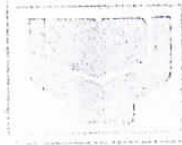
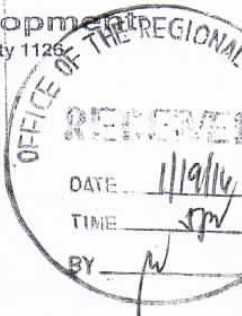


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Republic of the Philippines
Department of Social Welfare and Development
IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126
Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191
E-mail: osec@dswd.gov.ph
Website: <http://www.dswd.gov.ph>



Administrative Order
No. 17
Series of 2015

SUBJECT: GUIDELINES IN RANKING OFFICES/ BUREAUS/ SERVICES AND EMPLOYEES FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)¹ for CY 2015

I. RATIONALE

On December 21, 2011, President Benigno Aquino, III issued Administrative Order No. 25 creating the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems in line with the Administration's thrust to raise transparency and accountability in governance. The Task Force aims to (1) rationalize, harmonize, streamline, simplify, integrate and unify the efforts of government agencies to the National Leadership Agenda; (2) establish a unified and integrated Results-Based Performance Management System (RBPMS); and (3) use RBPMS as basis for determining entitlement to performance-based allowance, incentives, or compensation.

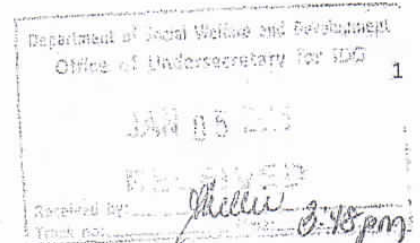
On July 20, 2012, the President issued Executive Order No. 80 directing the adoption of the Performance-Based Incentive System for Government employees starting CY 2012. The premises of EO 80 is to rationalize the current incentive system in government which is across the board bonuses; strengthen performance monitoring and appraisal systems, improve service delivery by linking personnel reward to the bureau or delivery unit's performance, and establish a Performance-Based Incentive System (PBIS).

The PBIS is a system of incentives for government employees consisting of Productivity Enhancement Incentive (PEI) and Performance-Based Bonus (PBB). The PBB is a top-up bonus given to employees based on their performance and contribution to the accomplishment of the Agency (on top of PEI).

The PBIS was pilot-tested in CY 2012 using the performance contract and review (PCR) rating of officials for the office ranking system while the individual performance ratings were used for the individual ranking.

Memorandum Circular No. 2015-01 or Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2015 under Executive Order No. 80 was issued on August 12, 2015. In the MC, it is again mandated that

¹ As agreed/approved by the Executive Committee Members



Agencies submit their ranking system for office and individual performers. Hence, the Department is issuing its internal PBB guidelines for CY 2015.

II. COVERAGE

- All Offices, Bureaus, Services and Units in the Department; and
- All its officials and employees holding regular plantilla positions, and contractual and casual employees having employer-employee relationship with the agency;

III. CONDITIONS TO QUALIFY FOR THE PBB

A. To qualify for the grant of PBB following MC 2015-01, the Department must meet the following conditions:

1. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFO) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).
2. Achieve at least 90% of each one of the priority programs/ targets committed to the President under the five Key Result Areas of Executive Order No. 43.
3. Satisfy 100% of the good governance conditions set by the Inter-Agency Task Force for FY 2015:
 - 3.1. Maintenance/updating of the Agency Transparency Seal to reflect the following:
 - a. Agency's mandate, vision, mission and list of officials
 - b. Quarterly/Annual Financial Reports
 - b.1. FY 2013 to FY 2015 FAR No. 1: SAAOBDB
 - b.2. FY 2013 to FY 2015 Summary Report on Disbursements
 - b.3. FY 2013 to FY 2015 BAR No.1 - Quarterly Physical Report of Operations/ Physical Plan
 - c. DBM-Approved Budget and Targets for FY 2015
 - d. Programs, Projects and Activities, Beneficiaries and Status of Implementation for FY 2015 (as applicable)
 - e. Annual Procurement Plan 2015

Performers

f. System of Ranking Delivery Units and Individuals

g. Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of an Agency Operations Manual covering selected core processes or areas of operation.

3.2 Maintenance/Updating of PhilGEPS posting

a. Submission of the Certificate of Compliance with PhilGEPS

3.3. Maintenance/Updating of Citizen's or Service Charter or its equivalent

4. Use the CSC-approved Strategic Performance Management System in rating and ranking First and Second Level employees and officials including officials holding managerial and director positions but are not presidential appointees; and the Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.

B. To be eligible for a higher percentage distribution in the ranking of delivery units, the Department must achieve at least 90% for each one of the additional targets of the Secretary as reflected in the Office of the President Planning Tool Form 1.

Offices shall be ranked using the DSWD Strategic Performance Management System (DSPMS) based on the results of Office Performance Contract and Review (OPCR) of the OBSUs and FOs.

IV. ELIGIBILITY OF INDIVIDUALS

Officials and employees must satisfy the following conditions to qualify for the PBB:

1. The eligibility of the Department Secretary shall be based on the eligibility of the respective department. The Secretary's PBB rate shall be fixed at ₱35,000 for FY 2015;
2. Third Level officials should receive a rating of at least "Very Satisfactory" under CESPES. CESPES covers all incumbents of CES positions, for an uninterrupted period of at least three (3) months. Payment of the PBB of the Third Level officials shall be contingent on the release of the results of the CESPES.
3. Other Officials performing Managerial and executive functions who are not presidential appointees are covered by the DSPMS and should receive a rating of at least "Satisfactory".

4. Employees belong to the First and Second Levels should receive a rating of at least "Satisfactory" based on the DSWD Strategic Performance Management System (DSPMS).
5. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. PBB payment shall come from the mother agency.
6. Personnel who transferred from one government agency to another agency shall be rated and be ranked by the agency where s/he serves the longest. If equal months were served for each agency, s/he will be included in the recipient agency.
7. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with IV.2, IV.3 and IV.4 hereof may be eligible to the full grant of the PBB.
8. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	Percentage 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%

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;
 - h. Sabbatical Leave
9. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
 10. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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.

11. Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015), shall not be entitled to the FY 2015 PBB.
12. Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB;
13. The agency head should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated FY 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals;
14. They must have finalized and submitted pertinent performance management forms to the Human Resource and Development Bureau (HRDB) or HRD Unit for FOs on set deadline.

After establishing that the Department had complied and achieved above conditions, OBS shall be ranked using their Office Performance Contract and Review (OPCR) rating.

V. RANKING OF DELIVERY UNITS AND INDIVIDUALS

1. The Department and their corresponding offices/delivery units that meet the criteria and conditions in Section III are eligible to the PBB FY 2015.
2. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories.

OBS Distribution	Rating
Top 10%	Best
Next 25%	Better
Next 65%	Good

3. If the Department met at least 90% of each one of the FY 2015 targets of the Secretary other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Section III.A, it shall force rank the offices/delivery units eligible to the PBB according to the following categories:

OBS Distribution	Rating
Top 15%	Best
Next 30%	Better
Next 55%	Good

4. To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individual for purposes of evaluating and ranking group and individual performance.
5. Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for PBB.
6. Within delivery units, all employees shall be ranked following the normal distribution prescribed by the Task Force and shall receive corresponding amounts for FY 2015:

OBSA	Individual (for Best Offices)		
Distribution	20% Best Performers	35% Better Performers	45% Good Performers
10% or 15% Best OBS'	₱ 35,000	₱ 20,000	₱ 10,000
OBSA	Individual (for Better Offices)		
Distribution	15% Best Performers	30% Better Performers	55% Good Performers
25% or 30% Better OBS'	₱ 25,000	₱ 13,500	₱ 7,000
OBSA	Individual (for Good Offices)		
Distribution	10% Best Performers	25% Better Performers	65% Good Performers
65% or 55% Good OBS'	₱ 15,000	₱ 10,000	₱ 5,000

7. Eligibility of attached agencies is no longer dependent on the eligibility of the entire department/agency. Payout to attached agencies will be given separately in case one of them is not eligible.
8. Officials belonging to the Third Level who receive 'Satisfactory' rating under the CESPES and employees belonging to the First and Second Levels as well as those performing managerial and executive functions who are not presidential appointees who receive a "Below Satisfactory" rating under the DSPMS shall not be eligible to the PBB.

VI. RANKING SYSTEM AND PROCEDURE

A. Delivery Units' Ranking System

The main criterion for OBSA ranking shall be the annual OPCR rating for CY 2015.

1. The Offices shall be ranked based on their OPCR final numerical ratings – from the highest to the lowest performers.

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2. The Offices shall be clustered according to their performance ratings following the distribution: 10% Best, 25% Better and 65% Good performers if meeting the conditions in III.A or 15%-30%-55% if the agency meets the conditions in III.B.
3. The Central Office shall be clustered into one unit while the Field Offices shall be considered as separate units.
4. In case of tie, decimal places of numerical ratings shall be stretched until the tie is broken or as deliberated by the Performance Technical Working Group (PMTWG)².

B. Individual Ranking System

Officials in the OBS will be ranked according to their CESPES rating. They must have at least a "Very Satisfactory" rating to be qualified for the PBB. While the Rank and File employees will be ranked according to their annual ratings under the DSPMS. The rank and file employees must have at least a "Satisfactory" rating to be qualified for the PBB.

1. Using the annual performance rating, all officials and employees will be ranked from highest to lowest per delivery unit.
2. The employees shall be clustered according to their performance ratings following the distribution: 20%-35%-45% for individual performer under Best OBS, 15%-30%-55% for individual performer under Better OBS and 10%-25%-65% for individual performer under Good OBS if the agency meets the conditions in Section III.A.

C. Submission of Ranking Results

1. The PDPB shall prepare the ranking of OBS based on the OPCR and the HRDB, the ranking of employees based on IPCR following pertinent forms prescribed by the IATF on AO 25. Said forms shall reflect the respective summaries on the number of eligible delivery units as well as the number of PBB eligible officials and staff. The forms shall also reflect the PBB amount required.
2. The Chair of the PMTWG shall recommend to the ExeCom the OBS/delivery units' ranking, the number of PBB eligible employees, and the corresponding PBB budget, for their review and concurrence.
3. The ExeCom, as necessary, shall deliberate on the delivery units and officials and employees' ranking results.

² Upon approval of the DSWD Strategic Performance Management System (DSPMS), the PMTWG shall transition to Performance Management Team (PMT).

VII. INSTITUTIONAL ARRANGEMENTS

1. The Policy Development and Planning Bureau and its FO counterparts shall be responsible for monitoring MFO performance and targets and conditions set for Agency to qualify for the PBB. The PDPB shall be responsible for reporting to the ExeCom and as needed, to the Interagency Task Force (AO25) on the Department Target and Accomplishment Forms A, MFO Form A-1 and other reporting forms.
2. All CO-PBB focal persons of OBS shall be responsible in monitoring compliance of all field offices, bureaus and services. They shall prepare and consolidate the certificate of compliance (COC), reports and requirements to be submitted to the HRDB for endorsement to the IATF.
3. All OBS shall be responsible in accomplishing its MFO performance targets, roles and mandate and complying with the conditions set for the Agency to qualify for the PBB.
4. The Finance Management Service shall be responsible in monitoring financial accountability reports, ageing of cash, BFARs, budgets, targets and performance.
5. The Procurement Service shall be responsible in monitoring and submission of APCPI self-assessment, APP and PhilGEPS.
6. The Administrative Service - Personnel Administration Division shall be responsible in monitoring the compliance to the Statement of Assets, Liabilities and Net Worth (SALN).
7. The Social Marketing Service in coordination with the HRDB, shall be responsible in crafting and disseminating the communication plan for the PBB.
8. The HRDB shall be responsible in guiding all PBB focal persons regarding the requirements for the good governance conditions. The HRDB and its FO counterparts (e.g. PMS/PBB focal persons) shall be responsible for monitoring the submission of performance ratings and ranking of employees based on the ranking of OBS.
9. The PMTWG shall rank OBS/FOs-delivery units on the basis of the approved criteria for approval of the ExeCom. It shall also bring to the ExeCom issues or concerns arising out of the policies and criteria adopted for the grant of the PBB for resolution.
10. The ExeCom shall be the final screening and approving body for the OBS and individual ranking and resolve/decide on issues, appeals or grievances raised, if any.

11. The Administrative Service-Personnel Administration Division in coordination with the FMS and/or their respective counterparts in the Field Offices shall prepare the payroll on the PBB grant to concerned individuals once the Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) is released to DSWD.

12. All Heads of OBS in coordination with the HRDB or HRDU in FOs shall ensure that staff are reminded of their performance requirements submission and shall be responsible in informing their staff eligibility or ineligibility to the PBB grant.

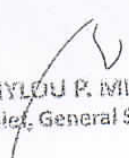
13. All staff are responsible in contributing to their office accomplishments of targets and goals and submitting the required performance requirements.

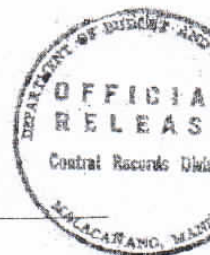
This guidelines shall take effect for the grant of PBB for CY 2015 rating period and until no other guidelines are issued.

Signed this 29th day of December 2015.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


EMYLOU P. MIRAVALLAS
DTC-Chief, General Services Division



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
(Administrative Order No. 25 s. 2011)

MEMORANDUM CIRCULAR NO. 2015 - 1

August 12, 2015

TO : All Heads of Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or-Controlled Corporations, and Local Water Districts.

SUBJECT: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80

1.0 PURPOSE

This Memorandum Circular contains the criteria and conditions for the grant of Performance-Based Bonus (PBB) in FY 2015. The guidelines specify new requirements such as:

- 1.1 Use of the Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
- 1.2 Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
- 1.3 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
- 1.4 Compliance with Section 3e of Administrative Order (AO) No. 46 s.2015 which requires agencies to submit their respective Annual Procurement Plan (APP);
- 1.5 Submission of separate Forms B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishment for OP Planning Tool FY 2015 Targets, respectively.

2.0 COVERAGE

- 2.1 This circular covers all Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or-Controlled Corporations, and Local Water Districts.
- 2.2 All officials and employees of eligible departments/agencies holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned, are covered by this Circular

- 2.3 The implementation of this circular shall be in close coordination with the following:
- a. DBM for the Departments and their attached agencies;
 - b. OP-Office of the Executive Secretary(OP-OES) and DBM for the Other Executive Offices, including the OP-attached agencies and Government Owned or Controlled Corporations (GOCCs) covered by DBM;
 - c. The Commission on Higher Education for the State Universities and Colleges;
 - d. The Governance Commission for GOCCs for GOCCs covered by Republic Act No. 10149;
 - e. Local Water Utilities Administration (LWUA) for Local Water Districts (LWDs)

3.0 ELIGIBILITY CRITERIA

- 3.1 Each agency must satisfy the following conditions (*see Annex 6 - Master List of Agencies*):
- a. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) (*Annex 1 - Form A Department Performance Accomplishment, and Annex 2 - Form A1 Details of Bureau/Office Performance Indicators and Accomplishments*);
 - a.1. For GOCCs under the coverage of DBM without budgetary support, the targets reflected under DBM Form No. 700 in their Corporate Operating Budgets shall be used as basis in assessing their performance and determining eligibility for the Performance-Based Bonus.
 - a.2. GOCCs covered by RA 10149 should achieve a weighted-average score of at least 90% in their respective 2015 Performance Scorecard and comply with the requirements for the Interim Performance Based Bonus of GOCCs specified by GCG;
 - a.3. For LWDs, the MFOs and PIs identified under Memorandum Circular No. 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBB.
 - b. Achieve at least 90% of each one of the priority program/project targets agreed with the President under the five Key Result Areas of Executive Order (EO) No. 43 (*Annex 3 - Form B Key Programs and Projects*). See Annex 7 for the Updated List of Priority Programs and Initiatives (as of March 2015);
 - c. Satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2015; and
 - d. Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials of departments/agencies of the national and local governments (ie. GOCCs with original charters, and State Universities and Colleges) including officials holding managerial and director positions but are not presidential appointees; and Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.

- 3.2 To be eligible for a higher percentage distribution in the ranking of delivery units, the whole Department/Agency must achieve at least 90% of each one of the additional targets of the Secretary/Head of Agency as reflected in the OP Planning Tool Form 1 (*Annex 4 – Form C Agency Targets and Accomplishments for Planning Tool Commitments*) and under the Ease of Doing Business targets (*see Annex 8 - List of Agencies with PT and EODB Commitments*), in addition to the criteria in Section 3.1.

4.0 FY 2015 PERFORMANCE TARGETS

- 4.1 All MFO indicators and targets in the FY 2015 Performance-Informed Budget approved by Congress shall be the basis for assessing eligibility for the PBB.
- 4.2 In addition to the STO indicators and targets in the FY 2015 Performance-Informed Budget, Departments/Agencies shall include the following:
- a. Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of an Operations Manual covering selected core processes or areas of operation. (*see Annex 9 - Guideline on Scope of Operations Manual*)
 - b. STO target identified in accordance with the priority of the agency head.
- 4.3 The GASS targets shall be:
- a. Budget Utilization Rate (BUR), which shall consist of:
 - a.1. Obligations BUR computed as obligations against all allotments issued for FY 2015, including those released under the "GAA as a release document" policy; and
 - a.2. Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015.
 - b. Compliance to Public Financial Management (PFM) reporting requirements of the COA and DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:
 - b.1. Budget and Financial Accountability Reports (BFARs)
 - b.2. Report on Ageing of Cash Advances
 - b.3. COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements)[per COA Resolution 2014-003].
 - c. Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012, applicable to the agencies who are in the list of trained agencies for APCPI (*See Annex 6 - Master List of Agencies*).
 - d. Submission of agency Annual Procurement Plan (APP) based on the approved budget in the GAA to the Government Procurement Policy Board (GPPB) and its Technical Support Office (TSO), as prescribed by Section 3e of AO No. 46 s.2015.

Agencies should send a scanned copy of the APP to GPPB-TSO's email: monitoring@gppb.gov.ph, instead of an Excel file or hard copy.

- 4.4 Priority program/project targets agreed with the President under the five (5) KRAs of EO No. 43.
- 4.5 Commitments of the Department Secretary/Head of Agency approved by the President/Office of the Cabinet Secretary as reflected in the OP Planning Tool for FY 2015 and Ease of Doing Business targets set by the National Competitive Council (NCC), which shall be treated as over and above the Congress-approved PIB/GAA targets.
- 4.6 In case a department/agency is assessed to have deficiencies in meeting its performance commitments, the Department Secretary or Head of Agency may request for re-evaluation of their compliance status and submit the justification/s to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, justifiable reasons are factors that are considered outside of the control of the agency.

5.0 GOOD GOVERNANCE CONDITIONS

- 5.1 For FY 2015, the IATF has set three (3) good governance conditions based on the performance drivers of the Results-Based Performance Management System (RBPMS):
 - a. Maintain/Update the Agency Transparency Seal;
 - b. Maintain/Update the PhilGEPS posting; and
 - c. Maintain/Update the Citizen's or Service Charter or its equivalent;
- 5.2 Agency Transparency Seal page should be accessible by clicking on the TS logo on the Home page. Agency Transparency Seal should contain the following documents:
 - a. Agency mandate, vision, mission and list of officials
 - b. Quarterly and Annual Financial Reports
 - b.1 For NGAs/SUCs
 - b.1.1 FY 2013 to FY 2015 FAR No. 1: SAAOBDB
 - b.1.2 FY 2013 to FY 2015 Summary Report on Disbursements
 - b.1.3 FY 2013 to FY 2015 BAR No.1 – Quarterly Physical Report of Operations/Physical Plan
 - b.2 For GOCCs and LWDs
 - b.2.1 FY 2013 to FY 2015 Annual Reports
 - c. DBM-Approved Budget and Targets for FY 2015
 - d. Programs, Projects, and Activities, Beneficiaries, and Status of Implementation for FY 2015. If this portion is not applicable, agencies should indicate "not applicable" (NA).
 - e. Annual procurement plan (APP) FY 2015
- 5.3 Agency Transparency Seal should include the posting of the agency's i) system of ranking delivery units and individuals; and ii) Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable as indicated in Section 4.2.a of this Circular.

- 5.4 The system of ranking delivery units and individuals should be posted in the agency transparency seal and disseminated to employees not later than October 30, 2015. (See Annex 10 - Guideline on Transparency Seal)
- 5.5 To submit the Certificate of Compliance with PhilGEPS, see Annex 11 - Guideline on PhilGEPS.
- 5.6 A pre-assessment of agency compliance with the Good Governance Conditions and other PBB requirements shall be conducted starting October 1, 2015.

6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1 The eligibility of Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, and non-ex-officio heads of GOCCs covered by DBM shall be based on the eligibility of the respective department/agency. Their PBB rate shall be fixed at P35,000 for FY 2015.
- 6.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible subject to the following conditions:
- 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - Nine (9) months aggregate service as Members of the Board; and
 - Submission of FY 2015 Corporate Operating Budget (COB) to DBM within the set deadline.
- 6.3 The eligibility of SUC Presidents will be based on CHED Memo Order No. 4 s. 2015.
- 6.4 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).
- 6.5 Third Level officials should receive a rating of at least "Very Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
- 6.6 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".
- 6.7 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- 6.8 Personnel who transferred from one government agency to another agency shall be rated and ranked 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.
- 6.9 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 and 6.5 hereof may be eligible to the full grant of the PBB.
- 6.10 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB

on a pro-rata basis. The PBB of employees shall be pro-rated 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%

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;
 - h. Sabbatical Leave
- 6.11 An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
 - 6.12 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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.
 - 6.13 Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.
 - 6.14 Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.
 - 6.15 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated FY 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

7.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS

- 7.1 Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2015. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit

Ranking	Performance Category
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

- 7.2 Agencies that meet at least 90% of each one of the FY 2015 targets of the Secretary/Head of Agency other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Section 3.1, shall force rank the offices/delivery units eligible to the PBB according to the following categories:

Ranking	Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

- 7.3 To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.
- 7.4 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB.
- 7.5 Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Sections 7.1 and 7.2, shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the better bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

For the good bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

- 7.6 Eligibility of attached agencies is no longer dependent on the eligibility of the entire department/agency. Payout to attached agencies will be given separately in case one of them is not eligible.
- 7.7 Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPEs, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall **not** be eligible to the PBB.
- 7.8 The resulting ranking of offices/delivery units and the personnel therein shall be indicated in Form 1.0 (Annex 5).

- 7.9 The GCG and LWUA shall issue pertinent guidelines on the ranking of delivery units and individuals for GOCCs covered by GCG and LWDs, respectively.

8.0 SUBMISSION OF REPORTS

- 8.1 Submit duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Forms A, A-1, B, C, and other supporting documents) through the AO 25 Secretariat, which shall endorse copies to the oversight/validating agencies for review/evaluation. All forms and reports should be signed by agency head or the officially designated OIC.
- 8.2 COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA in accordance with the mandated period of submission. COA will provide the IATF the list of agencies that complied with this condition.
- To be eligible, the agency must be able to submit the FY 2014 financial reports not later than March 31, 2015. Large Agencies are given consideration until April 30, 2015.
 - Meanwhile, agencies must submit to COA the Report on Ageing of Cash Advance with a cut-off date of November 15, 2015 to the respective resident Auditors on or before December 1, 2015. Upon validation, the Resident COA Auditor will be responsible to forward the validated Report on Ageing of Cash Advances to their respective Supervising Auditor/Cluster Director for proper transmittal to Risk Management and Budget Office in the COA Head Office.
- 8.3 DBM financial reports including BFARs shall be submitted directly to DBM.
- 8.4 Agencies should directly submit to PhilGEPS e-copies of duly accomplished Certificate of Compliance (CoC) on December 1, 2015 signed by the HOPE and BAC Chair thru pbb@philgeps.gov.ph.
- For those with attached agencies/regional field office:
- The heads of attached agencies through their respective BAC offices should prepare a separate PhilGEPS CoC.
 - The mother agency should submit the consolidated e-copies of PhilGEPS CoCs.
 - The PhilGEPS CoC should cover transactions from November 16, 2014 to November 15, 2015.
 - Incomplete and non-submission of PhilGEPS CoC will be considered as non-compliance.
- 8.5 For the Transparency Seal and ARTA, certification of compliance is no longer necessary since the concerned oversight agency shall be conducting random validation based on the agreed monitoring schedule.
- 8.6 Departments/Agencies should submit FY 2015 accomplishments using Forms A, A-1 and B/C and Form 1.0 on or before January 15, 2016.
- 8.7 The Department of Education shall submit its accomplishments with April 1, 2016 cut-off date on or before April 18, 2016.
- 8.8 The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies.

9.0 COMPLIANCE VALIDATION

As with the previous cycles of the PBB, the following oversight agencies are tasked to conduct the validation of the PBB requirement;

PBB Requirement	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS
Citizen's Charter	CSC
Submission of SALN of employees	Office of the President, Office of the Ombudsman and CSC. <i>Note: The SALN validating agencies shall provide the list of SALN non-filers</i>
MFO- Physical Accomplishments of <ul style="list-style-type: none"> • Departments • OEOs • GOCCs covered by DBM • GOCCs covered by RA 10149 • SUCs • LWDs 	DBM – BMB A, B, C, D and E OP-OES DBM –BMB F and OP-OES GCG CHED and DBM-ROs DBM-BMB F and LWUA
STO - accomplishment <ul style="list-style-type: none"> • QMS Certification / Operations Manual • STO identified by agency head 	GQMC DBM – BMB A, B, C, D, E and F; OP-OES; CHED; LWUA
GASS <ul style="list-style-type: none"> • BUR of Departments, OEOs and GOCCs covered by DBM • BUR of SUCs • Public Financial Management Reports • Submission of Financial Statements, Ageing of Cash Advances Report • BFARs • APCPI • Submission of APP 	DBM – BMB A, B, C, D, E and F DBM Regional Offices DBM COA DBM and COA GPPB-TSO GPPB-TSO
Priority Program Accomplishments	PMS
OP Planning Tool Accomplishments	OP-OCS
EODB Accomplishments	NCC
Agency Rating and Ranking Report <ul style="list-style-type: none"> • Departments • OEOs • GOCCs covered by DBM • GOCCs covered by RA 10149 • SUCs • LWDs 	DBM-OPCCB DBM-OPCCB and DBM-NCR DBM BMB – F GCG DBM-RO LWUA and DBM BMB-F

10.0 EFFECTS OF NON-COMPLIANCE

- 10.1 For FY 2015 agencies that are unable to comply with all the good governance conditions shall be considered ineligible for the PBB FY 2015.
- 10.2 Upon determination, after due process by the oversight agency, of misrepresentation in the submitted reports for the PBB, commission of fraud in the payment of the PBB and

violation of the provisions of these Guidelines, a Department/Agency shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.

- 10.3 Agencies that are found to evenly distribute PBB among employees, shall be warned and investigated by the IATF. If found guilty, the Task Force has the right to withhold bonuses of these agencies.

11.0 FEEDBACK AND CHANGE MANAGEMENT

- 11.1 Department Secretaries/Head of Agencies with the support of their Performance Management Groups (PMGs) shall develop and implement an internal communications strategy on PBIS, and fulfill the following:
- a. Engage their respective employees in understanding the PBIS, the performance targets of their respective departments/agencies, as well as the services and outputs that they will need to deliver in order to meet these targets.
 - b. Disseminate the performance targets and accomplishments of their departments/agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
 - c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their departments/agencies. The Help Desk may be a facility that is embedded in the respective websites of departments/agencies.
 - d. Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by officials and employees of their respective departments/agencies. Such may be incorporated in the functions of their Grievance Committee.
- 11.2 The Department Secretary/Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMG and to recommend strategies to instill a culture of performance within the department/agency.

12.0 INFORMATION AND COMMUNICATION

- 12.1 The Department Secretary/Head of Agency shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior officials designated as the PBB focal person and the spokesperson, respectively.
- 12.2 Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 12.3 The IATF shall maintain the following communication channels:
- a. AO 25 Secretariat at ao25secretariat@dap.edu.ph
 - b. PBIS Info Board
 - c. RBPMS website www.dap.edu.ph/rbpms
 - d. PCDSPO e-mail at pbb@gov.ph
 - e. Text hotline (Smart: +63920.498.9121)
 - f. Facebook (www.facebook.com/PBBsecretariat)
 - g. Twitter: @pbbsecretariat

LIST OF ANNEXES

*All Annexes may be accessed and downloaded online via
the RBPMS website: www.dap.edu.ph/rbpms/policies-issuances*

- Annex 1 - Form A Department Performance Accomplishment
- Annex 2 - Form A1 Details of Bureau/Office Performance Indicators and Accomplishments
- Annex 3 - Form B Key Programs and Projects
- Annex 4 - Form C Agency Targets and Accomplishments for Planning Tool Commitments
- Annex 5 - Form 1 Report on Agency Rating and Ranking
- Annex 6 – Master List of Agencies (with notes for APCPI requirement)
- Annex 7 - List of Priority Programs and Initiatives (as of March 2015)
- Annex 8 - List of Agencies with PT and EODB Commitments
- Annex 9 - Guideline on Scope of Operations Manual
- Annex 10 - Guideline on Transparency Seal
- Annex 11 - Guideline on PhilGEPS

13.0 TIMELINE FOR FY 2015 IMPLEMENTATION

Activity	Deadline
Submission of FY 2014 Financial Reports to COA	On or before March 31, 2015
Submission of FY 2014 Financial Reports to COA (for Big Agencies)	On or before April 30, 2015
Posting of Agency system of ranking delivery units and individuals	On or before October 30, 2015
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2015 as cut-off)	On or before December 1, 2015
Submission of Certificate of Compliance with PhilGEPS (with November 15, 2015 as cut-off)	On or before December 1, 2015
<i>Note: Certificate of Compliance for Transparency Seal and Citizen's Charter will not be submitted to DBM-OCIO and CSC) Pre-Assessment will be conducted by the validating agencies starting October 1, 2015. Agencies should ensure compliance to the requirements.</i>	
Submission of accomplishments using Forms A, A1, B, C, and Form 1.0 (see Annexes 1, 2, 3, 4, 5)	
a. With December 31, 2015 as cut-off date	On or before January 15, 2016
b. With April 1, 2016 as cut-off date (FOR DEPED ONLY)	On or before April 18, 2016
Submission of BFARs to COA and DBM	30 Days or one month after the end of quarter
Submission of APCPI Self Assessment	On or before December 1, 2015
Submission of APP	Within the first month of the year until before end of April 2015.
Validation of QMS Certification/Operations Manual Submission	On or before January 15, 2016
Validating of 2 nd STO Indicator as identified by head of agency	On or before January 15, 2016


14. APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES AND LOCAL GOVERNMENT UNITS (LGUs)

Congress, The Judiciary, Constitutional Commissions, and the Office of the Ombudsman are encouraged to follow these guidelines to be eligible to the Performance-Based Bonus.

LGUs may also participate in FY 2015 PBB. The Department of the Interior and Local Government (DILG), in coordination with the AO25 Technical Working Group, shall craft the Guidelines on the Grant of FY 2015 PBB for LGUs and oversee the implementation of the PBB in LGUs.

15. EFFECTIVITY

This Circular shall take effect immediately.


FLORENCIO B. ABAD
 Secretary, Department of Budget and Management
 and Chairman, AO 25 Inter-Agency Task Force

Guideline on Transparency Seal

1. All agencies should maintain a Transparency Seal page, accessible by clicking the TS logo on the Home page. The link to the website (recommended .gov.ph domain) when applying for PBB, should be visible.
 2. The following are the **ONLY** required documents:
 - I. Agency's Mandate, Vision, Mission and List of Officials
 - II. Annual Financial Reports (whole year/as of December end of the year/4th Quarter. Incomplete or non-cumulative will not be counted)
 - A. FOR NGA/SUCs
 - 2013-2015 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)
 - 2013-2015 Summary Report on Disbursements
 - 2013-2015 BAR NO. 1 - Quarterly Physical Report of Operations/Physical Plan
 - 2013-2015 FAR No. 5 - Quarterly Report on Revenue and Other Receipts
 - 2013-2015 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
 - B. FOR GOCC/WD
 - 2013-2015 Annual Report
 - III. DBM Approved Budget and Targets (only for current year)
 - Budget 2015
 - Targets/MFOs/GAA targets 2015
 - IV. Projects, Programs and Activities, Beneficiaries, and Status of Implementation (only for current year - indicate if not applicable or else zero rating will be given)
 - Projects, Programs 2015
 - Beneficiaries 2015
 - Status of Implementation 2015
 - V. Annual Procurement Plan 2015 (only for current year)
 - Annual Procurement Plan 2015
 - VI. System of Ranking Delivery Units and Individuals (to be posted by October 30, 2015)
 - VII. Quality Management System Certified by international certifying body or Agency Operations Manual
3. The following are the prescribed formats:
 - New page/section in the website (No pdfs, xls, jpgs etc.): Items I (Mandate, directory)
 - XLS. or PDF for Items II, III, IV and V. (Open in new tab for preview, please no automatic downloading of files. You can use google drive, dropbox or any other file hosting software to let you preview the file when clicked)
4. It is recommended that the links to the documents open in a **new tab/page for preview with option to download**. Please no auto-download files.
5. Post the documents in the prescribed order (see above) for easier validation and checking.
6. Nesting folders are discouraged. Post the links to the documents in a single webpage reserved for the transparency seal. If the files are hidden in folders, there is a risk that the documents might be overlooked by the validator.
7. For 2015, DBM will start issuing a certificate of compliance for agencies that have complied with the TS posting.