



**Inter-Agency Task Force on the Harmonization of National Government Performance, Monitoring, Information and Reporting Systems**

**Guidelines on the Grant of Performance-Based Bonus for FY 2015 under Executive Order No. 80**

August 13, 2015, Thursday  
1 PM – 5 PM

Auditorium, Commission on Higher Education, Diliman, Quezon City

**Government Oversight Partners:**



CSC



CESB



COA



Ombudsman



NCC



GCG



CHED



Secretariat &  
Technical Resource



# **WELCOME**

## **State Universities and Colleges PBB Focal Persons**



# AGENDA ITEMS

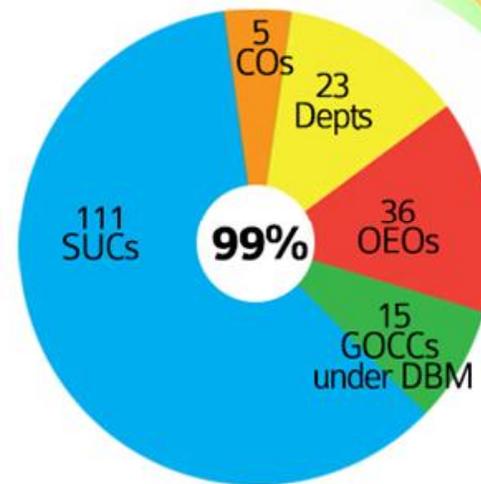
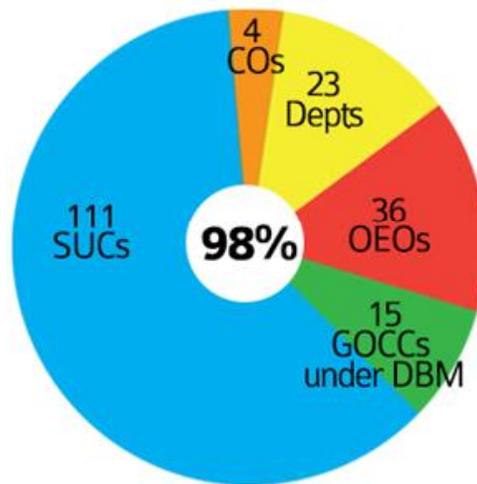
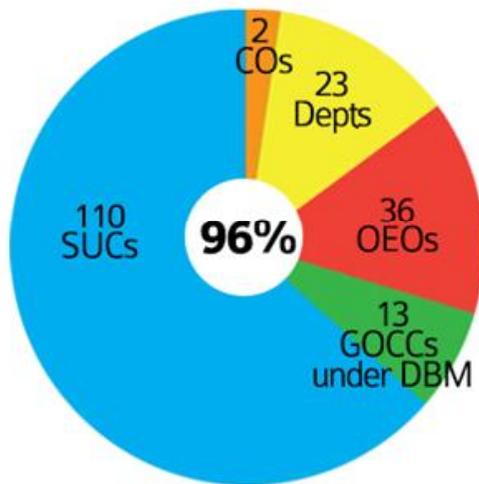
- Highlights of the FY 2014 PBB
- Guidelines on the Grant of the Performance-Based Bonus for FY 2015
- Orientation on the Agency Procurement Compliance and Performance Indicators (APCPI) System





# Participation Rate

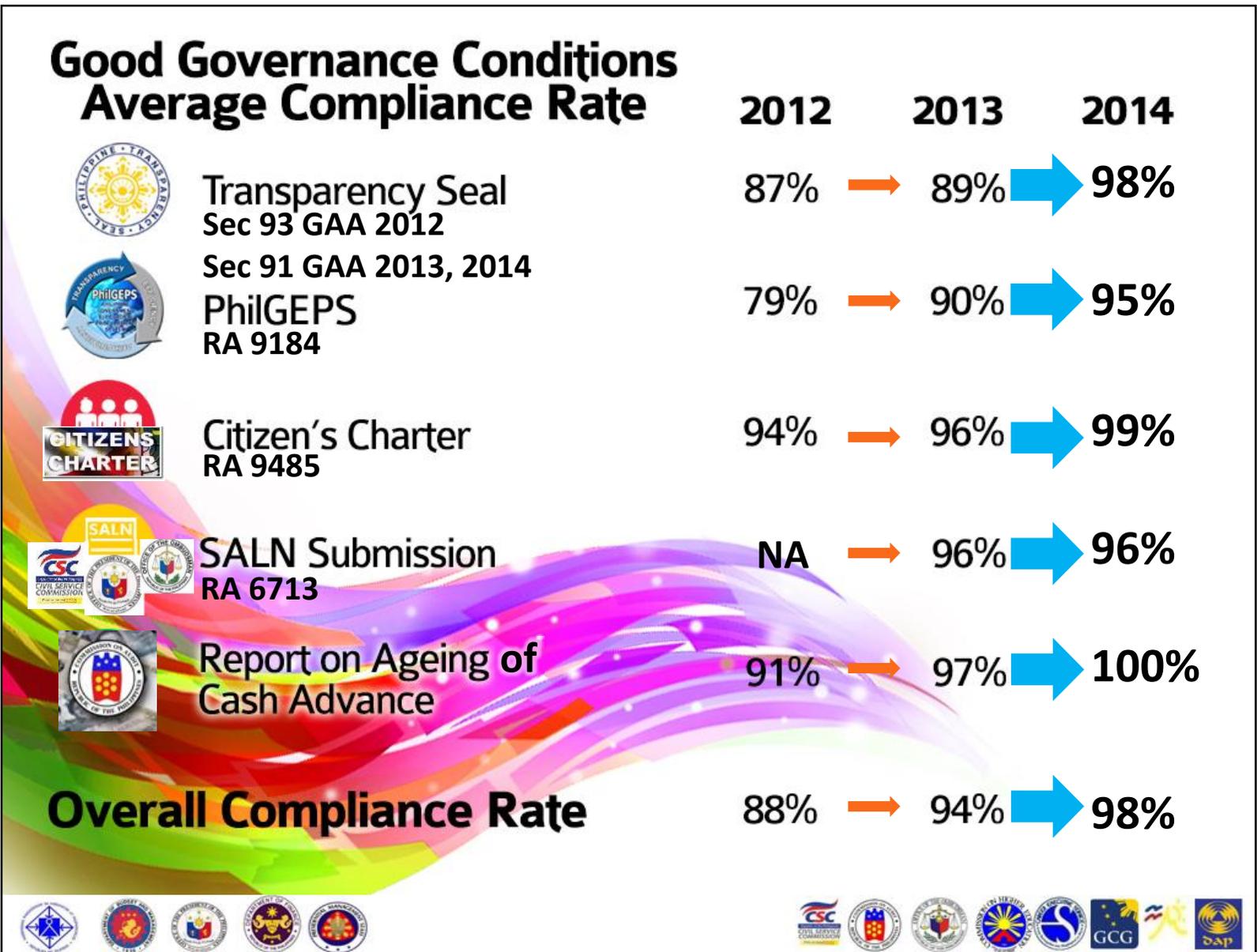
**2012** 184 out of 191 Agencies  
**2013** 189 out of 192 Agencies  
**2014** 190 out of 192 Agencies



- State Universities and Colleges
- Constitutional Offices
- Departments
- Other Executive Offices
- Government-Owned and Controlled Corporations covered by the Department of Budget and Management



# Good Governance Conditions Average Compliance Rate



# What's New in FY 2014 PBB

Empowerment of oversight agencies

Setting of four payout periods

Productivity Enhancement Incentive (PEI)  
adjustment per EO 181

340 agencies, attached agencies and bureaus  
(including 14 GOCCs under DBM) are eligible for  
one month PEI FY 2015





## Small Group Discussion Mechanics

1. Participants to group each other (8 pax per group)
2. Assign a lead facilitator and documenter.
3. Discuss among selves the two guide questions for 20 mins.
4. Summarize responses and write in the sheet of paper provided.
5. Prepare to share your group's output.





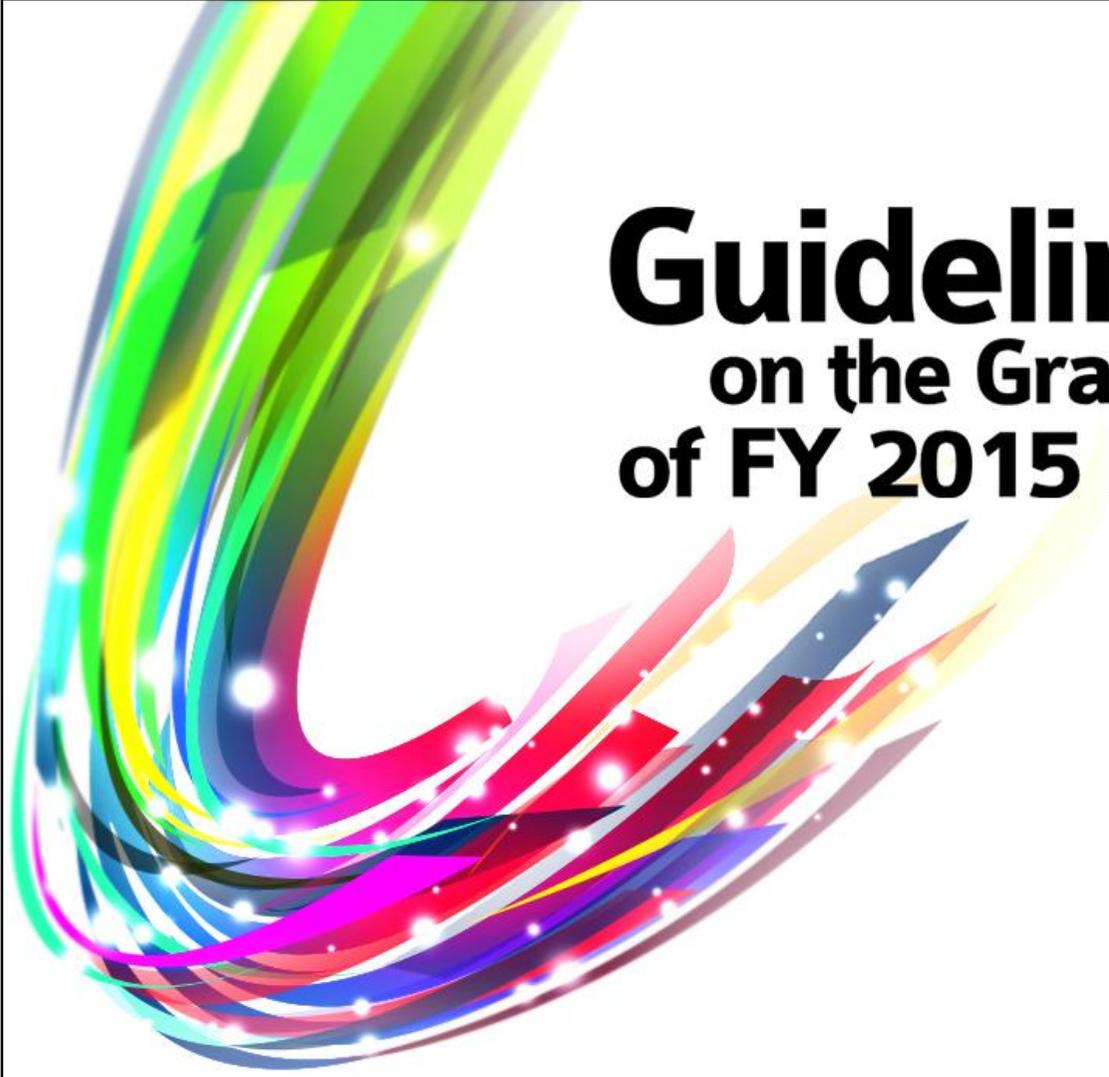
## Improvements

- Fully Implementation of SPMS; focal persons per campuses
- Better MFOs and indicators
- Better planning
- Compliance to guidelines
- Delivery units are more aware of targets
- Monetary incentive; changed behaviour to be performance-oriented
- Establish greater intra-delivery unit accountability

## Suggestions

- Higher distribution of best and better delivery unit
- Early issuance of memo circular guidance
- Guidance in the formulating and setting the targets
- Reviewing targets set for FY 2015
- Early feedback on the validation results
- Need for the standardization of performance evaluation across SUCs
- Provision of Minutes of the Meeting of Evaluations
- Merge the PMT and PMG



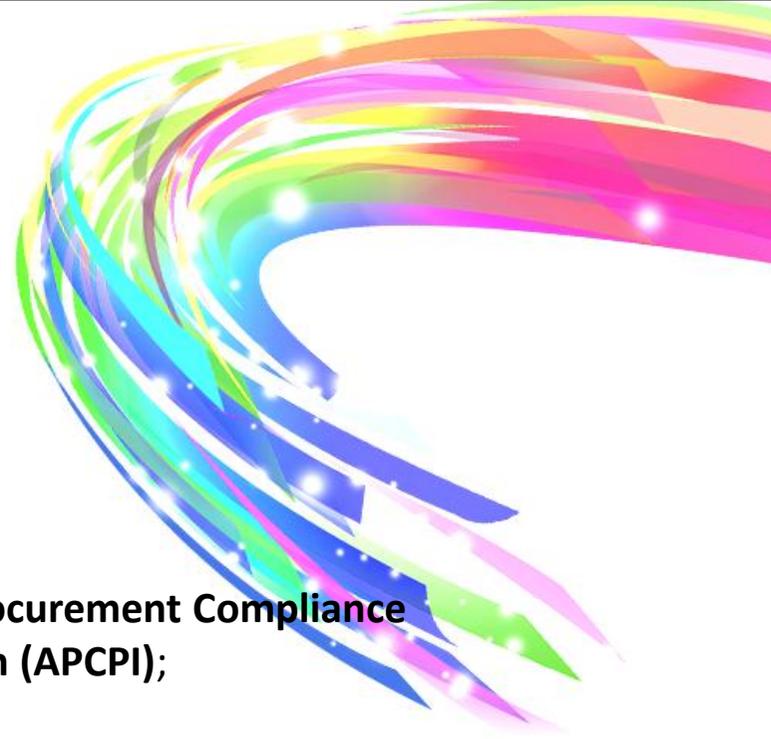


# Guidelines on the Grant of FY 2015 PBB



# NEW FEATURES

- Use of the **Strategic Performance Management System (SPMS)** for ranking of First and Second Level employees;
- Compliance to **Public Financial Management (PFM)** reporting requirements of COA and DBM
- Adoption and use of the **Agency Procurement Compliance and Performance Indicators System (APCPI)**;
- Submission of **Annual Procurement Plan (APP) per AO 46**;
- No need to submit targets since 2015 GAA will be used
- Submission of **Forms B and C for Agency Accomplishments for Priority Programs and Initiatives under EO 43, and OP Planning Tool FY 2015 Targets.**



# ELIGIBILITY CRITERIA for SUCs

- Achieve at least 90% of each **Physical Targets:**
  - **MFOs**
  - **STO**
  - **GASS**
- Achieve at least 90% of each **Priority Program Targets:**
  - **KRAs of EO 43**
  - **EODB**
  - **OP Planning Tool**
- Satisfy 100% of the **Good Governance Conditions**
- **Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials**



## PERFORMANCE TARGETS (1/4)

- All MFO indicators and targets in the FY 2015 Congress approved PIB shall be the basis for assessing eligibility for the PBB.
- In addition to the STO indicators and targets in the FY 2015 PIB SUCs shall include:
  - a) Quality Management System (QMS) for at least one core process certified by any international certifying body

**OR** submission of an Operations Manual covering selected core processes or areas of operation.

  - b) STO target identified based on the priority of the agency head.





# PERFORMANCE TARGETS (2/4)

- **GASS Targets shall be:**

- a) **Budget Utilization Rate (BUR):**

- ❖ **Obligations BUR**

- Obligations against all allotments issued for FY 2015, including those released under the “GAA as a release document” policy; and

- ❖ **Disbursement BUR**

- Ratio of total disbursement (cash and non-cash, excluding PS) to Total Obligations for MOOE and CO in FY 2015.





# PERFORMANCE TARGETS (4/4)

- Additional GASS Targets shall be:



- c) **Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators System (APCPI)** per GPPB Resolution No. 10-2012.
- d) **Submission of agency Annual Procurement Plan (APP)** as prescribed by Section 3e of Administrative Order No. 46 s.2015.

Agencies should send a scanned copy of the APP to GPPB-TSO's email:

**[monitoring@gppb.gov.ph](mailto:monitoring@gppb.gov.ph)**,  
instead of an Excel file or hard copy.



## GOOD GOVERNANCE CONDITIONS FOR FY 2015 (1/2)



Maintain/Update Agency Transparency Seal (Sec. 91 of GAA 2015 or RA 10651)



Maintain/Update PhilGEPS posting (Revised IRR of RA 9184)



Maintain/Update Citizen's Charter or its equivalent, Service Charter (RA 9485)

SALN is still a Good Governance Condition but we modified the process for non-filers





## ELIGIBILITY OF INDIVIDUALS (1/4)

- Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship
- Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern
- Should receive a Satisfactory rating based on CSC-approved SPMS



## ELIGIBILITY OF INDIVIDUALS (2/4)

- Personnel on detail to another government agency for six (6) months or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.
- Personnel who transferred from G2G shall be rated and ranked by agency where he/she served the longest. If equal months served, he/she will be included in the recipient agency.
- Minimum of nine (9) months government service during FY 2015 will be eligible to the full PBB grant
- Minimum of three (3) but less than nine (9) months shall be pro-rated corresponding to the length of service rendered.



# ELIGIBILITY OF INDIVIDUALS (3/4)

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%

- Valid reasons for not meeting 9-month service requirement:
  - 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**



# ELIGIBILITY OF INDIVIDUALS (4/4)

## Not Entitled

- Employee on vacation or sick leave, with or without pay, for entire year.
- Personnel guilty of admin and/or criminal cases and meted penalty in FY 2015. *If the penalty is only a reprimand, such penalty shall not cause disqualification*
- Officials and employees who failed to submit the 2014 SALN
- Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period
- Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2014 SALN to respective SALN repository agencies and liquidated FY 2015 Cash Advances. These will be a basis for the release of FY 2015 PBB to individuals.



# ELIGIBILITY OF SUC PRESIDENTS

based on CHED Memo Order No. 4 s. 2015

	Performance Category of Secretary/Head of Agency		
	Best	Better	Good
<b>Eligibility Requirements</b>	* SUC has met all good governance conditions		
	SUC has achieved at least 90% of each of its physical targets in <b>all</b> MFOs, STO and GASS indicators	SUC has deficiency/ies in <b>some</b> of its physical target/s but these were due to <b>uncontrollable</b> reasons	SUC has deficiency <b>one</b> physical target/s due to <b>controllable</b> reasons
<b>Amount of PBB</b>	Php 35,000	Php 20,000	Php 10,000



## Ranking Distribution for Agencies that Met all Approved MFO, STO, GASS Targets

### Bureaus/Office/Delivery Units

Ranking	Performance Category
10%	Best
25%	Better
65%	Good

Bureaus/delivery units assessed as ineligible are excluded from ranking



## 2015 Ranking Distribution for Individuals

	BEST bureaus	BETTER bureaus	GOOD bureaus
<b>Best Performer</b>	<b>20%</b>	<b>15%</b>	<b>10%</b>
<b>Better Performer</b>	<b>35%</b>	<b>30%</b>	<b>25%</b>
<b>Good Performer</b>	<b>45%</b>	<b>55%</b>	<b>65%</b>

Individuals with Below Satisfactory Rating are excluded from ranking



## RANKING OF DELIVERY UNITS AND INDIVIDUALS

- In FY 2015 PBB, agencies should use the updated Form 1.0 for the report on ranking of offices / delivery units.

*Form 1.0 is labeled as Annex 5 in the Guideline.*



# SUBMISSION OF REPORTS (1/2)

- Submit **two hard copies and e-copy of Forms A and A-1 Accomplishments, and other supporting documents** through the AO 25 Secretariat. All forms and reports should be signed by agency head or officially designated OIC.
- **No need to submit targets since GAA 2015 will be used.**
- COA financial reports including Report on Ageing of Cash Advances shall be submitted **directly to COA.**
- DBM financial reports including BFARs shall be submitted **directly to DBM.**
- **Directly submit to PhilGEPS** e-copies of accomplished PhilGEPS CoC on/before December 1, 2015 signed by HOPE and BAC Chair thru **pbb@philgeps.gov.ph**



## SUBMISSION OF REPORTS (2/2)

- Submission of Transparency Seal and ARTA CoC is **no longer necessary** . The oversight agency shall conduct random validation. *(Pre-Assessment will start on October 1, 2015)*
  - Agencies should submit FY 2015 accomplishments using Forms A, A-1 and Form 1.0 **on or before January 15, 2016**.
  - The IATF shall conduct spot-checks to validate claims and certifications made by SUCs.



# COMPLIANCE VALIDATION - SUCs

PBB Requirement	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
<u>PhilGEPS</u> Posting	<u>PhilGEPS</u>
Citizen's Charter	CSC
Submission of SALN of employees	Office of the President, Office of the Ombudsman <i>Note: The SALN validating agencies shall provide the list of SALN non-filers</i>
MFO- Physical Accomplishments of • SUCs	CHED
STO - accomplishment • QMS Certification / Operations Manual • STO identified by agency head	GQMC CHED
GASS • BUR of SUCs • Public Financial Management Reports • Submission of Financial Statements, Ageing of Cash Advances Report  • BFARs • APCPI • Submission of APP	DBM Regional Offices DBM COA  DBM and COA GPPB-TSO GPPB-TSO
Agency Rating and Ranking Report • SUCs	DBM-RO



# EFFECTS OF NON-COMPLIANCE

- Agencies unable to comply with all good governance conditions shall be ineligible for PBB FY 2015.
- After due process by oversight agencies, any misrepresentation of reports for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of these Guidelines, a SUC shall be disqualified from the PBB in succeeding year of implementation. CSC or Ombudsman shall file appropriate administrative case.
- Agencies found to evenly distribute PBB among employees, shall investigated by the IATF. If found guilty, the IATF has the right to withhold bonuses of agencies.



# Information and Communication

- The Department Secretary/Head of Agency should designate senior officials as PBB focal person and PBB spokesperson and confirm with the IATF the name, position and contact details
- Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.



# Information and Communication

The IATF communication channels:



- AO 25 Secretariat at [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)
- PCDSPO e-mail at [pbb@gov.ph](mailto:pbb@gov.ph)



- Smart: +63920.498.9121
- Landline: 631-21-39



- <https://www.facebook.com/pbbsecretariat>



- [@PBBSecretariat](https://twitter.com/PBBSecretariat)

Others • PBIS SMART Infoboard



# TIMELINE FOR IMPLEMENTATION

Activity	Deadline
Submission of FY 2014 Financial Reports to COA	On or before March 31, 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, and Form 1.0 a. With December 31, 2015 as cut-off date	On or before January 15, 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 <sup>nd</sup> STO Indicator as identified by head of agency	On or before January 15, 2016



# Reminders:

- **Submit/accomplish:**
  - Annual Procurement Plan
  - APCPI Assessment Form
  - SALN to OP, CSC or Ombudsman
  - **Transparency Seal**- post system of rating and ranking of delivery units and individuals
  - **Accomplishment reports & other documents** to AO 25 Secretariat signed by SUC President or designated OIC  
*\*if electronic copy- send PDF*
  - **PFM requirements** should be to COA and DBM
- **PowerPoint Presentation copy** will be available on the RBPMS website ([www.dap.edu.ph/rbpms](http://www.dap.edu.ph/rbpms)) starting tomorrow and sent to your emails.

