB among qualified officers and employees, all personnel shall be ranked on a percentile basis (item 6.0 of this Circular) within their respective levels, as follows:
- 5.1 **Senior Management** - consists of the President and CEO, Vice-Presidents, Senior Department Managers, and the Corporate Secretary
- 5.2 **Middle Management** - Department Managers, Division Managers and all positions of equivalent rank (e.g. Corporate Staff Officer A, Corporate Staff Officer B).
- 5.3 **Professional and Supervisory** – includes Section Chiefs (Salary Grade 22) and equivalent, Professional/Technical positions, and Technical Support positions with **Salary Grade to 16 to 22.**
- 5.4 **Clerical/General/Technical Staff** - are administrative and technical support positions with **Salary Grade 15 and below.**
- 6.0 **DISTRIBUTION SYSTEM.** The ratings of qualified officers and employees in each of the levels provided under item 5.0 above shall be quantified for ranking on a percentile basis. The grant of PBB shall be based on employee's performance with assigned rate of incentive as a multiplier of employee's basic salary as of 31 December 2021, as follows, but not lower than P5,000.00:

Percentile (%)		Multiple
<b>Top :</b>	Maximum 10%	65% of basic salary
<b>Next :</b>	Maximum 25%	57.5% of basic salary
<b>Remaining:</b>	Minimum 65%	50% of basic salary

- 7.0 **IMPLEMENTING PROCEDURE.** The following procedures shall be observed:
- 7.1 Using the **Form labeled Annex A** (with example reflected in italic font), the Human Resources Department shall be responsible in providing each Functional Group (FG) the lists of qualified officers and employees, grouped based on the levels listed under item 5.0 above (Middle Management, Professional and Supervisory, and Clerical/General/Technical Staff Groups) with allocation as to how many will fall under top: 10%, next: 25%, and the remaining: 65% for each level. **Soft copy** of the lists shall be sent to the FG.

7.2 Using the soft copy provided in item 7.1. above, FG concerned shall identify from the names of personnel under the Middle Management, Professional and Supervisory and Clerical/General/Technical Staff groups, who are rated as belonging to the Top: Maximum 10%, Next: Maximum 25%, and the Remaining: Minimum 65% corresponding to the required number per category.

For this purpose, the following offices shall be considered as Functional Group:

7.2.1 Resource Management Service.

7.2.2 Offices under the National Power Board, i.e. NP Board Staff, Office of the Corporate Secretary and Internal Audit Department.

For the **Sr. Management Group**, the President and CEO, together with the Corporate Performance Management Team (PMT) shall identify personnel covered by the percentile as indicated in item 6.0 above.

8.0 **SAVING CLAUSE.** Cases not covered by this Circular shall be referred to the Office of the Vice President, Administration and Finance Group for resolution.

9.0 **EFFECTIVITY.** This Circular shall take effect immediately.

  
USEC. DONATO D. MARCOS  
Officer-in-Charge

Atta : a/s

Circular # 2021-017

**RANKING OF ELIGIBLE EMPLOYEES FOR CY 2021 PERFORMANCE-BASED BONUS (PBB)**

**ADMINISTRATION & FINANCE GROUP**

Department Manager	17	EMPLOYEE 1	1	EMPLOYEE 1	1	
Department Manager	17	EMPLOYEE 2	1	EMPLOYEE 2	1	
Department Manager	17	EMPLOYEE 3	1	EMPLOYEE 3	1	
Division Manager	16	EMPLOYEE 4	1			EMPLOYEE 4
Division Manager	16	EMPLOYEE 5	1			EMPLOYEE 5
Division Manager	16	EMPLOYEE 6	1			EMPLOYEE 6
Division Manager	16	EMPLOYEE 7	1			EMPLOYEE 7
Division Manager	16	EMPLOYEE 8	1			EMPLOYEE 8
Chief Security Officer	15	EMPLOYEE 1	1	EMPLOYEE 1	1	
Corporate Staff Officer C	15	EMPLOYEE 2	1	EMPLOYEE 2	1	
Materials Management Officer	15	EMPLOYEE 3	1	EMPLOYEE 3	1	
Principal Architect A	15	EMPLOYEE 4	1			EMPLOYEE 4
Principal Engineer A	15	EMPLOYEE 5	1			EMPLOYEE 5
Section Chief	15	EMPLOYEE 6	1			EMPLOYEE 6
Senior Financial Specialist A	15	EMPLOYEE 7	1			EMPLOYEE 7
Training Specialist A	15	EMPLOYEE 8	1			EMPLOYEE 8
Administrative Officer A	14	EMPLOYEE 9	1			EMPLOYEE 9
Corporate Communications Officer B	14	EMPLOYEE 10	1			EMPLOYEE 10
Fuel Management Specialist A	14	EMPLOYEE 11	1			EMPLOYEE 11
Materials Management Specialist A	14	EMPLOYEE 12	1			EMPLOYEE 12
Senior Financial Specialist B	14	EMPLOYEE 13	1			EMPLOYEE 13
Senior Financial Specialist	14	EMPLOYEE 14	1			EMPLOYEE 14
Senior Human Resource Specialist	14	EMPLOYEE 15	1			EMPLOYEE 15
Supervising Security Officer	13	EMPLOYEE 16	1			EMPLOYEE 16
Cashier B	13	EMPLOYEE 17	1			EMPLOYEE 17
Corporate Staff Specialist C	13	EMPLOYEE 18	1			EMPLOYEE 18
Environmental Management Specialist	13	EMPLOYEE 19	1			EMPLOYEE 19
Financial Specialist	13	EMPLOYEE 20	1			EMPLOYEE 20
Human Resource Specialist	13	EMPLOYEE 21	1			EMPLOYEE 21
Human Resource Specialist	13	EMPLOYEE 22	1			EMPLOYEE 22
Materials Management Specialist B	13	EMPLOYEE 23	1			EMPLOYEE 23
Senior Security Officer A	13	EMPLOYEE 24	1			EMPLOYEE 24
Corporate Staff Specialist D	12	EMPLOYEE 25	1			EMPLOYEE 25
Records Management Officer B	12	EMPLOYEE 26	1			EMPLOYEE 26
Secretary A	12	EMPLOYEE 27	1			EMPLOYEE 27
Senior Financial Analyst	12	EMPLOYEE 28	1			EMPLOYEE 28
Senior Human Resource Analyst	12	EMPLOYEE 29	1			EMPLOYEE 29
Transportation Officer A	12	EMPLOYEE 29	1			EMPLOYEE 29
Corporate Communications Officer E	11	EMPLOYEE 1	1	EMPLOYEE 1	1	
Corporate Staff Analyst A	11	EMPLOYEE 2	1	EMPLOYEE 2	1	
Human Resource Analyst A	11	EMPLOYEE 3	1	EMPLOYEE 3	1	
Senior Technician	11	EMPLOYEE 4	1	EMPLOYEE 4	1	
Information Data Analyst	10	EMPLOYEE 5	1			EMPLOYEE 5
Secretary C	10	EMPLOYEE 6	1			EMPLOYEE 6
Administrative Assistant	9	EMPLOYEE 7	1			EMPLOYEE 7
Secretary D	9	EMPLOYEE 8	1			EMPLOYEE 8
Senior Communicator	9	EMPLOYEE 9	1			EMPLOYEE 9
Driver-Mechanic	8	EMPLOYEE 10	1			EMPLOYEE 10
Blueprint Machine Operator	7	EMPLOYEE 11	1			EMPLOYEE 11
Microfilm Operator	7	EMPLOYEE 12	1			EMPLOYEE 12
Clerk-Processor B (PCA)	6	EMPLOYEE 13	1			EMPLOYEE 13