

**REPORT ON ELIGIBILITY OF AGENCY
FOR THE GRANT OF THE FY 2022 PERFORMANCE-BASED BONUS (PBB)
(Form 1.0)**

Department/Agency: _____

Summary of Information Required:

Total Agency Score: _____

Rate of the PBB (%): _____

Total Number of Authorized Positions as of December 31, 2022: _____

Total Number of Filled Positions as of December 31, 2022: _____

Particulars (as indicated in the Supplemental Report):

A. Total Number of Officials and Employees Entitled to the Full Rate of the PBB: _____

Amount Required for Payment of the PBB (A): _____

B. Total Number of Officials and Employees Entitled to Prorated PBB: _____

Amount Required for Payment of the PBB (B): _____

C. Total Number of Officials and Employees Disqualified from PBB: _____

Total Monthly Salary of Disqualified Personnel: _____

Total Number of Officials and Employees Entitled to the PBB (A + B): _____

Total Amount Required for the Payment of the PBB (A + B): _____

Instructions in Accomplishing the FY 2022 PBB Form 1.0

Note: The Form 1.0 shall be given to agencies which are excluded from the DBM's Government Manpower Information System

1. Provide the following information in the Form 1.0:

1.1 Summary of Information Required:

- Department/Agency
- Total Agency Score
- Rate of the PBB (%)
- Total Number of Authorized Positions as of December 31, 2022
- Total Number of Filled Positions as of December 31, 2022

2. Provide the following information in the Supplemental Report, if applicable:

2.1 Under the List of Personnel Entitled to the full rate of the PBB (A):

- Name of Employee
- Delivery Unit
- Salary Grade and Step
- Months in Service in 2022
- Actual Monthly Basic Salary as of December 31, 2022

2.1 Under the List of Personnel Entitled to Prorated Share of the PBB (B):

- Name of Employee
- Delivery Unit
- Salary Grade and Step
- Months in Service in 2022
- Actual Monthly Basic Salary as of December 31, 2022
- Reason for the Grant of the Prorated PBB

2.1.1 For employees who retired or are no longer in service as of December 31, 2022, the actual monthly basic salary as of the date of separation from service shall apply.

The amount of PBB shall be prorated in accordance with Section 6.11 of MC No. 2022-___.

2.2 Under the List of Disqualified Personnel (C):

- Name of Employee
- Delivery Unit
- Months in Service in 2022
- Actual Monthly Basic Salary as of December 31, 2022

2.2.1 Except for employees who rendered less than three (3) months of service, the agency need not indicate the months of service rendered by disqualified employees from the PBB.

2.3 The information in the Supplemental Report should correspond to the information indicated in the Form 1.0.

3. The Form 1.0 and Supplemental Report shall be submitted electronically to the AO25 Secretariat at ao25secretariat@dap.edu.ph and DBM-OPCCB at dbm-opccb@dbm.gov.ph.

**REPORT ON ELIGIBILITY OF AGENCY
FOR THE GRANT OF THE FY 2022 PERFORMANCE-BASED BONUS (PBB)
(Form 1.0)**

Department/Agency: _____

Summary of Information Required:

Total Agency Score: _____
Rate of the PBB (%): _____

From the Personnel Services Itemization and Plantilla of Personnel (PSIPOP):

Total Actual Annual Salary as of December 31, 2022: _____
Total Actual Monthly Salary as of December 31, 2022: _____
Total Number of Filled Positions as of December 31, 2022: _____

Particulars (as indicated in the Supplemental Report):

- A. Total Number of Officials and Employees Entitled to the Full Rate of the PBB:
Amount Required for Payment of the PBB (A): _____

- B. Total Number of Officials and Employees Entitled to Prorated PBB:
Amount Required for Payment of the PBB (B): _____

- C. Total Number of Officials and Employees Disqualified from PBB:
Total Monthly Salary of Disqualified Personnel: _____

Total Number of Officials and Employees Entitled to the PBB (A + B) _____
Total Amount Required for the Payment of the PBB (A + B) _____

Instructions in Accomplishing the FY 2022 PBB Form 1.0

1. Provide the following information in the Form 1.0:

1.1 Summary of Information Required:

- Department/Agency
- Total Agency Score
- Rate of the PBB (%)

1.2 Generate the agency PSIPOP and complete the following:

- Total Actual Annual Salary as of December 31, 2022
- Total Actual Monthly Salary as of December 31, 2022
- Total Number of Filled Positions as of December 31, 2022

1.3. Indicate the total Number of officials and employees entitled to the full rate of the PBB and the amount required for the payment thereof (A).

2. Provide the following information in the Supplemental Report, if applicable:

2.1 Under the List of Personnel Entitled to Prorated Share of the PBB (B):

- Name of Employee
- Delivery Unit
- Months in Service in 2022
- Actual Monthly Basic Salary as of December 31, 2022
- Reason for the Grant of the Prorated PBB

2.1.1 For employees who retired or are no longer in service as of December 31, 2022, the actual monthly basic salary as of the date of separation from service shall apply.

The amount of PBB shall be prorated in accordance with Section 6.11 of MC No. 2022-___.

2.2 Under the List of Disqualified Personnel (C):

- Name of Employee
- Delivery Unit
- Months in Service in 2022
- Actual Monthly Basic Salary as of December 31, 2022

2.2.1 Except for employees who rendered less than three (3) months of service, the agency need not indicate the months of service rendered by disqualified employees from the PBB.

2.3 The information in the Supplemental Report should correspond to the information indicated in the Form 1.0.

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