

## **GUIDELINES IN THE GRANT OF INDIVIDUAL PERFORMANCE INCENTIVE (IPI) FOR CY 2015**

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### **I. COVERAGE**

All officers and employees occupying regular plantilla positions of the Pag-IBIG Fund (HDMF) as of 31 December 2015, who have submitted a Performance Appraisal System (PAS) for Y2015 including those who were separated from the service during the said year.

### **II. ENTITLEMENT**

The IPI shall be given based on the adjusted employees' ratings in accordance with the PAS, provided that the performance rating for Y2015 does not fall below Satisfactory.

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 IPI 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 (A Model), MC 25, series 1999, the minimum appraisal period is at least ninety (90) calendar days or three (3) months.

A pro-rata application shall be applied to those who were hired or separated from Pag-IBIG Fund within Y2015 and with at least ninety (90) days or three (3) months in service, based on the following formula:

$$\text{Amount of Entitlement} \times \frac{\text{No. of days (Fund Service in Y2015)}}{365}$$

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 the 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 the denominator shall accordingly be adjusted during leap years.

### **III. OTHER PROVISIONS**

1. Covered employees found guilty in Y2015 of an 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 IPI 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 shall be entitled to the back-payment of the IPI.

If the penalty meted out is only a reprimand, the covered employee shall be qualified to receive the IPI.

Covered employee 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 IPI, subject to other conditions herein stated.

A covered employee who had been issued a preventive suspension order in Y2015 shall be entitled to IPI. 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 (*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 is fully exonerated of the charge/s.

2. Absences and Leave Without Pay (LWOP) incurred by covered employee in Y2015 shall be deducted from the amount of entitlement of each covered employee.

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

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

3. The following shall be deducted from the IPI 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 as of date hereof
  - 3.2. Health Insurance premiums for the account of concerned employees
  - 3.3. Overpayment of salaries and benefits
  - 3.4. HDMF Housing Loan Arrearages
  - 3.5. Applicable EPP Emergency Loans
  - 3.6. Other Receivables from the covered employees due to HDMF
4. Processing of the IPI shall be centralized.