



## 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 18, 2015, Tuesday

8 AM – 12 NN

Manansala Ballroom, 2nd Floor, The Sulo Riviera Hotel,  
Matalino Street, Diliman, Quezon City.

### Government Oversight Partners:



CSC



CESB



COA



Ombudsman



NCC



GCG



CHED



Secretariat &  
Technical Resource



# **WELCOME**

**PBB Focal Persons and Officials  
From Other Executive Offices  
And GOCCs covered by DBM**





# Sharing of Experiences on FY 2014 PBB Implementation



# 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.



# Guide Questions

1. What are the positive changes/experiences/results of PBB implementation in your organization?
2. What are the areas for improvement?

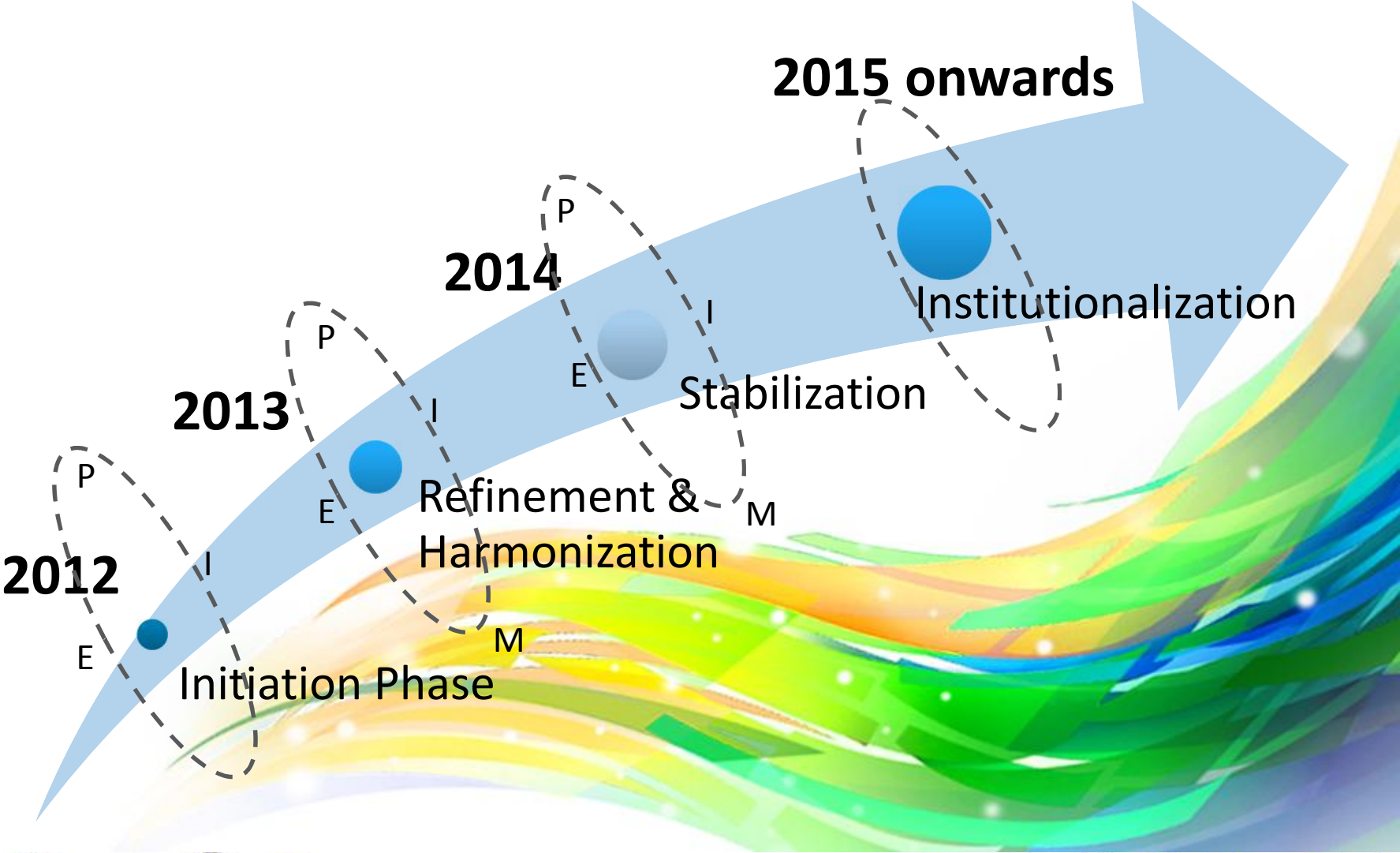


# AGENDA ITEMS

- 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



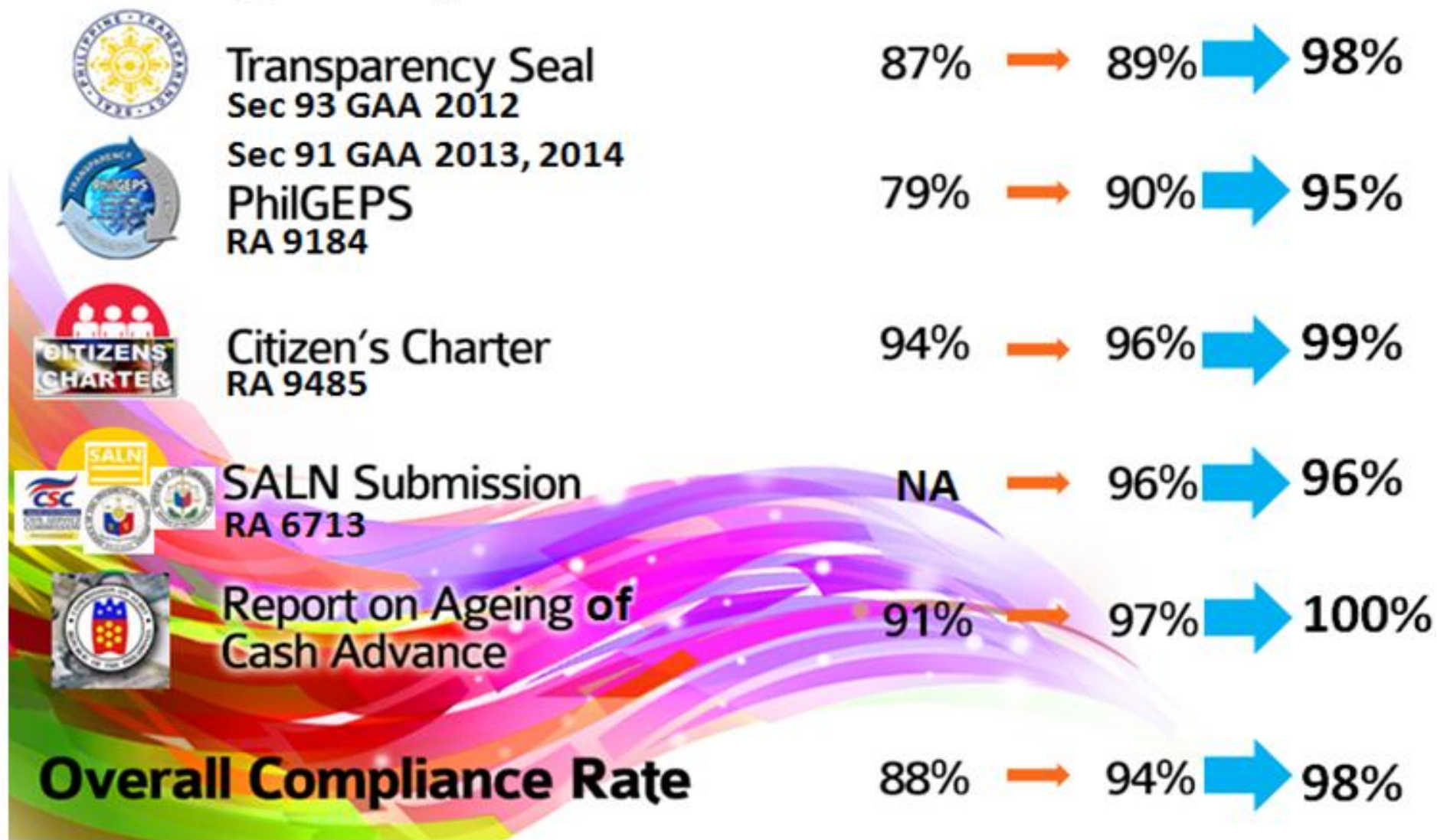
# Phases of RBPMS Implementation







# Good Governance Conditions Average Compliance Rate



# Good Governance Conditions Average Compliance Rate

**Transparency Seal**  
Sec 93 GAA 2012  
Sec 91 GAA 2013, 2014

**PhilGEPS**  
RA 9184

**Citizen's Charter**  
RA 9485

**SALN Submission**  
RA 6713

**Report on Ageing of Cash Advance**

OEOs			GOCCs covered by DBM		
2012	2013	2014	2012	2013	2014
82%	89%	100%	77%	87%	93%
85%	86%	97%	69%	80%	93%
91%	94%	100%	77%	87%	100%
NA	94%	100%	NA	98%	100%
100%	100%	100%	77%	100%	100%



# What's New in FY 2014 PBB

Empowerment of oversight agencies

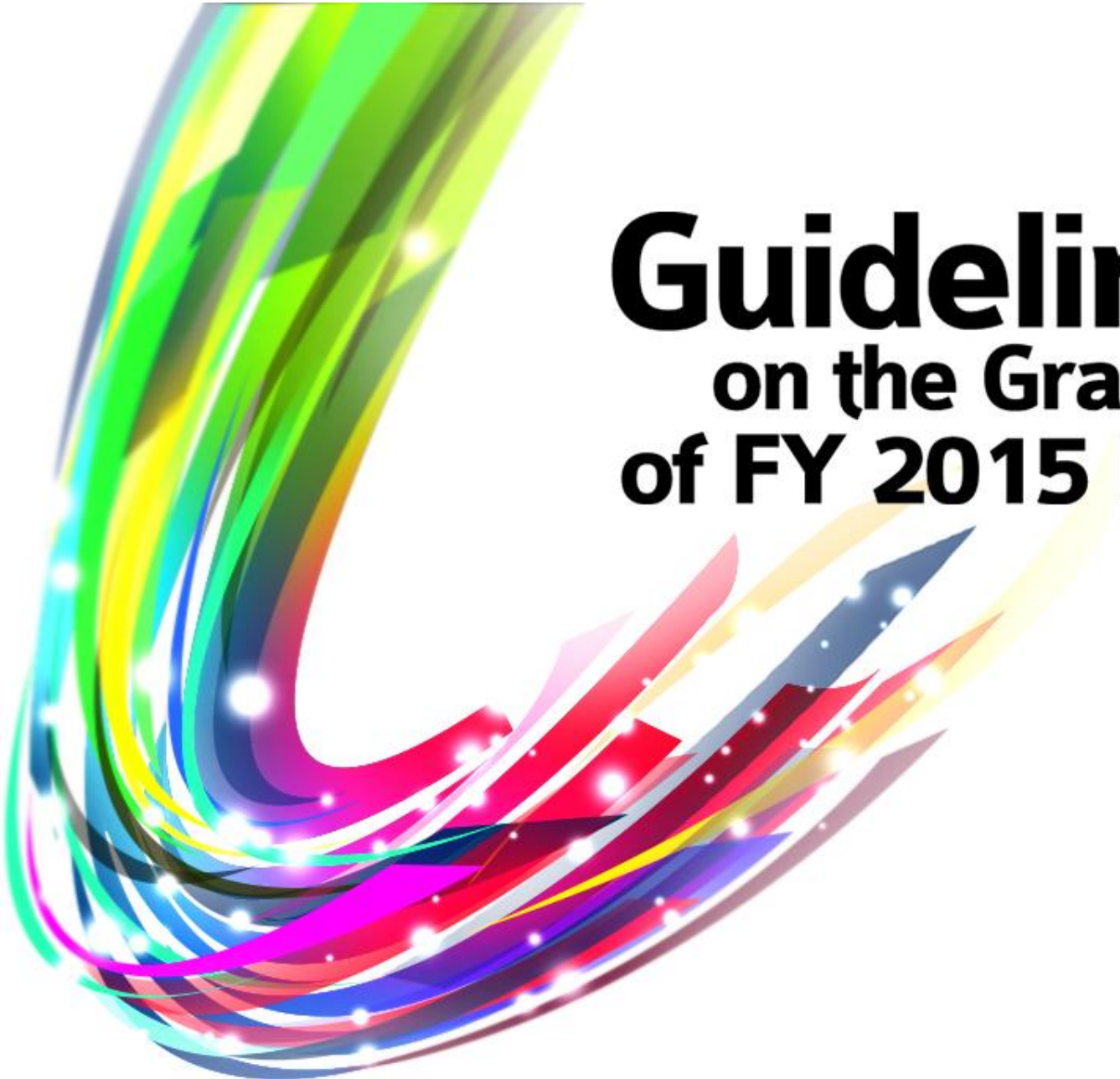
Setting of four payout periods

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**

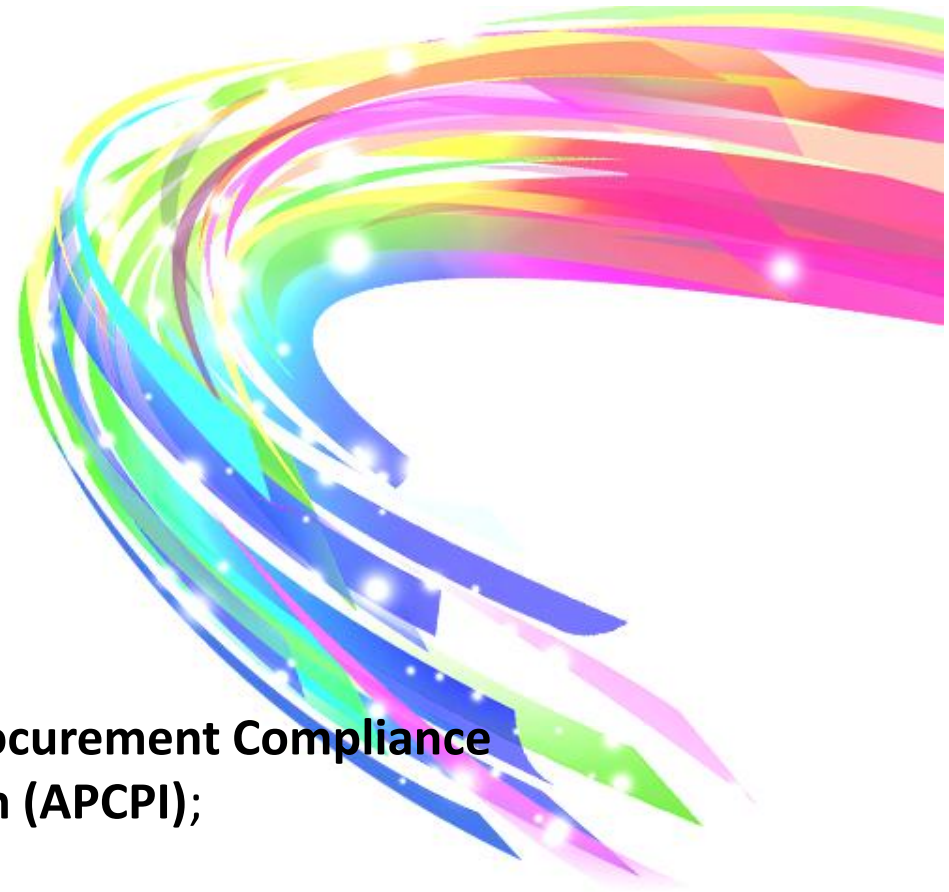


# Guidelines on the Grant of FY 2015 PBB



# 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.**





# 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 OEOs, and GOCCs covered by DBM 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.



# Proposed Outline of Operations Manual

1. Introduction on the Manual
2. Definition of terms and acronyms
3. General Information about the Agency and the Selected Area of Operation
4. Organization and Responsibilities
5. Operational Control and Supervision
6. Operating Procedures
7. Control of Records and Documents (Optional)
8. Appendices

*(Annex 9 in the guidelines)*





# 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:

**NEW!**

- 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 the process for validation and action for non-filers will be the responsibility of the Head of Agency



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

- Agency Transparency Seal should include the posting of the following:

**i) Agency's system of ranking delivery units and individuals ;**

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.

**NEW!**

**ii) Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable**

- **A pre-assessment of agency compliance with the Good Governance Conditions and other PBB requirements shall be conducted starting October 1, 2015**



# 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 and Very Satisfactory for those covered by CESPES



# 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.





# 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

	<b>BEST bureaus</b>	<b>BETTER bureaus</b>	<b>GOOD bureaus</b>
<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 agencies.



# COMPLIANCE VALIDATION

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"> <li>OEOs</li> <li>GOCCs covered by DBM</li> </ul>	OP-OES DBM –BMB F and OP-OES
STO - accomplishment <ul style="list-style-type: none"> <li>QMS Certification / Operations Manual</li> <li>STO identified by agency head</li> </ul>	GQMC DBM – BMB A, B, C, D, E and F; OP-OES;
GASS <ul style="list-style-type: none"> <li>BUR of Departments, OEOs and GOCCs covered by DBM</li> <li>Public Financial Management Reports</li> <li>Submission of Financial Statements, Ageing of Cash Advances Report</li> <li>BFARs</li> <li>APCPI</li> <li>Submission of APP</li> </ul>	DBM – BMB A, B, C, D, E and F  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"> <li>OEOs</li> <li>GOCCs covered by DBM</li> </ul>	DBM-OPCCB and DBM-NCR DBM BMB – F





# 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, an agency 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

Others • PBIS SMART Infoboard



# TIMELINE FOR 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 <b>(FOR DEPED ONLY)</b>	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 <sup>nd</sup> STO Indicator as identified by head of agency	On or before January 15, 2016

