

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig, Metro Manila

February 8, 1995

DECS O R D E R
No. 8, s. 1995

GUIDELINES IN THE GRANT OF PRODUCTIVITY
INCENTIVE BENEFIT FOR CY 1994

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. In accordance with National Compensation Circular No. 73, granting Productivity Incentive Benefit (PIB) for CY 1994 and years thereafter based on individual personnel productivity and performance as evaluated and determined by the heads of the respective offices/agencies in accordance with the policies and standards set by the Civil Service Commission, and pursuant to Resolution No. 01 dated 20 January 1995 by the DECS Suggestions and Incentive Awards Committee (SIAC) which was approved by the Executive Committee (EXCOM) in a meeting held on February 1, 1995, the following guidelines shall be observed:

a. The incentive pay shall be given to officials and employees who shall have at least a satisfactory performance rating for the two (2) semesters immediately preceding the year in which the incentive pay is granted;

b. The total cost of incentive pay which shall be utilized by the agency for this purpose shall in no case exceed the average of P2,000.00 per occupied/filled position;

c. The Productivity Incentive Benefit for CY 1994 shall be granted to officials, employees and teachers nationwide who have received at least a satisfactory performance rating for the last two (2) rating periods preceding the grant of this incentive pay at the rate of P2,500.00 for employees with Outstanding performance rating; P2,000.00 for those with Very Satisfactory performance rating; and P1,500.00 for employees who obtained Satisfactory performance rating;

d. In the event that an employee obtained two different ratings for the abovementioned rating periods, whichever is the higher shall be used in determining the amount of productivity incentive

benefit, except when the rating is Unsatisfactory, in which case, the employee is disqualified from receiving this incentive pay; and

e. The Outstanding performance rating given to an employee should be justified by the head of office concerned and supported by documents.

2. Immediate dissemination of this Order for the information and guidance of all concerned is enjoined.

(SGD.) RICARDO T. GLORIA
Secretary

Reference:

DECS Order: No. 86, s. 1994

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS & OFFICES
EMPLOYEES
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