

PORO POINT MANAGEMENT CORPORATION
TOTAL COMPENSATION FRAMEWORK
TOP, SENIOR AND MIDDLE MANAGEMENT

A. Salary Structure

JOB LEVEL	STEP						
	1	2	3	4	5	6	7
15	67,678	74,446	81,891	90,081	99,089	108,998	119,989
14	54,580	60,038	66,041	72,645	79,910	87,901	96,691
13	44,015	48,417	53,259	58,586	64,444	70,889	77,977
12	35,496	39,046	42,951	47,246	51,971	57,168	62,884
11	28,626	31,489	34,638	38,102	41,912	46,103	50,714
10	23,076	25,384	27,934	30,727	33,800	37,180	40,898
9	18,617	20,479	22,527	24,780	27,258	29,984	30,682
8	15,014	16,515	18,168	19,984	21,982	24,181	26,598
7	12,108	13,319	14,651	16,116	17,727	19,500	21,451
6	9,925	10,917	12,009	13,210	14,531	15,984	17,582
5	8,135	8,948	9,843	10,827	11,910	13,102	14,412
4	6,668	7,335	8,068	8,876	9,762	10,739	11,812
3	5,465	6,012	6,613	7,275	8,002	8,802	9,683

The Job Levels of Top, Senior and Middle Management range from Job Level 11 to Job Level 15.

B. Cash Benefits and Allowances

Benefit/Allowance	Coverage of Grant	Legal Basis	Amount (in Php)	Frequency of Grant
Cost of Living Allowance	Regular employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003.	Php 1,000.00	Monthly
	Probationary employees		Php 500.00	

		PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.		
Rice Allowance	Regular employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003. PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	Php 1,500.00	Monthly
Representation Allowance for President and CEO	President and CEO	PPMC Board Resolution No. 2003-76 PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	Maximum of Php 10,000.00 <i>(Amount may vary based on the number of workdays of actual work performance in a month)</i>	Monthly
Fringe Benefits Allowance for President and CEO	President and CEO	PPMC Board Resolution No. 2003-76 PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	Php 20,000.00	Monthly
Representation Allowance for Vice Presidents and Managers	Vice Presidents and Managers	PPMC Board Resolution No. 2003-76	Php 4,800.00 <i>(Amount may vary based on</i>	Monthly

		PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	<i>the number of workdays of actual work performance in a month)</i>	
Transportation Allowance for Vice Presidents and Managers	Vice Presidents and Managers	PPMC Board Resolution No. 2003-76 PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	Php 4,800.00 <i>(Amount may vary based on the number of workdays of actual work performance in a month)</i>	Monthly
Mid-year Bonus	Each employee who has rendered at least a total or an aggregate of four (4) months of service, including leaves of absence with pay, from 02 July of immediately preceding year and are still in the service as of May 15 of the current year	CPCS Implementing Circular No. 2016-01 (Re-issued), dated June 15, 2016	1 month basic salary	Once a year
Year-end Bonus	Each employee who has rendered at least a total or an aggregate of four (4) months of service, including leaves of absence with pay, from January 01 to October 31 of the current year. Those employees who have rendered at least a total or an aggregate of four (4) months of service from January	CPCS Implementing Circular No. 2016-01 (Re-issued), dated June 15, 2016	1 month basic salary	Once a year

01 of the current year but who have retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a pro-rated share of the Year-End Bonus based on the monthly basic pay immediately preceding the date of retirement or separation, as follows:

Length of Service	Percentage of the Year-end Bonus
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%

	<table border="1"> <tr> <td>9 months but less than 10 months</td> <td>95%</td> </tr> </table>	9 months but less than 10 months	95%									
9 months but less than 10 months	95%											
Productivity Enhancement Incentive	<p>Employees who are still in the service as of November 30, 2016.</p> <p>The employees who have rendered at least a total or an aggregate of four (4) months of at least satisfactory service as of November 30, including leaves of absence with pay.</p> <p>Employees who have rendered less than the total or aggregate of four (4) months of service but still in the service as of November 30 shall be entitled to pro-rated PEI, as follows:</p> <table border="1"> <thead> <tr> <th>Length of Service</th> <th>Percentage of the PEI</th> </tr> </thead> <tbody> <tr> <td>3 months to less than 4 months</td> <td>50%</td> </tr> <tr> <td>2 months to less than 3 months</td> <td>40%</td> </tr> <tr> <td>1 month</td> <td>30%</td> </tr> </tbody> </table>	Length of Service	Percentage of the PEI	3 months to less than 4 months	50%	2 months to less than 3 months	40%	1 month	30%	<p>Executive Order No. 203, s. 2016</p> <p>DBM Budget Circular No. 2016-8</p> <p>Letter from GCG dated, December 19, 2016</p>	Php 5,000.00	Once a year
Length of Service	Percentage of the PEI											
3 months to less than 4 months	50%											
2 months to less than 3 months	40%											
1 month	30%											

	<table border="1"> <tr> <td>to less than 2 months</td> <td></td> </tr> <tr> <td>Less than 1 month</td> <td>20%</td> </tr> </table>	to less than 2 months		Less than 1 month	20%			
to less than 2 months								
Less than 1 month	20%							
<p>Performance-Based Bonus</p> <p>Please note that the PBB released in 2016 pertained to FY 2015. PPMC is still waiting for the GCG Memorandum Circular covering the PBB for FY 2016.</p>	<p>Performance-Based Bonus for FY 2015 released in 2016 was based on the provisions under GCG Memorandum Circular No. 2015-05</p>	<p>Executive Order No. 80, s. of 2012</p> <p>Pertinent GCG Memorandum Circular</p>	<p>PPMC follows the pertinent GCG Memorandum Circular as regards the multiples, distribution system and ranking of officers and employees.</p>	<p>Once a year</p>				
<p>Anniversary Bonus</p>	<p>All employees</p>	<p>PPMC Board Resolution No. 2003-76, dated October 18, 2003.</p> <p>PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.</p>	<p>Php 5,000.00</p>	<p>Once a year</p>				
<p>Meal and Travel Allowance</p>	<p>Vice Presidents and Managers</p>	<p>PPMC Board Resolution No. 2003-76</p>	<p>All expenses incurred related to the Official Business shall be reimbursed based on actual expenses</p>	<p>Per availment of employee</p>				

Provident Fund Contribution	All regular employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003. PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	5 % of Basic Monthly Salary	Monthly
SSS and EC Contributions	All employees	Republic Act No. 8282	SSS - 65% of the monthly premium of employee based on the prevailing Schedule of Contributions EC – 100% of the monthly premium of employee based on the prevailing Schedule of Contributions	Monthly
Philhealth Contributions	All employees	Republic Act No. 9241	50% of the monthly premium of employee based on the prevailing Schedule of Contributions	Monthly
PAG-IBIG Contributions	All employees	Republic Act No. 9679	Php 100.00	Monthly
Retirement Pay	Optional Retirement – for employees upon reaching the age of 60 years and rendering 5	Republic Act No. 7641	PPMC follows the provisions under Section 5 of the	Upon approval of Optional or Compulsory

	<p>years of service</p> <p>Compulsory Retirement – for employees upon reaching the age of 65 years and rendering 5 years of service</p>		<p>Republic Act 7641 as regards the computation of Retirement Pay equivalent to one-half month salary for every year of service wherein half month is computed at 15 days plus 5 days plus 1/12 of 13th month pay</p>	Retirement
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C. Non-cash Benefits

Benefit/Allowance	Coverage of Grant	Legal Basis	Amount (in Php)	Frequency of Grant
Uniform Allowance	All regular employees	<p>PPMC Board Resolution No. 2003-76, dated October 18, 2003.</p> <p>PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.</p>	Php 2,500.00	Once a year
Provision of transportation vehicle	President and CEO	PPMC Board Resolution No. 2003-76	-	Continuing
15 Days Vacation Leave	Regular employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Equivalent of 15 days salary	Per approved application for vacation leave up to 15 days per

				year
15 Days Sick Leave	All employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Equivalent of 15 days salary	Per approved application for sick leave up to 15 days per year
60 to 78 Days Maternity Leave	Female employees who delivered a child or suffered from miscarriage	Republic Act No. 7322	Equivalent of 60 days salary for normal delivery or miscarriage and 78 days salary for caesarian delivery	First four (4) deliveries or miscarriages
7 Days Paternity Leave	Married male employees where spouse has delivered a child or suffered miscarriage	Republic Act No. 8187	Equivalent of 7 days salary	In every instance that the spouse delivers a child or suffers miscarriage
3 Days Emergency Leave	All employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Equivalent of 3 days salary	Per approved application for emergency leave up to 3 days per year
1 Day Birthday Leave	All employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Equivalent of 1 day salary	Once a year
Up to 60 Days Special Leave Benefits for Women under the	Maximum of two (2) months special leave with pay based on the certification of a	Republic Act No. 9710	Equivalent of 60 days salary	In every instance of surgery due to

Magna Carta for Women	competent physician			gynecological disorder for a maximum of two (2) months per year
Up to 7 Days Parental Leave for Solo Parents	Solo parent employees who has rendered service of at least one (1) year	Republic Act No. 8972	Equivalent of 7 days salary	Per approved application for parental leave for solo parent up to 3 days per year
Up to 10 Days Leave for Victims of Violence Against Women and their Children	PPMC follows the guidelines in determining the eligible employees who can avail of the Leave for Victims of Violence Against Women and their Children on Republic Act 9762	Republic Act No. 9262	Equivalent up to 10 days salary, extendible when the necessity arises as specified in the protection order	Per approved application for leave pursuant to protection order
Leave Credits for Work Rendered during Calamity	Employees who reported for work and is requested by superiors to continue working due to operational necessities	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Cash equivalent of leave credits earned *Leave credits equivalent to two times the actual number of hours an employee was asked to work	In every instance of government-declared or company-declared calamity and the employee has been requested to work
Compensatory Time Off for Special Projects	Vice Presidents and Managers who rendered services beyond 8 hours for	PPMC Board Resolution No. 2003-76	Leave credits earned in lieu of overtime, which is	In every instance a Vice President or

	special projects		equivalent to the number of hours worked Cash equivalent of leave credits earned	a Manager is required to work beyond 8 hours for special projects
Opportunities for Training and Development	All regular employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Based on the amount of training fee	Based on the Training Plan
Payment of Professional Licenses, Licenses for Skills and Membership Fees	All regular employees whose professional license, licenses for skills and membership fees are required by their job	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Based on the amount of license or membership fee	Based on the period of validity of the license or membership