CENTER FOR INTERNATIONAL
TRADE EXPOSITIONS AND MISSIONS

dti PHILIPPINES BAGONG PILIPINAS

08 September 2026

OFFICE ORDER NO. 20 2 6 2 3 5
Series of 2026

Subject: System on Ranking of Officers and Employees for the Grant of the Performance-Based Bonus (PBB) for CY2026

I. Legal Bases

1. GCG Memorandum Circular No. 2026-01 provides for the Guidelines on the Grant of Performance-Based Bonus (PBB) For Fiscal Year (FY) 2024 and Subsequent Years for qualified officers and employees of GOCCS covered by RA10149 pursuant to Executive Order No. 95, series of 2025 and in accordance with Resolution No. 2026-1 and MC No. 2026-1 issued by the E.O. No. 61 (s.2024) Technical Working Group

II. ***Guidelines on the Grant of the Performance-Based Bonus (PBB) for CY2026, particularly in the ranking and distribution of PBB to its officials and employees***:

1. Employees belonging to the First and Second levels should receive at least "**Very Satisfactory**" rating based on the agency's CSC-approved Strategic Performance Management System (DTI-SPMS).
2. Third Level Officials should receive a rating of at least **"Very Satisfactory"** under the CESPES. CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level Officials shall be contingent on the release of results of the CESPES.
3. Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least **"Very Satisfactory".**
4. Employees 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.
5. Employees who transferred from one government agency to another agency shall be rated 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.
6. The final average rating obtained in the Office/Division/Individual Performance Commitment and Review Form (OPCR, DPCR or IPCR) shall be the basis in the force ranking of the officers and employees. (Please see attached "Annex A" as Mechanics in Ranking of Individuals).
7. An employee who rendered a minimum of three (3) months but less than nine (9) months of service for the year ending December 31, 2026 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 reasons 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 newly hired employee;

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b. Retirement;
c. Resignation;
d. Any interruption in the continuity of service that is not a result of a disciplinary action;
e. Rehabilitation Leave;
f. Maternity and/or Paternity Leave;
g. Special Leave Benefits for Women pursuant to RA No. 9710
h. Special Emergency Leave under CSC M.C. Nos. 2, s. 2012 and 16, s. 2012;
i. Vacation or Sick Leave with or without pay;
j. Scholarship/Study Leave;
k. Sabbatical Leave;
l. Other leaves provided by the law

8. An officer or employee who is on leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
9. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY2026 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
10. Officials and employees who failed to submit the CY2026 SALN as prescribed in the rules provided under CSC Resolution No. 2500632, promulgated on June 26, 2025 or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2026 PBB.
11. Officials and employees who failed to liquidate cash advances received in FY2026 within the reglementary period as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Cir. 2009-02 dated May 18, 2009, shall not be entitled to the FY2026 PBB.
12. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY2026 PBB.

III. Officers and employees shall be ranked on a percentile basis within their respective group levels:

(a) Senior Management: This refers to the executive officers of CITEM, and includes all heads of functional units, which are primarily involved in the development, evolution, and approval of long-term vision across a function or area of strategy, implement and maintain policies of the organization for area of responsibility (e.g. Executive Director, Deputy Executive Directors, Department Managers/Officer-In-Charge).

(b) The President/CEO, or whoever is the highest-ranking executive officer, has the prerogative to avail of either the Performance-Based Incentive (PBI) under GCG MC No. 2021-01 dated 28 January 2021, or the PBB, but not both. In the event the CEO is included in the PBB application, he/she must meet the eligibility requirements for the PBI and shall be ranked separately on his/her own and shall be included in the forced ranking of Officers and Employees.

(c) Middle Management: This covers those whose work is primarily achieved through others, with direct accountability for setting direction and deploying resources. Responsible for people management, including performance evaluation and monitoring. Includes individual contributors who are recognized as subject matter experts with in-depth technical knowledge, project management and significant influence skills in area of expertise (e.g. Division Chiefs/Officers-In-Charge).

(d) Professional and Supervisory: This level comprises the personnel whose work is primarily achieved by an individual or through project teams. Requires the application of expertise in professional or technical area(s) to achieve results. Typically has a university degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts. Includes supervisors and junior management that may not have full management authority (e.g. Assistant Division Chief/ Senior TIDS/ Specialist/ Analyst/ Accountant/ Budget Officer/Records Officer.)

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(e) Clerical/General Staff: This category includes all clerical, administrative, customer service, secretarial and messenger with little or no supervisory responsibility but contribute independently to the organization.

IV. In each group level provided for in item no. 3, the Department/Division and those designated to these positions shall force rank all personnel under their supervision based on their obtained final overall rating in the IPCR. It shall be quantified to allow ranking on a percentile basis for the purpose of distribution as follows:

RANK	PERCENTILE DISTRIBUTION*	MULTIPLE
Top	Maximum 10%	65%
Next	Maximum 25%	57.5%
Remaining	Minimum 65%	50%

**The percentile of the "Top" and "Next" are maximum figures with the discretion on the part of Management to decrease the figures and distribute them to the "Remaining" Level.*

RECOMMENDING APPROVAL:

MA. LOURDES D. MEDIRAN
Chairperson, Performance Management Team (PMT)

APPROVED:

LEAH PULIDO OCAMPO
Executive Director

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ANNEX "A" (Annex 8)

GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF FY2026 PERFORMANCE-BASED BONUS (PBB)

Department/Agency: Center for International Trade Expositions and Missions (CITEM)

MECHANICS:

ACTIVITIES	RESPONSIBLE UNIT/ PERSON	NORMAL PROCESSING TIME
Coverage Only permanent personnel belonging to eligible delivery units and met the criterion in item number II of the CITEM System of Ranking of Officers and Employees shall be entitled for the grant of the PBB 2026.	HRM Division	3 working days
1. The CORPLAN and HRM Divisions shall monitor the submission of signed OPCR/DPCRs and IPCRs of all employees. The HRM Division shall come up with complete list of DPCRs and IPCRs belonging to first and second level positions covering CY2026. For third level officials, the Annual CESPES rating shall be used as the final basis of ranking.	HRMD Secretariat	3 working days
2. Based on the complete list, the HRMD shall rank the employees based on the submitted IPCRs with the Rating of the employee concerned and the immediate supervisor, as approved by his/her respective Department Manager. The Performance Management Team (PMT) shall convene to determine who are the qualified employees to receive the PBB incentive under the System of Ranking, based on the average rating of respective parties.	Performance Management Team (PMT) Committee Members	20 working days
4. Each Department Head and shall be given (5) days to deliberate the final average rating of each employee among his Department based on the list given by PMT. The Department Head shall request his/her Division Chiefs to meet and force their staff to rank based on their performance/evaluation.	Concerned Department with its Division Chiefs	7 working days
5. Final submission of list of forced rank employees per Department shall be forwarded to HRMD.	Department Manager/Head	3 working days
6. To reinforce fairness in the assessment of the performance of each delivery unit (Division) under Operations with those under Support services, the allocated percentile for Top performers (10%); Next (25%); and Remaining (65%), shall be distributed to (4) Departments.	PMT Committee Members	3 working days
7. The PMT shall convene to calibrate and get the final average rating for the first and second level positions as submitted by the Departments. Arrange the individual ratings from highest to lowest and determine the equivalent number of employees	PMT Committee Members c/o PMT Secretariat	7 working days

belonging to each of the individual performance category.		
5. The PMT will force rank the individual employee eligible to the PBB 2026.	PMT Committee Members	3 working days
6. The final list of forced rank employees shall be recommended by PMT to the Executive Director for final approval.	PMT Committee Members	3 working days
7. The Head of Agency shall review and approve the list of forced rank employees.	CITEM Executive Director	7 working days
8. The grant of the PBB incentives for FY2026 shall be released upon confirmation by the Governance Commission for GOCCs.	GCG	20 working days

FLORENCE PEARL M. BUENSALIDO
Human Resource Management Officer
Date: 08 September 2026

LEAH PULIDO OCAMPO
Executive Director, CITEM
Date: 08 September 2026