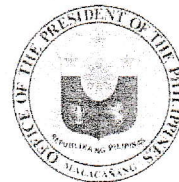


REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
PHILIPPINE COCONUT AUTHORITY

Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 928-4501 to 09 Fax No.: (02) 926-7631
<http://www.pca.da.gov.ph>



SYSTEM OF RANKING AND GRANTING THE FY 2016 PERFORMANCE BASED BONUS (PBB) TO QUALIFIED PCA OFFICERS AND EMPLOYEES

Memorandum Circular No. 2016-01 is issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) to prescribe the criteria and conditions for the Grant of the Performance-Based Bonus for Fiscal Year 2016.

A. COVERAGE OF THE GRANT

1. The grant covers all Departments, Bureaus, Offices and Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or Controlled Corporations (GOCCs), Local Water Districts (LWDs) and Local Government Units (LGUs).

2. The implementation of this Circular shall be in close coordination with the following agencies:

a. Department of Budget and Management (DBM) for the departments and their attached agencies;

b. Office of the President-Office of the Executive Secretary (OP-OES) and DBM for the other Executive Offices, including the OP attached agencies and GOCCs covered by DBM;

c. Commission on Higher Education for SUCs

d. *Governance Commissions for GOCCs (GCG) for GOCCs covered by Republic Act No. 10149;*

e. Local Water Utilities Administration for LWDs;

f. Department of the Interior and Local Government (DILG) for LGUs.

3. All officials and employees of eligible department/agencies holding regular plantilla positions; and contractual personnel and casual personnel having an employer-employee relationship with the said agencies, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned.

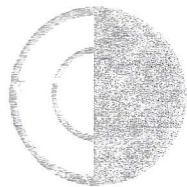
B. ELIGIBILITY CRITERIA

The Philippine Coconut Authority must satisfy the following conditions:

1. Achieve Authority's performance targets under Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support To Operations (STO) and General Administration and Support Services (GASS):

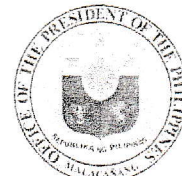
a. x x x x x x

b. GOCCs covered by RA 10149 should achieve their weighted-average score targets as stated in their respective FY 2016 Performance Scorecards and comply with the requirements for the grant of the PBB to GOCC personnel pursuant to Executive Order No. 203, s. 2016 and guidelines specified by GCG.



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SYSTEM OF RANKING AND GRANTING THE FY 2016 PERFORMANCE BASED BONUS (PBB) TO QUALIFIED PCA OFFICERS AND EMPLOYEES

Memorandum Circular No. 2016-01 is issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) to prescribe the criteria and conditions for the Grant of the Performance-Based Bonus for Fiscal Year 2016.

A. COVERAGE OF THE GRANT

1. The grant covers all Departments, Bureaus, Offices and Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or Controlled Corporations (GOCCs), Local Water Districts (LWDs) and Local Government Units (LGUs).

2. The implementation of this Circular shall be in close coordination with the following agencies:

a. Department of budget and Management (DBM) for the departments and their attached agencies;

b. Office of the President-Office of the Executive Secretary (OP-OES) and DBM for the other Executive Offices, including the OP attached agencies and GOCCs covered by DBM;

c. Commission on Higher Education for SUCs

d. *Governance Commissions for GOCCs (GCG) for GOCCs covered by Republic Act No. 10149;*

e. Local Water Utilities Administration for LWDs;

f. Department of the Interior and Local Government (DILG) for LGUs.

3. All officials and employees of eligible department/agencies holding regular plantilla positions; and contractual personnel and casual personnel having an employer-employee relationship with the said agencies, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned.

B. ELIGIBILITY CRITERIA

The Philippine Coconut Authority must satisfy the following conditions:

1. Achieve Authority's performance targets under Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support To Operations (STO) and General Administration and Support Services (GASS):

a. x x x x x x

b. GOCCs covered by RA 10149 should achieve their weighted-average score targets as stated in their respective FY 2016 Performance Scorecards and comply with the requirements for the grant of the PBB to GOCC personnel pursuant to Executive Order No. 203, s. 2016 and guidelines specified by GCG.

2. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016

3. Use the CSC approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of the department/agencies of the national and local government to include those in GOCCs with original charters, those in State Universities and Colleges, and officials holding managerial and director positions but are not Presidential appointees; and the Career Executive Service Performance Evaluation System (CESPES) in rating the performance of CES officials and incumbents of CES positions.

C. ELIGIBILITY OF INDIVIDUALS TO THE GRANT

1. The grant of PBB shall depend on the eligibility and performance of PCA. The PBB shall be based on the monthly basic salary as of December 2016, as follows:

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
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 one uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

2. Non-ex officio members of GOCCs covered by DBM may be eligible to a fixed PBB rate of P40,130 subject to the following conditions:

a. The GOCC has qualified for the grant of FY 2016 PBB

b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary.

c. The Board Member has nine (9) months aggregate service in the position.

d. The GOCC has submitted its FY 2016 Corporate Operating Budget (COB) to DBM within the set deadline.

3. Employees belonging to the First and Second Levels should receive a rating at least "Satisfactory" based on the Agency's CSC approved SPMS;

4. Third Level officials should receive a rating of at least "Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to the Third Level officials shall be contingent on the release of results of the CESPES;

5. Other officials performing managerial and executive functions who are not presidential appointees are covered by the Agency's CSC approved SPMS and should receive a rating of at least "Satisfactory";

6. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the parent agency;

7. Personnel who transferred from one agency to another shall be rated and ranked by the agency where she/he served the longest. If equal months were served for each agency, he/she will be included in the recipient agency;

8. An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB;

9. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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%

The following are the valid reasons for an employee who may not meet the nine months actual service requirement to be considered for PBB on a pro-rata basis:

- 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

10. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB;

11. Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executor judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;

12. Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC MC No. 3, s. 2015 shall not be entitled to the FY 2016 PBB;

13. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB;

14. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB;

15. Agency Heads should ensure that officials and employees covered by RA 6713 submitted their 2015 SALN to the respective SALN repository agencies, liquidate their FY 2016 Advances and completed SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

D. RANKING OF DELIVERY UNITS

1. The PCA and its corresponding offices/delivery units that meet the criteria and conditions set forth are eligible to the FY 2016 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

<u>RANKING</u>	<u>PERFORMANCE CATEGORY</u>
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

2. To facilitate the ranking of delivery units, the PCA should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units.

3. Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB.

E. RATES OF THE FY 2016 PBB

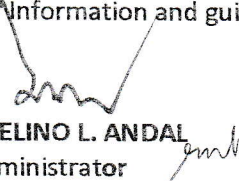
The PBB rates of individual employees shall depend on the performance ranking of the bureau/office or delivery unit where they belong, based on the individual's monthly basic salary as of December 2016 as follows, but not lower than P5,000.00:

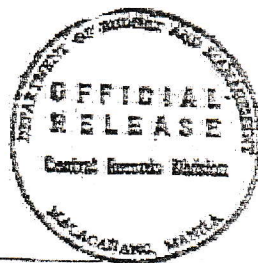
PERFORMANCE CATEGORY	PBB AS % OF MONTHLY BASIC SALARY
Best bureau/office/delivery unit (10%)	65%
Better Bureau/office/delivery unit (25%)	57.5%
Good Bureau/office/delivery unit (65%)	50%

F. GRIEVANCE MECHANISM

The Governing Board through Management shall set up a Complaint Mechanism to respond to the PBB-related issues and complaints raised by the Officers and Employees.

For information and guidance.


AVELINO L. ANDRAL
Administrator



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
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

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"

3.0 COVERAGE

- 3.1 This Circular covers all Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs) and Local Government Units (LGUs).
- 3.2 The implementation of this circular shall be in close coordination with the following agencies
- a. Department of Budget and Management (DBM) for the departments and their attached agencies;
 - b. Office of the President-Office of the Executive Secretary (OP-OES) and DBM for the Other Executive Offices, including the OP-attached agencies and GOCCs covered by DBM;
 - c. Commission on Higher Education (CHED) for the SUCs;
 - d. Governance Commission for GOCCs (GCG) for GOCCs covered by Republic Act No. 10149;
 - e. Local Water Utilities Administration (LWUA) for LWDs; and
 - f. Department of the Interior and Local Government (DILG) for LGUs.
- 3.3 All officials and employees of eligible departments/agencies holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered by this Circular.

4.0 ELIGIBILITY CRITERIA

- 4.1 Each agency must satisfy the following conditions (*see Annex 1 - Master List of Departments/Agencies*):
- a. Achieve agency performance targets under their respective Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS). Kindly use Form A for Department/Agency Performance Accomplishment (*see Annex 2*), and Form A1 for Details of Bureau/Office Performance Indicators and Accomplishments (*see Annex 3*);
 - a.1. For GOCCs under the coverage of DBM without budgetary support, the targets reflected under DBM Form No. 700 in their Corporate Operating Budgets shall be used as basis in assessing their performance and determining their eligibility for the PBB.
 - a.2. GOCCs covered by RA 10149 should achieve their weighted-average score targets as stated in their respective FY 2016 Performance Scorecards and comply with the requirements for the grant of the PBB to GOCC personnel pursuant to Executive Order No. 203 s. 2016 and the guidelines specified by GCG.
 - a.3. For LWDs, the MFOs and Performance Indicators (PIs) identified under Memorandum Circular No. 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBB.
 - b. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016; and

- c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of departments/agencies of the national and local government to include: those in GOCCs with original charters, those in State Universities and Colleges, and officials holding managerial and Director positions but are not Presidential appointees; and the Career Executive Service Performance Evaluation System (CESPES) in rating the performance of CES officials and incumbents of CES positions.
- 4.2 For LGUs, the conditions and criteria for eligibility to the FY 2016 PBB shall be issued separately by the AO 25 IATF and DILG.

5.0 FY 2016 PERFORMANCE TARGETS

- 5.1 The MFO indicators and targets in the FY 2016 PIB approved by Congress shall be the basis for assessing eligibility for the PBB.
- 5.2 In addition to the MFO indicators and STO targets in the FY 2016 PIB, departments/agencies shall also accomplish the following:
 - a. STO target identified in accordance with 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 approved by the AO 25 IATF or ISO-aligned documentation of its QMS for one core process as evidenced by the presence of the following documents in the agency Transparency Seal:
 - b.1 Approved Quality Manual; and
 - b.2 Approved Procedures and Work Instructions Manual including Forms.
 - c. LWDs classified as A and B under the Revised Local Water District Manual on Categorization and Re-Categorization, s. 2011, should comply with the STO-QMS requirement in section 5.2b.

Else, LWDs classified as C and D, should adopt operating standards and corresponding reportorial requirements based on established business policies and practices in the water utilities sector as enunciated under the Commercial Practice System (CPS), as well as present their financial statements in accordance with the accounting principles under the New Government Accounting System (NGAS) as prescribed by the Commission on Audit (COA).
- 5.3 The GASS targets shall be as follows:
 - a. Budget Utilization Rate (BUR), which shall consist of:
 - a.1. Obligations BUR computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy; and
 - a.2. Disbursement BUR which is 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. Compliance to Public Financial Management (PFM) reporting requirements of the COA and the DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:
 - b.1. Budget and Financial Accountability Reports (BFARs)

- b.2. Report on Ageing of Cash Advances
- b.3. 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].
- c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012 applicable to the main/ head/ central offices for APCPI (*see Annex 4*) that must meet the following requirements:
 - c.1. Submission of the 2015 APCPI results, complete with the following accomplished forms/annexes: (1) Annex A or the Self-Assessment Form; (2) Annex B or the Consolidated Procurement Monitoring Report; (3) Annex D or the Procurement Capacity Development Action Plan; and the Questionnaire. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>
 - c.2. The APCPI results must be submitted in electronic (Excel) format and printed (signed) copies on or before **December 1, 2016**, either electronically through monitoring@gppb.gov.ph or hand carried/mailed through the GPPB-TSO front desk.
 - c.3. The APCPI submissions through monitoring@gppb.gov.ph must indicate: "2015 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB" in the subject line.
 - c.4. Timely submission of the APCPI and compliance with the prescribed format shall be mandatory.

The List of Agencies Complying with the APCPI requirement shall be posted in the GPPB website (www.gppb.gov.ph).

- d. Submission of the Annual Procurement Plan (APP) for CY 2016 based on the agency approved budget to the GPPB and its Technical Support Office (TSO) within one month from the issuance of this Circular.
 - d.1. APPs must be approved by the Head of the Procuring Entity and submitted within one month from the issuance of this Circular using the prescribed format under GPPB Circular No. 07-2015. A scanned copy of the APP may be sent to GPPB-TSO's email: monitoring@gppb.gov.ph.
 - d.2. The APP submissions through monitoring@gppb.gov.ph must indicate: "APP for CY 2016 of <complete name of head office/agency> <Regions __ to __, if applicable> for PBB" in the subject line.
 - d.3. Timely submission of the APP, as well as compliance with the prescribed format is a must.

The List of Agencies complying with the APP submission requirement shall be posted in the GPPB website (www.gppb.gov.ph).

- 5.4 In case a department/agency is assessed to have deficiencies in meeting its performance commitments, the Department Secretary or Head of Agency may request for re-evaluation of their compliance status and submit the justification/s to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, justifiable reasons are factors that are considered outside of the control of the agency.

- 5.5 As a transition to a new administration, the submission of FY 2016 performance targets and accomplishments on Priority Programs/Projects agreed with the President under the five (5) KRAs of EO No. 43; on commitments of the Department Secretary/Head of Agency approved by the President/Office of the Cabinet Secretary as reflected in the OP Planning Tool; and on Ease of Doing Business set by the National Competitive Council (NCC), shall be suspended for FY 2016 PBB only.

6.0 GOOD GOVERNANCE CONDITIONS (GGCs)

- 6.1 For FY 2016, the IATF set three good governance conditions based on the performance drivers of the Results-based Performance Management System (RBPMS):

- a. Maintain/Update the Agency Transparency Seal;
- b. Maintain/Update the PhilGEPS posting; and
- c. Maintain/Update the Citizen's or Service Charter or its equivalent;

- 6.2 Agency Transparency Seal page should be accessible by clicking on the TS logo on the Home page. Agency Transparency Seal should contain the following documents:

- a. Agency's mandates and functions, names of its officials with their position and designation, and contact information;
- b. DBM-approved budget and corresponding targets for FY 2016;
- c. Budget and Financial Accountability Reports;
 - c.1. For NGAs/SUCs
 - c.1.1 FY 2013 to FY 2016 FAR No. 1: SAAOBDB
 - c.1.2 FY 2013 to FY 2016 Summary Report on Disbursements
 - c.1.3 FY 2013 to FY 2016 BAR No.1 – Quarterly Physical Report of Operations/Physical Plan
 - c.2. For GOCCs and LWDs
 - c.2.1 FY 2013 to FY 2016 Annual Report
- d. FY 2016 Major Programs and Projects categorized in accordance with the Five Key Result Areas under EO No 43;
- e. The program/project beneficiaries as identified in the applicable special provisions. If this portion is not applicable, agencies should indicate not applicable (NA);
- f. Status of implementation, evaluation and/or assessment reports;
- g. FY 2016 APP;
- h. QMS ISO Certification for at least one core process by any international certifying body approved by the IATF or ISO-aligned QMS documents (*as applicable as stated in section 5.2*); and
- i. System of Ranking Delivery Units, to be posted in the agency Transparency Seal and disseminated to employees not later than October 30, 2016.

(See Annex 5 - Guideline on Transparency Seal)

- 6.3 Assessment of agency compliance with the GGCs and other PBB requirements shall be conducted starting October 1, 2016.

7.0 ELIGIBILITY OF INDIVIDUALS

- 7.1 The eligibility of Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, and non-ex officio Heads of GOCCs covered by DBM will depend on the eligibility and performance of the respective department/agency. Their PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

Table 1

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in <i>all</i> MFCs, STO and GASS indicators	85%
Agency achieved all GGCs, and has deficiency/ies in <i>some</i> of its physical targets due to <i>uncontrollable</i> reasons	57.5%
Agency achieved all GGCs, and has deficiency in <i>one</i> of its physical targets due to <i>controllable</i> reasons	50%

Note: Heads of departments/agencies shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

- 7.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a fixed PBB rate of Php 40,130 subject to the following conditions:
- The GOCC has qualified for the grant of the FY 2016 PBB;
 - The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - The Board Member has nine (9) months aggregate service in the position; and
 - The GOCC has submitted its FY 2016 Corporate Operating Budget (COB) to DBM within the set deadline.
- 7.3 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, following Table 1 in section 7.1.
- 7.4 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- 7.5 [Third] Level officials should receive a rating of at least "Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES;
- 7.6 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".
- 7.7 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the parent agency.

- 7.8 Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 7.9 An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 7.10 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Table 2

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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- 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
- 7.11 An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
- 7.12 Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 7.13 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2016 PBB.
- 7.14 Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
- 7.15 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.
- 7.16 Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2015 SALN to the respective SALN repository agencies, liquidated their FY 2016 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

8.0

RANKING OF DELIVERY UNITS

- 8.1 Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 are eligible to the FY 2016 PBB. Bureaus, offices or

delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

- 8.2 To facilitate the ranking of delivery units, agencies should consider similarities of task 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 delivery units.
- 8.3 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0 (Annex 4). There shall no longer be a ranking of individuals within a delivery unit.
- 8.4 The GCG, LWUA, and DILG shall issue pertinent guidelines on the ranking of delivery units for GOCCs covered by GCG, LWDs, and LGUs, respectively.

9.0 RATES OF THE FY 2016 PBB

The PBB rates of individual employees 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[ju3], as follows, but not lower than Php5,000:

Table 3

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

10.0 SUBMISSION OF REPORTS

- 10.1 Departments/Agencies should submit duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Forms A, A-1, 1.0 and other supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight / validating agencies for review / evaluation. All forms and reports should be signed by the Agency head or the duly designated official.
- 10.2 COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA in accordance with the mandated period of submission. COA will provide the IATF the list of agencies that complied with this condition.
- a. To be eligible, the agency must submit the FY 2015 financial reports not later than March 31, 2016. Large Agencies are given consideration until April 30, 2016.
- b. Meanwhile, agencies must submit to COA the Report on Ageing of Cash Advances with a cut-off date of November 15, 2016 to the respective Resident Auditors on or before December 1, 2016. Upon validation, the COA Resident Auditor will be responsible for forwarding the validated Report on Ageing of Cash Advances to their respective Supervising Auditor/Cluster Director for proper transmittal to the Risk Management and Budget Office, COA Head Office.
- 10.3 DBM financial reports including BFARs shall be submitted directly to DBM.
- 10.4 Certificates of compliance to the Transparency Seal, ARTA and PhilGEPS are no longer necessary since the concerned oversight agency shall be conducting validation based on

the agreed monitoring schedule. Results of the validation showing non-compliant agencies shall be posted in the RBPMS website.

- 10.5 Departments/Agencies should submit the FY 2016 accomplishments using Forms A and A-1, and the completed Form 1.0 on or before January 15, 2017.
- 10.6 The Department of Education, except for its attached agencies namely the National Council for Children's Television (NCCT), National Book Development Board (NBDB), and National Museum (NM), shall submit its accomplishments with April 1, 2017 cut-off on or before April 18, 2017.
- 10.7 The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies.

11.0 COMPLIANCE VALIDATION

As with the previous cycles of the PBB, the following oversight agencies are tasked to conduct the validation of compliance with the PBB requirement:

PBB Requirement	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS (See Annex 6 on the guideline for PhilGEPS posting)
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"> Departments OEOs GOCs covered by DBM GOCs covered by RA 10149 SUCs LWDs 	DBM-Budget and Management Bureaus (BMBs) concerned OP-OES DBM-BMB for Good Governance Sector and OP-OES GOG CHED and DBM-ROs DBM-BMB for Good Governance Sector and LWUA
STO - accomplishments <ul style="list-style-type: none"> QMS Certification or ISO-aligned QMS documentation STO identified by agency head 	GQMC DBM-BMBs concerned; OP-OES; CHED; LWUA
GASS <ul style="list-style-type: none"> BUR of Departments, OEOs and GOCs covered by DBM BUR of SUCs Public Financial Management Reports Submission of Financial Statements, Ageing of Cash Advances Report BFARs APCPI Submission of APP 	DBM-BMBs concerned DBM Regional Offices DBM COA DBM and COA GPPB-TSO

PBB Requirement	VALIDATING AGENCY
Agency Rating and Ranking Report	
<ul style="list-style-type: none"> • Departments • OEOs • GOCCs covered by DBM • GOCCs covered by RA 10149 • SUCs • LWDs 	DBM-OPCCB DBM-OPCCB and DBM-NCR DBM BMB for Good Governance Sector GCG DBM-RO LWUA and DBM-BMB for Good Governance Sector

12.0 EFFECTS OF NON-COMPLIANCE / PROHIBITED ACTS

- 12.1 Agencies that are unable to comply with all the good governance conditions shall be considered ineligible for the FY 2016 PBB.
- 12.2 Prohibited Acts: A Department/Agency/GOCC/LWD/LGU, which, after due process by the oversight agency, has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:
- Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB, and violation of the provisions of this Circular; and,
 - Evenly distributing the PBB among employees in an agency, in violation of the policy of paying the PBB based on the ranking of delivery units.

13.0 FEEDBACK AND CHANGE MANAGEMENT

- 13.1 Department Secretaries/Head of Agencies with the support of their Performance Management Groups shall develop and implement an internal communications strategy on PBIS, and fulfill the following:
- Engage their respective employees in understanding the PBIS, the performance targets of their respective departments/agencies, as well as the services and outputs that they will need to deliver in order to meet these targets.
 - Disseminate the performance targets and accomplishments of their departments/agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
 - Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their departments/agencies. The Help Desk may be a facility that is embedded in the respective websites of departments/agencies.
 - Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by officials and employees of their respective departments/agencies. Such may be incorporated in the functions of their Grievance Committee.
- 13.2 The Department Secretary/Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMG and to recommend strategies to instill a culture of performance within the department/agency.

14.0 INFORMATION AND COMMUNICATION

- 14.1 The Department Secretary/Head of Agency shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior officials designated as the PBB focal person and the spokesperson, respectively.

14.2 Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.

14.3 The IATF shall maintain the following communication channels:

- a. AO 25 Secretariat at ao25secretariat@dap.edu.ph
- b. PBIS Info Board
- c. RPBPMs website www.dap.edu.ph/rbpms
- d. PCDSPO e-mail at pbb@dap.gov.ph
- e. Text hotline (Smart: +63920.498.9121)
- f. Facebook (www.facebook.com/PBBsecretariat)
- g. Twitter: @pbbsecretariat

15.0 TIMELINE FOR FY 2016 IMPLEMENTATION


Activity	Deadline
Submission of FY 2015 Financial Reports to COA	On or before March 31, 2016
Submission of FY 2015 Financial Reports to COA (for Big Agencies)	On or before April 30, 2016
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 Certificate of Compliance with PhilGEPS (with November 15, 2016 as cut-off)	On or before December 1, 2016
<i>Note: Certificate of Compliance for Transparency Seal, Citizen's Charter and PhilGEPS posting will not be submitted to DBM-OCIO, CSC, and PhilGEPS. Assessment will be conducted by the validating agencies starting October 1, 2016. Agencies should ensure compliance to the requirements.</i>	
Submission of accomplishments using Forms A, A1, and Form 1.0 (see Annexes 1, 2, 3)	
a. With December 31, 2016 as cut-off date	On or before January 15, 2017
b. With April 1, 2017 as cut-off date (FOR DEPED ONLY)	On or before April 18, 2017
Submission of BFARs to COA and DBM	30 Days or one month after the end of each quarter
Submission of 2015 APCPI Self Assessment	On or before December 1, 2016
Submission of 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
Validating of 2 nd STO indicator as identified by head of agency	On or before January 15, 2017

16.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, AND LEGISLATIVE AND JUDICIAL BRANCHES

The Congress, The Judiciary, Constitutional Commissions, and the Office of the Ombudsman are encouraged to follow these guidelines to be eligible to the Performance-Based Bonus.

17.0 EFFECTIVITY

This Circular shall take effect immediately.


FLORENCIO B. ABAD
 Secretary, Department of Budget and Management
 and Chairman, AO 25 Inter-Agency Task Force

