



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



INSURANCE COMMISSION (IC) SYSTEM OF RANKING DELIVERY UNITS/OFFICES

LEGAL BASES:

- A. *A.O. 25 Task Force Guidelines for the Grant of Performance-Based Bonus for F.Y. 2016 (Memorandum Circular No. 2016-1, dated 12 May 2016);*
- B. *A.O. 25 Task Force Guidelines on the Identification and Determination of Delivery Units Relative to the Grant of Performance-Based Bonus for F.Y. 2016 (Memorandum Circular No. 2016-2, dated 12 October 2016); and*
- C. *Insurance Commission-Strategic Performance Management System (IC-SPMS) Basic Policies.*

SYSTEM OF RANKING:

1. The divisions/offices and each personnel of the IC shall be rated in accordance with the provisions of the IC-SPMS:
 - 1.1 Performance appraisal shall be conducted semi-annually for the Functional Groups, Divisions, and Individual Employees. However, should there be a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months, while the maximum, not more than one (1) calendar year.
 - 1.2 The final Division Performance Ratings (DPRs) and Functional Group Performance Ratings (FGPRs) as recommended by the IC Performance Management Team (PMT) to, and approved by, the Insurance Commissioner/IC SPMS Champion shall be the basis in the computation of individual employees' performance;
 - 1.3 The Division Manager shall determine the final assessment of the performance level of individual employees in his/her Division based on proofs of performance, using the Individual Performance Assessment (IPA) form;
 - 1.4 The average numerical rating of all individual performance assessments in a division shall not go over the numerical range of the adjectival rating of the Division.

2. After the final DPRs and FGPRs have been decided upon during the IC Performance Review Conference (ICPRC) by the PMT every semester, and consequently, approved by the SPMS Champion, the respective Division Heads shall then rate their subordinates using the IPA form.

Based on the SPMS, performance review and evaluation shall be ideally done every first week of January for the second semester of the previous year. At this point, commitments made by the individual employee up to the division commitments are computed vis-à-vis their respective performance indicators and actual accomplishments.

3. Upon finalization of ratings on the employees' IPA forms and submission to the Human Resource Division (HRD), the same shall be grouped into the following delivery units, pursuant to Memorandum Circular (MC) No. 2016-2 of the AO 25 Task Force, as follows:

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|--------------------------------|---|-----------------|
| 3.1 Office of the Commissioner | – | Delivery Unit 1 |
| 3.2 IC Service Offices | – | Delivery Unit 2 |
| 3.3 IC District Offices | – | Delivery Unit 3 |

IC Delivery Units shall be forced ranked in accordance with Item 8.0 of MC No. 2016-1.

Item 8.3 of the 2016 PBB Guidelines specifies **that there shall no longer be ranking of individuals within a delivery unit.**

4. As stated in the 2016 PBB Guidelines, third-level officials in the Commission, should receive a rating of at least “Satisfactory” under the CESPES. 1st and 2nd level officials should also obtain a rating of at least “Satisfactory” under the CSC-approved SPMS to be eligible for the grant of 2016 PBB.

OTHER PROVISIONS:

5. Employees who are deemed **ineligible** for 2016 PBB are the following:
 - 5.1 Those with unsatisfactory rating under the CSC-approved SPMS in any of the two (2) rating periods;
 - 5.2 Found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2016; provided that those whose penalty involve only a reprimand shall not be disqualified from the grant of PBB for FY 2016;

- 5.3 Employees with less than (3) months of service to the Commission; however, personnel who rendered a minimum of (3) months but less than nine (9) months of service, including those who retired/resigned/separated from the service and are newly-hired, shall be eligible for the grant of PBB on a pro-rata basis, as stipulated in the PBB Memorandum Circular No. 1, s. 2016. In addition, a personnel who was transferred to other division/s shall be rated or ranked in the division where he/she served the longest.
 - 5.4 Employees on vacation or sick leave, with or without pay, for the entire FY 2016;
 - 5.5 Employees who did not submit their 2015 SALN;
 - 5.6 Officials and employees who were not able to liquidate their cash advances received in FY 2016 within the reglementary period as required by COA; and
 - 5.7 Employees with no Performance Ratings for at least one (1) rating period in 2016.
6. This guidelines shall also serve as the basis of the IC for the provision of step increment/s due to meritorious performance and step increment due to length of service, per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 1 dated 03 September 2012.
 7. Further, it is noted that this guidelines is subject to the further validation by the Insurance Commissioner/SPMS Champion and the Performance Management Team and subsequent revisions shall be made in the same manner, as necessary.