

PORO POINT MANAGEMENT CORPORATION

TOTAL COMPENSATION FRAMEWORK

RANK AND FILE EMPLOYEES

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 Rank and File Employees range from Job Level 3 to Job Level 7.

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
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 01 of the current year but who have retired or separated from government service	CPCS Implementing Circular No. 2016-01 (Re- issued), dated June 15, 2016	1 month basic salary	Once a year

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%
9 months but less than 10 months	95%

<p>Productivity Enhancement Incentive</p>	<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" data-bbox="472 1070 767 1854"> <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 to less than 2 months</td> <td>30%</td> </tr> <tr> <td>Less than 1 month</td> <td>20%</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 to less than 2 months	30%	Less than 1 month	20%	<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>	<p>Php 5,000.00</p>	<p>Once a year</p>
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 to less than 2 months	30%													
Less than 1 month	20%													
<p>Performance-Based Bonus</p>	<p>Performance-Based Bonus for FY 2015 released in 2016 was</p>	<p>Executive Order No. 80, s. of 2012</p>	<p>PPMC follows the pertinent</p>	<p>Once a year</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.	based on the provisions under GCG Memorandum Circular No. 2015-05	Pertinent GCG Memorandum Circular	GCG Memorandum Circular as regards the multiples, distribution system and ranking of officers and employees.	
Anniversary Bonus	All employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003. PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	Php 5,000.00	Once a year
Meal and Travel Allowance	Supervisory/Technical, Rank and File Employees	Executive Order No. 298, s. of 2004	Php800.00 to hotel/lodging, meals and incidental expenses OR Php400.00 for meals and incidental expenses and provision of hotel/lodging	Per approved Official Travel Order
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,	5 % of Basic Monthly Salary	Monthly

		2015.		
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 years of service Compulsory Retirement – for employees upon reaching the age of 65 years and rendering 5 years of service	Republic Act No. 7641	PPMC follows the provisions under Section 5 of the 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	Upon approval of Optional or Compulsory Retirement

			computed at 15 days plus 5 days plus 1/12 of 13 th month pay	
Payment of Overtime Work	Employees under Job Levels 3 to 7	Article 87 of the Labor Code	Additional compensation equivalent to employee's regular wage plus at least twenty-five percent of his regular wage. Work performed beyond eight hours on a holiday or rest day shall be paid an additional compensation equivalent to the rate of the first eight hours on a holiday or rest day plus at least thirty percent (30%).	In every instance a Rank and File employee is required to render duty beyond 8 hours
Payment of Night Shift Differential	Employees under Job Levels 3 to 7	Article 86 of the Labor Code	Ten percent (10%) of employee's regular wage for each hour of work performed between ten o'clock in the evening and six o'clock in the morning.	In every instance a Rank and File employee is required to render duty between 10PM and 6AM
Payment of Rest Day Premiums	Employees under Job Level 3 to 7	Article 93 of the Labor Code	Additional compensation	In every instance a

		Code	of thirty percent (30%) of employee's regular wage.	Rank and File employee is required to render duty on his rest day
Payment of Holiday Day Premiums	Employees under Job Levels 3 to 7	Articles 93 and 94 of the Labor Code	<p>REGULAR HOLIDAY</p> <ul style="list-style-type: none"> Any employee who is permitted or suffered to work on any regular holiday, not exceeding eight (8) hours, shall be paid at least two hundred percent (200%) of his regular daily wage. If the holiday work falls on the scheduled rest day of the employee, he shall be entitled to an additional premium pay of at least 30% of his regular holiday rate of 200% 	In every instance a Rank and File employee is required to render duty on a holiday

			<p>based on his regular wage rate.</p> <ul style="list-style-type: none">• For work performed in excess of eight hours on a regular holiday, an employee shall be paid an additional compensation for the overtime work equivalent to his rate for the first eight hours on such holiday work plus at least 30% thereof. <p>Where the regular holiday work exceeding eight hours falls on the scheduled rest day of the employee, he shall be paid an additional compensation for the overtime work equivalent to his regular holiday-rest day for the first 8 hours</p>	
--	--	--	--	--

			<p>plus 30% thereof. The regular holiday rest day rate of an employee shall consist of 200% of his regular daily wage rate plus 30% thereof.</p> <p>SPECIAL HOLIDAY</p> <ul style="list-style-type: none">• For work done during the special holiday, he/she shall be paid an additional 30% of his/her daily rate on the first eight hours of work• For work done in excess of eight hours (overtime work), he/she shall be paid an additional 30% of his/her hourly rate on said day• For work done during a special holiday that also falls on his/her rest day, he/she shall be	
--	--	--	--	--

			<p>paid an additional 30% of his/her hourly rate on said day</p> <ul style="list-style-type: none">• For work done during a special holiday that also falls on his/her rest day, he/she shall be paid an additional 50% of his/her daily rate on the first eight hours of work.• For work done in excess of eight hours (overtime work) during a special holiday that also falls on his/her rest day, he/she shall be paid an additional 30% of his/her hourly rate on said day	
--	--	--	--	--

C. Non-cash Benefits

Benefit/Allowance	Coverage of Grant	Legal Basis	Amount (in Php)	Frequency of Grant
Uniform Allowance	All regular employees	PPMC Board Resolution No. 2003-76, dated October 18, 2003. PPMC Board Resolution No. 2015-12-302, dated December 7, 2015.	Php 2,500.00	Once a year
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 Magna Carta for Women	Maximum of two (2) months special leave with pay based on the certification of a competent physician	Republic Act No. 9710	Equivalent of 60 days salary	In every instance of surgery due to 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	PPMC Board Resolution No. 2003-76, dated October 18, 2003	Cash equivalent of leave credits earned	In every instance of government-declared or

	working due to operational necessities		*Leave credits equivalent to two times the actual number of hours an employee was asked to work	company-declared calamity and the employee has been requested to work
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