










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

**Updates on the FY 2015 PBB Results
and General Guidelines
on the Grant of the Performance-Based Bonus**

July 5, 2016, Tuesday, Morning and Afternoon
L.S. Virata Hall, Development Academy of the Philippines,
DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.

Government Oversight Partners:



Technical Secretariat
and Resource Institution

WELCOME

PBB Focal Persons and Officials from National Government Agencies


















Outline of Presentation

- ➔ **Assessment of the FY 2015 PBB**
 - Small Group Discussion on PBB Implementation
 - Sharing of Practices on PBB Implementation
 - ✓ *AM Session:* Department of Labor and Employment (DOLE)
 - ✓ *AM Session:* Department of Environment and Natural Resources (DENR)
 - ✓ *PM Session:* Department of National Defense (DND)
 - ✓ *PM Session:* National Economic and Development Authority (NEDA)
- ➔ **Performance of NGAs in the FY 2015 PBB**
- ➔ **General Guidelines on the Grant of the PBB**
- ➔ **Sharing of Observations from Validating Agencies on FY 2015 PBB Implementation**
- ➔ **Question and Answer session**



Small Group Discussion Mechanics

- ➔ Participants to group each other
- ➔ Assign a lead facilitator and documenter.
- ➔ Discuss among selves the two guide questions for 15 minutes.
- ➔ Summarize the responses and write on the sheet of paper provided.
- ➔ Prepare to share your group's output.



Guide Questions

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



Sharing time



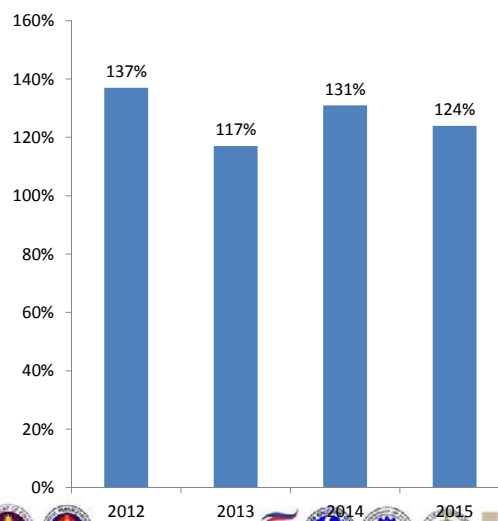
Transparency and Reporting of Harmonized Agency Performance Scorecards

The screenshot displays the RBPMS web application. On the left, there is a navigation menu with options like 'Home', 'About', 'Public Reports', 'Resources', 'Tools and Links', 'Helpdesk', and 'Feedback'. The main content area is titled 'Agency Performance' and includes a search bar, a list of agency groups, and a 'Transparency Scorecard' table. The scorecard table has columns for 'Agency Group', 'Indicator', 'Target', 'Actual', and 'Status'. It lists various agencies such as 'Public I', 'Public II', 'Agency', 'Posting', and 'Posting' with their respective performance metrics and status indicators (e.g., 'Compliant', 'Not Compliant').

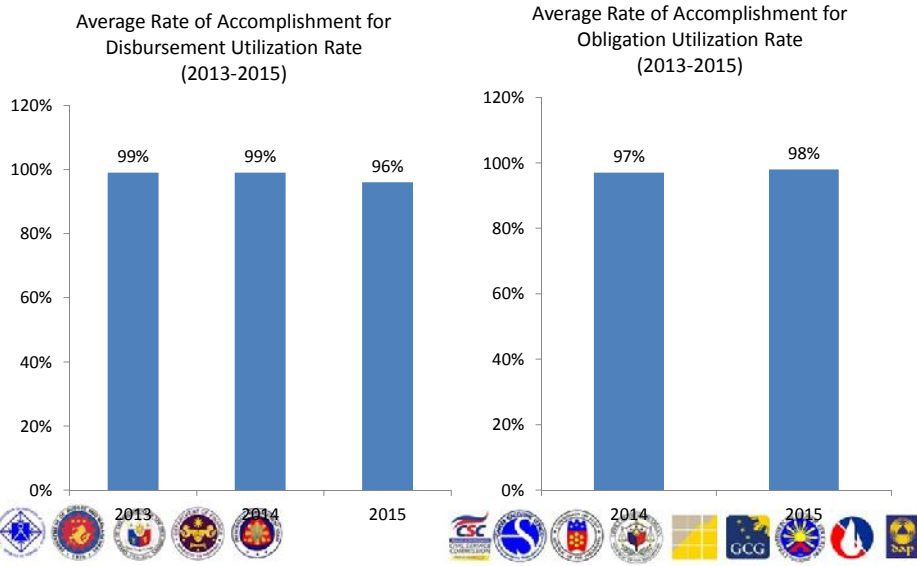
Online Monitoring System
of Agency Compliance
and Harmonized Performance Scorecards
<http://www.dap.edu.ph/rbpms/agency-performance/>



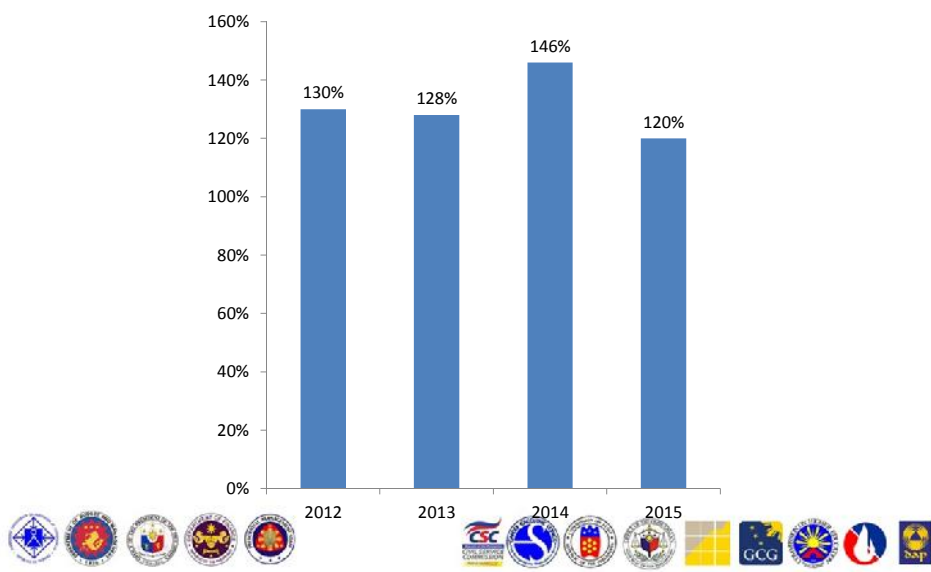
Overall Average Rating for Departments and its Attached Agencies



Budget Utilization Rate for Departments and its Attached Agencies

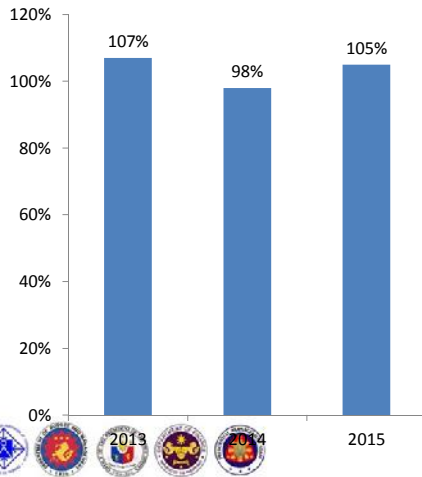


Overall Average Rating for Constitutional Offices and Others

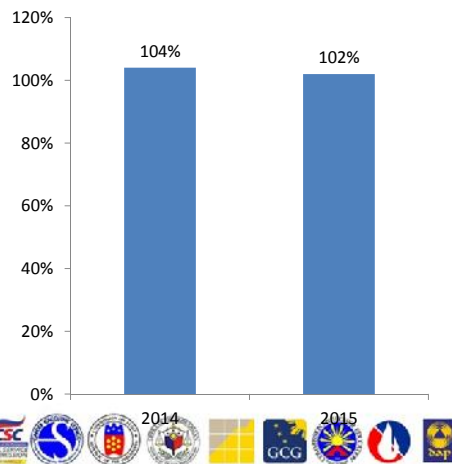


Budget Utilization Rate for Constitutional Offices and Others

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



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



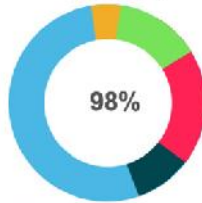
Participation Rate

2012
184 out of 191 Agencies



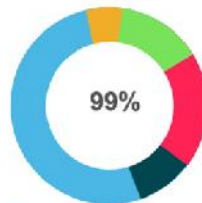
- 110 SUCs
- 36 OEOs
- 23 Departments
- 13 GOCCs covered by DBM
- 2 Constitutional Offices

2013
189 out of 192 Agencies



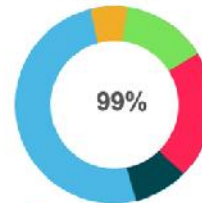
- 111 SUCs
- 36 OEOs
- 23 Departments
- 15 GOCCs covered by DBM
- 4 Constitutional Offices

2014
190 out of 192 Agencies



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

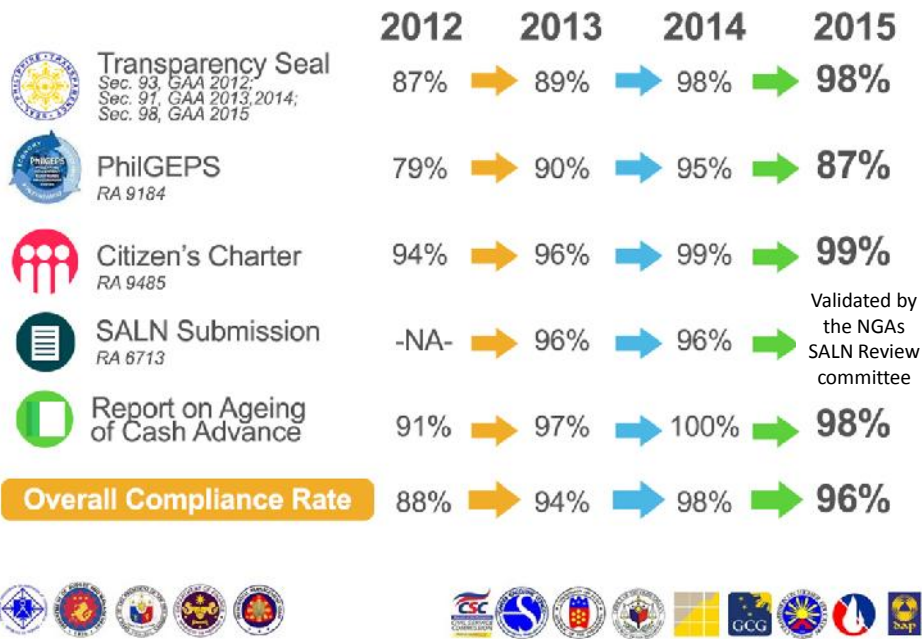
2015
306 out of 308 Agencies



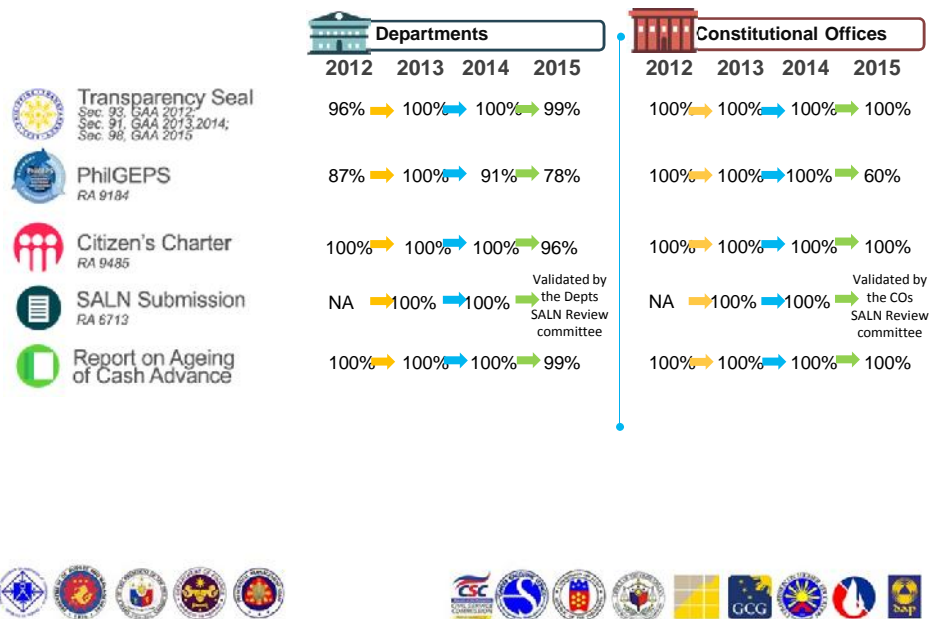
- 112 SUCs
- 37 OEOs
- 137 Departments*
**Attached Agencies as unique entities*
- 15 GOCCs covered by DBM
- 5 Constitutional Offices
- +185 Local Water Districts



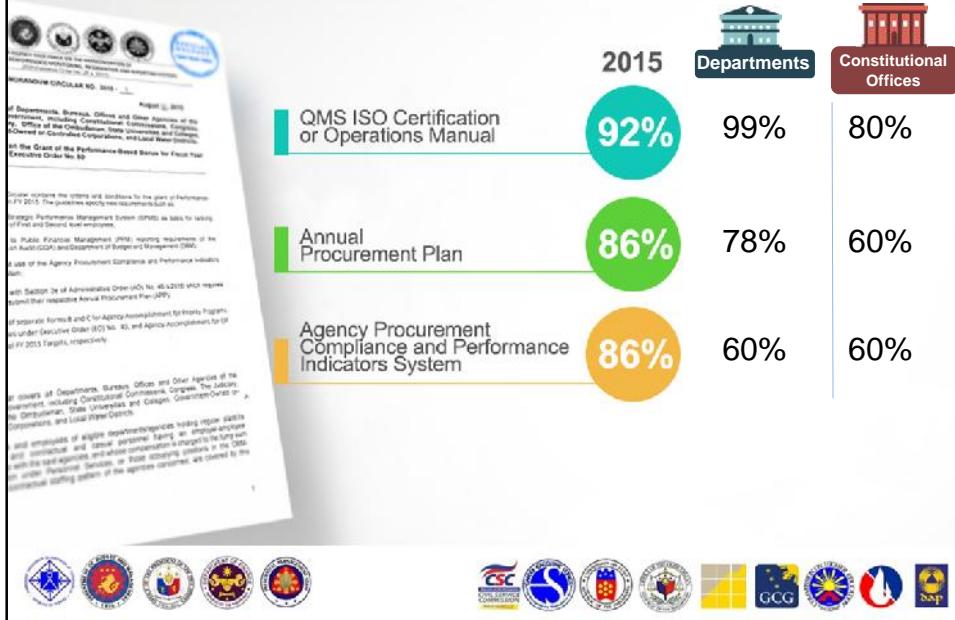
Good Governance Conditions Compliance Rate



Good Governance Conditions Compliance Rate



Compliance Rate on QMS, APP and APCPI



General Guidelines on the Grant of the PBB

MEMORANDUM CIRCULAR NO. 2016-1
 May 12, 2016
 TO: All Heads of Departments, Bureau, Offices and Other Agencies of the National Government, including Constitutional Commissions, Colleges, The Judiciary, Office of the Commission on Elections, 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. 19 and EO No. 201.

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 enhancing its accountability and ensuring the effective delivery of services to the Filipino people. The RBPMS replaced a major government system that not only introduced high-caliber and motivating system in the government but also provided management and Performance-Based Incentive System (PBIS) consisting of Productivity Incentive Allowance (PIA) and the Performance-Based Bonus (PBB) which were important in increasing the government's performance in the past.
- 1.2 Executive Order (EO) No. 201 and 2016 provides that the comprehensive and problem-orientated system shall be applied to ensure that the government's performance-based incentive system is recognized as government-owned and operated with a greater role in carrying higher responsibility in attaining performance targets and achieving results.
- 1.3 EO No. 201 stipulated that the new Agency Task Force on the reorganization of National Government Personnel Management Commission and including regular employees under Administrative Order No. 201 in 2011) must provide the guidelines on eligible and procedures for the grant of the extended PBB, including the rating system to recognize excellence in service performance.

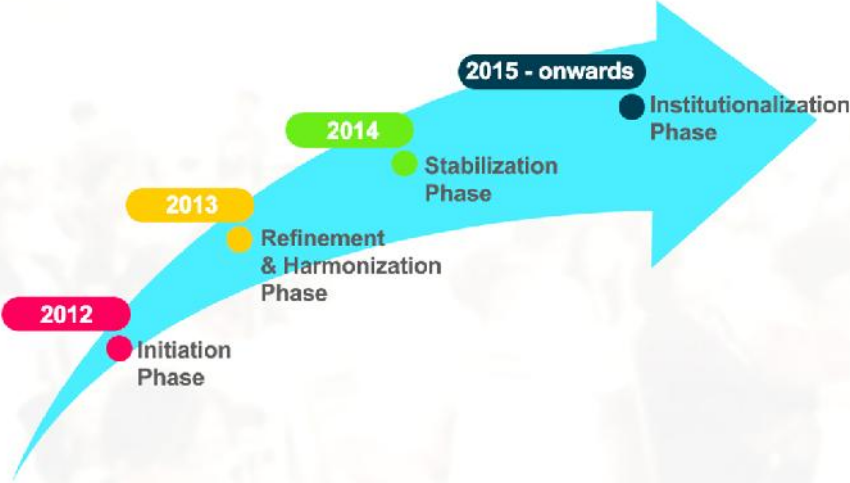
2.0 PURPOSE

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

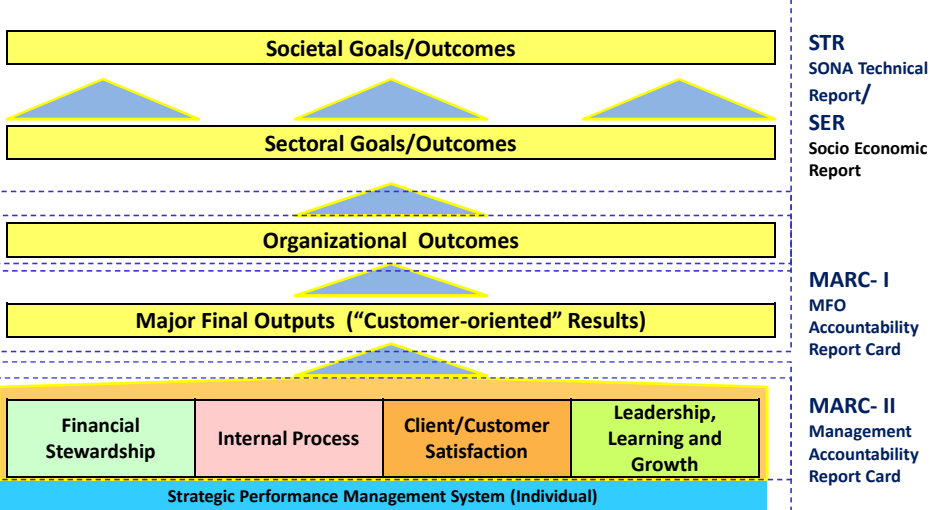
*For printing the schedule of a Performance-Based Incentive System for Government Employees' PBB for FY 2016.

*Applying the salary schedule for Civil Government Personnel and Authorizing the Grant of Additional Benefits for Civil, Custom and Military and Unemployed Personnel.

Phases of RBPMS Implementation



Results Based Performance Management System

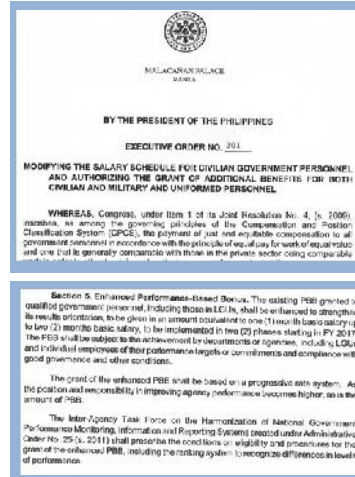


Executive Order No. 201, s. 2016

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.



Eligibility Criteria for National Government Agencies

-  Achieve agency FY 2016 GAA MFO performance targets
-  Achieve targets for STO and GASS
-  Satisfy 100% of the 2016 Good Governance Conditions set by the AO25 IATF
-  Use CSC-approved SPMS in rating First and Second Level employees and officials including officials holding managerial and Director positions but are not presidential appointees
-  Use CESPES in rating of CES officials and incumbents of CES positions.






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 (3/4)

GASS Targets shall be:



a. Budget Utilization Rate (BUR)

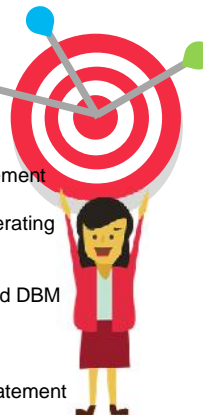
a1. **Obligations BUR** computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy; and

a2. **Disbursement BUR** 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 2016



b. Public Financial Management reporting requirements of the COA and DBM

- b1. Budget and Financial Accountability Reports (BFARs)
- b2. Report on Ageing of Cash Advances
- b3. 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 No 2014-003].



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%



Eligibility of Individuals (4/4)

Valid reasons for not meeting the 9-month service requirement

- 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



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 Agency Head


 PBB of agency heads shall be based on the monthly basic salary as of December 31, 2016 depending on the eligibility and performance of the respective department/agency


Performance of Eligible Agency	% of PBB Rate
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has 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.

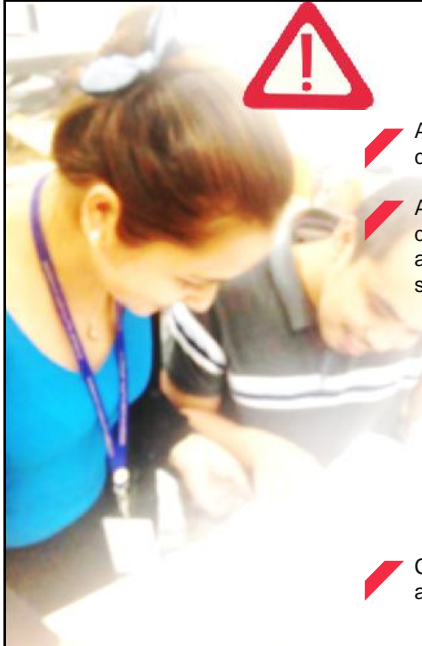


Compliance Validation

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
<u>MFO Physical Accomplishments</u>	
Departments	DBM-BMBs concerned
<u>STO Accomplishments</u>	
STO identified by Agency Head	DBM-BMBs concerned
QMS Certification or ISO- aligned QMS Documentation	GQMC
<u>GASS</u>	
BUR of Departments	DBM-BMBs concerned
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.
- X Misrepresentation in submitted reports required for the PBB
- X Commission of fraud in the payment of the PBB
- X 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>



[facebook.com/PBBSecretariat](https://www.facebook.com/PBBSecretariat)



ao25secretariat@dap.edu.ph



twitter.com/PBBSecretariat



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



<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

