



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

March 3, 1995

ADMINISTRATIVE ORDER
NO. 7, s. 1995

SUBJECT: Guidelines on the grant of Productivity Incentive Benefits (PIB) for CY 1994 and years thereafter

Pursuant to. National Compensation Circular No. 73 dated December 27, 1994 of the Department of Budget and Management regarding the grant of productivity incentive benefit (PIB) for CY 1994 and years thereafter, the following guidelines are hereby prescribed specifically for the DOH officials and employees:

1. This benefit shall apply to Filled/Occupied positions as of December 31, 1994
 - a. Regular filled positions per DBM approved Plantilla of Personnel whether on permanent or temporary status
 - b. Non-itemized filled positions, reported to and approved by the DBM
2. The incentive pay shall be based on the individual personnel productivity and performance as evaluated and determined by the heads of the respective offices.
3. Officials and employees shall have obtained at least a satisfactory performance rating for the two (2) semesters immediately preceding the year in which the incentive pay shall be given.
4. Under Item 3.3 of NCC No. 73, the amount of incentive that will be paid may vary for each official and employee depending on his individual performance appraisal. Accordingly, the following schedule is to be followed:
 - a. for Outstanding performance — P2,200.00
 - b. for Very Satisfactory performance - 2,000.00
 - c. for for Satisfactory performance — 1,800.00
 - d. for Unsatisfactory performance — none

e. for Poor performance — none

5. Officials and employees who have rendered 9 months service and above may be granted full benefit depending on his individual performance appraisal for two semesters.

6. Part time employees may be granted one half of the above—mentioned benefit.

7. For those whose performance ratings for two (2) grading periods ending June 30 and December 31, 1994, are a combination of Outstanding and Very Satisfactory, Very Satisfactory and Satisfactory, or in other words, said performance ratings are not consistent, the averaging method shall be applied, as illustrated hereunder:



In the event that the rates indicated under No. 4 hereof is more or less than the approved ceiling prescribed by DBM, adjustment may be made.

Specific cases not included in the above-mentioned guidelines will be acted upon on a case to case basis.

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Acting Secretary of Health