



GUIDELINES ON ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS (RANKING OF DELIVERY UNITS) FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021

Pursuant to Memorandum Circular No. 2021-1 of the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems (Administrative Order No. 25 s. 2011), the hereunder guidelines for eligibility of delivery units and individuals for the grant of Performance-Based Bonus for FY 2021 are hereby established.

I. Guidelines on the Eligibility of Delivery Units and Individuals

The News and Information Bureau-Performance Management Team (NIB-PMT) for the Performance-Based Bonus 2021 shall implement the following Guidelines on the Eligibility of Delivery Units and Individuals:

1. NIB delivery units are the following:

1. Office of the Director and Assistant Director
2. Financial and Administrative Division
3. Presidential Press Staff Division
4. Media Accreditation and Relations Division
5. Philippine News Agency Division

2. For FY 2021 PBB, **the delivery units (DUs) of eligible agencies shall no longer be ranked.** However, the unit/s most responsible for deficiencies shall be isolated.

a. To be eligible for the FY 2021 PBB, NIB must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while NIB will be eligible, the unit/s most responsible (including its head) for the criteria (*please see table 1 below*) with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities will also be isolated from the grant of the FY 2021 PBB.

AGENCY ACCOUNTABILITIES

| | |
|--|---|
| a. Updating of Transparency Seal | f. PhilGEPS posting of all invitations to bids and awarded contracts |
| b. Compliance with the Freedom of Information (FOI) Program | g. Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System |
| c. Updating of Citizen's or Service Charter | |
| d. Compliance to Audit Findings and Liquidation of Cash Advances | |
| e. Submission and Review of SALN | h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects |

- 3. Eligible DUs shall be granted FY 2021 PBB at uniform rates across NIB, including its officials and employees. The corresponding rates of the PBB shall be based on the NIB’s achieved total score (*please see table 6 below*).
- 4. Heads of NIB (*NIB Directors*) are eligible only if NIB is eligible. If eligible, their PBB rate for FY 2021 shall be equivalent to the rates (*see table 6 below*) and shall be based on their monthly basic salary (MBS) as of December 31,2021.
- 5. To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least “Very Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 6. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
- 7. Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 8. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- 9. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
- 10. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

| LENGTH OF SERVICE | % OF PBB |
|---------------------------------|----------|
| 8 months but less than 9 months | 90% |
| 7 months but less than 8 months | 80% |
| 6 months but less than 7 months | 70% |
| 5 months but less than 6 months | 60% |
| 4 months but less than 5 months | 50% |
| 3 months but less than 4 months | 40% |

- 11.The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:
 - a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;

- f. Vacation or Sick Leave with or without pay;
- g. Scholarship/Study Leave; and/or
- h. Sabbatical Leave.

12. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
13. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
14. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.
15. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.

II. RATES OF THE PBB

The total score shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31,2021. For illustration, see Table 6 below:

TABLE 6: RATES OF THE PBB TOTAL SCORE PBB RATES

| TABLE 6: RATES OF THE PBB | |
|---------------------------|--|
| TOTAL SCORE | PBB RATES |
| 100 points | 65% (100% of the 65% monthly basic salary) |
| 95 points | 61.75% (95% of the 65% monthly basic salary) |
| 90 points | 58.5% (90% of the 65% monthly basic salary) |
| 85 points | 55.25% (85% of the 65% monthly basic salary) |
| 80 points | 52% (80% of the 65% monthly basic salary) |
| 75 points | 48.75% (75% of the 65% monthly basic salary) |
| 70 points | 45.5% (70% of the 65% monthly basic salary) |

III. ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 PBB, each agency must satisfy the criteria and conditions under the four dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and attain a total score of at least 70 points based on the PBB Scoring System (*please see table 1 below*).

IV. FY 2021 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points.

| TABLE 1: FY 2021 PBB SCORING SYSTEM | | | | | | |
|-------------------------------------|--------|----------------------|-------|-------|--------|-------|
| CRITERIA AND CONDITIONS | WEIGHT | PERFORMANCE RATING | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| Performance Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Process Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Financial Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Citizen/Client Satisfaction Results | 5 | 5pts | 10pts | 15pts | 20 pts | 25pts |
| TOTAL SCORE | | MAXIMUM = 100 POINTS | | | | |

The Performance Results shall be assessed and scored as follows:

| TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS | | | | |
|--|--|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors | Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors | Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors | Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors | Met each one of the Congress-approved performance targets for FY 2021 (all performance indicators) |

The Process Results shall be assessed and scored as follows:

| TABLE 3: RATING SCALE FOR PROCESS RESULTS | | | | | |
|--|-------------------------------------|---|--|---|---|
| AGENCY | 1 | 2 | 3 | 4 | 5 |
| a. For departments/agencies and GOCCs covered by the DBM | No demonstrated ease of transaction | Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services |

The requirements under the Financial Results shall be scored as follows:

| TABLE 4: RATING SCALE FOR FINANCIAL RESULTS | | | | |
|---|--------------------------------|--------------------------------|--------------------------------|---------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1-19% Disbursements BUR | 20-39% Disbursements BUR | 40-59% Disbursements BUR | 60-79% Disbursements BUR | 80-100% Disbursements BUR |

The requirements under the Citizen/Client Satisfaction Results shall be scored as follows:

| TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS | | | | |
|---|---|---|--|---|
| 1 | 2 | 3 | 4 | 5 |
| No submission/ Did not conduct CCSS | Average to low satisfaction rate with unresolved #8888/CCB complaints | Average satisfaction rate with 100% #8888/CCB complaints resolved | High satisfaction rate with 100% #8888/CCB complaints resolved | High satisfaction rate without #8888/CCB complaints |

V. REPEALING CLAUSE


All previous issuances inconsistent with these Guidelines are deemed repealed or modified accordingly.

VI. SEPARABILITY CLAUSE

Unless expressly repealed or superseded, any part or provision in these Guidelines which is rendered invalid, ineffective, or inconsistent with a subsequent issuance/s, other provisions not affected thereby shall remain in force and effect.

VII. EFFECTIVITY

These Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled, or superseded by a subsequent issuance.


Dir. VIRGINIA R. ARCILLA-AGTAY
Director IV, Head, NIB

September 27, 2021