MEMORANDUM NO. CCAS 13-065

To: All Concerned UP Diliman Employees

Subject: 2012 Performance Based Bonus

The UP Diliman Executive Committee approved the full release of the 2012 Performance Based Bonus (PBB) during its 210th Regular Meeting on 9 December 2013.

The amount of Php 27,094,500.00 was made available by the Department of Budget and Management (DBM) for the 2012 PBB of qualified UP Diliman employees (total number = 3,262). In recognition of their valuable contributions, the limited amount is awarded in the following manner:

<table>
<thead>
<tr>
<th>Performance Ranking</th>
<th>Best</th>
<th>Better</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Between Better &amp; Good</td>
<td>Recipients = 330</td>
<td>821</td>
<td>1805</td>
</tr>
</tbody>
</table>
| PBB Amount Due (in Php)   | 15,100        | 11,500        | 6,188.19     | 5,000

The employees are categorized according to the DBM’s forced distribution scheme of ‘Best’ as the top 10 percent of each college or unit’s faculty/personnel, ‘Better’ at 25 percent and ‘Good’ at 65 percent. Smaller units with less than 10 employees were lumped together with other units in their respective clusters to allow inclusion in the highest rank category.

UP Diliman will utilize the PBB recommendations that were submitted earlier by the various colleges and offices in determining the PBB ranks (Best/Better/Good) of its employees.

Employees (306) who would received the baseline PBB of Php 5000 are those: 1) who have rendered service for at least four months as of 30 November 2012; 2) with Performance Ratings (PR) for less than three rating periods; or 3) who are on study leave with pay.

Employees who are not entitled to the 2012 PBB are those who: a) are separated from the University as of November 30, 2012; b) have “Unsatisfactory” PR; or c) are “found guilty of administrative and/or criminal case filed against them and meted penalty in FY 2012.”

The first Php 5,000 of the PBB amounts was released on 14 November 2013. The remaining (difference) is scheduled for release today. The PBB is subject to withholding tax.

Thank you.

CAESAR A. SALOMA
Chancellor