

EFFICIENCY AND EXPANSION INCENTIVE BONUS PROGRAM

I. DEFINITION

The Efficiency and Expansion Incentive Bonus (EEI Bonus) is a simplified bonus system designed to reward company staff for the efficient performance of their respective offices/departments.

II. OBJECTIVES

1. Company office staff to achieve the established efficiency and expansion targets and quality for the EEI Bonus program.
2. To immediately reward qualified office staff who have met the targets.

III. GUIDELINES – SCORECARD TARGETS

1. The office/department should have a grade in all priority areas and receive a total score of at least 90% in its monthly scorecard.
2. For purpose of grading Technology Advancement and granting EEI Bonus to the office/department, the following shall apply:
 - a. Offices/Departments are allowed to submit a maximum of three (3) proposals each month.
 - b. An approved proposal shall be credited to the month of its submission and formal receipt by CrAf. The other approved proposals shall be ascribed to the succeeding months.
 - c. The rule on one (1) office/department per one (1) proposal shall apply. There shall be no sharing of proposals between offices/departments which have different heads.
 - d. In the case of multiple offices/departments under the management of one head, an approved proposal submitted by office/department head concerned shall be credited to all offices/departments he/she is directly responsible for.
 - e. Technology Advancement proposal shall be graded as follows:
 - i. 50% of the intended grade upon approval of the proposal.
 - ii. 50% of the remaining grade upon implementation which should not be longer than two (2) months after its initial approval. Proof of implementation i.e. purchase of the item/material or supply and/or actual use of the process/forms, etc. must be presented to CrAf for scorecard confirmation.
 - f. When the new office/service process would require systems-based programs/software to be developed by Syst. An approval by the FEXCOM of the proposed office process can be considered compliance even if the system-based program has not been developed or fully operational.



3. For the purpose of Efficiency Proposal Targets

- a. Offices/Departments are allowed to submit a maximum of three (3) proposals each month.
 - i. An approved proposal shall be credited to the month of its submission and formal receipt by CrAf. The office/department head has the option of sharing proposals for his/her succeeding months.
- b. There shall be no sharing of proposals between offices/departments which have different heads.
- c. Approved proposal submitted by an office/department head managing multiple office/department shall be credited to all offices/departments he/she is directly responsible for.

IV. EEI BONUS REWARDS

- 1. Qualified members of the company shall be awarded an EEI Bonus every time their office/department meets its targets.
- 2. An EEI Bonus is equivalent to one-fourth (1/4) of a member's monthly basic salary. The bonus shall be released no later than one (1) month after confirmation of the office/department's scorecard grade.
- 3. An office staff member reporting to/involved in more than one office/department will be awarded the corresponding EEI Bonus for every successful office/department using the following formula"

2	Off/Dep =	EEI Bonus x 52.5% x no. of successful Off/Dep
3	Off/Dep =	EEI Bonus x 35.8% x no. of successful Off/Dep
4	Off/Dep =	EEI Bonus x 27.5% x no. of successful Off/Dep
5	Off/Dep =	EEI Bonus x 22.5% x no. of successful Off/Dep
6	Off/Dep =	EEI Bonus x 19.2% x no. of successful Off/Dep
7	Off/Dep =	EEI Bonus x 16.8% x no. of successful Off/Dep
8	Off/Dep =	EEI Bonus x 25.0% x no. of successful Off/Dep
9	Off/Dep =	EEI Bonus x 13.6% x no. of successful Off/Dep
10	Off/Dep =	EEI Bonus x 12.5% x no. of successful Off/Dep
11	Off/Dep =	EEI Bonus x 11.6% x no. of successful Off/Dep
12	Off/Dep =	EEI Bonus x 10.8% x no. of successful Off/Dep
13	Off/Dep =	EEI Bonus x 10.2% x no. of successful Off/Dep
14	Off/Dep =	EEI Bonus x 9.6% x no. of successful Off/Dep
15	Off/Dep =	EEI Bonus x 9.2% x no. of successful Off/Dep

- 4. The computation for the EEI Bonus of the OCFO, OCOO, OCAO, and OTre shall be:
 - a. 50% of total will be the average rating of the office/department performance.
 - b. 50% from its corporate targets.
 - c. Total grade to quality for a bonus must be at least 90%.



V. AWARD CONDITIONS

1. An EEI Bonus shall be awarded to a company office staff member subject to the following:
 - 1.1. The office staff member belongs to an office/department which obtained the required score.
 - 1.2. The office staff member is already on regular employment status.
 - 1.3. No disciplinary action has been imposed on the office staff member during the three (3) month period prior to and the month under review.
 - 1.4. The office staff member obtained a rating of at least 3.0 in the latest performance Evaluation.
 - 1.5. Where the member has participated in and contributed significantly to the achievement of the EEI Bonus, the off/dep head is authorized to waive conditions 1.2. and 1.4.

VI. REQUEST AND PAYMENT OF EEI BONUS

1. A request for EEI Bonus must be made by the Off/Dep Head and submitted to the FExCom for approval with the confirmed scorecards as attachments.
2. Approved request for EEI Bonus shall be processed and released based on the schedule below:

Review Month	Payout Schedule
January	31 March
February	30 April
March	31 May
April	30 June
May	31 July
June	31 August
July	30 September
August	31 October
September	30 November
October	31 December
November	31 January (of the following year)
December	28February (of the following year)

VII. PROGRAM CONTINUITY

1. The company shall sustain the implementation of the EEI Bonus Program including the enhancement of its coverage on a best-effort basis. In the event that the company, in its sole opinion, is not attaining its fiscal and economic objectives, it may at any time, and in its sole discretion, downgrade, defer implementation and/or discontinue this Program.



VIII. IMPLEMENTATION

1. The Off/Dep Head shall be responsible for the strict and proper implementation of this Program.

IX. MONITORING

1. The HRRD Head shall be responsible for monitoring the strict and proper implementation of this Program.

X. AMENDMENT

1. This program may be amended or cancelled any time. Any amendment to or cancellation of this Program shall be in writing and duly approved by the President.

XI. REPEALING CLAUSE

1. Any policy, rule or regulation or instruction inconsistent in whole or in part with this Program is hereby repealed, amended or modified accordingly.

XII. EFFECTIVITY

1. This amended program takes effect ten (10) days after approval by the President.

Original Program Written by:


MARIA MERCEDES S. JIMENEZ

Amendments Written by:



SOPIA M. PRIETO

Approved by:



ELMER Z. ACANCE
President