



CRITERIA IN RANKING OF DELIVERY UNITS AND INDIVIDUAL PERFORMANCE FOR THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FY 2020

1. Legal Basis

In compliance with the Performance Base Bonus (PBB) requirements, the Cagayan Economic Zone Authority (CEZA) hereby adopts the System of Ranking of Delivery Units following what is required as stated in the Memorandum Circular No. 2020 - 01 dated June 2, 2020 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

2. CEZA Delivery Units

Section 8.0 of Memorandum Circular No. 2020 - 01 dated June 2, 2020 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems has prescribed the following Delivery Units for Cagayan Economic Zone Authority (CEZA):

- a) Management, Planning and Information Department
- b) Support Services Department
- c) Operations Department

3. Ranking of CEZA Delivery Units

3.1 The CEZA Performance Management Team (PMT)/Ranking Committee sets the criteria and ranks of all the delivery units based on their contribution towards the over-all attainment of the CEZA's Major Final Outputs (MFO's) and the respective targets of Support to Operations (STO) and General Administrative and Support Services (GASS).

Final Rating of each Deliverable Units shall be rated and ranked on the percentage of their accomplishment for all MFOs set for 2020.

3.2 Criteria in ranking employees in each delivery units:

For Fiscal Year 2020, there shall be no ranking of employee in each delivery units. The PBB rates of individual shall depend on the performance ranking of the Department/Delivery Units where they belong.





3.3 The Performance Management Team shall be responsible in the review of final ratings for all delivery units and recommend to the Administrator and Chief Executive Officer for Approval.

The delivery units that meet their performance targets shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25 %	Better Delivery Units
Next 65%	Good Delivery Units

4. Rates of PBB of CEZA Officers and Employees

4.1 The eligibility of the CEZA Non-Ex Officio Board Members shall equivalent to 65% of the monthly basic salary of the CEZA Administrator and Chief Executive Officer, subject to the following conditions:

- a. CEZA is qualified for the Grant of the FY 2020 PBB
- b. The Board Members has a 90% attendance to duly called board meetings and committee meetings as certified by the Corporate Board Secretary
- c. The Board Member has a nine (9) months aggregate service in the position
- d. CEZA has submitted its FY 2020 Corporate Operation Budget (COB), approved by the CEZA Board of Directors to the Department of Budget and Management within the set deadline, in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.

4.2 CEZA Administrator and Chief Executive Officer PBB shall be base on the eligibility and performance of the Authority and if eligible, shall be equivalent to 65% monthly basic salary (% of Monthly Basic Salary as of January 1, 2020).





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Cagayan Economic Zone Authority

4.3 The rates of the PBB for each individual employee's, (including Executive and Managers of CEZA which are all non-presidential appointees) shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary base on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

DHART E. CARPIO
Department Manager, Support Services
Highest HRMO

SEC. RAUL L. LAMBINO
Administrator and Chief Executive Officer

Date: SEPT. 8, 2020



CEZA
CAGAYAN ECONOMIC ZONE AUTHORITY
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