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NATIONAL POWER CORPORATION

NAPOCOR RECORDS

CIRCULAR NO. 2023 -

018

22 September 2023

**SUBJECT : DISTRIBUTION SYSTEM AND PERFORMANCE RANKING FOR  
THE GRANT OF THE FY 2023 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 the FY 2023 Performance-Based Bonus (PBB).
- 2.0 **LEGAL BASES.**
  - 2.1 **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).
  - 2.2 **GCG Memorandum Circular No. 2019-02** dated 25 July 2019, known as Amendment to Interim Performance-Based Bonus (PBB).
  - 2.3 **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 2023 with at least a "Satisfactory" Performance rating. Those who do not meet the 9-month service requirement but have served at least 3 months of service with at least a "Satisfactory" rating shall be entitled to PBB on a pro-rata basis.
- 4.0 **EXCLUSION.** The following are excluded from the grant of the FY 2023 PBB and accordingly, 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 dentists/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;

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- 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 2023;
  - 4.3 Those found guilty of administrative and/or criminal charges filed against him/her and meted penalty in FY 2023. 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 **with CPCS Job Grade 16-19.**
  - 5.2 **Middle Management** – Corporate Secretary, Department Managers, Division Managers and all positions of equivalent rank (e.g. Plant Manager, Corporate Staff Officer A, Corporate Staff Officer B, Plant Operations/Maintenance Manager, Corporate Attorney A) **with CPCS Job Grade 12-15.**
  - 5.3 **Professional and Supervisory** – includes Section Chiefs, Plant Superintendent, Corporate Attorney B and its equivalent Professional/Technical positions and Technical Support positions **with CPCS Job Grade 10 to 12.**
  - 5.4 **Clerical/General Staff** - are administrative and technical support positions **with CPCS Job Grade 9 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 2023, 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

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**7.0 IMPLEMENTING PROCEDURE.** The following procedures shall be observed:

**7.1** Using the **Form labeled Annex A**, the Human Resources Department shall be responsible in providing each Functional Group (FG) the list of qualified officers and employees, grouped based on the levels listed under item 5.0 above (Senior Management, Middle Management, Professional and Supervisory, and Clerical/General 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 list shall be sent to the FG Head.

**7.2** Using the soft copy provided in Item 7.1, FG Head concerned shall identify from the names of personnel under the Middle Management, Professional and Supervisory and Clerical/General 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 a Group:

- 7.2.1** Office of the President and CEO, Resource Management Service and Offices under the NP Board, i.e., NP Board Staff, Office of the Corporate Secretary and Internal Audit Department
- 7.2.2** Corporate Affairs Group
- 7.2.3** Office of the Legal Counsel
- 7.2.4** Administration and Finance Group
- 7.2.5** Power Engineering Services Group
- 7.2.6** Small Power Utilities Group
- 7.2.7** Mindanao Generation Group

For the **Senior 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.

**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.

  
**FERNANDO MARTIN Y. ROXAS**  
President & CEO