



Republic of the Philippines  
**PRESIDENTIAL COMMISSION ON GOOD GOVERNMENT**



**OFFICE ORDER**

No. 160 [JAA-09-29-2023]  
29 September 2023

**GUIDELINES FOR THE  
PERFORMANCE BASED BONUS FOR FY 2023**

**I. LEGAL BASIS**

Pursuant to Memorandum Circular No. 2023-1 dated 22 August 2023 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 Performance Based-Bonus (PBB) for Fiscal Year (FY) 2023.

**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.8 hereof, the eligibility of the PCGG Chairperson shall depend on the eligibility of PCGG. If eligible, his PBB rate for FY 2023 shall be equivalent to the rates stated in item III. Amount of PBB and shall be based on his monthly basic salary (MBS) as of 31 December 2023.
- ii.2 Subject to item ii.8 hereof, the eligibility of the members of the Commission or the Commissioner/s shall likewise depend on the eligibility of PCGG. If eligible, his PBB rate for FY 2023 shall be equivalent to the rates stated in item III. Amount of PBB and shall be based on his monthly basic salary (MBS) as of 31 December 2023.
- ii.3 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 (CESB).
- ii.4 Personnel on 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 PCGG.
- ii.5 Personnel who transferred to PCGG 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.
- ii.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 ii.8.
- ii.7 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.





- ii.8 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:

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.8.a Being a newly hired employee;
  - ii.8.b Retirement;
  - ii.8.c Resignation;
  - ii.8.d Rehabilitation Leave;
  - ii.8.e Maternity Leave and/or Paternity Leave;
  - ii.8.f Vacation or Sick Leave with or without pay;
  - ii.8.g Scholarship/Study Leave; and/or
  - ii.8.h Sabbatical Leave.
- ii.9 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.
  - ii.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such a penalty shall not cause disqualification to the PBB.
  - ii.11 Officials and employees who failed to submit the 2022 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 non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2023 PBB.
  - ii.12 Officials and employees who failed to liquidate all cash advances received in FY 2023 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 2023 PBB.
  - ii.13 Officials and employees who failed to submit their complete semestral SPMS Forms shall not be entitled to the FY 2023 PBB.

### III. AMOUNT OF PBB

The total score as stated in Section 4.0 of AO 25 IATF’s Memorandum Circular No. 2023-1 dated 22 August 2023 shall be the basis in determining the amount of the PBB. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of 31 December 2023, based on the table below:

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)



RATES OF THE PBB	
TOTAL SCORE	PBB RATES
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

Should the PCGG be assessed eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit the PBB requirements on time.

For this purpose, eligible delivery units (DUs) shall be granted FY 2023 PBB at uniform rates across PCGG, including its officials and employees. The corresponding rates of the PBB shall be based on the PCGG's achieved total score as shown above.

**IV. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS**

For FY 2023 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

1. Based on AO25 IATF's Table 1 : FY 2023 PBB Scoring System, to be eligible for the FY 2023 PBB, the PCGG must attain total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (4) accountability dimensions. 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 PCGG is eligible, the unit/s most responsible (including its Department Head) for the criteria stated in Section 3.0 of AO 25 IATF's Memorandum Circular No. 2023-1 dated 22 August 2023, with a performance rating of below 4 will be isolated from the grant of the FY 2023 PBB.
2. The unit/s most responsible (including its Department Head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of AO 25 IATF's Memorandum Circular No. 2023-1 dated 22 August 2023 will also be isolated from the grant of the FY 2023 PBB.

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

It shall be the responsibility of Heads of Departments to discuss these guidelines with all the employees within their respective departments.

**VI. SEPARABILITY CLAUSE**

In case of conflict between this Office Order and AO 25 IATF's Memorandum Circular No. 2023-1 dated 22 August 2023, the provisions of the latter shall prevail. Further, if any portion or provision of this Office Order is declared void or unconstitutional, the remaining portions or provisions thereof shall not, to the fullest extent permitted by law, in any way be affected or impaired by such declaration.

**VII. EFFECTIVITY**

These Guidelines shall take effect immediately and shall be valid only for purposes of the FY 2023 PBB.

  
**JOHN A. AGBAYANI**  
Chairperson

For: **PERFORMANCE MANAGEMENT TEAM<sup>1</sup>**



**COMMISSIONER RHODERICK M. PARAYNO**  
Chairperson



**DIR. STEPHEN P. TANCHULING**  
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**DIR. STEVE M. ALCANTARA**  
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**ELJANE S. ROSALES**  
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<sup>1</sup> Office Order No. 106 [JAA-03-03-2023], dated 3 March 2023.