PNOC
The Energy Company

BAGONG PILIPINAS

PHILIPPINE NATIONAL OIL COMPANY (PNOC)
GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS FOR THE GRANT OF PERFORMANCE BASED BONUS 2026

I. LEGAL BASES:

1.1 GCG Memorandum Circular No. 2026-01 (Guidelines on the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2024 and Subsequent Years

1.2 GCG Memorandum Circular No. 2024-01 (Enhanced Performance Evaluation System (PES) for the GCG Sector)

1.3 Executive Order No. 61 (Suspending the Implementation of Administrative Order No. 25 (S.2011) and Executive Order No. 80 (S.2012) as amended.

1.4 GCG Memorandum Circular 2021-02 (Good Governance Conditions and other Conditions and Requirements for the Grant of Interim Performance Based Bonus);

1.5 GCG Memorandum Circular No. 2019-2 (Interim Performance Based Bonus (PBB), and;

1.6 Philippine National Oil Company (PNOC)-Strategic Performance Management System (PNOC-SPMS) Basic Policies

II. SYSTEM OF RANKING

2.1 PNOC Employees shall be rated in accordance with the provisions of the PNOC-SPMS:

2.1.1 Performance appraisal shall be conducted annually for all departments/offices and Individual employees. However, the minimum appraisal period is at least ninety (90) calendar days or three (3) months in a year;

2.1.2 The final rating of the Officer Performance Commitment and Review (OPCR) Forms as recommended by the PNOC Performance Management Team (PMT) and approves by the PNOC President/PNOC SPMS Champion shall be the basis in the computation of individual-employees' performance;

2.1.3 The Department Manager/Office Head shall determine the final assessment of the performance level of individual employees in his/her Department based on proofs of performance;

The average Overall Numerical Rating (ONR) of all Individual Performance Commitment and Review (IPCR) in a Department/Office shall not go over the rating of the OPCR;

2.2 After the final OPCRs have been decided upon during the deliberation of the PMT and consequently, approved by the SPMS Champion, the respective Departments/Office Heads shall then rate their subordinates. Upon finalization of ratings, the individual ratings, based on the IPCRs and confirmed by the PMT, shall be grouped and consolidated to determine the rankings pursuant to GCG Circular No. 2026-01.

2.3 The PNOC's approved performance management system shall be used in the rating of personnel.

The overall rating scale shall be as follows:

DESCRIPTIVE/ADJECTIVAL RATING	NUMERICAL RATING
Outstanding	5.00
Very Satisfactory	4.00-4.99
Satisfactory	3.00-3.99
Unsatisfactory	2.00-2.99
Poor	1.00-1.99

2.4 Eligibility of Individual Officers and Employees of GOCCs-All Officers and Employes of GOCCs who occupy regular casual, or contractual position with employer-employee relationships, shall be entitled to full grant of the PBB from PNOC at the time of the release of the PBB; provided they have rendered an aggregate of at least nine (9) months of services in the public sector for the applicable PBB year. Officers and Employees who do not meet the 9-month service requirement but have served at least three (3) months of service shall be entitled to PBB on a pro-rata basis, as provided in 2.4.6 below:

2.4.1 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

2.4.2 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.

2.4.3 Personnel who transferred from one government 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.

2.4.4 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 the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in section 2.3.8.

2.4.5 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.

2.4.6 An official or employee who rendered a minimum of three (3) months but less than nine (9) months and with at least "Satisfactory" rating shall be eligible for the grant of the 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 reason 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;
h. Sabbatical Leave

2.4.7 An employee who is on vacation leave or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.

2.4.8 Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2026 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.

2.4.9 Officials and employees who failed to timely submit the 2025 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed under applicable CSC rules; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure for SALN, shall not be entitled to the PBB of the applicable year.

2.4.10 Officials and employees who failed to liquidate all cash advances received in FY 2026 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 2026 PBB.

2.4.11 Official and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2026 PBB.

III. RATES OF THE PBB

Based on the GCG Memorandum Circular NO. 2026-01 dated 11 August 2026, the grant of the PBB shall be based on the performance of the Individual Officers and Employees with the rate of incentive as a multiple of the individual's Monthly Basic Salary (MBS) as of December 31 of the applicable year based on the table below, but not lower than P5,000.00:

PERCENTILE	PBB OF % of MBS
Top: maximum 10%	65.0%
Next: Maximum 25%	57.5%
Remaining: Minimum 65%	50.0%

**The percentile of "Top" and "Next" levels are maximum figures with the discretion on the part of the Governing Board/Management to decrease the figures and distribute them to the "Remaining" level.*

IV. DISSEMINATION/CASCADING MECHANISM

4.1 These guidelines shall be presented to the Management Committee for information to all Department Managers/Office Heads for dissemination to their respective subordinates;

4.2 These guidelines shall be posted in the PNOC Transparency Seal;

4.3 Any issues/concerns that would arise in the implementation of the guidelines shall be referred to the PNOC-PMT for deliberation and recommendation of appropriate resolution to the PNOC President, the PNOC SMPS Champion.

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