



GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2022

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 2022.

II. REFERENCE

Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2022-1 dated March 24, 2022.

III. COVERAGE

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

Division (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 2022 PBB, operating units/offices shall meet the criteria and conditions provided in IATF MC No. 2022-1

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 2022 General Appropriations Act (GAA)/
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 2022 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 2022 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 2022 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						

RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met <80% of performance indicators of the Congress-approved performance targets for FY 2022: deficiencies due to uncontrollable factors	Met <80% of performance indicators of the Congress-approved performance targets for FY 2022: deficiencies due to uncontrollable factors	Met 80% of performance indicators of the Congress-approved performance targets for FY 2022: deficiencies due to uncontrollable factors	Met <80% of performance indicators of the Congress-approved performance targets for FY 2022: deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022: (all performance indicators)

RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal services	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursement BUR	20-39% Disbursement BUR	40-59% Disbursement BUR	60-79% Disbursement BUR	80-100% Disbursement BUR

RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888/CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888/CCB	High satisfaction rate with 100% complaints resolved and least 80% compliance rate to #8888/CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888/CCB

VI. AGENCY ACCOUNTABILITIES

- a. Updating of Transparency Seal
- b. Compliance to Audit Findings and Liquidation of Cash Advances
- c. Compliance with the Freedom of Information (FOI) Program
- d. Submission and Review of Statement of Assets, Liabilities and Net Worth (SALN)
- e. PHILGEPS posting of all invitations to bids and awarded contracts
- f. FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE)
- g. Posting of Indicative FY 2023 APP-non CSE
- h. FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)
- i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System
- j. Undertaking of Early Procurement Activities covering FY 2023 Procurement Projects
- k. Designation of the Agency's Committee on Anti-Red Tape (CART)
- l. Compliance with the National Competition Policy (NCP)

VII. ELIGIBILITY OF OPERATING UNITS/OFFICES AND INDIVIDUALS

1. For FY 2022 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 2022 at a uniform rate across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
3. To be eligible for FY 2022 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. 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.
6. 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.
7. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service 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
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.
 9. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 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.
 10. Officials and employees who failed to submit the 2022 SALN as prescribed 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 2022 PBB.

11. Officials and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in COA circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-2002 dated May 18, 2009, shall not be entitled to the FY 2022 PBB.

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, 2022.

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:



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