

GUIDELINES IN THE GRANT OF CORPORATE PERFORMANCE INCENTIVE (CPI) FOR CY 2015

I. COVERAGE

All employees occupying regular plantilla positions of the Pag-IBIG Fund as of 31 December 2015, whose individual performance rating for 2015 does not fall below **Satisfactory**, are covered by the grant of Corporate Performance Incentive (CPI).

II. ENTITLEMENT

For purposes of these guidelines, Y2015 shall be understood to mean as the year when the entitlement of the covered employees becomes effective ("Year of Entitlement"). On the other hand, Y2016 shall be the year when the CPI is actually released, given, paid to, disbursed or credited in favor of the covered employees ("Year of Disbursement").

Pursuant to Rule IV, Performance Evaluation System, Civil Service Commission (CSC) MC 25, series 1999, the minimum appraisal period is at least ninety (90) days or three (3) months. Accordingly, those with less than ninety (90) days in service with the Fund shall not be entitled to the grant.

Covered employees who were hired or separated from Pag-IBIG Fund within Y2015 and with at least ninety (90) days or three (3) months in service are entitled to receive the incentive on a pro rata basis, computed as follows:

$$1.5 \times \text{Basic Pay at Step 4 of Salary Grade} \times \frac{\text{No. of days (Fund Service in Y2015)}}{365}$$

Number of days in the service shall refer to the maximum number of days for the Year of Entitlement, less leave of absences without pay, absences without official leave ("AWOL"), and the period of actual service of preventive suspension. In the event a covered employee is separated from the service during the Year of

Entitlement, the remaining number of days in a Year of Entitlement shall likewise be deducted from the number of days in service.

For covered employees who were hired during the Year of Entitlement, the number of days in service shall be counted from the date of assumption of office until December 31 of the Year of Entitlement, subject to the conditions provided herein.

The no. of days in service and denominator shall accordingly be adjusted during leap years.

III. OTHER PROVISIONS

1. Covered employees found guilty of administrative or criminal offense involving acts or omissions in connection with the performance of their official duties and functions during the Year of Entitlement shall not be eligible to receive his/her CPI on the year of Disbursement, except when the penalty imposed specifically provides otherwise.

In the event the covered employee is exonerated on appeal of the offense mentioned above, he/she shall be entitled to the back-payment of the CPI.

If the penalty meted out is only a reprimand, such penalty shall not disqualify the employee concerned to receive the CPI.

Covered employees with pending administrative or criminal cases involving acts or omissions in connection with the performance of their official duties and functions shall be entitled to the CPI, subject to other conditions herein stated.

A covered employee who had been issued a preventive suspension order in Y2015 shall be entitled to CPI. However, the number of days of preventive suspension shall be deducted from the computation of the amount of the entitlement of the covered employee.

If the preventive suspension order issued to a covered employee is declared null and void pursuant to the provisions of Section 5 (a) Civil Service Commission (CSC) Resolution No. 030502 s. 2003 (*Policy Guidelines on Preventive Suspension*), the covered employee shall be entitled to back-payment of the resulting differential in the grant.

On the other hand, in the event the preventive suspension issued to a covered employee is declared invalid pursuant to Section 5 (b) of the said CSC Resolution, the covered employee shall be entitled to back-payment of the resulting differential in the grant only when he/she is fully exonerated of the charge/s.

Covered employees against whom, a formal administrative or criminal case involving acts or omissions in connection with their official duties and functions have been filed, but which administrative or criminal case is still pending for resolution shall be entitled to the CPI, subject to other conditions stated herein.

2. A covered employee who is on Absence Without Official Leave (AWOL) shall not be paid his CPI. AWOL shall mean an employee who is continuously absent without an approved leave or when a covered employee after the expiration of his/her approved leave extends his/her absence without proper authorization.

Release of the grant shall only be made upon return of the concerned employee to his/her official station subject to the approval of the Group Head concerned.

3. The following shall be deducted from the CPI of the covered employee unless otherwise has already been deducted from other benefits:
 - 3.1. Unpaid telephone bills for personal account of the concerned employee due to Pag-IBIG Fund;
 - 3.2. Overpayment of salaries and benefits;
 - 3.3. Health Insurance premiums for the account of employees;
 - 3.4. Pag-IBIG Housing Loan Arrears;
 - 3.5. Applicable EPP Emergency Loans;
 - 3.6. Other Receivables from the covered employees due to Pag-IBIG Fund.