



REPUBLIC OF THE PHILIPPINES
SUPREME COURT
MANILA

ADMINISTRATIVE ORDER No. 86-2018

**GUIDELINES for the RANKING of OFFICES in the JUDICIARY for
the GRANT of PERFORMANCE-BASED BONUS (PBB)**

WHEREAS, in 8.1 of Memorandum Circular No. 2017-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, Departments/Agencies corresponding offices/delivery units. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked;

WHEREAS, in 8.3 (a) thereof, a delivery unit is the primary subdivision of the Department/Agency performing substantive line functions, technical services or administrative support, as reflected in the Department's/Agency's organizational structure/functional chart;

WHEREAS, in 8.3 (c) thereof, to facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance, provided that the resulting ranking distribution shall be in accordance with Section 8.1.

NOW, THEREFORE, the following internal guidelines for the ranking of performance of offices and individuals in the different agencies of the Judiciary (i.e. *Supreme Court, Court of Appeals, Sandiganbayan, Court of Tax Appeals, Judicial and Bar Council, Philippine Judicial Academy, Presidential Electoral Tribunal and the Lower Courts*) for the grant of Performance-Based Bonus (PBB) authorized under Executive Order No. 80 s. 2012, are hereby established.

Units/Offices

Section 1. **Clustering of Offices.** For purposes of ranking of delivery units for entitlement/eligibility/grant of PBB, the following shall be the clustering of offices in the Judiciary: the Supreme Court (SC), including the Judicial and Bar Council (JBC), Philippine Judicial Academy (PHILJA), and Presidential Electoral Tribunal (PET), the Court of Appeals (CA), the *Sandiganbayan* (SB), the Court of Tax Appeals (CTA), and the lower courts as provided below:

SUPREME COURT

<i>Cluster</i>	<i>Offices</i>
Case Adjudication	Office of the Chief Justice Offices of the Associate Justices (15)
Case Administration	Office of the Clerk of Court, <i>En Banc</i> Office of the Division Clerk of Court, First Division Office of the Division Clerk of Court, Second Division Office of the Division Clerk of Court, Third Division Judicial Records Office Public Information Office
Administrative Support to Supreme Court	Office of the Bar Confidant Office of Administrative Services Office of the Reporter Office of the Chief Attorney Fiscal Management and Budget Office Program Management Office Internal Audit Service
Administrative Support to Lower Courts	Office of the Court Administrator <ul style="list-style-type: none"> - Office of the Deputy Court Administrators (3) - Office of the Assistant Court Administrators (2) - Legal Office - Court Management Office - Financial Management Office - Office of Administrative Services - Office on Halls of Justice
Technical Services	Management Information Systems Office Medical and Dental Services Library Services Printing Services
Attached Institutions	Judicial and Bar Council <ul style="list-style-type: none"> - Office of the JBC Regular Members (4) - Office of the JBC Executive Officer - Office of Recruitment, Selection and Nomination - Office of Policy Development and Research - Office of Administrative and Financial Support Philippine Judicial Academy <ul style="list-style-type: none"> - Office of the Chancellor - Office of the Vice Chancellor - Office of the Executive Secretary - Administrative Office - Finance Office - Academic Affairs Office - Research, Publications and Linkages Office - Philippine Mediation Center Office - PHILJA Training Center Office Mandatory Continuing Legal Education Office

COURT of APPEALS

<i>Cluster</i>	<i>Offices</i>
Case Adjudication	Office of the Presiding Justice Offices of the Associate Justices (68)
Case Administration	Clerk of Court Assistant Clerks of Court (3) Division Clerks of Court (23)
Administrative Support	Accounting Division Fiscal Management and Budget Division Cash Division General Services Division Information and Statistical Data Division Judicial Records Division Library Services Division Management and Audit Division Management Information Services Division Medical and Dental Division Personnel Division Property and Supply Management Division Reporter's Division Raffle Unit Security Unit

SANDIGANBAYAN

<i>Cluster</i>	<i>Offices</i>
Case Adjudication	Office of the Presiding Justice Offices of the Associate Justices (20) Offices of the Division Clerks of Court
Case Administration	Judicial Records Division
Administrative Support	Office of the Executive Clerk of Court Administrative Division Internal Audit Services Management Information System Division Legal Research and Technical Staff Division Budget and Finance Division Security and Sheriff Services Division

COURT of TAX APPEALS

<i>Cluster</i>	<i>Offices</i>
Case Adjudication	Office of the Presiding Justice Offices of the Associate Justices (8)
Case Administration and Adjudication Support	Office of the Clerk of Court Offices of the Division Clerks of Court Judicial Records Division Office of Legal and Technical Services Management Information System Division
Administrative Support	Office of Administrative and Finance Services Internal Audit Services

LOWER COURTS

<i>Cluster</i>	<i>Offices</i>
REGION 1	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 2	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 3	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 4	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 5	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 6	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 7	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 8	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 9	
Case Adjudication	(Cluster 1) Regional Trial Courts/Shari'a District Courts (Cluster 2) MTCC, MTC, MCTC, SCC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 10	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court

REGION 11	
Case Adjudication	(Cluster 1) Regional Trial Courts (Cluster 2) MTCC, MTC and MCTC
Case Administration	(Cluster 3) Office of the Clerks of Court
REGION 12	
Case Adjudication	(Cluster 1) Regional Trial Courts/Shari'a District Courts (Cluster 2) MTCC, MTC, MCTC, SCC
Case Administration	(Cluster 3) Office of the Clerks of Court
NCJR	
Case Adjudication	CLUSTER DCA1: (Cluster1-DCA1) Regional Trial Courts (Cluster 2-DCA1) MeTC
Case Administration	(Cluster 3-DCA1) Office of the Clerks of Court
Case Adjudication	CLUSTER DCA2: (Cluster 4-DCA2) Regional Trial Courts (Cluster 5-DCA2) MeTC
Case Administration	(Cluster 6-DCA2) Office of the Clerks of Court
Case Adjudication	CLUSTER DCA3: (Cluster 7-DCA3) Regional Trial Courts (Cluster 8-DCA3) MeTC
Case Administration	(Cluster 9-DCA3) Office of the Clerks of Court

Section 2. **Ranking, Performance Category and Rate of PBB.** The offices in each of the clusters in the SC, CA, SB, CTA, JBC, PHILJA, PET and LC shall be forced ranked according to the following performance categories with the corresponding rates/percentage of PBB:

Ranking	Performance Category	PBB % of Basic Monthly Salary
Top 10%	Best Delivery Units	65%
Next 25%	Better Delivery Units	57.5%
Next 65%	Good Delivery Units	50%

Section 3. **Grant of PBB According to Cluster.** The grant/entitlement to PBB shall be by cluster. The ratings of performance of the offices within the cluster shall be the basis in ranking of performance and in determining the rate/percentage of PBB.

Section 4. **Basis of Ranking of Offices.** The ranking of offices shall primarily be based on the numerical ratings of their respective Office Performance Commitment and Review (OPCR) Forms. Those without the required OPCR forms shall not be included in the ranking within their respective cluster and shall not be eligible to the PBB.

Individuals/Employees

Section 5. **Entitlement of Personnel to PBB.** Only the personnel belonging to eligible delivery units/clustered offices shall be qualified or entitled to PBB, and the rates of PBB for each individual shall be based on the performance ranking of the office where they belong.

Section 5.1 The PBB rates of individual employees shall depend on the performance ranking of the unit/cluster where they belong, based on the individual's monthly basic salary as of December 31, 2016 but not lower than Five Thousand Pesos (P5,000.00).

Section 6. **Eligibility of Individuals.** –

- a) The Chief Justice and Associate Justices of the SC, the Presiding Justices and Associates' Justices of the CA, SB and CTA, the PHILJA Chancellor, JBC Members, and Judges, are eligible only if their respective offices are eligible. If eligible, their PBB rate for FY 2017 shall be equivalent to 65% of their Basic Monthly Salary (BMS). They shall not be included in the ranking of delivery units;
- b) All other employees should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- c) 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;
- d) 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;
- e) An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB;
- f) An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB;
- g) An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata 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 pro-rata basis:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave;
 - h. Sabbatical leave
- h) Personnel found guilty of administrative offense and/or criminal case by final and executory judgment in FY 2017 shall not be entitled to the grant of PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the grant of PBB;
- i) Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015, shall not be entitled to the FY 2017 PBB;
- j) Officials and employees who failed to liquidate cash advances in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB; and
- k) Officials and employees who failed to submit their complete SPMS Forms, other than those who are not required to submit the same, shall not be entitled to FY 2017 PBB.

Section 7. **Implementing and Oversight Body.** The Performance Management Team (PMT) shall serve as the implementing and oversight group for PBB implementation to harmonize with the SPMS, and shall provide necessary guidance and management/policy recommendations on the matter.

Section 8. **Evaluation of Performance.** The Planning and Statistics Division (Planning and Management Service) or the designated Planning Officer shall evaluate office performance based on submitted OPCR forms and quarterly accomplishment reports.

Section 9. **Enforcement of Eligibility Requirements and Rating/Ranking Criteria.** The Personnel Division (Administrative Service) shall enforce the prescribed eligibility requirements and rating/ranking criteria at the

individual/employee level for the PBB eligibility and step increment for meritorious performance, including compliance with SPMS as well as other pertinent Civil Service and compensation rules and regulations.

Section 10. **Information and Validation.** The PMT shall duly advise the offices concerned on SPMS compliance/deficiencies, calculated office performance and rating based on quarterly accomplishment reports, and eligibility of individual officials/officers/ employees based on submitted IPCR forms and PBB requirements. Validation/audit of reported accomplishments may also be conducted by the PMT, as necessary.

Section 11. **Disputes and Complaints.** Disputes/complaints arising from implementation hereof shall be formally submitted/referred to the PMT Chairperson for appropriate action, mainly in accordance with SPMS guidelines/procedures.

The decision of the PMT is merely recommendatory. The Chief Justice shall make the final decision. The final decision can be appealed to the Supreme Court as part of the doctrine of exhaustion of administrative remedy and due process.

Section 12. **Effectivity.** These guidelines shall take effect upon its approval.

March 6, 2018

MARIA LOURDES P. A. SERENO

Chief Justice
[On Leave]



ANTONIO T. CARPIO

Acting Chief Justice
[Per S.O. No. 2539 dated
Feb. 28, 2018]

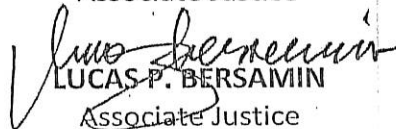
PRESBITERO J. VELASCO, JR.

Associate Justice



TERESITA J. LEONARDO-DE CASTRO

Associate Justice



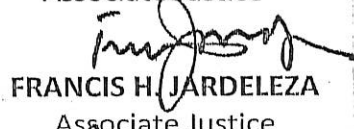
LUCAS P. BERSAMIN

Associate Justice



ESTELA M. PERLAS-BERNABE

Associate Justice



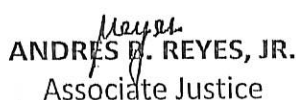
FRANCIS H. JARDELEZA

Associate Justice



SAMUEL R. MARTIRES

Associate Justice



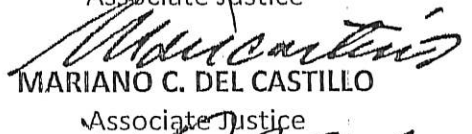
ANDRES B. REYES, JR.

Associate Justice



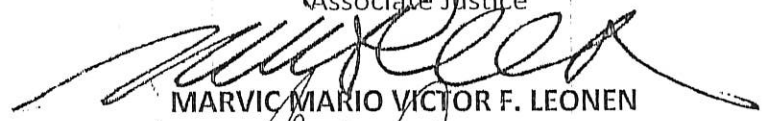
DIOSDADO M. PERALTA

Associate Justice



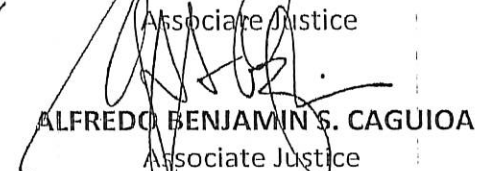
MARIANO C. DEL CASTILLO

Associate Justice



MARVIC MARIO VICTOR F. LEONEN

Associate Justice



ALFREDO BENJAMIN S. CAGUIOA

Associate Justice



NOEL TIAM

Associate Justice



ALEXANDER G. GESMUNDO

Associate Justice