

**GUIDELINES ON THE FILING OF APPEALS
ON THE GRANT OF THE FY 2024 PERFORMANCE-BASED BONUS (PBB)**

1. GENERAL RULES

- 1.1. A participating agency may file an appeal on the results of its Final Eligibility Assessment (FEA) under the following circumstances:
 - 1.1.1. The agency is ineligible for the grant of the PBB;
 - 1.1.2. The agency is eligible for the grant of the PBB but has concerns with the assessment results of certain eligibility requirements, e.g., points garnered for Performance Results;
 - 1.1.3. The agency is eligible for the grant of the PBB but must isolate delivery units due to non-compliance with the eligibility requirements and/or Agency Accountabilities; and
 - 1.1.4. The agency is eligible for the grant of the PBB but will incur a reduction in the PBB rates due to delayed submission of the complete set of PBB requirements.
- 1.2. The appeal shall provide a clear and concise statement of the issues and concerns being brought for appeal. Evidence and other relevant supporting documents shall be provided by the appealing agency concerned to substantiate its appeal. Among the acceptable pieces of evidence are as follows:
 - 1.2.1. Any means of verification (MOVs) for the accomplishment of or compliance with the requirement/s that was/were initially assessed as unmet or non-compliant;
 - 1.2.2. Additional supporting documents reinforcing the accomplishment reports that were considered during the evaluation. Documents that modify or alter the previously submitted accomplishment reports shall not be accepted;
 - 1.2.3. Any document providing justification for the non-applicability of an eligibility criteria or agency accountability requirement to the agency concerned considering its nature, mandates, and functions; and
 - 1.2.4. Any document providing justification for the delay in the submission of the complete set of PBB requirements.
- 1.3. In the resolution of appeals falling under 1.1.1, 1.1.2, and/or 1.1.3, the nature, mandates, and functions of the appealing agency shall be considered in determining the validity of the concerns being raised. For this purpose, participating agencies shall be categorized as follows in the evaluation of appeals:
 - 1.3.1. Staff agencies, or those performing advisory, planning, and/or oversight functions;

- 1.3.2. Agencies delivering frontline services and performing regulatory functions;
- 1.3.3. Agencies delivering frontline services; and
- 1.3.4. State universities and colleges.
- 1.4. Appeals shall be referred first to the validating agency concerned with the criteria or requirement being appealed, who shall then provide its initial assessment of the performance or compliance of the appealing agency based on its set parameters/conditions, with due regard to the justification/s provided by the appealing agency.
- 1.5. Should the validating agency concerned deem that the appeal bears merit, but the justification provided by the appealing agency is beyond the scope of the parameters/conditions for the criteria or requirement in question, the appeal shall be elevated to the TWG for resolution.
- 1.6. For appeals elevated to the TWG, a composite review team (CRT) shall be constituted for the purpose, based on the agency categories mentioned under item 1.3 hereof. The CRT shall be responsible for the assessment of the justification provided by the appealing agency.
- 1.7. The CRT shall be composed of representatives from the member-agencies of the EO No. 61 TWG, as well as the validating agencies of the four (4) eligibility criteria.
- 1.8. The result of the revalidation and/or reassessment shall be endorsed by the validating agency concerned or the CRT to the EO No. 61 TWG for appropriate action.
- 1.9. For appeals requesting the inclusion of certain eligible personnel in the agency computation of PBB, a detailed explanation or justification should be provided to the EO No. 61 TWG

2. SUBMISSION OF APPEALS

- 2.1. An agency may submit an appeal within twenty (20) working days upon receiving its FEA. As such, appeals received beyond the said 20 working day-period shall no longer be entertained.
- 2.2. The agency shall prepare a written appeal letter, with the supporting documents mentioned in item 1.2 of this Annex attached thereto, addressed to the Chairperson of the EO No. 61 TWG and duly signed by the Head of the Agency. The appeal and its supporting documents shall be submitted online through email to the DBM EO No. 61 TWG Secretariat and Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) Secretariat through the following channels:

DBM EO No. 61 TWG Secretariat

Email: dbm-eo61twgsecretariat@dbm.gov.ph

AO 25 IATF SecretariatEmail: ao25secretariat@dap.edu.ph

- 2.3. An agency may submit an appeal only once. Hence, agencies shall ensure that all concerns and subjects of appeal, including the relevant supporting documents and MOVs, are included in their submission. Supplemental appeals or submissions shall not be considered.
- 2.4. Any submission to the EO No. 61 TWG which is not duly signed by the Head of the Agency shall be returned to the appealing agency without action.

3. RESPONSE TO APPEALS

- 3.1. Appeals endorsed by the EO No. 61 TWG to the AO 25 IATF Secretariat shall be referred to the CRT or validating agency concerned for resolution within a period of twenty (20) working days from the date of receipt of the referral.
- 3.2. Should the validating agency or CRT find it necessary to conduct further evaluation or assessment, the same validating agency or CRT group shall advise the AO 25 IATF Secretariat which shall notify the appealing agency in writing. An additional period up to ten (10) working days, as may be deemed necessary, shall be allocated for the resolution of said appeal.
- 3.3. Response to appeals, as approved by the EO No. 61 TWG, shall be deemed final upon issuance. Hence, no motion for reconsideration shall be allowed on the same subject for appeal.

-Nothing follows-