

MECHANICS IN RANKING OFFICES/DELIVERY UNITS  
 FOR THE GRANT OF FY 2019 PERFORMACE-BASED BONUS  
 GOVERNMENT PROCUREMENT POLICY BOARD – TECHNICAL SUPPORT OFFICE (GPPB-TSO)

**RATING AND RANKING OF ELIGIBLE DELIVERY UNITS<sup>1</sup> (DUs)**

1. Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees (which shall be multiplied to his/her basic salary) shall depend on performance ranking of the DU where they belong.
2. Third level officials shall be rated using the Career Executive Service Performance Evaluation System as prescribed by the CESB.
3. Eligible officials and employees in the first, second and third levels positions shall be rated on the basis of the following criteria and percentage score weights:

Criteria	Percentage Share
Employee's performance as reflected in the Individual Performance Accomplishment Report (DPAR/IPAR) for first and second level positions and CESPES for third level position	80%
Behavioral-related performance*	20%
Total Score	100%

\* Behavioral-related performance:

Behavioral Factors	
<i>Supervisors</i>	<i>Non-Supervisors</i>
<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.

<sup>1</sup> Covers the seven services/offices in the GPPB-TSO.

Professional Ethics Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys the high regard of people at all levels.	Professional Ethics Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys the high regard of people at all levels.
Punctuality and Attendance Reporting for work on time and regularly and making optimum use of working hours. Observance of CSC office rules on punctuality and attendance.	Punctuality and Attendance Reporting for work on time and regularly and making optimum use of working hours. Observance of CSC office rules on punctuality and attendance.

4. The following criteria shall be the basis for the rating and ranking of DUs:

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 60% of the total score of the DUs shall be derived from the verified and approved FY 2019 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.
Additional tasks/accomplishments	20%	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. Eligible DUs shall be forced ranked, as follows:


Percentage Ranking Distribution	Performance Category of the DUs	PBB Grant as % of Monthly Basic Salary
Top 10%	Best DU	65.00%
Next 25%	Better DUs	57.50%
Next 65%	Good DUs	50.00%

Based on the IATF prescribed ranking distribution and the number of DUs, the GPPB-TSO shall have the following number of entitled DUs per Performance Category:

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

6. Report on Ranking of DUs with list of names of eligible employees shall be prepared in Form 1.0 (Annex C).

7. System of Agency Ranking DUs for FY 2019 shall be prepared using the Form for the Guidelines/ Mechanics in Ranking DUs

  
**Mila C. Manalastas**  
 Administrative Division, OIC

Date: \_\_\_\_\_

  
**Rowena Candice M. Ruiz**  
 Executive Director

Date: \_\_\_\_\_

04/1, 2019



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**OFFICE ORDER**

**No. 2019-166**  
October 1, 2019

**SUBJECT : Internal Guidelines on the Grant of the FY 2019 Performance-Based Bonus (PBB) including the Process and Criteria on Ranking of Eligible GPPB-TSO Delivery Units (DUs)**

**PURPOSE**

In the interest of the service and pursuant to Memorandum Circular (M.C.) No. 2019-1<sup>1</sup> issued by the inter-Agency Task Force (IATF) on AO 25, the guidelines for the grant of the Performance-Based Bonus (PBB) for CY 2019 are hereby issued for the following purposes:

1. To inform and guide all DUs on the eligibility requirements for the grant of the FY 2019 PBB;
2. To adopt a uniform criteria on rating and ranking of DUs and rating of its officials and employees;
3. To identify the following:
  - 4.1 The respective roles/responsible of each DUs to be entitled to the FY 2019 PBB;
  - 4.2 The key offices/units and their roles and responsibilities in the implementation of the FY 2019 PBB;
4. To clearly set deadlines for the submission of the PBB requirements.

**COVERAGE**

1. All GPPB-TSO DUs, thus:
  - 1.1 Office of the Executive Director
  - 1.2 Legal and Research Divisions
  - 1.3 Secretariat Division
  - 1.4 Performance Monitoring Divisions
  - 1.5 Capacity Development Divisions
  - 1.6 Information Management Division
  - 1.7 Administrative Division, Finance Division and Office of the Executive Director (for non-supervisory positions)
2. All officials and employees of eligible DUs holding regular plantilla positions, including co-terminus and temporary personnel, contractual and casual personnel, if any, of the GPPB-TSO, and whose compensation is charged to the lump-sum appropriation under Personnel Services.

<sup>1</sup> Dated 3 September 2019 re: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under EO No. 80, s. 2012 and Executive Order No. 201 s. 2016

## ELIGIBILITY REQUIREMENTS FOR THE GRANT OF PBB

Consistent with Item 3.0 of the IATF MC 2019-1, the following requirements must be satisfied by the Government Procurement Policy Board – Technical Support Office (GPPB-TSO):

1. **Good Governance Conditions.** 100% compliance with the following Good Governance Conditions:
  - 1.1 Maintain/Update the Transparency Seal (TS) pursuant to Section 106 of the FY 2019 General Appropriations Act (GAA) and Annex 2 of the IATF MC NO. 2019-01. The GPPB-TSO's TS page shall include the following:
    - a. Agency's mandate and functions; names of its officials with their position and designation, and contact information;
    - b. Annual Financial Reports for FYs 2015 to 2019;
    - c. DBM Approved Budget and Corresponding Targets for FY 2019;
    - d. Major Projects and Programs, Beneficiaries, and Status of Implementation for FY 2019;
    - e. FY 2019 Annual Procurement Plan (FY 2019 APP) non-CSE, Indicative FY 2020 APP non CSE; and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE);
    - f. Quality Management System (QMS) Certification to be posted on December 31, 2019;
    - g. System of Agency Ranking DUs for FY 2019 PBB to be posted on October 1, 2019;
    - h. The Agency Review and Compliance Procedure of Statements and Financial Disclosures; and
    - i. The Final People's Freedom to Information Manual signed by the head of agency to be posted on November 30, 2019 and the Agency Information Inventory, 2019 Freedom of Information (FOI) Summary Report, and 2019 FOI Registry to be posted on January 31, 2019.
  - 1.2 Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (non-CSE) items.
  - 1.3 Maintain/Update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032, and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public. Certificate of Compliance shall be submitted to the Anti-Red Tape Authority on December 31, 2019.

2. **Performance Targets:** Achieve each of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019.

2.1 Streamlining and Process Improvement of Agency's Critical Services covering Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's/Service Charter. Periodic measurement of performance in delivering said services shall be reported using the Modified Form A (Annex A), pursuant to Item 5.1 of IATF MC NO. 2019-01.

2.1.1 Agency shall report the baseline information of each abovementioned streamlining criteria based on the Service Charter updated prior to FY 2019. FY 2019 Streamlining Improvement Target shall be set for each streamlining criteria for every declared service including the following specific target:

- 1) Reduction in the number of signatures to not more than three.
- 2) Simplification of application forms or reduction in the number of documentary requirements.
- 3) Reduction in the TAT and completion of the transaction in accordance with the provisions of the Ease of Doing Business law not to exceed the maximum period of three, seven and twenty based on the classification of transactions, unless otherwise indicated under special laws.

2.1.2 Supporting documents such as flow charts, legal bases, additional documents, etc. shall be submitted to show actual improvements, and proof of streamlining accomplishments. In the event that set targets are not achieved, justifications, explanations and supporting documents should be provided using the remarks.

2.2 Citizen/Client Satisfaction. To determine the effectiveness of the streamlining and process improvements, the satisfaction level of the citizens/clients will be measured and reported using the Citizen/Client Satisfaction Report Form (Annex B) and shall report the following information:

- a. Description of the methodology of the Citizen/Client Satisfaction Survey used for each reported service.
- b. Results of the Citizen/Client Satisfaction Survey for FY 2019.
- c. Results of their action plan reported in the FY 2018 PBB.
- d. Continuous improvement plan for FY 2020.

2.3 Support to Operations (STO) Target. Initial Certification of the QMS covering at least one core process or frontline service as mandated under its existing pertinent laws.

For the ISO 9001:2015 QMS certification, it must be issued by any of the certification bodies (CBs) accredited by the IAF members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF member and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.

The ISO 9001:2015 certification(s)/recertification(s) must be valid as of 31 December 2019.

2.4 GASS Targets. The common GASS targets shall include the following:

a. Budget Utilization Rate (BUR), which shall consist of:

- 1) Obligation 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 2019 from all appropriations sources, including those released under the 2019 General Appropriation Act (GAA) as the Allotment Order policy, net of savings from procurement, and implementation of cost-cutting measures.

$$\text{Obligation BUR} = \frac{\text{Obligation for MOOE and CO for 2019 appropriations}}{\text{Allotments for MOOE and CO for 2019 appropriations}} \quad \text{Net of savings from efficiency and cost-cutting measures}$$

- 2) Disbursement BUR is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2019, net of goods and services obligated by December 31, 2019 but executed and paid only in 2019. The objective is to measure the disbursement and obligation for MOOE and CO for the 2019 appropriations.

$$\text{Disbursement BUR} = \frac{\text{Disbursement for MOOE and CO for 2019 appropriations}}{\text{Obligations for MOOE and CO for 2019 appropriations}}$$

- b. 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. These recommendations will exclude the Property, Plant and Equipment-related items of the Annual Audit Report. Audit findings closed in FY 2017 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 end of 2020.
- c. Compliance with Quarterly Submission of Budget and Financial Accountability Reports Online using the DBM's Unified Reporting System 30 days after end of each quarter, as provided in Section 102 of the FY 2019 GAA.
- d. Submission of APP non-CSE approved by the Head of Procuring Entity in the format prescribed under GPPB Circular 07-2015. FY 2019 APP non-CSE should have been submitted on March 31, 2019, and should be posted in the TS page not later than October 31, 2019.
- e. Submission of FY 2020 APP for Common-use supplies and equipment to the DBM – Procurement Service (DBM-PS) on or before October 31, 2019 in the prescribed format by DBM-PS.
- f. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the budget submitted to the Congress consistent with the National Expenditure Program (NEP). In implementing the cash budgeting system, agency should subject at least 50% of budget for works. Goods and services requirements to be procured for their FY 2020 operations to Early Procurement, short of award as early as the submission of the NEP to Congress. PhilGEPS postings for Early Procurement should be updated by

posting the Approved Contract and Notice to Proceed in PhilGEPS on or before January 31, 2020.

- g. Submission of results of FY 2018 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 March 31, 2019.

2.5 Other cross-cutting requirements. The AO 25 IATF sets the following cross cutting requirements:

- a. Establishment and Conduct of Agency Review and Compliance Procedure of SALN 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 1500088.

Submission of 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015. The SALN Review and Compliance Procedure should be cascaded to all employees.

- b. Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO).

FOI Reports should be submitted in one Excel format (.xls) based on templates provided in this link: [www.bit.ly/2018FOIReports](http://www.bit.ly/2018FOIReports).

- 2.6 To reinforce fairness in the assessment of the performance of each DU under operations, those under support services should also declare non-frontline services provided to units/employees. Doing so will strengthen the accountability of every DU in streamlining and improving their processes and services to citizens/clients, internal units/employees, and to the Composite Team from AO 25 IATF agencies. It will provide performance data to support the equitable ranking of each DU. Applicable baseline information in Section 3.2a and 3.2b shall also be reported.

### 3. ELIGIBILITY CRITERIA FOR DUs and GPPB-TSO OFFICIALS AND EMPLOYEES

#### 3.1. Eligibility of DUs

DUs that meet the applicable requirements and conditions under 2.0 of this Office Order are eligible for the grant of FY 2018 PBB, unless otherwise specified by the IATF.

#### 3.2. Eligibility of Individuals

- a. The Eligibility of the Executive Director V, as Head of the Agency, will depend on the eligibility and performance of the GPPB-TSO. His/her PPB shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2019. He/she shall not be included in the ranking and rating of DUs but will be provided a separate line under Form 1- Report on Ranking of DUs.
- b. Employees belonging to the First and Second Levels positions should receive a rating of at least "Satisfactory" based on the DBM's CSC approved.



- c. Third level officials should receive a rating of at least "Satisfactory" based on the requirement prescribed by the Career Executive Service Board (CESB).
- d. Personnel on 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. Payment of the PBB shall come from mother agency.
- e. 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.
- f. 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 Section 3.2(h).
- g. An official or employee should have rendered a minimum of nine (9) months government service during the fiscal year and with at least "Satisfactory" ratings in both rating periods.
- h. An official or employee who rendered less than nine (9) months of service but a minimum of three (3) months of service and with at least "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:

- 1) A newly hired employee;
  - 2) Retirement;
  - 3) Resignation;
  - 4) Rehabilitation Leave;
  - 5) Maternity Leave and/or Paternity Leave;
  - 6) Vacation or Sick Leave with or without pay;
  - 7) Scholarship/Study Leave;
  - 8) Sabbatical Leave.
- i. 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.
  - j. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 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.

- k. Officials and employees who failed to submit their FY 2018 SALN as prescribed in rules provided under CSC M.C. 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 PBB.
- j. Officials and employees who failed to liquidate Cash Advances received in FY 2019 within the required reglementary period as prescribed by COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2019, shall not be entitled to the FY 2019 PBB.
- k. Officials and employees who failed to submit their complete SPMS Forms to the Human Resource Unit (i.e. DPCR/DPAR and IPCR/IPAR) shall not be entitled to the FY 2019 PBB.
- l. 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 2019 PBB, if the agency fails to comply with any of these requirements.

**4. RATING AND RANKING OF ELIGIBLE DUS**

- 4.1 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees (which shall be multiplied to his/her basic salary) shall depend on performance ranking of the DU where they belong.
- 4.2 Third level officials shall be rated using the Career Executive Service Performance Evaluation System as prescribed by the CESB.
- 4.3 Eligible officials and employees in the first, second and third levels positions shall be rated on the basis of the following criteria and percentage score weights:

Criteria	Percentage Share
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Behavioral Factors	
<u>Supervisors</u>	<u>Non-Supervisors</u>
<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	<b>INITIATIVE</b> Introducing course of action to get the work done without the need for

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situations before making decisions. Decides quickly and accurately under pressure	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 the 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 the high regard of people at all levels.
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4.4 The following criteria shall be the basis for the rating and ranking of DUs:

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 60% of the total score of the DUs shall be derived from the verified and approved FY 2019 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 2. Completeness of the outputs of the DU. 3. 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. 4. Responsiveness - The Level of Compliance in terms of prescribed timeline and deadlines involved in the tasks or outputs of the DU.
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4.5 Eligible DUs shall be forced ranked, as follows:

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Based on the IATF prescribed ranking distribution and the number of DUs, the GPPB-TSO shall have the following number of entitled DUs per Performance Category:

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Next 65%	Good DUs	4

- 4.6 Report on Ranking of DUs with list of names of eligible employees shall be prepared in Form 1.0 (Annex C).
- 4.7 System of Agency Ranking DUs for FY 2019 shall be prepared using the Form for the Guidelines/ Mechanics in Ranking DUs (Annex D).

## 5. RATES OF THE PBB

- 5.1 The PBB rates of each individual shall be based on the performance ranking of the individual's DU where with the rate if incentive as a multiple of one's monthly basic salary as of December 31, 2019, based on the table below:

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

## 6. RESPONSIBILITIES OF CONCERNED DELIVERY UNIT AND PERSONNEL

- 6.1. Delivery Units
  - a. Thirty days after the end of the performance period, the DUs shall submit to the Planning Unit their accomplishments using the DPAR IPAR.
- 6.2. Performance Management Team (PMT)
  - 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 IATF through the AO 25 Secretariat.
  - b. The PMT shall lead the efforts on the development and implementation of the internal communication strategy on PBIS.
  - c. The PMT shall act as Appeals Body and Arbitrator for PBB matters.
  - d. The PMT shall oversee the implementation of these Guidelines and issue necessary rules, regulation, policies and directives, consistent with the IATF guidelines.
  - e. The PMT or its authorized/identified representatives shall endorse and submit all authorized PBB-related documents to the IATF.

## 7. 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.<sup>2</sup>

## 8. TIMELINE FOR IMPLEMENTATION

The timeline for the FY 2019 PBB Implementation is attached as Annex E.

9. For the guidance and compliance of all.



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