



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100  
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**MEMORANDUM ORDER**

2002 - 04

TO : All Employees

SUBJECT : **GUIDELINES REGARDING THE GRANTING OF THE  
PRODUCTIVITY INCENTIVE BONUS (PIB)**

DATE : FEB 22 2002

In line with the Department's desire to reward the high achievers and send the right message to poor performers, we shall be implementing the graduated PIB.

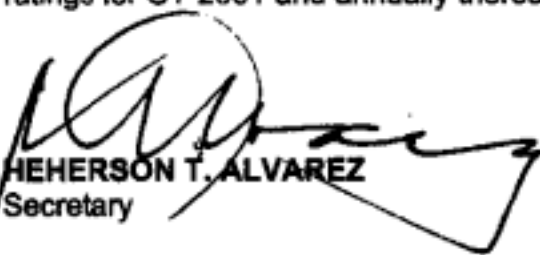
Effective immediately, the following shall be the amounts of PIB that employees shall be receiving based on their last two (2) Performance Evaluation System (PES) ratings:

Outstanding	- P 3,000
Very Satisfactory	- 2,000
Satisfactory	- 1,000
Unsatisfactory	- None
Poor	- None

In cases of two (2) different PES ratings, the average of the corresponding two (2) amounts of PIB will be given. For instance, an employee who received an Outstanding and Very Satisfactory PES rating will be entitled to P2,500 PIB.

All Directors or higher officials in coordination with their respective Performance Evaluation Review Committees in the different offices shall be responsible in counterchecking the PES ratings of their staff especially those with extreme ratings (Outstanding, Unsatisfactory, Poor). They are advised to exercise their best judgement in giving final ratings in accordance with established standards. The names of those employees who receive Outstanding ratings shall be posted in the bulletin boards for the information of everyone.

This Order takes effect immediately and shall be applicable to performance ratings for CY 2001 and annually thereafter.

  
HEHERSON T. ALVAREZ  
Secretary