



**SYSTEM OF RANKING INDIVIDUALS
2016 Interim Performance Based-Bonus**

The Duty Free Philippines Corporation adopts the 2015 Implementing Guidelines per GCG Memorandum Circular 2015-05, 2015 Interim Performance PBB, subject to amendments as may be necessary, upon GCG's 2016 issuance of the subject.

I. Coverage

The permanent and co-terminus employees, who have rendered at least three (3) to nine (9) months of service for the year and a rating of at least Satisfactory.

- A. An employee who rendered a minimum of nine (9) months of service during the year shall be eligible to the full grant of the PBB.
- B. An employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of the PBB on a pro-rata basis:

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%

II. Grouping of Personnel

The GCG grouping shall be applied to DFPC ranks/position as follows:

GCG Grouping	Job Grade
Highest Ranking Official **	15
Senior Management	13-14
Middle Management	11-12
Professional and Supervisory	7-10 (except cashiers)
Clerical/General Staff	1-6 (including cashiers)

***Shall be ranked separately on his/her own; shall not be included in the forced ranking of Officers and Employees*

III. Distribution for Qualified Officers and Employees

The DFPC's Strategic Performance Management System Rating Scale validated, deliberated and approved by the Performance Management Team, Top Management and DFPC Chief Operating Officer respectively, shall be used and aligned with the GCG's distribution per grouping of personnel for purposes of the grant of PBB:

