



Republic of the Philippines
PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT

OFFICE ORDER
No. 177 [RSM-09-23-2020]
23 September 2020

**GUIDELINES FOR THE
PERFORMANCE BASED BONUS FOR FY 2020**

I. LEGAL BASIS

Pursuant to Memorandum Circular No. 2020-1 dated 2 June 2020 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems created under Administrative Order No. 25, Series of 2011, the following guidelines are hereby adopted to prescribe the criteria and conditions for the grant of the PBB for FY 2020.

II. SCOPE AND ELIGIBILITY

These guidelines which cover all PCGG officials and employees holding regular plantilla positions, including contractual and casual personnel will be in accordance with the following criteria:

- ii.1 Subject to item ii.6 hereof, the eligibility of the PCGG Chairperson shall depend on the eligibility of PCGG. If eligible, his PBB rate for FY 2020 shall be equivalent to 65% of his monthly basic salary as of 31 December 2020.

The PCGG Chairperson shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0, Annex 5 of M.C. No. 2018-1.

- ii.2 Subject to item ii.6 hereof, the eligibility of Commissioner/s shall depend on the eligibility and performance of their delivery units with the highest rating delivery unit.
- ii.3 Employees belonging to First and Second Levels and Third Levels must have a rating of at least "Satisfactory" based on the CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB (Third Level Officials).
- ii.4 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 but the payment of the PBB shall come from the PCGG.
- ii.5 Personnel who transferred to PCGG 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.
- ii.6 Officials and employees who transferred from one 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 ii.7.
- ii.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 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:

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 requirements to be considered for PBB on a *pro-rata* basis:

- ii.7.a Being a newly hired employee;
- ii.7.b Retirement;
- ii.7.c Resignation;
- ii.7.d Rehabilitation Leave;
- ii.7.e Maternity Leave and/or Paternity Leave;
- ii.7.f Vacation or Sick Leave with or without pay;
- ii.7.g Scholarship/Study Leave; and/or
- ii.7.h Sabbatical Leave.

Services rendered by officials and employees who were separated from the service at the PCGG in FY 2020 and was rehired in the same year as a regular official or employee shall be counted cumulatively, provided they are eligible to receive the PBB in accordance with these guidelines.

- ii.8 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for PBB.
- ii.9 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.
- ii.10 Officials and employees who failed to submit the 2019 Statement of Assets, Liabilities and Networth (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3, Series of 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.
- ii.11 Officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated 10 February 1997 and reiterated in COA Circular 2009-002 dated 18 May 2009 shall not be entitled to the FY 2020 PBB.
- ii.12 Officials and employees who failed to submit their complete semestral SPMS Forms shall not be entitled to the FY 2020 PBB.
- ii.13 Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the Department/Agency fails to comply with any of these requirements.

III. AMOUNT OF PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of 31 December 2020, based on the table below:

Performance Category of Delivery Unit	Multiple of Monthly Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

For this purpose, a delivery unit means the department or office where the eligible official or employee is actually assigned and to which they actually performed their duties and responsibilities. If the eligible official or employee was assigned in two or more departments or office in FY 2020, he/she shall be included in the department or office where he/she longest served.

IV. DELIVERY UNITS

The six (6) departments and offices of the PCGG shall comprise the Delivery Units, namely:

1. Commission Proper/Chairman's Office
2. Sequestered Assets Group
3. Surrendered Assets Group
4. Research & Development Group
5. Legal Group
6. Finance & General Administrative Group

They shall be ranked according to their average ratings of their individual members based on the following criteria, namely:

- Strategic Plan Commitments (Reference: Work and Financial Plan) – 45%
- SPMS – 40%
- Ease of Doing Business – 10%
- Customer Satisfaction – 5%

However, the individual ratings shall be subject to the Performance Management Team's (PMT) calibration for justifiable reasons, if necessary:


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

V. RESPONSIBILITY OF DEPARTMENT HEADS/DIVISION CHIEFS/HEADS OF OFFICES/UNITS

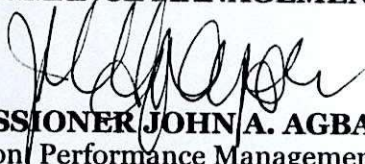
It shall be the responsibility of Heads of Departments, Divisions, and Offices/Units to discuss these guidelines with all the employees within their respective departments, divisions, offices/units.

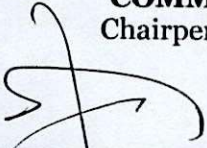
VI. EFFECTIVITY

These Guidelines shall take effect immediately and shall be valid only for purposes of the FY 2020 PBB.

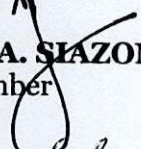

REYNOLD S. MUNSAAYAC
Acting Chairperson


For: **PERFORMANCE MANAGEMENT TEAM¹**



COMMISSIONER JOHN A. AGBAYANI
Chairperson, Performance Management Team


OIC-DIR. STEPHEN P. TANCHULING
Vice-Chairperson, Performance Management Team

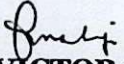

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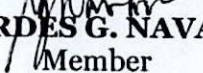

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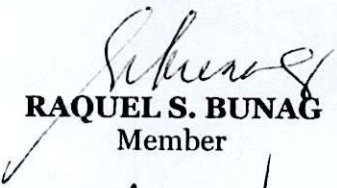

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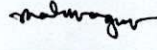

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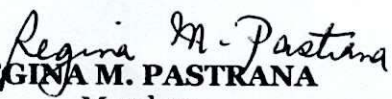

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¹ Office Order No. 172 [RSM-09-11-2020], dated 11 September 2020.