

MEMORANDUM

TO : ALL REGULAR EMPLOYEES

SUBJECT : GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2018 UNDER EXECUTIVE ORDER NO. 80 S. 2012 AND EXECUTIVE ORDER NO. 201 S. 2016

Date : 22 JUNE 2018

I. RATIONALE

In compliance with the Memorandum Circular No. 2018- 1 dated 28 May 2018 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (IATF), the National Museum shall be guided by the following criteria and conditions in order to be eligible for the grant of the PBB for FY 2018.

II. COVERAGE

National Museum (NM) officials and employees holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with NM, and whose compensation are charged to the Personnel Services budget; as well as those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered by this Circular.

III. ELIGIBILITY CRITERIA (Office of the Director and Divisions)

- a. Good Governance Conditions: Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in PBB guidelines 2018
- b. Performance Targets of Agencies: Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018.
- c. Performance Rating of Employees and CES positions. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees of departments/agencies in NGAs, GOCCs and LGUs, including officials holding managerial and Director Positions but are not Presidential appointees. The

rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

IV. ELIGIBILITY OF INDIVIDUALS

a. NM Officials and employees are eligible only if the National Museum is eligible. If eligible, their maximum PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary as of December 31, 2018. They should not be included in the Form 1-Report on Ranking of Delivery Units.

b. NM employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

c. NM 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.

e. NM 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.

f. NM 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 Vemployee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in PBB guidelines 2018.

g. NM official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least satisfactory rating may be eligible to the full grant of the PBB.

h. NM official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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:

Being a newly hired employee; Retirement; Resignation; Rehabilitation Leave; Maternity Leave and/or Paternity Leave; Vacation or Sick Leave with or without pay; Scholarship/Study Leave; Sabbatical Leave

i. NM 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.

j. NM personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018 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.

k. NM officials and employees who failed to submit the 2017 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 2018 PBB.

l. NM officials and employees who failed to liquidate all cash advances received in FY 2018 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 2018 PBB.

m. NM officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2018 PBB. 9

n. NM Director should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.

o. NM officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2018 PBB if the Department/Agency fails to comply with any of these requirements.

V. RANKING OF DELIVERY UNITS

a. NM and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2018 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

RANKING PERFORMANCE CATEGORY Top 10% Best Delivery Units Next 25% Better Delivery Units Next 65% Good Delivery Units

The declarations of responsible bureaus/offices/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of bureaus/offices/delivery units shall be indicated in the Annex 7: Form 1- Report on Ranking of Delivery Units.

b. When identifying and determining delivery units, departments/agencies must be guided by the Master List of Departments/Agencies and Prescribed Delivery Units per Department/Agency (See Annex 1).

1. A delivery unit is the primary subdivision of the department/agency performing substantive line functions, technical services or administrative support, as reflected in the Department's/Agency's organizational structure/functional chart.

The identification of a delivery unit will depend on the type of government entity, with due consideration to its mandate, organizational level, and scope of operations, as follows:

TYPE OF GOVERNMENT ENTITY DELIVERY UNITS

- Department or Department-Level
- Offices Bureaus Services Regional Offices, if any
- Agency
- Intermediate Level Offices Bureaus Services Regional/Field Units, if any Division Level Divisions Field Units, if any
- State University or College
- Offices Services Campuses Colleges
- GOCC
- Offices Departments

For purposes of this Circular, agencies attached to a department or departmentlevel entity shall be treated as an agency separate from its parent department and shall have a separate ranking of delivery units.

To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance, provided that the resulting ranking distribution shall be in accordance with the PBB guidelines of 2018.

c. Only the personnel belonging to eligible delivery units are qualified for the PBB. Refer also to exclusion of individuals as cited in Section 7. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1 (See Annex 7).

d. To recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2018 PBB, departments/agencies shall list the names of employees who belong in the Best Delivery Unit/s using the Form 1 (See Annex 7).

e. The GCG, the LWUA, the DILG, and the DepEd shall issue pertinent Guidelines on the ranking of delivery units for GOCCs covered by GCG, LWUs, LGUs, and DepEd Delivery Units respectively.

f. To heighten transparency among delivery units and employees, departments/agencies shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2018 PBB. Departments/Agencies shall prepare the System of Agency Ranking Delivery Units for FY 2018 PBB using the Form for the Guidelines/Mechanics in Ranking Delivery Units (See Annex 8). The duly completed and signed agency guidelines in ranking delivery units shall be posted on the agency TS page on or before October 1, 2018.

V. RATES OF PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureau or delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the table below:

PERFORMANCE CATEGORY MULTIPLE OF BASIC SALARY Best Delivery Unit 0.65 Better Delivery Unit 0.575 Good Delivery Unit 0.50

VI. SUBMISSION OF REPORTS

a. NM should submit FY 2018 accomplishments using the Modified Form A-Department/Agency Performance Report, Modified Form A1 -Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1 and the PBB Evaluation Matrix. They should submit duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Modified Form A-Department/Agency Performance Report, Modified Form A1-Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1 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 the agency head or the duly designated official.

b. Submission of agency physical accomplishments and other requirements will be until February 28, 2019 for small agencies, and August 31, 2019 for big departments following the review schedule of the IATF under MC 2017-4, dated December 21, 2017. Agencies shall ensure that all explanations and justifications are already attached to their submission.

c. The COA Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Audit Report/Management Letter and submit a report thereon, to the concerned Supervising Auditor (SA). The SA will then prepare a summary report for submission to the concerned Cluster Director. Based on the reports submitted by the SAs, the Cluster Director shall submit to the IATF Secretariat, copy

furnished the Sector Head and RMBO, PFMS, both of COA, a Summary List of Agencies that complied with the required minimum 30% full implementation of audit recommendations.

d. Results of the validation showing non-compliant agencies shall be posted in the RBPMS website. The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies.

e. The Department of Education shall have the same implementation timeline of GGCs, Physical Targets, STO and GASS targets as indicated in Section 10.6.

f. The AO 25 IATF sets the following implementation timeline for the FY 2018 PBB.

VII. EFFECTS OF NON-COMPLIANCE

a. For FY 2018, agencies that are unable to comply with all the Good Governance Conditions shall be considered ineligible for the FY 2018 PBB.

b. Agencies that are unable to comply with Performance Targets shall be considered ineligible for the FY 2018 PBB.

c. In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of the concerned department/agency, such incident could be a cause to disqualify the department/agency in the succeeding cycle of the PBB.

d. Prohibited Acts: A Department/Agency/GOCC/LWD/LGU, which, after due process by the oversight agency has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:

Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of this Circular; and

Evenly distributing PBB among employees in an agency, in violation of the policy of paying the PBB based on the ranking of delivery units.

VIII. FEEDBACK AND CHANGE MANAGEMENT

a. NM Director with the support of their Performance Management Groups should enhance the implementation of their internal communications strategy on PI315, and fulfill the following:

- 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.

- 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.
- 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.
- Set up a Complaints Mechanism to respond to the P615-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.

b. NM Director 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.

IX. INFORMATION AND COMMUNICATION

a. NM Director 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.

b. NM Director should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.

c. The IATF shall maintain the following communication channels: AO 25 Secretariat at ao25secretariatdap.edu.ph RBPMS website www.dap.edu.ph/rboms Telephone: (02) 400-1469, (02) 400-1490, (02) 400-1582 Facebook: www.facebook.com/PBBsecretariat Twitter: @pbbsecretariat

d. APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES

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.

X. The AO 25 IATF IMPLEMENTATION TIMELINE FOR THE FY 2018 PBB

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION
Physical Targets			
Operations			
1. Streamlining and Process Improvement of Agency Services	Composite Team from AO 25 IATF agencies	February 28, 2019 (small agencies)	March 1, 2019 (small agencies)
		August 31, 2019 (big agencies)	September 1, 2019 (big agencies)
2. Citizen/Client Satisfaction <ul style="list-style-type: none"> ▪ Departments 		February 28, 2019 (small agencies)	March 1, 2019 (small agencies)

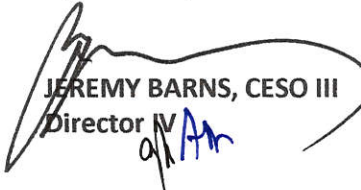
<ul style="list-style-type: none"> ▪ OEOs ▪ GOCCs covered by DBM ▪ GOCCs covered by RA 10149 ▪ SUCs ▪ LWDs 	Composite Team from AO 25 IATF agencies	August 31, 2019 (big agencies)	September 1, 2019 (big agencies)
<p>3. Physical Targets for the following:</p> <ul style="list-style-type: none"> ▪ SUCs ▪ GOCCs (RA 10149) ▪ LWDs ▪ LGUs 	<p>CHED GCG</p> <p>LWUA DILG</p>	<p>February 28, 2019 Based on GCG timeline</p> <p>February 28, 2019</p> <p>February 28, 2019</p>	<p>March 1, 2019 Based on GCG timeline</p> <p>March 1, 2019</p> <p>March 1, 2019</p>
Support to Operations (STO)			
<p>1. QMS Certification</p> <ul style="list-style-type: none"> ▪ Post QMS Certification in TS Page ▪ Submit certified true copy of QMS certificate through DBM-SPIB 	GQMC	December 31, 2018	From January 1 to 31, 2019
General Administration and Support Services (GASS)			
<p>1. BUR</p> <ul style="list-style-type: none"> ▪ Departments, OEOs and GOCCs covered by DBM ▪ SUCs 	<p>DBM-BMBs concerned</p> <p>DBM Regional Offices and DBM-BMB-F</p>	<p>February 28, 2019 (small agencies)</p> <p>August 31, 2019 (big agencies)</p>	<p>March 1, 2019 (small agencies)</p> <p>September 1, 2019 (big agencies)</p>
2. Sustained Compliance with Audit Findings	COA	December 31, 2019	December 31, 2019
<p>3. Submission of BFARs online through the URS</p> <ul style="list-style-type: none"> ▪ First Quarter ▪ Second Quarter ▪ Third Quarter ▪ Fourth Quarter 	DBM and COA	<p>April 15, 2018</p> <p>July 15, 2018</p> <p>October 15, 2018</p> <p>January 15, 2019</p>	<p>April 15, 2018</p> <p>July 15, 2018</p> <p>October 15, 2018</p> <p>January 15, 2019</p>
<p>4. COA Financial Reports</p> <ul style="list-style-type: none"> ▪ Financial Reports ▪ Big Agencies 	COA	<p>March 30, 2018</p> <p>April 30, 2018</p>	<p>March 30, 2018</p> <p>April 30, 2018</p>
<p>5. Procurement Documents</p> <ul style="list-style-type: none"> • FY 2018 APP-non CSE • Indicative FY 2019 APP-non CSE • FY 2019 APP-CSE • Undertaking of Early Procurement of at least 50% of goods and services • Results of FY 2017 APCPI System 	<p>GPPB-TSO GPPB-TSO-DBM-PS</p> <p>GPPB-TSO</p> <p>GPPB-TSO</p>	<p>January 31, 2018</p> <p>August 31, 2018</p> <p>January 31, 2019 August 31, 2018</p>	<p>One (1) month after the issuance of resolution August 31, 2018</p> <p>January 31, 2019</p> <p>August 31, 2018</p>
Good Governance Conditions			

1. Transparency Seal	DBM-OCIO	October 1, 2018	October 1, 2018
2. PhilGEPS Posting (transactions above P1,000,000 and with December 31, 2018 as cut-off)	PhilGEPS	January 31, 2019	February 1, 2019
3. Citizen's/Service Charter <ul style="list-style-type: none"> • Certificate of Compliance (Coc) pursuant to CSC MC No. 14, s. 2017 	CSC	August 1, 2018	August 1, 2018
Other cross-cutting requirements			
1. Submission of SALN of employees	Office of the President Ombudsman CSC	April 30, 2018	April 30, 2018
2. Agency Review and Compliance Procedure of Statement and Financial Disclosures. <i>Note: Department/Agencies shall submit a list of SALN non-filers using Form 1.</i>	CSC	October 1, 2018	October 1, 2018
3. FOI Compliance <ul style="list-style-type: none"> • People's FOI Manual • Agency Information Inventory • 2017 and 2018 FOI Summary Report • 2017 and 2018 FOI Registry • Screenshot of agency's home page 	PCOO	September 30, 2018 September 30, 2018 January 31, 2019 January 31, 2019 September 30, 2018	Sept. 30, 2018 Sept. 30, 2018 Jan. 31, 2019 January 31, 2019 Sept. 30, 2018
4. Posting of Agency's System Ranking Delivery Units	DAP	October 1, 2018	October 1, 2018
5. Submission of Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix) <ul style="list-style-type: none"> • Departments • OEOs • GOCCs covered by DBM • SUCs • LWDs 	DBM-BMBs DBM-BMBs and DBM-NCR DBM-BMB-C DBM-RO and DBM-BMB-F LWUA and DBM-BMB-C	February 28, 2019 (small agencies) August 31, 2019 (big agencies)	March 1, 2019 (small agencies) September 1, 2019 (big agencies)

XI. EFFECTIVITY

This Memorandum shall take effect immediately.

Approved by:


JEREMY BARNES, CESO III
 Director