

OFFICE ORDER

No. 2020 – 115
22 September 2020

SUBJECT : Internal Guidelines on the Grant of the FY 2020 Performance-Based Bonus including the Process and Criteria on Ranking of Eligible GPPB-TSO Delivery Units

1.0 Pursuant to Memorandum Circular (MC) No. 2020-1,¹ the internal guidelines for the grant of the Performance-Based Bonus (PBB) for CY 2020 in the Government Procurement Policy Board – Technical Support Office (GPPB - TSO) is hereby issued for the following purposes:

- 1.1 To inform and guide all employees on the eligibility requirements for the grant of the FY 2020 PBB;
- 1.2 To adopt a uniform criteria on rating and ranking of delivery units (DUs) and rating of its officials and employees;
- 1.3 To identify the respective roles and responsibilities of DUs in the implementation of the FY 2020 PBB; and
- 1.4 To clearly set deadlines for the submission of the PBB requirements.

2.0 Coverage

This internal guidelines shall cover the following:

2.1 All GPPB-TSO DUs:

- 2.1.1 Office of the Executive Director;
- 2.1.2 Legal and Research Divisions;
- 2.1.3 Secretariat Division;
- 2.1.4 Performance Monitoring Divisions;
- 2.1.5 Capacity Development Divisions;
- 2.1.6 Information Management Division;
- 2.1.7 Administrative Division; and
- 2.1.8 Finance Division.

2.2 All GPPB-TSO officials and employees from eligible DUs holding regular plantilla and contractual positions having an employer-employee relationship and whose compensation is charged to the lump-sum appropriation for Personnel Services.

3.0 Requirements to be eligible for the grant of the FY 2020 PBB

Consistent with Item 3.0 to 5.0 of the Inter-Agency Task Force MC 2020 - 1, the following conditions must be satisfied by the GPPB-TSO to be eligible for the FY 2020 PBB grant:

3.1 Good Governance Conditions (GGCs)

Satisfy 100% compliance with the following GGCs based on performance drivers of the Results Based Performance Management System and the priorities of the President Duterte Administration for heightened transparency,

¹ Dated 2 June 2020 re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2020 under EO No. 80, s. 2012 and Executive Order No. 201 s. 2016, issued by the Inter-Agency Task Force

stronger public accountability, and more inclusive and people-centered public services:

- 3.1.1 Maintain/update the Transparency Seal pursuant to Section 106 of the FY 2020 General Appropriations Act (GAA) to ensure the inclusion of the following:
 - a. Agency's mandate and functions, names of its officials with their position and designation, and contact information on the official GPPB - TSO website;
 - b. Annual Financial Reports for FYs 2016 to 2020;
 - c. DBM Approved Budget and Corresponding Targets for FY 2020;
 - d. Projects and Programs, Beneficiaries, and Status of Implementation for FY 2020;
 - e. FY 2020 Annual Procurement Plan (APP) non-CSE, Indicative FY 2021 APP non CSE, and FY 2021 APP for Common-Supplies and Equipment;
 - f. Quality Management System (QMS) Certification of at least one core process by any of the certification bodies accredited by the International Accreditation Forum members to be posted not later than 31 December 2020;
 - g. System of Agency Ranking DUs for FY 2020 PBB to be posted on October 1, 2020;
 - h. Agency Review and Compliance Procedure of Statements and Financial Disclosures to be posted not later than 1 October 2020; and
 - i. Updated People's Freedom to Information (FOI) Manual, Agency Information Inventory, 2020 FOI Registry and 2020 FOI Summary Report to be posted not later than on 29 January 2021.
- 3.1.2 Update the Philippine Government Electronic Procurement System (PhilGEPS) posting of all invitations to bid and awarded contracts pursuant to Republic Act No. 9184 for transactions above Php 1 million from 1 January to 31 December 2020, including Early Procurement² of FY 2021 Non-Common Use Supplies and Equipment items on or before 29 January 2021;
- 3.1.3 Set-up most current and updated Citizen's Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all government services to citizens pursuant to Section 6 of Republic Act No. 11032³ and submission of Certificate of Compliance⁴ to the Anti-Red Tape Authority on or before 4 December 2020.

3.2 Performance Targets

- 3.2.1 Achievement of each of the Physical Targets, Support to Operations and General Administration, and Support Services requirements for FY 2020;
- 3.2.2 Streamlining and process improvement of Critical Services covering all government-to-citizens, government-to-businesses, and government-to-government transactions as declared in the Citizen's Charter:

² Annex A: [Certificate of EPA Compliance](#)

³ Ease of Doing Business and Efficient Government Service Delivery Act of 2018

⁴ Annex B: [Citizen's Charter Certificate of Compliance Form](#)

- a. Achievement of the streamlining and process improvement of critical services including digitization, development of online systems, and or contactless transactions for faster and more efficient public service delivery; and
 - b. Periodic measurement of performance in delivering said services shall be reported accomplishments in FY 2020 using Form A- Department/Agency Performance Report.⁵
- 3.2.3 Submit the following reports using the updated Citizen/Client Satisfaction Survey pursuant to IATF for AO 25 Memorandum:⁶
- a. FY 2020 Agency Citizen/Client Satisfaction Survey report; and
 - b. FY 2020 Agency Best Practice report.
- 3.2.4 Support to Operations Targets.
- a. Initial Certification/Recertification of the QMS covering at least one critical frontline service or core process as mandated under its existing pertinent laws. The ISO 9001:2015 certification(s)/recertification(s) must be valid as of 31 December 2020, and must be posted in transparency seal not later than 31 December 2020; and
 - b. Standardized agency-wide processes for frontline agencies.

3.3 General Administration Support Service (GASS) Targets

The common GASS targets shall include the following:

- 3.3.1 Improved Budget Utilization Rate (BUR) from the previous year's level of accomplishment, which shall consist of:
- a. Achievement of at least 90% Obligations BUR computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2020 from all appropriations sources, including those released under the 2020 GAA as the Allotment Order policy, net of savings from procurement, and implementation of cost-cutting measures:

$$\text{Obligations BUR} = \frac{\text{Obligations for MOOE and CO for 2020 appropriations.}}{\text{Allotments for MOOE and CO for 2020 appropriations}} \text{ Net of savings in allotment from efficiency and cost-cutting measures}$$

- b. Achievement of at least 85% Disbursement BUR measured as the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO from FY 2020 appropriations, net of goods and services obligated by December 31, 2020 but executed and paid only in 2020. The objective is to measure the disbursements and obligations for MOOE and CO for the 2020 appropriations:

⁵ Annex C: [PBB Form A- Department/Agency Performance Report](#) and [PBB Form A1- Details of Bureau/Office Performance Report](#)

⁶ Dated 30 July 2020, re: [IATF Memorandum on Clarification re: Citizen/Client Satisfaction survey](#) and [Citizen/Client Satisfaction Survey](#)

$$\text{Disbursement BUR} = \frac{\text{Disbursements for MOOE and CO for 2020 appropriations}}{\text{Obligations for MOOE and CO for 2020 appropriations}}$$

- 3.3.2 Sustained Compliance with Audit Findings: Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status and Implementation of Prior Years' Recommendations;
 - 3.3.3 Submission of APP non-CSE approved by the Head of Procuring Entity in the format prescribed under GPPB Circular 07-2015. FY 2020 APP non-CSE should have been submitted on March 31, 2020, and should be posted in the TS page not later than 2 July 2020;
 - 3.3.4 Submission of FY 2021 APP for CSE to the DBM – Procurement Service (DBM-PS) on or before 31 October 2020 in the prescribed format by DBM-PS;
 - 3.3.5 Undertaking of Early Procurement for at least 50% of the value of eligible Procurement Projects included in the proposed budget provided in National Expenditure Program;
 - 3.3.6 Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 39-2017, complete with the following forms: (i) APCPI Self-Assessment Form; (ii) APCPI Consolidated Procurement Monitoring Report; and (iii) APCPI Procurement Capacity Development Action Plan; and Questionnaire on or before 30 June 2020; and
 - 3.3.7 Other cross-cutting requirements set by the AO 25 IATF:
 - a. Establishment and Conduct of Agency Review and Compliance Procedure of Statement of Assets, Liabilities and Net worth pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713); and CSC Resolution Nos. 1300455 and 150008; and
 - b. Comply with the FOI Program pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office.
 - 3.4 Non-compliance with all the GGCs will render the entire GPPB-TSO ineligible for the FY 2020 PBB.
 - 3.5 In case the GPPB-TSO is unable to comply with a maximum of two Performance Targets due to controllable factors as determined by the validating agencies, the GPPB-TSO shall be considered ineligible for the FY 2020 PBB.
 - 3.6 In the event that AO 25 IATF conducted a random check of submitted Statement of Liabilities and Net Worth of employees and found non-compliance with the guidelines prescribed by the CSC and posted Review and Compliance Procedure, such incident could be a cause to disqualify the GPPB-TSO in the succeeding cycle of the PBB.
- 4.0 Eligibility requirements for delivery units and individuals ELIG
- 4.1 Eligibility of DUs
- DUs that meet the applicable requirements and conditions under 3.0 of this Office Order are eligible for the grant of FY 2020 PBB, unless otherwise

specified by the IATF. Failure of the responsible DUs to satisfy the conditions and targets set under the same item may entail exclusion/isolation from the PBB ranking and non-eligibility of its officials and employees to the PBB.

4.2 Eligibility of Individuals

- 4.2.1 The Eligibility of the Executive Director V, as Head of the Agency, will depend on the eligibility of the GPPB-TSO. His/her PBB shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2020. He/she shall not be included in the Form 1.0- Report on Ranking of DUs;
- 4.2.2 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees shall depend on the performance ranking of their respective DU;
- 4.2.3 Employees belonging to the First, Second and Third Level positions should receive a rating of at least "Satisfactory" based on the Civil Service Commission (CSC)-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB);
- 4.2.4 Personnel in detail to another government agency for six months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. The payment of the PBB shall come from mother agency;
- 4.2.5 Personnel who transferred from one government agency to another agency 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;
- 4.2.6 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest, the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency as stated in item 4.2.8;
- 4.2.7 An official or employee who has rendered a minimum of nine months of service during the fiscal year and with at least Satisfactory rating may be eligible for the full grant of the PBB;
- 4.2.8 An official or employee who has rendered less than nine months but a minimum of three months of service and with at least a Satisfactory rating shall be eligible for 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 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:

- 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; and/or
- h. Sabbatical Leave.

- 4.2.9 An official/employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB;
- 4.2.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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;
- 4.2.11 Officials and employees who failed to submit their FY 2019 SALN as prescribed in rules provided under CSC M.C. No. 3, s.2015 or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2020 PBB;
- 4.2.12 Officials and employees who failed to liquidate cash advances received in FY 2020 within the required reglementary period as prescribed in Commission on Audit Circular 97-002⁷ and reiterated in COA Circular 2009-002,⁸ shall not be entitled to the FY 2020 PBB;
- 4.2.13 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB; and
- 4.2.14 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of DUs, shall not be entitled to the FY 2020 PBB, if GPB-TSO fails to comply with any of these requirements.

5.0 Ranking of delivery units and PBB rates for FY 2020

- 5.1 DUs that meet the criteria and conditions under item 3.1 are eligible for the FY 2020 PBB. Only eligible personnel belonging to eligible DUs are qualified for the PBB. DUs eligible for the FY 2020 PBB shall be forced ranked according to the following categories:

Percentage Ranking Distribution	Performance Category of the DUs	No. of entitled DUs
Top 10%	Best DU	1
Next 25%	Better DUs	2
Next 65%	Good DUs	4

- 5.2 DUs shall be rated using a rating system with the following criteria and percentage⁹

⁷ Dated 10 February 1997

⁸ Dated 18 May 2009

⁹ Annex D: Rating Sheet: [PBB FY 2020 DU Rating Sheet](#)

Criteria	% Weight in Total Rating Score	Remarks
Year-end Division Performance Accomplishment Report (DPAR) Rating Score – Accomplishment based on the Division Performance Commitment Report	50%	The 50% of the total score of the DUs shall be derived from the verified and approved FY 2020 DPAR rating scores covering the two semester
Quality of work outputs/ accomplishments	20%	The GPPB-TSO Executive Director shall rate each DU using the following criteria: 1. Thoroughness of Work - The Level of Research and Studies involved in the tasks; Conscientiousness exercised; and Completeness of the outputs of the DU. 2. Accountability for Results - The Level of Accountability required in the tasks; and display of sense of responsibility and answerability for the outputs of the DU. 3. Responsiveness - The Level of Compliance in terms of prescribed timeline and deadlines involved in the tasks or outputs of the DU.
Streamlining process improvement (SPI) accomplishment	10%	1. Each DU shall declare at least one critical service/process to be enrolled for the PBB rating and ranking 2. Each enrolled process should have declared 2019 as baseline data and target improvements for each SPI criteria (i.e. Number of steps, Number of signatures, Turnaround time, and Number of required documents). 3. Accomplishment on each enrolled process as of 31 December 2020 shall be submitted by the DUs concerned reflecting the SPI efforts/measures implemented. 4. Planning unit shall validate the accomplishment submitted.
Additional tasks/accomplishments	10%	Refers to additional tasks or accomplishments of DU that contributes to the achievement of the DU or GPPB-TSO's strategic commitments or accomplishments
Innovativeness	10%	Introduction of new things or ideas that creates value to the processes and protocols of DU or GPPB-TSO Accomplishments

5.3 FY 2020 PBB Rates:

5.3.1 The PBB rates of each individual shall be based on the performance ranking of the individual's DUs, wherein the rate of incentive is

equivalent as a multiple of employee's monthly basic as of December 31, 2020, based on the table below:

Performance Category of the DUs	Multiple of Basic Salary
Best DU	0.65
Better DUs	0.575
Good DUs	0.50

5.4 The ranking results of DUs shall be in the Form 1.0¹⁰ to be submitted with a list of names of eligible employees shall be prepared in Form 1.0 (Annex C).

6.0 Responsibilities of delivery units

6.1 All Delivery Units

- 6.1.1 Thirty days after the end of the performance period, all DUs shall submit to the Planning Unit their accomplishments using the DPAR and IPAR for purposes of performance evaluation and endorsement to the Executive Director;
- 6.1.2 Prepare for spot-checks that may be conducted by the AO 25 IATF to validate claims and certifications submitted by GPPB-TSO; and
- 6.1.3 Provide justifications as required by the AO 25 IATF to assist the Planning Unit in conveying them to the said body.

6.2 Administrative Division – Human Resource Unit

- 6.2.1 Prepare the preliminary Form 1.0 and the number/list of personnel therein, to be submitted to the Planning Unit in time for the submission to the AO 25 IATF Secretariat; and
- 6.2.2 Provide the Planning Unit a complete list of GPPB-TSO employees, with the corresponding information on their compliance with the FY 2020 PBB requirements for eligibility of individual employees.

6.3 Planning Unit

- 6.3.1 Coordinate and monitor the GPPB-TSO compliance with PBB Forms based on data provided by the DUs in their respective Accomplishment Reports;
- 6.3.2 Submit the consolidated AO25 IATF-prescribed forms for endorsement for approval of the Executive Director;
- 6.3.3 Transmit the rating and ranking of DUs to the AD-HRU for the preparation of Form 1.0 of GPPB-TSO for submission to AO 25 IATF.
- 6.3.4 Conduct briefing on GPPB PBB implementation;
- 6.3.5 Prepare and draft the necessary office orders, advisories and memoranda to facilitate the implementation of PBB; and
- 6.3.6 Act as Help Desk to respond to queries and comments on the FY 2020 PBB targets and accomplishments and other PBB-Related concerns.

6.4 GPPB-TSO Performance Management Team

- 6.4.1 Assess the PBB reports per initial evaluation of the Planning Unit, submit said report to the Executive Director for approval, and upon approval, transmit the same to the AO 25 IATF;
- 6.4.2 Decide on issues and concerns on the GPPB-TSO performance and GPPB-TSO reports thereon to be submitted to the AO 25 IATF;

¹⁰ Annex E: Report on Ranking of DUs - PBB FORM 1.0: [Form 1.0 Report on Ranking of Offices/Delivery Units](#)

- 6.4.3 Lead efforts on the development and implementation of the internal communications strategy to the Performance-Based Incentive System;
- 6.4.4 Act as Appeals Body and Final Arbiter for PBB issues and concerns; and
- 6.4.5 Oversee the implantation of this Office Order, and issue necessary advisories and directives, consistent with the AO 25 IATF MC No. 2020-01.

7.0 Appeals

All appeals relative to the implementation of the grant of FY 2020 PBB shall be acted upon pursuant to item 9.0 of Department Order No. 2017-22¹¹ on the DBM SPMS Implementing Guidelines.

8.0 Timeliness for implementation

The implementation timelines¹² set by AO 25 IATF for compliance with the requirements of the FY 2020 PBB provided in Annex E shall be observed by all GPPB-TSO officials and employees concerned.

9.0 For the guidance and compliance of all.

ROWENA CANDICE M. RUIZ
Executive Director V

¹¹ Dated November 17, 2017, re: DBM SPMS Implementing Guidelines

¹² Annex F: FY 2020 PBB Timelines: [FY 2020 PBB Implementation Timelines](#)