



NATIONAL FOOD AUTHORITY

Office of the Administrator

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12 August 2021

MEMORANDUM

AO-2021-08- 012

TO : **ALL NFA OFFICIALS AND EMPLOYEES**
CENTRAL & FIELD OFFICES

SUBJECT : **SYSTEM OF RANKING OF NFA OFFICIALS AND**
EMPLOYEES

Pursuant to *Governance Commission for GOCCs (GCG) Memorandum Circular No. 2019-02 dated 25 July 2019 on the Interim Performance-Based Bonus (PBB) and Executive Order No. 80 series 2012 on Directing the Adoption of a Performance-Based Incentive System for Government Employees*, the guidelines for the NFA System of Ranking of NFA Officials and Employees shall be enforced:

I. SCOPE AND DURATION

These Guidelines cover all officials and employees in the Central Office and Field Offices starting 2021 and onwards or until a directive from proper authorities is issued to suspend, supersede or amend herein provisions.

II. BASES

1. GCG Memorandum Circular No. 2019-02 on the Interim Performance-Based Bonus (PBB)
2. Executive Order No. 80, series of 2012 on Directing the Adoption of a Performance-Based Incentive System for Government Employees

III. IMPLEMENTING GUIDELINES

A. Eligibility of NFA to Grant the PBB

The grant of the PBB shall be based on the overall performance of NFA, and then distributed to individual officials and employees based on their performance ranking.

B. Eligibility of NFA Officials and Employees

All NFA officials and employees who occupy regular, casual or contractual positions with employer-employee relationship shall be entitled to full grant of the PBB from NFA 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 NFA for the applicable PBB year. NFA officials and employees who do not meet the 9-month service requirement but

have served at least three (3) months of service shall be entitled to PBB on a prorated basis.

1. Employees belonging in the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on NFA's CSC-approved Strategic Performance Management System (SPMS).
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.
4. NFA officials and employees shall be eligible for the grant of PBB corresponding to the actual length of service to the participating agency even if he / she transferred from a non-participating agency.
5. An NFA official or employee who has 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 prorated basis 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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a prorated basis:

- a. Being a newly-hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation Leave or Sick Leave with or without pay;
 - g. Scholarship / Study Leave;
 - h. Sabbatical Leave; and
 - i. Other leaves provided for by law
6. An employee who is on vacation or sick leave, with or without pay, for an entire year, is not eligible to the grant of the PBB.

7. Personnel found guilty of administrative and/or criminal cases in the applicable year 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. NFA 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 PBB of the applicable year.
9. NFA officials and employees who failed to liquidate all Cash Advances received in the applicable year within the reglementary period, as stated in relevant and prevailing COA Circulars, shall not be entitled to the PBB for the same year.
10. NFA officials and employees who failed to submit their complete SPMS forms, or its equivalent, shall not be entitled to the PBB of the applicable year.
11. Excluded to the grant of the PBB are those hired without employer-employee relationships and paid from non-Personnel Services 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 laborers and apprentices; and
 - d. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

C. Distribution System

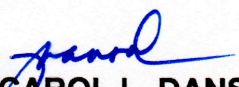
1. **Grouping of Personnel** - In determining the distribution of the PBB among qualified NFA officials and employees, all personnel shall be ranked on a percentile basis within their respective levels as determined through the grouping stated in Memorandum No. HRMD-2K15-J-166 dated 22 October 2015:
 - a. **Senior Management:** This group consists of officials holding Salary Grade 27 to 30 positions.
 - b. **Middle Management:** This group consists of officials holding Salary Grade 24 to 26 positions from Central Office and field offices.
 - c. **Professional and Supervisory:** This group consists of employees holding Salary Grade 10 to 23 positions from Central and field offices.
 - d. **Clerical / General Staff:** This group consists of employees holding Salary Grade 6 to 9 positions.

2. In each level provided for in the Item 1 above, the ratings of NFA officials and employees under NFA SPMS 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 NFA officials and employees with the rate of incentive as a multiple of the individual's monthly basic salary (MBS) as of 31 December of the applicable year 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 Management to decrease the figures and distribute them to the "Remaining" level.


JUDY CAROL L. DANSAL
Administrator