


**Securities and  
Exchange  
Commission**  
PHILIPPINES

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS  
FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)**

Attached is SEC Office Order No. 964 series of 2019 dated 30 September 2019 on the subject "System of Ranking SEC Delivery Units for the Grant of the FY 2019 Performance Based Bonus (PBB)".

  
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**Asst. Dir. Ricky M. Abundo**  
Officer-in-Charge  
Human Resource and  
Administrative Department

  
\_\_\_\_\_  
**Emilio B. Aquino**  
Chairperson



**SEC OFFICE ORDER**

No. 964, series of 2019

TO : **ALL SEC OFFICIALS AND EMPLOYEES**

SUBJECT : **System of Ranking SEC Delivery Units for the Grant of the FY 2019 Performance-Based Bonus (PBB)**

**1. Purpose**

This Office Order is issued for the determination of delivery units within the Securities and Exchange Commission (SEC), and prescribe the system of ranking these delivery units for the grant of FY 2019 PBB pursuant to Memorandum Circular (MC) No. 2019-1 dated September 3, 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance, Monitoring, Information and Reporting Systems (AO 25 IATF).

**2. Coverage**

2.1 This Office Order covers all Departments and Offices of the SEC.

2.2 The personnel of SEC holding regular, contractual and casual positions are covered by this Circular. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Service (PS) budget.

**3. Ranking of Delivery Units**

3.1 For purposes of this Office Order, the SEC shall have twenty (21) delivery units<sup>1</sup>, as follows:

1. Office of the Chairperson and Commissioners
2. Office of Commission Secretary
3. Office of General Counsel
4. Office of General Accountant
5. Company Registration and Monitoring Department
6. Corporate Governance and Finance Department
7. Enforcement and Investor Protection Department
8. Markets and Securities Regulation Department
9. Economic Research and Training Department
10. Financial Management Department
11. Human Resource and Administrative Department
12. Information and Communications Technology Department
13. Bacolod Extension Office
14. Baguio Extension Office
15. Cagayan De Oro Extension Office
16. Cebu Extension Office
17. Davao Extension Office
18. Iloilo Extension Office
19. Legazpi Extension Office
20. Tarlac Extension Office
21. Zamboanga Extension Office

<sup>1</sup> 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/Agency's organizational structure/functional chart.

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3.2 The performance rating of each delivery unit shall be based on the following components and corresponding percentage. The said performance rating shall be used for ranking the delivery units for the grant of FY 2019 PBB.

Components	Percentage
Average of the numerical ratings in the Office Performance Commitment and Review (OPCR) Form for 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters 2019	60%
For the Office of the Chairperson and Commissioners: Average of the total numerical ratings in the Individual Performance Commitment and Review (IPCR) Form of all employees in the said Office for 1 <sup>st</sup> and 2 <sup>nd</sup> Semesters 2019	
Performance rating by the Commission En Banc based on streamlining and process improvement of critical services as provided in AO 25 IATF MC No. 2019-1, and accomplishment of ad hoc assignments.	40%
The SEC-Performance Management Team shall recommend to the Commission En Banc the system for rating the delivery units in this area.	

3.3 Delivery units that meet the corresponding targets in **Annex A**, based on the final assessment of the AO 25 IATF, are eligible to the FY 2019 PBB. Eligible delivery units shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10% (2 delivery units)	Best Delivery Units
Next 25% (5 delivery units)	Better Delivery Units
Next 65% (14 delivery units)	Good Delivery Units

3.4 Only personnel who belong to eligible delivery units and meet the eligibility requirements cited in Section 4 of this Order are qualified for the PBB.

#### 4. Eligibility of Individuals

4.1 The Chairperson and Commissioners are eligible only if the SEC is eligible based on the final assessment of the AO 25 IATF. If the SEC is eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of 31 December 2019.

4.2 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the SEC Strategic Performance Management System (SEC-SPMS) or the requirement prescribed by the Career Executive Service Board.

4.3 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 shall come from the mother agency.

4.4 Personnel who transferred from one government agency to another 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.

4.5 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the SEC, as stated in Section 4.7 of this Order.

4.6 An official or employee who has rendered a minimum of nine (9) months of service in FY 2018 and with at least Satisfactory rating may be eligible for the full grant of the PBB.

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SEC BY: hac  
DATE: 9/30/2019  
2 of 4 Pages

- 4.7 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 his 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 a pro-rated PBB:

- 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
- 4.8 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.
- 4.9 Personnel found guilty of administrative and/or criminal cases in FY 2019 by final and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause disqualification to the PBB.
- 4.10 Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under Civil Service Commission Memorandum Circular No. 3 s. 2015; 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 FY 2019 PBB.
- 4.11 Officials and employees who failed to liquidate all cash advances received in FY 2019 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 2019 PBB.
- 4.12 Officials and employees who failed to submit their complete SEC-SPMS Forms shall not be entitled to the FY 2019 PBB.
- 4.13 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the SEC fails to comply with any of these requirements.

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**5. Rates of the FY 2019 PBB**

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of 31 December 2019, based on the table below:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Delivery Unit (10%) – 2 Delivery Unit	0.65
Better Delivery Units (25%) – 5 Delivery Units	0.575
Good Delivery Units (65%) – 14 Delivery Units	0.50

- The SEC Performance Management Team is hereby instructed to implement this Order, and issue additional advisories when necessary.
- This Order is subject to revision/amendment in accordance with succeeding issuance/s of the AO25 IATF and/or resolution of the Commission En Banc.

For implementation.

Issued this 30 day of September 2019 in Pasay City.

  
**EMILIO B. AQUINO**  
Chairperson

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SEC BY: hac  
DATE: 9/30/2019  
4 of 4 Pages

REQUIREMENTS	RESPONSIBLE DELIVERY UNIT/S	DUE DATE
<b>PHYSICAL TARGETS</b>		
<b>Operations</b>		
1. Streamlining and Process Improvement of Agency Services <ul style="list-style-type: none"> <li>Modified Form A1-Details of Bureau/Office Performance Report</li> <li>Modified Form A – Department/Agency Performance Report</li> </ul>	All Departments ERTD	31 January 2020 28 February 2020
2. Citizen/Client Satisfaction Rating <ul style="list-style-type: none"> <li>Citizen/Client Satisfaction Report</li> </ul>	HRAD	28 February 2020
<b>Support to Operations</b>		
1. Recertification of QMS <ul style="list-style-type: none"> <li>Submit certified true copy of certificate to DBM-SPIB</li> </ul>	ERTD	31 December 2019
<b>General Administration and Support Services (GASS)</b>		
1. Budget Utilization Rate (BUR) <ul style="list-style-type: none"> <li>Obligations BUR</li> <li>Disbursement BUR</li> </ul>	All Departments	31 December 2019
2. Sustained Compliance with Audit Findings	All Departments with prior years' audit recommendations	31 December 2019
3. Submission of BFARs online using DBM URS <ul style="list-style-type: none"> <li>Financial Accountability Reports (FARs)</li> <li>Inputs to BAR</li> <li>Budget Accountability Report (BAR)</li> </ul>	FMD  All Departments  ERTD	15 April 2019 15 July 2019 15 October 2019 15 January 2020  08 April 2019 08 July 2019 08 October 2019 08 January 2020  15 April 2019 15 July 2019 15 October 2019 15 January 2020
4. COA Financial Reports	FMD	30 March 2019
5. Procurement Documents <ul style="list-style-type: none"> <li>FY 2019 APP-nonCSE</li> <li>Indicative FY 2020 APP-nonCSE</li> <li>FY 2020 APP-CSE</li> <li>Undertaking of Early Procurement</li> <li>Result of FY 2018 APCPI System</li> </ul>	HRAD	31 March 2019 30 September 2019 31 October 2019 31 January 2020 31 March 2019

REQUIREMENTS	RESPONSIBLE DELIVERY UNIT/S	DUE DATE
<b>GOOD GOVERNANCE CONDITIONS</b>		
1. Transparency Seal <ul style="list-style-type: none"> <li>• Agency's mandate and functions, names of officials with their position and designation, and contact information</li> <li>• Annual Reports FY 2015-FY 2019 FAR No. 1 FY 2015-FY 2019 Summary Report on Disbursements FY 2015-FY 2019 BAR No. 1 FY 2015-FY 2019 FAR No. 5 FY 2015-FY 2019 Financial Plan</li> <li>• DBM Approved Budget and Corresponding Targets for FY 2019</li> <li>• Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019</li> <li>• Annual Procurement Plans FY 2019 APP-nonCSE Indicative FY 2020 APP-nonCSE FY 2020 APP-CSE</li> <li>• QMS Certification</li> <li>• System of Ranking Delivery Units for FY 2019 PBB</li> <li>• Agency Review and Compliance Procedure of Statements and Financial Disclosures</li> <li>• FOI People's FOI Manual Agency Information Inventory 2019 FOI Registry 2019 FOI Summary Report</li> </ul>	ERTD  FMD FMD ERTD FMD FMD  ERTD  N/A  HRAD  ERTD ERTD HRAD  OCS	01 October 2019  <i>For quarterly reports, 30 days after end of every quarter</i>  01 October 2019  N/A  03 October 2019 30 September 2019 31 October 2019  31 December 2019 01 October 2019 01 October 2019  30 November 2019 31 January 2020 31 January 2020 31 January 2020
2. PhilGEPS Posting	HRAD	31 January 2020
3. Citizen's/Service Charter	HRAD	31 December 2019
<b>OTHER CROSS-CUTTING REQUIREMENTS</b>		
1. Submission of SALN	All Employees	30 April 2019
2. FOI Compliance <ul style="list-style-type: none"> <li>• Screenshot of agency's website homepage with FOI logo linked to the electronic FOI logo</li> </ul>	OCS	31 January 2020
3. Agency Report on Ranking of Delivery Units <ul style="list-style-type: none"> <li>• OPCR Targets</li> <li>• OPCR Accomplishments</li> <li>• IPCR Targets</li> <li>• IPCR Accomplishments</li> <li>• List of Eligible Employees</li> <li>• Agency Report on Ranking of Delivery Units</li> <li>• PBB Evaluation Matrix</li> </ul>	All Departments All Departments All Employees All Employees HRAD ERTD ERTD	<i>To be set by ERTD</i> <i>To be set by ERTD</i> <i>To be set by HRAD</i> <i>To be set by HRAD</i> 31 January 2020 28 February 2020 28 February 2020



**Securities and  
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PHILIPPINES

**SEC OFFICE ORDER**

No. 982, series of 2019

**TO :** **RICKY M. ABUNDO**  
Assistant Director  
Human Resources Management Division  
Human Resource and Administrative Department

**SUBJECT :** **Designation as Officer-in-Charge**

You are hereby designated as Officer-in-Charge of the Human Resource and Administrative Department (HRAD) on September 30, 2019 – October 04, 2019 for the duration of the leave of Director ROMUALD C. PADILLA.

Under this Order, you are authorized to sign all documents and papers, and perform all other acts and deeds as may be necessary in the day-to-day operation of HRAD.

Issued on 30 September 2019 in Pasay City.

  
**EMILIO B. AQUINO**  
SEC Chairperson

