



GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2021

I. PURPOSE

To provide guidelines on the eligibility requirements of the Philippine Fiber Industry Development Authority (PhilFIDA) operating units/offices, officials, and employees on the grant of the Performance-Based Bonus (PBB) for the Fiscal Year 2021.

II. REFERENCE

Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2021-1 dated June 3, 2021.

III. COVERAGE

This guideline covers all PhilFIDA permanent officials and employees in the different operating units/offices.

Divisions (8) – Central Office
Regional Office I
Regional Office IV
Regional Office V
Regional Satellite Office (RSO) VI
Regional Office VII
Regional Office VIII
Regional Office IX
Regional Office X
Regional Office XI
Regional Office XIII

IV. ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 PBB, operating units/offices shall meet the criteria and conditions provided in IATF MC No. 2021-1

Four Dimensions of Accountability

Performance Results	Refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act (GAA)/accomplishment of the FY 2021 performance targets (OPCR) ratings;
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Process Results	Refer to the achievements in ease of doing business/ease of doing transactions as a result of streamlining, standardization i.e. through the ISO-certified QMS or its equivalent, digitization, and related process improvements for faster and more efficient delivery of services.
Financial Results	Refer to the actual spending of budget allotment vis-à-vis the realization of the committed programs and projects (Disbursements BUR/fund utilization/obligation/liquidation); and
Citizen/Client Satisfaction Results	Refer to the achievements in satisfying the quality expectations thru the Citizen/Client Satisfaction Survey, and resolution of all reported complaints from Hotline 8888 and Contact Center ng Bayan.

V. FY 2021 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in the Table. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. PhilFIDA should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

Criteria and Conditions	Weight	Performance Rating				
		1	2	3	4	5
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
Total Score						

PERFORMANCE RESULTS				
1	2	3	4	5
Met <80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met <80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2021 (all performance indicators)

PROCESS RESULTS				
1	2	3	4	5
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 <80 <input type="checkbox"/> of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services

FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Low satisfaction rate with unresolved #8888/CCB complaints	Average 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

VI. AGENCY ACCOUNTABILITIES

1. Updating of Transparency Seal
2. Compliance with the Freedom of Information (FOI) Program
3. Updating of Citizen's or Service Charter
4. Compliance to Audit Findings and Liquidation of Cash Advances
5. Submission and Review of SALN
6. PHILGEPS posting of all invitations to bids and awarded contracts
7. Submission of FY 2022 Annual Procurement-Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System
8. Undertaking of Early Procurement Activities covering 2022 Procurement Projects

VII. ELIGIBILITY OF OPERATING UNITS/OFFICES AND INDIVIDUALS

1. For FY 2021 PBB, the operating units/offices shall no longer be ranked however, the unit's most responsible for deficiencies shall be isolated.
2. Eligible units/offices shall be granted PBB FY 2021 at a uniform rate across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the monthly basic salary of an individual as of 31 December 2021.
3. 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 requirements prescribed by the CESB.
4. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rates his/her performance. The payment of the PBB shall come from the mother agency.
5. Personnel who transferred from one government agency to another shall be included by the agency where s/he served the longest. **If** equal months were served for each agency, s/he will be included in the recipient agency.
6. Those who have 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.
7. Those who have rendered at least three (3) months but less than nine (9) months and with at least a Very 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	Percentage of PUB
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 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 and/or Paternity Leave
- f. Vacation or Sick Leave, with or without pay
- g. Scholarship or Study Leave
- h. Sabbatical Leave

The following individuals shall not be entitled to PBB:

- ✓ on vacation or sick leave, with or without pay, for the entire year;
- ✓ found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021, except where the penalty meted out is only a reprimand;
- ✓ failed to submit the 2020 SALN as prescribed under CSC Memorandum Circular 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;
- ✓ failed to liquidate all cash advances received in FY 2021 within the reglementary period as prescribed by the COA;
- ✓ failed to submit their complete SPMS forms;
- ✓ those responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units, if the agency fails to comply with any of these requirements.

VIII. RATES OF THE PBB

The total score shall be the basis in determining the amount of the PBB an agency is eligible for. 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 December 31, 2021.

Total Score	PBB as % of Monthly Basic Salary (MBS)
100 points	65.00% (100% of 65% MBS)
95 points	61.75% (95% of 65% MBS)
90 points	58.50% (90% of 65% MBS)
85 points	55.25% (85% of 65% MBS)
80 points	52.00% (80% of 65% MBS)
75 points	48.75% (75% of 65% MBS)
70 points	45.50% (70% of 65% MBS)

Approved by:


KENNEDY T. COSTALES
Executive Director III



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