

**OFFICE ORDER**

**No. 2021 - 251**  
31 December 2021

**SUBJECT: Internal Guidelines on the Grant of the Fiscal Year 2021 Performance-Based Bonus Including the Process and Criteria on Determining Eligibility of Government Procurement Policy Board – Technical Support Office Individual Employees and Delivery Units**

1.0. In consideration of the Memorandum Circular (MC) 2021-1,<sup>1</sup> the Internal Guidelines on the Grant of the Fiscal Year (FY) 2021 Performance-Based Bonus (PBB) Including the Process of Rating of Eligible Government Procurement Policy Board - Technical Support Office (GPPB - TSO) Delivery Units (DUs) and employees is hereby issued by GPPB - TSO for the following purposes:

- 1.1. To inform and guide all employees on the eligibility requirements for the grant of the FY 2021 PBB;
- 1.2. To adopt a uniform criteria on determination of eligibility of 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 2021 PBB; and
- 1.4. To clearly set deadlines of submission of the PBB related requirements.

2.0. Coverage

- 2.1. All GPPB - TSO DUs:
  - 2.1.1. Legal and Research Division (LRD) – A;
  - 2.1.2. LRD – B;
  - 2.1.3. Capacity Development Division (CDD) – A;
  - 2.1.4. CDD – B;
  - 2.1.5. Secretariat Division;
  - 2.1.6. Information Management Division (IMD);
  - 2.1.7. Performance Monitoring Division; and
  - 2.1.8. Office of the Executive Director, Administrative Division, and Finance Division (FD).
- 2.2. All GPPB - TSO officials and employees from eligible DUs holding regular, contractual and casual positions are covered. Excluded from the coverage are individuals engaged without employer-employee relationship and funded from non-Personnel Services budget.

3.0. Eligibility Requirements for the grant of FY 2021 PBB

In consonance with items 3.0 and 4.0 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems MC No. 2021-01, GPPB - TSO must be able to satisfy all the criteria and conditions set forth under the four (4) dimensions of accountability: Performance Results, Process Results,

<sup>1</sup> Dated 03 June 2021, Inter Agency Task Force under Executive Order No. 80, s, 2012 and Executive Order No. 80, s. 201 s. 2016, issued by the Inter-Agency Task Force

Financial Results and Citizen/Client Satisfaction Results, and attain a total score of at least 70 points based on the new PBB Scoring System (see item 3.1. of this internal guidelines)

### 3.1. PBB Scoring System

The new PBB scoring system adopted in the grant of FY 2021 PBB applying the weighted scoring matrix (see table below) to the achievement of the accountability dimensions/criteria. Office accomplishments for each criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight. The maximum score that may be obtained is 100 points. To be qualified in the grant of FY 2021 PBB, GPPB - TSO must attain a total score of at least 70 points.

<b>FY 2021 PBB SCORING SYSTEM</b>						
<b>CRITERIA AND CONDITIONS</b>	<b>WEIGHT</b>	<b>PERFORMANCE RATING</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>TOTAL SCORE</b>		<b>MAXIMUM = 100 POINTS</b>				

To attain a total score of at least 70 points, GPPB - TSO must aim for a performance rating of 4 in at least three (3) criteria. In such case while the office will be eligible, the unit most responsible for the performance rating of below 4 will be isolated from the grant of the FY 2021 as determined by GPPB - TSO Performance Management Team (PMT).

### 3.2. Dimensions of Accountability

#### 3.2.1. Performance Results

This refer to the achievement of the Congress-approved performance targets under the Performance Informed Budgeting (PIB) of the FY 2021 General Appropriations Act.

The agency performance in the achievement of the targets is closely monitored through the use of the Unified Reporting System (URS) - generated Budget and Financial Accounting Reports (BFARs). The quarterly BFARs as uploaded in the DBM - URS shall be submitted in a timely manner or within thirty (30) days after the end of each quarter.<sup>2</sup>

Justifications for any deficiencies or non-attainment of FY 2021 targets must be submitted together with the 4<sup>th</sup> quarter BFAR to DBM thirty (30) days after the end of the last quarter of FY 2021.<sup>3</sup>

Performance Results shall be assessed and scored as follows:

<sup>2</sup> As provided under item 3.15.2 of National Budget Circular No. 583, pursuant to Section 90 of the General Provisions of Republic Act No. 11518 (FY 2021 GAA)

<sup>3</sup> Section 2.1 of the Supplemental Guidelines on the Grant of the Performance-Based Bonus for FY 2021, dated 25 October 2021

*Performance Results Rating Scale*

RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; Deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; Deficiencies due to uncontrollable factors	Met each one of performance indicators of the Congress-approved performance targets for FY 2021; (all performance indicators)

3.2.2. Process Results

These refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization, digitization and related improvements in the delivery of services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions.

For the assessment of accomplishments under Process Results, agencies may submit to the Administrative Order (AO) 25 Secretariat evidence and/or documentation of each of transaction through one or a combination of the following:<sup>4</sup>

- a. Report objectively verifiable evidence of achievements in ease of doing business or ease of transaction for frontline services covering all G2C, G2B, and G2G transactions. The report<sup>5</sup> should highlight the tangible improvements from the viewpoint of the transacting public in terms of access, turnaround time, transaction costs, documentary and other requirements;
- b. Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services. The report should highlight the tangible results of standardization of the frontline and non-frontline services in assuring ease of transaction and doing business with the agency; and/or
- c. Valid ISO QMS certification or equivalent certification of frontline and non-frontline services of the GPPB - TSO, as of 31 December 2021. The certificate must indicate the scope of certification.

The Process results shall be assessed and scored as follows:

RATING SCALE FOR PROCESS RESULTS					
	1	2	3	4	5
For departments /agencies and GOCCs covered by DBM	No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services

<sup>4</sup> Section 2.2.1 of the Supplemental Guidelines on the Grant of the Performance-Based Bonus for FY 2021 dated 25 October 2021

<sup>5</sup> Using Form A as provided in Annex 3 of MC No. 2021-1

### 3.2.3. Financial Results

These refer to the attainment of the FY 2021 Disbursements Budget Utilization Rate (BUR). It reflects the final payments made from the TSO's annual budget allotment to realize the committed programs and projects based on valid FY 2021 appropriations.

*Disbursements BUR* is measured by the ratio of total disbursements (cash and non-cash, excluding PS to the total obligations for Maintenance and Other Operating Expenses (MOOE) and CO made in 2021, net of goods and services obligated by December 31, 2020 but paid only in 2021. The total obligations for MOOE and CO shall refer to those made from the FY 2021 General Appropriations Act (GAA), FY 2020 GAA and Bayanihan II appropriations due to their extension under Republic Act (RA) No. 115191<sup>6</sup> and RA No. 115202.<sup>7</sup> Disbursements shall be net of transfer to the Procurement Service (PS), Philippine International Trading Corporation, and implementing agencies and units which still have to be implemented and outputs delivered. Formula to be used in the BUR computation is:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non cash, excluding PS), net of payments made in 2021 for past years' obligations}}{\text{Total Obligations (excluding PS, from valid appropriations)}}$$

As with the 'Performance Results', the office must ensure the uploading of the quarterly BFARs on the DBM-URS on a timely manner within thirty (30) days after the end of each quarter.<sup>8</sup>

The submitted FY 2021 Financial Accountability Reports (FAR) No. 1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances shall be the basis in determining the FY 2021 BUR.

The Financial Results shall be assessed and scored as follows:

RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19%	20-39%	40-59%	50-79%	80-100%
Disbursements BUR	Disbursements BUR	Disbursements BUR	Disbursements BUR	Disbursements BUR

### 3.2.4. Citizen/Client Satisfaction Results

GPPB - TSO must accomplish and submit reports on the Citizen/Client Satisfaction Survey (CCSS), and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB) to AO 25 Secretariat.<sup>9</sup>

#### 3.2.4.1. FY 2021 CCSS

Reports on the CCSS should follow the prescribed requirements and rating scale.<sup>10</sup> The report should include a description of the methods and rating scale used in determining the FY 2021 Overall Satisfaction Score for its services.

<sup>6</sup> An Act Extending the Availability of Appropriations Under RA 11494, otherwise known as the "Bayanihan to Recover to One Act"

<sup>7</sup> An Act Extending the Availability of the 2020 Appropriations to December 31, 2021, Amending for the Purpose Section 50 of the General Provisions of RA 11465 or the General Appropriations Act of Fiscal Year 2020

<sup>8</sup> Item 2.3 of the Supplemental Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2021, dated 25 October 2021

<sup>9</sup> Only CCSS and CBB complaints were considered as per Supplemental Guidelines on the Grant of the PBB for FY 2021

<sup>10</sup> As stated in the Annex 4 of MC No. 2021-1 Guide in Conducting the CCSS

- 3.2.4.2. Resolution of Reported Complaints from Hotline #8888 and CCB
- a. GPPB - TSO to submit reports, evidence, and/or documentation summarizing the Hotline #8888 and CCB complaints received in FY 2021 and their status if resolved or pending, as complemented in the data gathered from Hotline #8888, CCB databases, and the monthly reports provided by the Office of the President and the Civil Service Commission (CSC) to all agencies.
  - b. Reported complaints and grievances shall cover office's service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

The office may refer to the following in terms of resolution rate and compliance rate of Hotline #8888 and CCB complaints:

PORTALS	RESOLUTION RATE	COMPLIANCE RATE
<b>Hotline #8888</b>	The percentage of tickets acted upon or <i>closed tickets</i> by a government agency against the total number of endorsed tickets by the Hotline #8888 Citizen's Complaint Center (CCC) without consideration of the 72-hour period to take action as prescribed in Executive Order (EO) No. 6, s. 2016.	The percentage of tickets acted upon or <i>closed tickets</i> by a government agency within the 72-hour period to take action, as prescribed in EO No. 6, s. 2016.
<b>Contact Center ng Bayan (CCB)</b>	<p>Negative feedback on government services, processes, and procedures lodged through the CCB are considered <i>resolved</i> after the agency has responded to the referral and provided detailed action taken to correct the reported dissatisfaction and prevent its reoccurrence.</p> <p>If the particular concern cannot be acted upon, the agency has to provide an explanation as to why it cannot be addressed. The negative feedback will be considered <i>resolved</i> upon receipt of the reply/explanation from the agency.</p> <p>If the complaint involves an administrative case, the CCB will still forward the negative feedback to the agency and will request an update on the status of the case. Upon receipt of the reply, the CCB will inform the customer of the feedback from the agency and will consider the ticket resolved.</p>	Percentage of negative feedback resolved by the agency within the prescribed timeline of 72 hours over the total number of negative feedback received within a particular period.

The Citizen/Client Satisfaction Results shall be assessed and scored as follows:<sup>11</sup>

RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Low satisfaction rate with unresolved #8888/CCB complaints	Average to high satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved

### 3.3. Agency Accountabilities

The GPPB - TSO PMT shall continue to implement, monitor, and enforce compliance with the oversight agencies of the following agency accountabilities.<sup>12</sup>

<sup>11</sup> The same requirements cited in the Planning Advisory 2021-008, dated 16 September 2021

<sup>12</sup> Excludes the officials holding third level positions as they are rated based on two (2) major CESPES components, namely: (1) Accomplishment (through their performance commitment) and Executive/Managerial Competence (through the Behavioral Competency Scale) with corresponding weight allocations of 80% and 20% respectively

DEADLINE	REQUIREMENTS	VALIDATING AGENCY	RESPONSIBLE DELIVERY UNIT
Within thirty (30) days after the approval of the FY2022 GAA	Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB - TSO.  <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB - TSO	Bids and Awards Committee (BAC) and its Secretariat
March 31, 2021	Submit FY 2021 Annual Procurement Plan (APP) - non CSE to GPPB - TSO.	GPPB - TSO	BAC and its Secretariat
June 30, 2021	Submit Results of the APCPI system for FY 2020 Procurement Transactions to GPPB - TSO.	GPPB - TSO	BAC and its Secretariat
September 30, 2021 (as extended)	Submit the FY 2022 APP-CSE thru the Philippine Government Electronic Procurement System (PhilGEPS) Virtual Store.	DBM – PS	BAC and its Secretariat
September 30, 2021	Posting of Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage.	GPPB - TSO	BAC and its Secretariat
October 01, 2021	Maintain/Update the agency Transparency Seal (TS) under Section 96 of the General Provisions of the FY 2021 GAA. The TS page should be accessible by clicking the TS logo on the home page.	DBM - Office of the Chief Information Officer	Planning Unit (PU) and IMD
December 04, 2021	Set-up the most current and updated Citizen's or Service Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies.	Anti-Red Tape Authority (ARTA)	PU and Committee on the Anti-Red Tape

DEADLINE	REQUIREMENTS	VALIDATING AGENCY	RESPONSIBLE DELIVERY UNIT
	Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the ARTA at <a href="mailto:compliance@arta.gov.ph">compliance@arta.gov.ph</a> on or before December 04, 2021.		
December 31, 2021 <i>(validity of certificate)</i>	International Organization for Standardization (ISO) Quality Management System (QMS) Certification of agencies should be valid until December 31, 2021.  The ISO 9001:2015 certification(s)/ recertification(s) must be valid as of December 31, 2021, and must be posted on the agency TS webpage not later than December 31, 2021.	DBM - Systems and Productivity Improvement Bureau	QMS – Technical Working Group
December 31, 2021	Sustained Compliance w/ Audit Findings Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment PPE -related items of the Annual Audit Report AAR. Audit findings closed since FY 2019 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.	Commission on Audit (COA)	FD
January 29, 2022	Update all procurement requirements for	PS - PhilGEPS	BAC and its Secretariat

DEADLINE	REQUIREMENTS	VALIDATING AGENCY	RESPONSIBLE DELIVERY UNIT
	transactions above 1 million from January 1, 2021 to December 31, 2021 in the PhilGEPS.		
October 1, 2021	Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities and Net Worth (SALN) in the agency TS for FY 2021.	CSC	SALN Review and Compliance Committee
January 29, 2022	Submit the following Freedom of Information (FOI) Program requirements to PCOO (Presidential Communications Operations Office): <ul style="list-style-type: none"> <li>a. Updated People's FOI manual</li> <li>b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report</li> <li>c. Modified One-page FOI Manual</li> <li>d. Screenshot of agency's home page</li> </ul>	PCOO	IMD, FOI Decision Maker and FOI Receiving Officer

While the above-mentioned conditions no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Concerned delivery units of the GPPB - TSO should submit these legal requirements directly to the oversight agencies.

### 3.4. Eligibility Criteria for GPPB - TSO Delivery Units and Officials and Employees

#### 3.4.1. Eligibility of DUs

3.4.1.1. For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- a. As cited in item 3.1 of this internal guidelines, GPPB - TSO must attain a total score of at least 70 points to be eligible for the FY 2021 PBB. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in item 3.2 of



this internal guidelines with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

- b. The unit/s most responsible, including its Head, for the non-compliance with the Agency Accountabilities provided in item 3.3 of this guidelines will also be isolated from the grant of the FY 2021 PBB.

3.4.1.2. Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in item 5.0 of this guidelines.

#### 3.4.2 Eligibility of GPPB - TSO Officials and Employees

3.4.2.1. GPPB - TSO officials and employees are eligible only if the office is compliant to FY 2021 PBB eligibility requirements. If eligible, their PBB rate shall be equivalent to the rates as stated in item 5.0 of this guidelines and shall be based on their monthly basic salary (MBS) as of 31 December 2021.

3.4.2.2. To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board. Rating of eligible DUs is further discussed in item 3.4.3 of this guidelines.

3.4.2.3. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

3.4.2.4. Personnel who transferred from one government agency to another agency shall be included 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.

3.4.2.5. 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 the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in item 3.4.2.7 of this guidelines.

3.4.2.6. An official or employee who has rendered a minimum of nine (9) months of service during the FY and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

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

<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
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 (9) 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.

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

3.4.2.9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 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.

3.4.2.10. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC MC 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 2021 PBB.

3.4.2.11. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.

### 3.4.3. Rating of Eligible DUs and Employees

3.4.3.1. Only eligible personnel belonging to eligible DUs shall qualify for FY 2021 PBB. Eligibility of personnel and DUs shall be determined by GPPB - TSO PMT. If the DU is isolated due to the reasons cited in item 3.4.1.1 of this guidelines then the same unit shall be rendered ineligible for the grant of the PBB even in case that the office is determined to be eligible.

3.4.3.2. Approved SPMS forms in particular the Performance Accomplishment Report (PAR) shall be the basis of the ratings of First and Second Level employees. Whilst, the rating in the Career Executive Service Performance Evaluation (CESPES) shall be the basis for Third Level officials of GPPB - TSO.

3.4.3.3. Eligible employees in the first and second levels positions shall be rated based on the following criteria and percentage score weights:

CRITERIA	PERCENTAGE SHARE
Employee's performance as reflected in the Division/Individual Performance Accomplishment Report (DPAR/IPAR); and Behavioral-related performance <sup>13</sup>	80%
Innovation	10%
Additional tasks/accomplishments	10%
Final Official/Employee's Rating	100%

The Behavioral-related performance includes the following factors:<sup>14</sup>

BEHAVIORAL FACTORS	
SUPERVISORS	NON-SUPERVISORS
<b>COMMUNICATION SKILL</b> Ability to effectively express thoughts, ideas and instructions verbally and in writing.	<b>ATTITUDE</b> The interest and enthusiasm towards work and regard for office policies and superiors as reflected by one's conduct and behavior.
<b>MANAGERIAL SKILL</b> Ability to organize and plan work through delegation, scheduling, follow-up and control of job activities.	<b>DEPENDABILITY</b> The trust and confidence placed on the employee to carry out assigned tasks with minimum instructions.
<b>DECISIVENESS</b> The ability to consider and analyze all facts as well as the pros and cons of situations before making decisions. Decides quickly and accurately under pressure.	<b>INITIATIVE</b> Introducing course of action to get the work done without the need for directions and the ability to device new methods and procedures to improve work.
<b>PROFESSIONAL ETHICS</b> Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys high regard of people at all levels.	<b>PROFESSIONAL ETHICS</b> Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys high regard of people at all levels.
<b>PUNCTUALITY AND ATTENDANCE</b> Reporting for work on time and regularly and making optimum use of working hours. Observance to CSC office rules on punctuality and attendance.	<b>PUNCTUALITY AND ATTENDANCE</b> Reporting for work on time and regularly and making optimum use of working hours. Observance to CSC office rules on punctuality and attendance.

#### 4.0. Rates of the PBB

The total score as stated in item 4.1 of this guidelines shall be the basis in determining the amount of the PBB that the office is eligible for. The maximum rate of the PBB that the office

<sup>13</sup> Employees will be rated based on specific behavioral dimensions in line with their performance for the current year

<sup>14</sup> Behavioral rating to be given by the Team Leaders/Supervisors and Executive Director on top of the approved PAR ratings

may achieve is 100 points that shall be 100% of the 65% MBS of an individual as of December 31, 2021. The following table will provide the PBB rates corresponding to the total scores:

RATES OF PBB	
TOTAL SCORE	PBB RATES
100 points	<b>65%</b> (100% of the 65% monthly basic salary)
95 points	<b>61.75%</b> (95% of the 65% monthly basic salary)
90 points	<b>58.50%</b> (90% of the 65% monthly basic salary)
85 points	<b>55.25%</b> (85% of the 65% monthly basic salary)
80 points	<b>52%</b> (80% of the 65% monthly basic salary)
75 points	<b>48.75%</b> (75% of the 65% monthly basic salary)
70 points	<b>45.5%</b> (70% of the 65% monthly basic salary)

#### 5.0. Timelines and Submission/Posting of Reports and Requirements

GPPB - TSO should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results on or before 28 February 2021 to AO25 Secretariat. However, the PMT through the PU shall issue an advisory pertaining to the submission of evidences related to accountability dimensions and Agency Accountabilities, as mentioned in items 4.2 and 4.3 of this guidelines, respectively.

#### 6.0. Responsibilities of Concerned DUs, Personnel and PMT:

##### 6.1. DUs

Thirty (30) days after the end of the performance period, the DUs shall submit to the Planning Unit their accomplishments using the DPAR/IPAR.

##### 6.2. PMT

Thirty (30) days after the end of the performance period, the DUs shall submit to the Planning Unit their accomplishments using the DPAR/IPAR.

- a. The PMT shall evaluate and assess the PBB Reports and present it to the Executive Director for approval. Upon approval, the Report shall be submitted to the Inter Agency Task Force through the AO 25 Secretariat.
- b. The PMT shall act as Appeals Body and Arbiter for PBB matters.
- c. The PMT shall oversee the implementation of the guidelines and issue necessary rules, regulations and policies consistent with the issuances by AO 25 Secretariat.
- d. The PMT shall conduct its own internal deliberation on the eligibility of the respective delivery units and its personnel after the PBB eligibility of the office is determined by the AO 25 Secretariat.

#### 7.0. Appeals

All Appeals relative to the implementation of the Office's FY 2019 Grant of PBB shall be acted upon pursuant to Item 9.0 of the SPMS Guidelines under Department Order No. 2017-22.

#### 8.0. For compliance.

**ROWENA CANDICE M. RUIZ**  
Executive Director V