



Inter-Agency Task Force on the Harmonization of National Government Performance, Monitoring, Information and Reporting Systems
(Administrative Order No. 25 s. 2011)

Guidelines on the Grant of Performance-Based Bonus for FY 2016 under the Executive Order (EO) No. 80 and EO No. 201

June 23, 2016, Thursday, 9 AM - 3 PM
Ruby-Opal Ballroom, 4th Floor, Holiday Inn Manila Galleria,
One Asian Development Bank Avenue, Ortigas Center, Pasig City.

Government Oversight Partners:



CSC



CESB



COA



Ombudsman



NCC



GCG



CHED



LWUA



Technical Secretariat and Resource Institution

Guide Questions

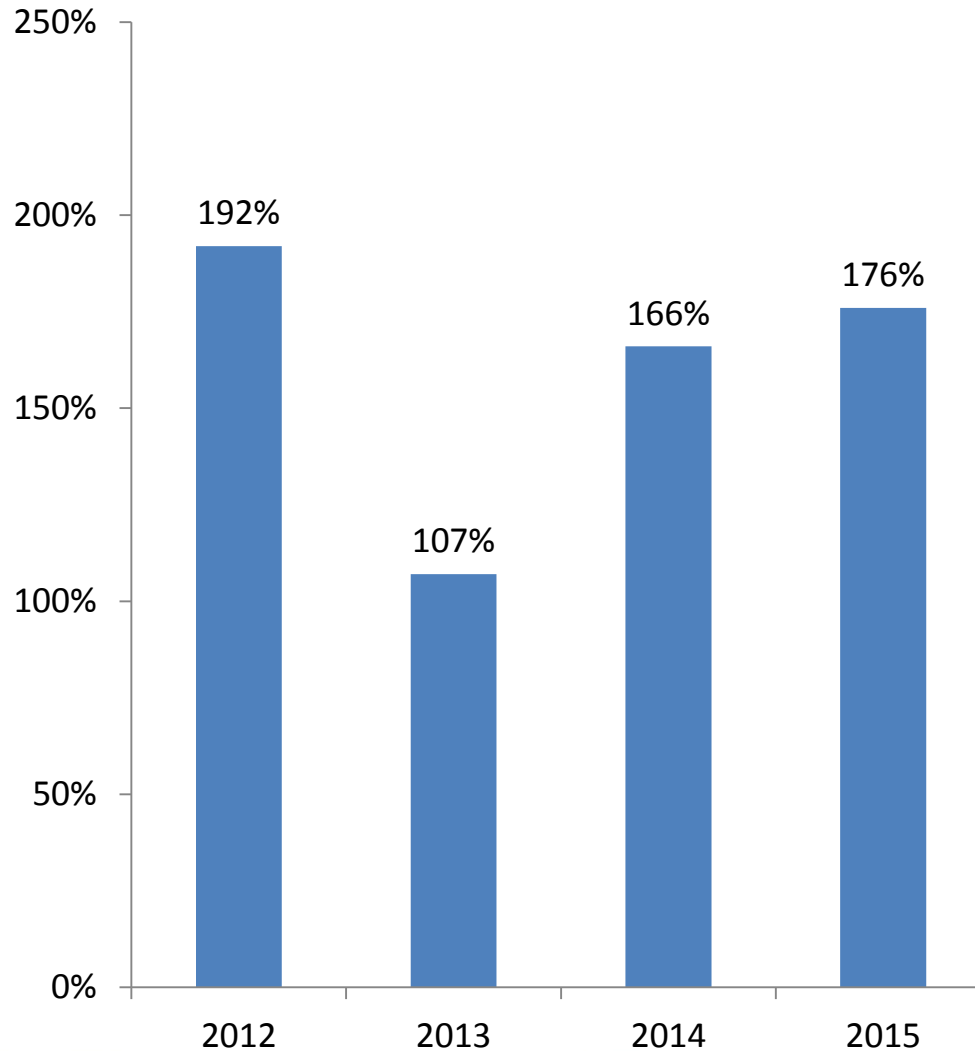
- ➔ What are the positive changes/experiences/results of PBB implementation in your organization?
- ➔ What are the areas that need improvement?



Sharing time

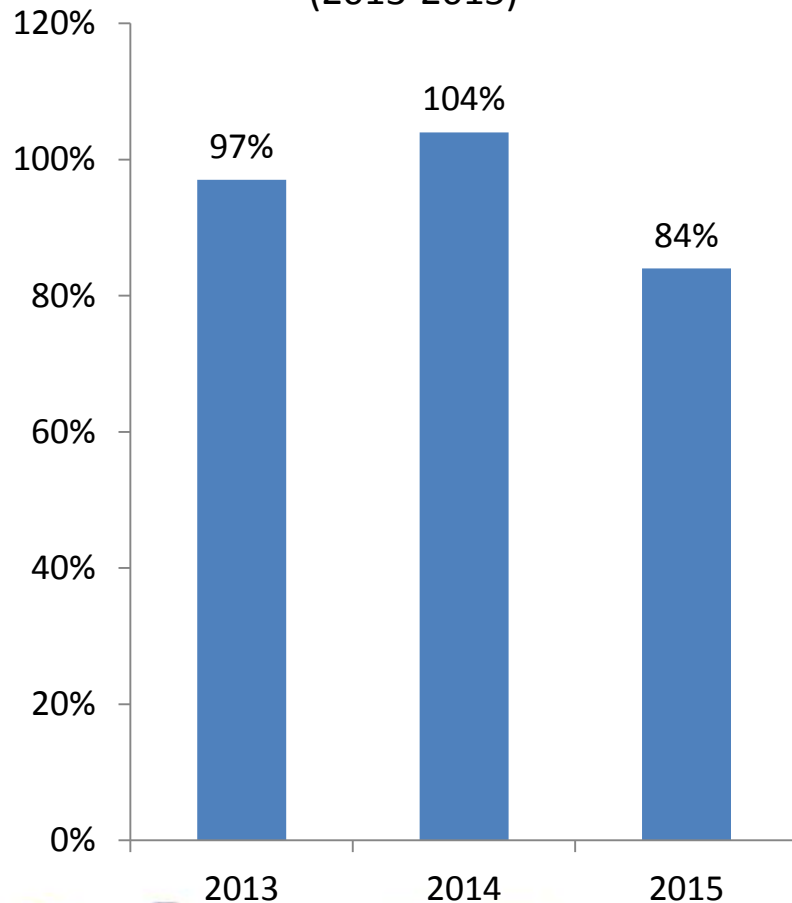


Average Rating for State Universities and Colleges

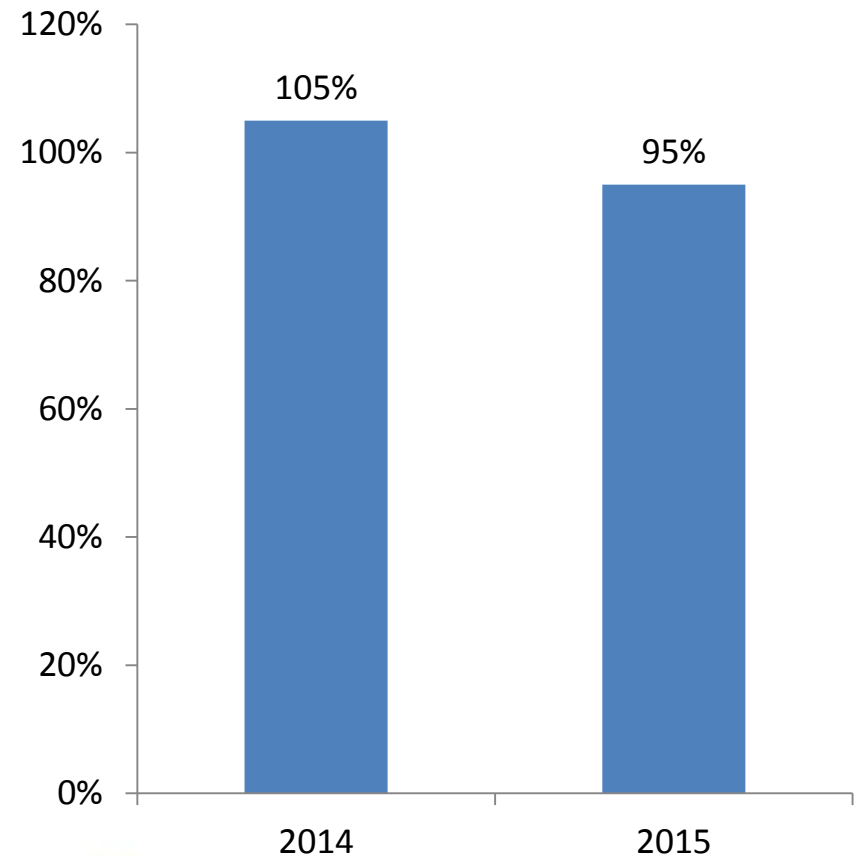


Budget Utilization Rate for State Universities and Colleges

Average Rate of Accomplishment for Disbursement Utilization Rate (2013-2015)

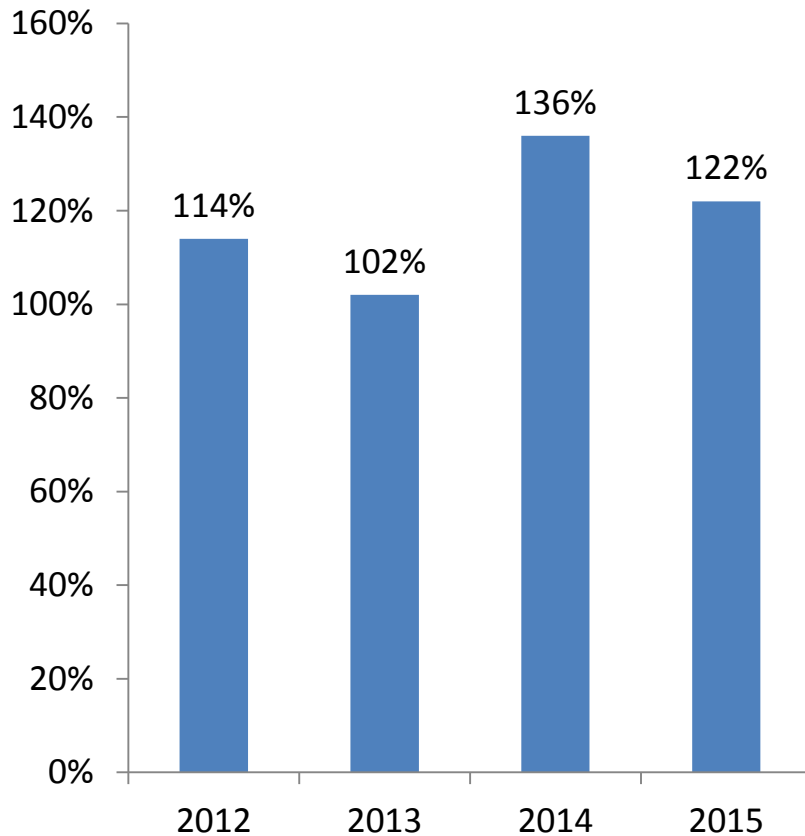


Average Rate of Accomplishment for Obligation Utilization Rate (2014-2015)

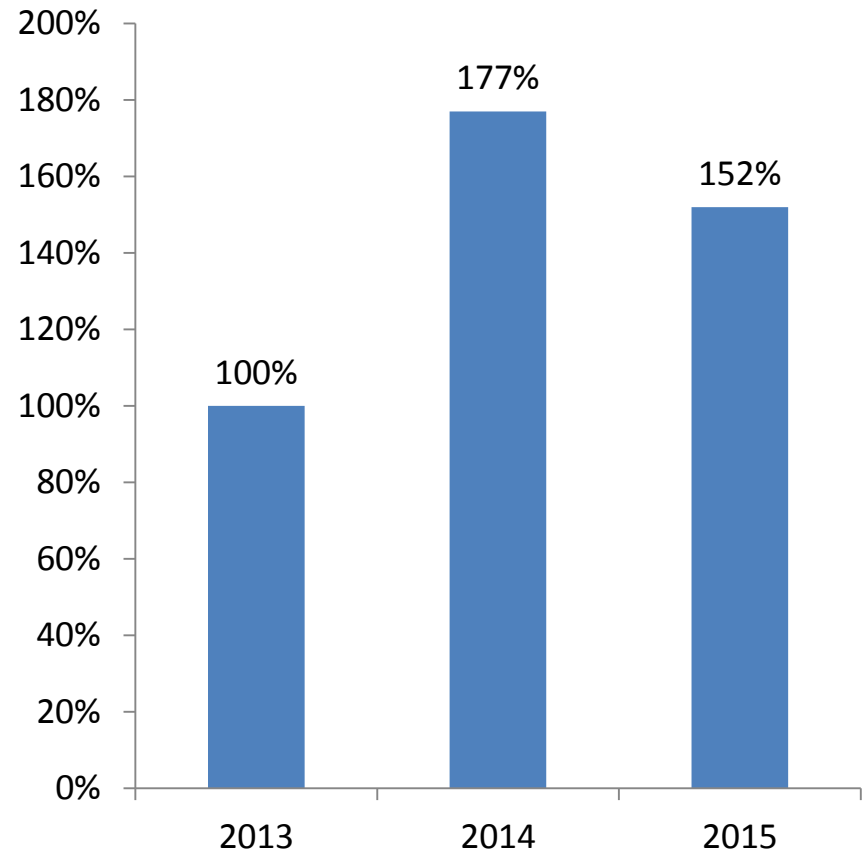


MFO 1 – Higher Education Services

Percentage of graduates in the mandated/priority programs who graduated within the prescribed period

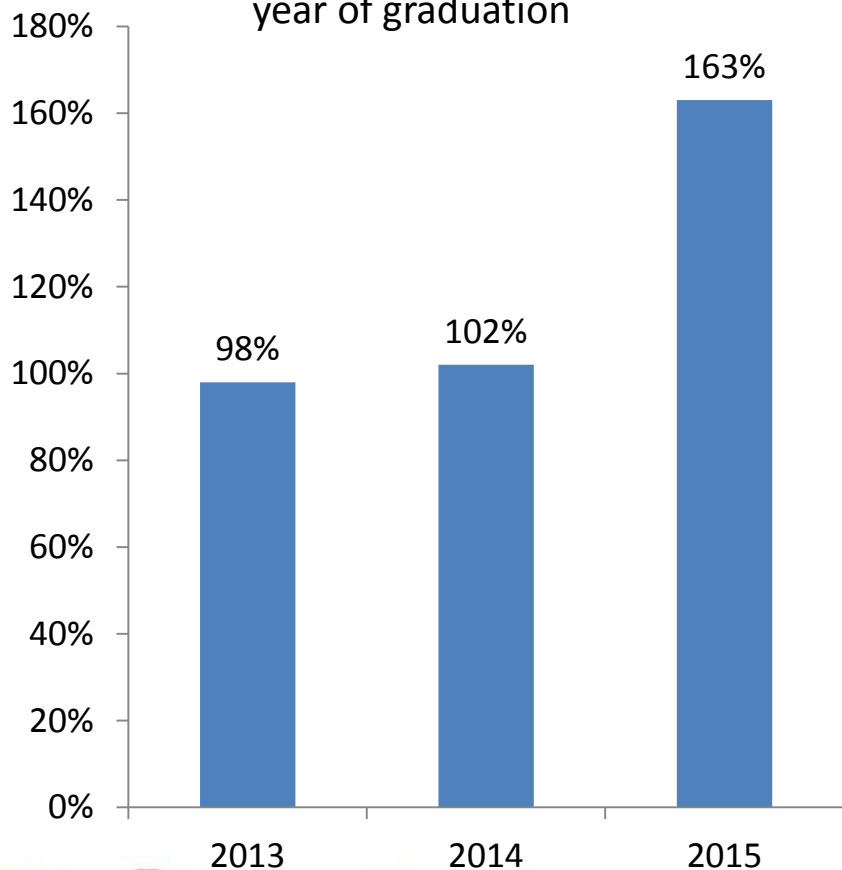


Average percentage passing in licensure exams by SUC graduate/national average % passing in board programs covered by SUC

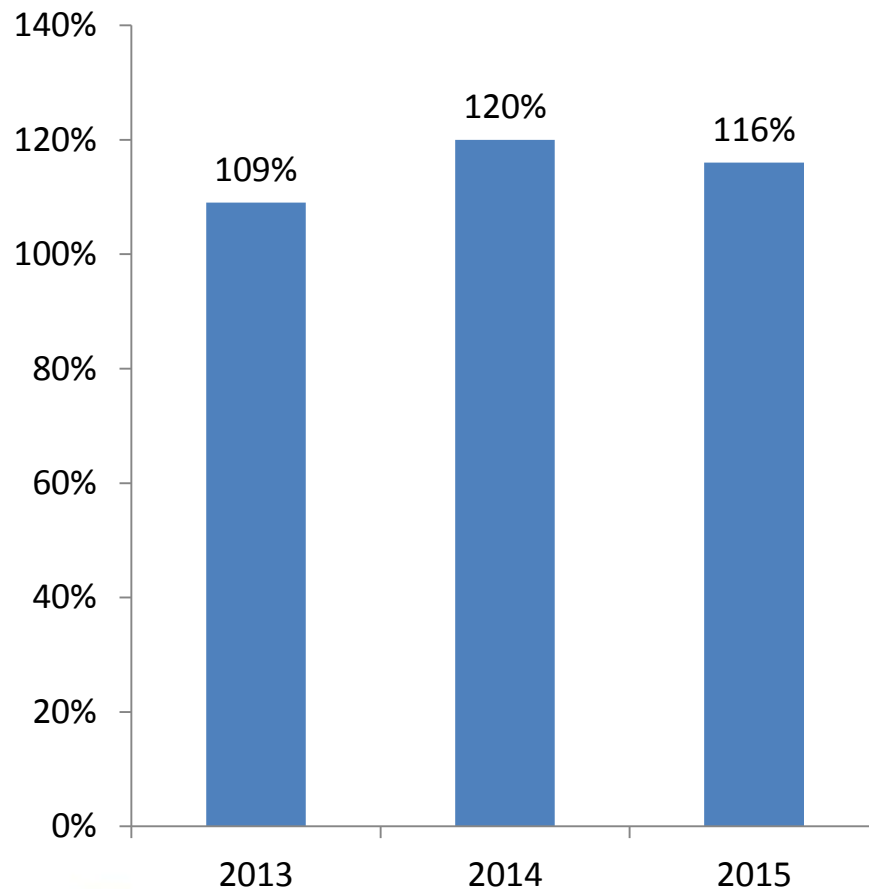


MFO 2 – Advanced Higher Education Services

Percentage of graduates who are engaged in employment or whose employment status improved within 1 year of graduation

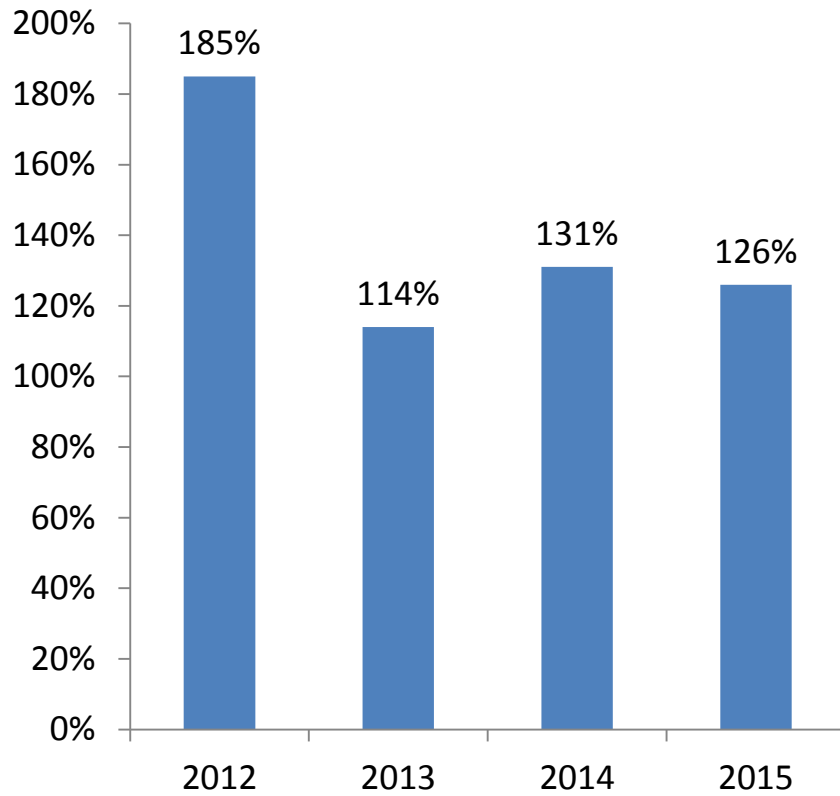


Percentage of students who rate timeliness of education delivery/supervision as good or better

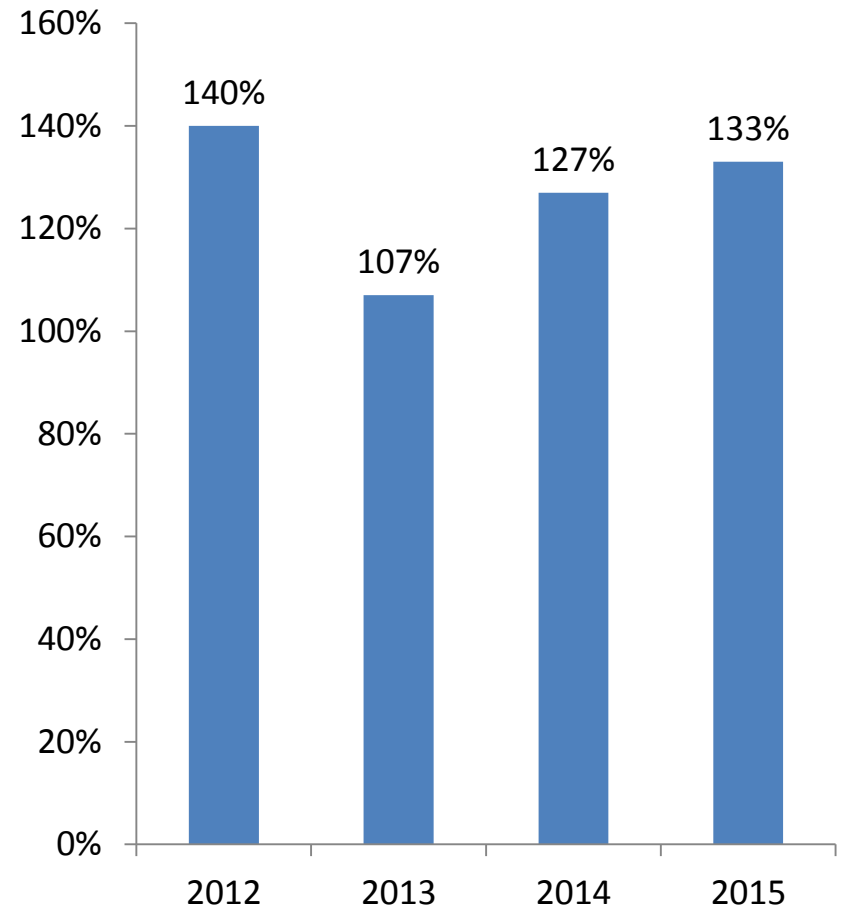


MFO – 3 Research Services

Percentage of research outputs presented in regional/national/international fora or conferences

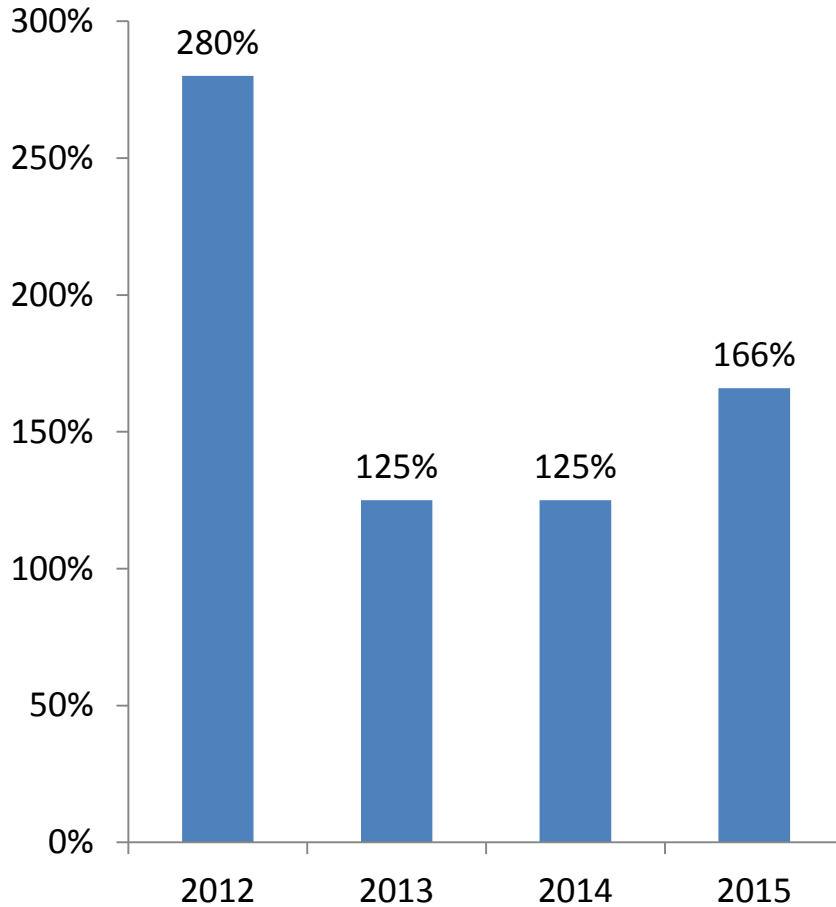


Percentage of research projects conducted and completed on schedule

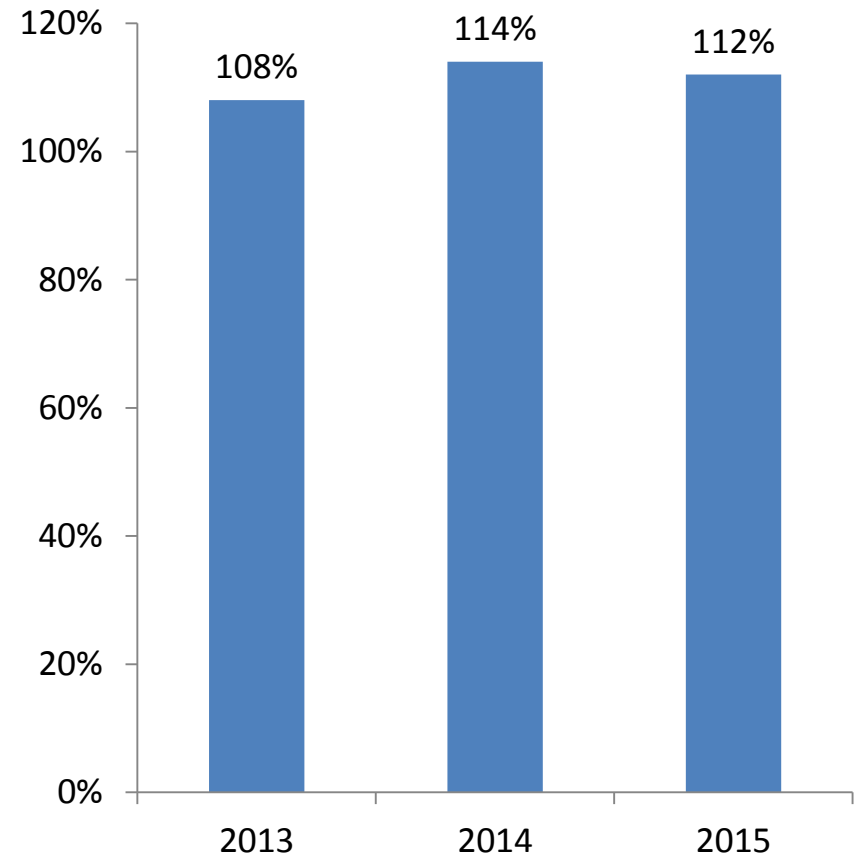


MFO 4 – Technical Advisory Extension Services

Number of person trained (man-hours) weighted by the length of training



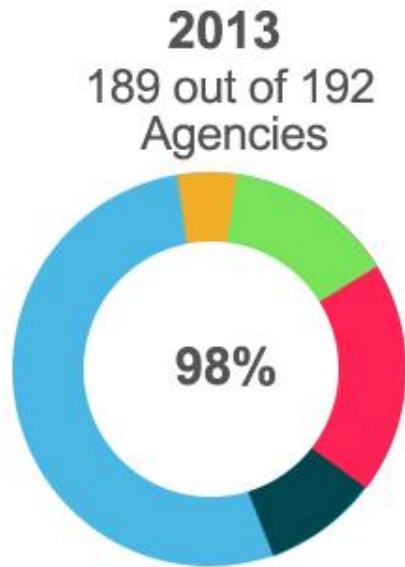
Percentage of persons given training or advisory service who rate timeliness of service delivery as good or better



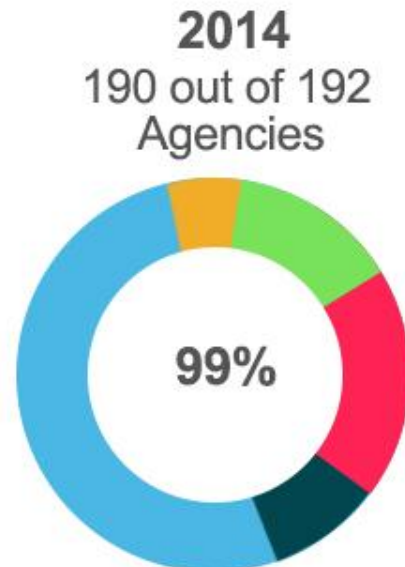
Participation Rate



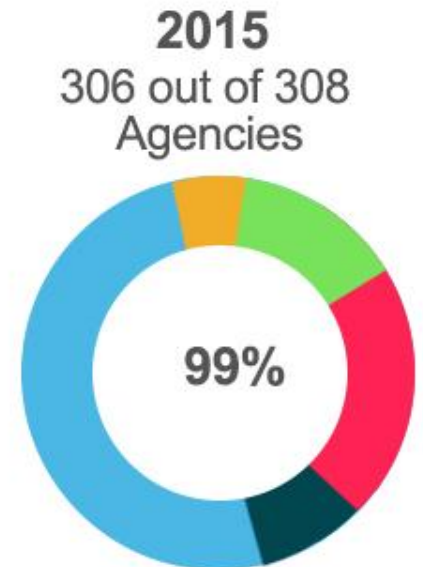
- 110 SUCs
- 36 OEOs
- 23 Departments
- 13 GOCCs covered by DBM
- 2 Constitutional Offices



- 111 SUCs
- 36 OEOs
- 23 Departments
- 15 GOCCs covered by DBM
- 4 Constitutional Offices



- 111 SUCs
- 36 OEOs
- 23 Departments
- 15 GOCCs covered by DBM
- 5 Constitutional Offices







- +165 Local Water Districts

- 112 SUCs
- 37 OEOs
- 137 Departments*
** Attached Agencies as unique entities*
- 15 GOCCs covered by DBM
- 5 Constitutional Offices
- +165 Local Water Districts



Good Governance Conditions Compliance Rate

	2012	2013	2014	2015
 Transparency Seal Sec. 93, GAA 2012; Sec. 91, GAA 2013, 2014; Sec. 98, GAA 2015	87%	89%	98%	98%
 PhilGEPS RA 9184	79%	90%	95%	87%
 Citizen's Charter RA 9485	94%	96%	99%	99%
 SALN Submission RA 6713	-NA-	96%	96%	96%
 Report on Ageing of Cash Advance	91%	97%	100%	98%
Overall Compliance Rate	88%	94%	98%	96%

Validated by
the SUC
SALN Review
committee



Good Governance Conditions Compliance Rate



State Universities and Colleges



Transparency Seal
 Sec. 93, GAA 2012;
 Sec. 91, GAA 2013, 2014;
 Sec. 98, GAA 2015

2012 2013 2014 2015
 88% → 89% → 97% → 97%



PhilGEPS
 RA 9184

77% → 89% → 95% → 92%



Citizen's Charter
 RA 9485

86% → 96% → 98% → 92%



SALN Submission
 RA 6713

NA → 96% → 96% →

Validated by
 the SUC
 SALN Review
 committee



**Report on Ageing
 of Cash Advance**

95% → 97% → 100% → 98%



Compliance Rate on QMS, APP and APCPI



SUCs

2015

QMS ISO Certification or Operations Manual

92%

96%

Annual Procurement Plan

86%

97%

Agency Procurement Compliance and Performance Indicators System

86%

95%





NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
 (Administrative Order No. 25 s. 2011)
MEMORANDUM CIRCULAR NO. 2016-1

May 12, 2016

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, Local Water Districts, and Local Government Units.

SUBJECT: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201

Guidelines on the Grant of FY 2016 PBB

1.0 BACKGROUND AND RATIONALE

- 1.1 Since its implementation in 2012, the Results-Based Performance Management System (RBPMS) has significantly contributed to the government's goal of strengthening public accountability and ensuring the effective delivery of services to the Filipino people. The RBPMS represents a major governance reform that not only links budget with outcomes, but also puts premium on the improvement of the performance management and monitoring system in the government. Along with its incentive component—the Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) which were authorized under EO No. 80, s. 2012¹—the RBPMS has established a simplified but integrated scheme of rewarding exemplary performance in the government through the grant of performance-based bonuses.
- 1.2 Executive Order (EO) No. 201 s. 2016² provided that the compensation and position classification shall be revised or updated to strengthen the performance-based incentive system in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results.
- 1.3 EO No. 201 stipulated that the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System created under Administrative Order No. 25 (s. 2011) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize difference in levels of performance.

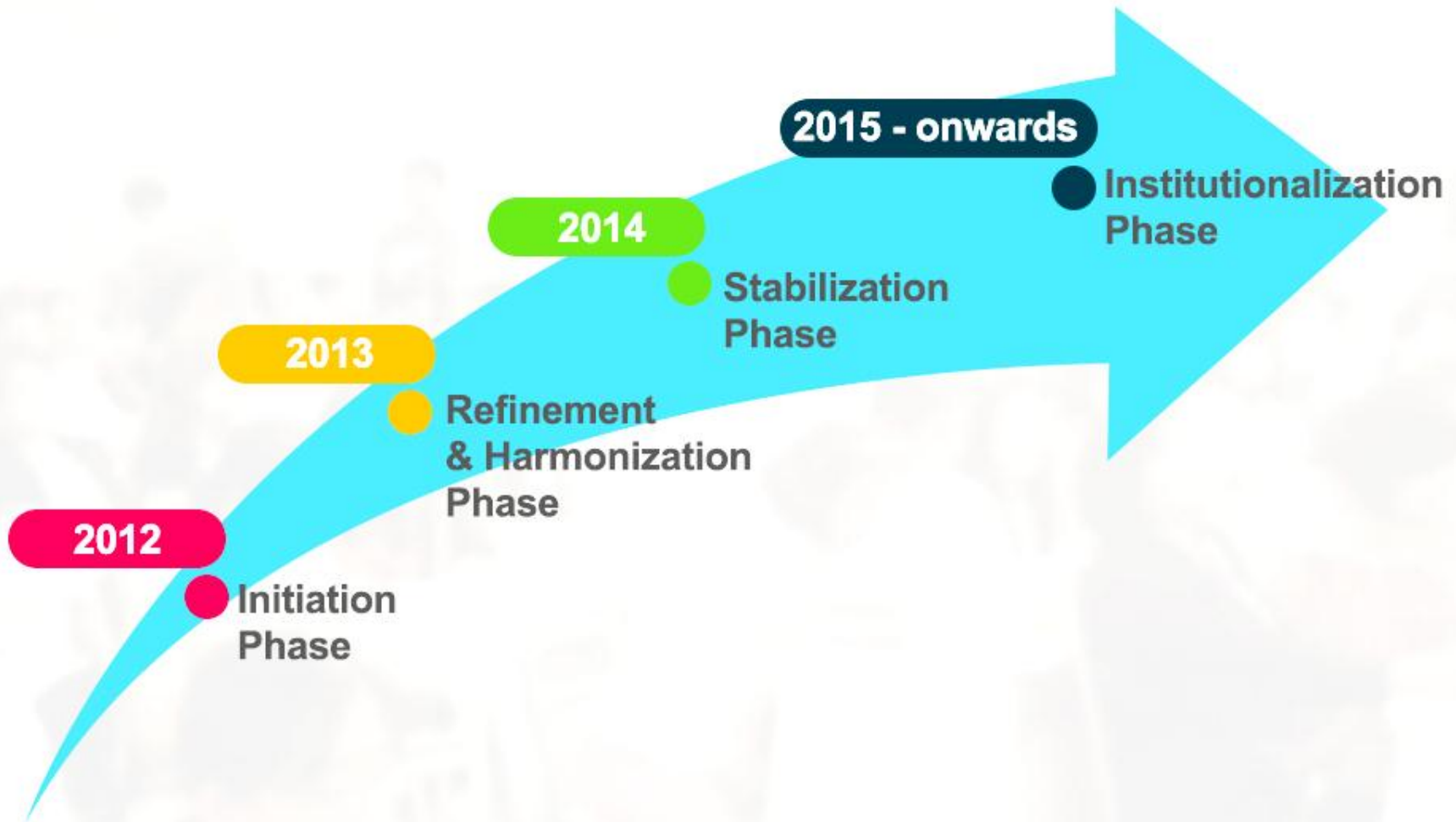
2.0 PURPOSE

This Memorandum Circular is issued to prescribe the criteria and conditions for the grant of the PBB for FY 2016.

¹ "Directing the Adoption of a Performance-Based Incentive System for Government Employees"
² "Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel"



Phases of RBPMS Implementation



Results Based Performance Management System

Societal Goals/Outcomes

STR
SONA Technical
Report/
SER
Socio Economic
Report

Sectoral Goals/Outcomes

Organizational Outcomes

Major Final Outputs (“Customer-oriented” Results)

MARC- I
MFO
Accountability
Report Card

**Financial
Stewardship**

Internal Process

**Client/Customer
Satisfaction**

**Leadership,
Learning and
Growth**

MARC- II
Management
Accountability
Report Card

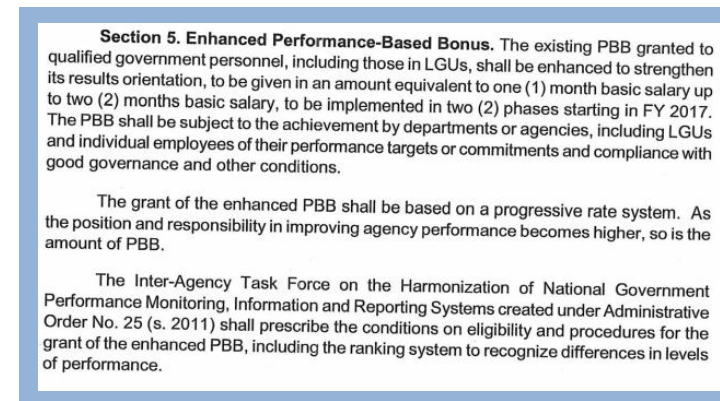
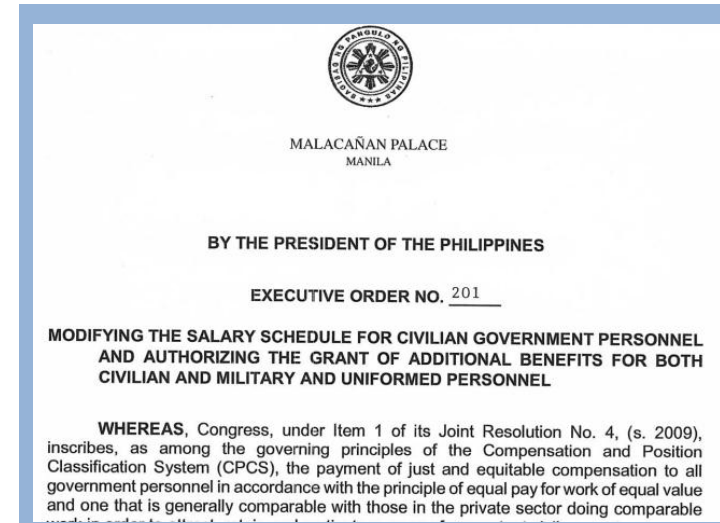
Strategic Performance Management System (Individual)

Executive Order No. 201, s. 2016

EO No. 201,s. 2016 was signed into law on February 19, 2016.

The compensation and position classification shall be revised to strengthen the PBIS to recognize government personnel who play a greater role and responsibility in attaining targets and delivering results.

AO25 IATF shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize difference in levels of performance.



New Features of FY 2016 PBB

- ★ Harmonized implementation of the PBB with EO 201
- ★ Priority programs based on five KRAs of EO No. 43, OP Planning Tool, and EODB targets shall be suspended for FY 2016 PBB only
- ★ PBB Rates of individuals shall depend on the performance ranking of the bureau/delivery unit where they belong.
- ★ Third level officials should receive at least “Satisfactory” rating under the CESPES.



Good Governance Conditions



Maintain / Update Agency Transparency Seal
(Section 99 of GAA 2016)

The agency Transparency Seal shall also include the posting of the following:

FY 2016 APP

QMS ISO Certification or ISO-aligned QMS documents

System of Ranking Delivery Units



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



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

The assessment of agency compliance on GGC and other PBB requirements shall start on **October 1, 2016**.



Performance Targets (1/4)



The MFO indicators and targets in the FY 2016 PIB approved by the Congress shall be the basis for assessing eligibility for the PBB.



In addition to the MFO indicators in the FY 2016 PIB, agencies shall also accomplish the following:

- a. STO target based on the priority of the agency head.
- b. Establishment of a Quality Management System (QMS) for at least one core process certified by any international certifying body,

OR

ISO-aligned documentation of agency QMS for one core process as evidenced by the presence of the following documents in the agency Transparency Seal:

- b1. Approved Quality Manual; and
- b2. Approved Procedures and Work Instructions Manual including Forms.



Performance Targets (2/4)



GASS Targets shall be:

- a. Budget Utilization Rate (BUR)
- b. Public Financial Management reporting requirements of the COA and DBM
- c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System.
- d. Submission of the Annual Procurement Plan (APP) for CY 2016 based on the approved budget to the GPPB-TSO.



Performance Targets (4/4)

GASS Targets shall be (continued):



- c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System.

The APCPI Tool may be downloaded from the GPPB website:
www.gppb.gov.ph/apcpi/apcpi.html

Submit in Excel Form **AND** printed (signed) copies
on or before December 1, 2016 to monitoring@gppb.gov.ph
or to the GPPB-TSO front desk.



- d. Submit the Annual Procurement Plan (APP) for CY 2016 based on the approved budget to the GPPB-TSO.

APPs must be approved by the Head of the Procuring Entity using the format under GPPB Circular No. 07-2015.

Scanned copy of the APP may be sent to GPPB-TSO's email:
monitoring@gppb.gov.ph

For purposes of the PBB, the CY 2016 APP should be submitted within one month from the issuance of the PBB Guideline.



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.
- Receive at least a “Satisfactory” rating based on CSC approved SPMS.
- Third Level officials should receive at least “Satisfactory” rating under CESPES. Other officials performing managerial and executive functions who are not presidential appointees are covered by agency’s CSC-approved SPMS and should receive at least “Satisfactory”.



Eligibility of Individuals (2/4)

- Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency. Payment of PBB shall come from the parent agency.
- Personnel who transferred from G2G shall be rated by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency.



Eligibility of Individuals (3/4)

Minimum of nine (9) months government service during FY 2016 and with at least “Satisfactory” rating will be eligible to the **full PBB grant**.

Minimum of three (3) but less than nine (9) months and with at least “Satisfactory” rating shall be prorated corresponding to the length of service.

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%



Individuals Not Entitled to PBB

- Employee on vacation or sick leave, with or without pay, for an entire year.
- Personnel guilty of admin and/or criminal cases and meted penalty in FY 2016. *If penalty is only a reprimand, such penalty shall not cause disqualification.*
- Officials and employees who failed to submit the 2015 SALN.
- Officials and employees who failed to liquidate Cash Advance received in FY 2016 within the reglementary period.
- Officials and employees who failed to submit their complete SPMS Forms.
- Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2015 SALN to respective SALN repository agencies, liquidated the FY 2016 Cash Advances, and complete SPMS Forms. These will be the bases for the release of FY 2016 PBB to individuals.



Ranking of Delivery Units

Bureaus/Office/Delivery Units

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



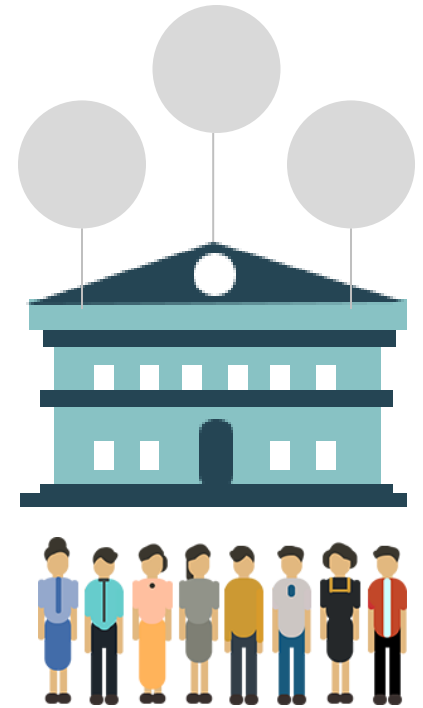
Ranking of Delivery Units

Consider similarities of tasks and responsibilities to determine the most appropriate grouping or clustering of delivery units.

The AO 25 TWG shall issue a separate guideline on the determination of the delivery units.

The resulting ranking of offices/delivery units shall be indicated in Form 1.0.

Individual ranking shall no longer be included in Form 1.0.



Ranking of Delivery Units and Rates of FY 2016 PBB

PBB rates of individuals shall depend on the performance ranking of the bureau or delivery unit where they belong.

Based on the individual's monthly basic salary as of December 31, 2016.

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

Or Php5,000 if the PBB % of monthly basic salary is lower than Php5,000.



Eligibility of SUC President

The eligibility of SUC Presidents will be based on the requirements set in CHED Memorandum Order No. 4 s.2015. Their FY 2016 PBB shall also depend on the eligibility and performance of the respective SUC and based on the monthly basic salary as of December 31, 2016:

Performance Category	Performance of Eligible SUC	% of PBB Rate
Best	SUC achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Better	SUC achieved all GGCs, and with deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Good	SUC achieved all GGCs, and with deficiency in one of its physical target/s due to controllable reasons	50%



Submission of Reports

Submit two hard copies and e-copy of Forms A and A1, and other supporting documents through the AO 25 Secretariat **on or before January 15, 2017.**

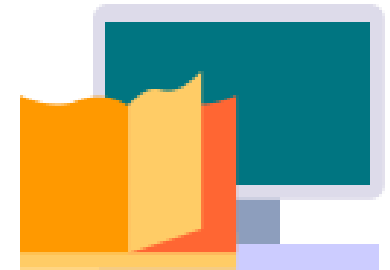
All forms and reports should be signed by agency head or duly designated official.

COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA.

DBM financial reports including BFARs shall be submitted directly to DBM.

Submission of Transparency Seal, ARTA and PhilGEPS COC are no longer necessary. The oversight agency shall start the assessment **on October 1, 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	➡	OP, Office of the Ombudsman, CSC

MFO Physical Accomplishments

SUCs ➡ CHED and DBM-Regional Offices

STO Accomplishments

STO identified by Agency Head	➡	DBM-BMB for Good Governance Sector
QMS Certification or ISO- aligned QMS Documentation	➡	GQMC

GASS

BUR of SUCs	➡	DBM-Regional Offices
Public Financial Management Report	➡	DBM
Submission of Financial Statements, Ageing of Cash Advances Report	➡	COA
BFARs	➡	DBM and COA
APCPI	➡	GPPB-TSO
Submission of APP	➡	GPPB-TSO





Effects of Non-Compliance

- ✓ Agencies unable to comply with all good governance conditions shall be ineligible for PBB FY 2016.
- ✓ After due process by oversight agencies, an agency determined to have committed the following prohibited acts, shall be disqualified from the PBB in the succeeding year.
 - ✗ Misrepresentation in submitted reports required for the PBB
 - ✗ Commission of fraud in the payment of the PBB
 - ✗ Evenly distributing the PBB among employees, violating the policy of paying the PBB based on the ranking of delivery units.
- ✓ CSC or Ombudsman shall file the appropriate administrative case.



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.



IATF Communication Channels



<http://www.dap.edu.ph/rbpms>



ao25secretariat@dap.edu.ph



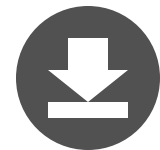
0920-498-9121 / (02) 631-2139
(02) 400-1469 / (02) 400-1582
(02) 400-1490



facebook.com/PBBSecretariat



twitter.com/PBBSecretariat



<http://www.dap.edu.ph/rbpms/policies-issuances>
<http://www.dap.edu.ph/rbpms/downloads>



Timeline for Implementation

Submission of FY 2015 Financial Reports to COA

➔ On or before March 31, 2016
On or before April 30, 2016 (for Big Agencies)

Posting of agency System of Ranking delivery units

➔ On or before October 30, 2016

Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2016 as cut-off)

➔ On or before December 1, 2016

Submission of Form A, A1, and Form 1

➔ On or before January 15, 2017

Submission of BFARs to COA and DBM

➔ 30 Days or one month after the end of each quarter

Submission of FY 2015 APCPI Self-Assessment

➔ On or before December 1, 2016

Submission of FY 2016 APP

➔ For purposes of FY 2016 PBB, submit within one month from the issuance of this Guideline

Validation of QMS Certification OR the ISO-aligned QMS documentation

➔ On or before January 15, 2017

Validation of 2nd STO as identified by head of agency

➔ On or before January 15, 2017

