

18395  
18 September 2019

**MEMORANDUM ORDER NO. 19 - 3887**  
Series of 2019

**GUIDELINES ON THE GRANT OF PDB BONUSES**  
**FOR THE 2019 PERFORMANCE-BASED BONUS (PBB)**

Relative to the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI

**EXPLANATION OF THE PROVISIONS**

**TITLES**

1. This Order provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI. It is based on the DTI 2019 Performance-Based Bonus (PBB) Policy, which was approved by the DTI Board of Directors on 12/10/2018. The DTI Board of Directors also approved the DTI 2019 Performance-Based Bonus (PBB) Policy on 12/10/2018.

2. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI. The DTI Board of Directors also approved the DTI 2019 Performance-Based Bonus (PBB) Policy on 12/10/2018.

3. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI.

4. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI.

5. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI.

6. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI.

7. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI.

8. The DTI Board of Directors has approved the DTI 2019 Performance-Based Bonus (PBB) Policy, which provides the guidelines on the grant of the 2019 Performance-Based Bonus (PBB) to the Employees of DTI.

Where:

- Performance Contract Accomplishment or TCS shall represent 60% of delivery unit's rating
- Forced ranking shall refer to the ranking by the Undersecretary for Office

■ Executive Directors Ranking

- Citizen / Client Satisfactory Feedback shall refer to the result of the CSF Survey conducted for critical services and shall represent 10% of the Total OPR

3. Eligible delivery units shall be ranked based on their OPR and classified as follows:

Ranking	Performance Category
Best Delivery Unit	Top 10%
Better Delivery Unit	Next 25%
Good Delivery Unit	Next 65%
Total	100%