



**GUIDELINES IN RANKING DELIVERY UNITS
FOR THE GRANT OF FY 2020 PERFORMANCE BASED-BONUS (PBB)**

Background

Executive Order No. 80, series of 2012 directs the adoption of Performance-Based Incentive System for Government Employees, and the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, series of 2011) Memorandum Circular No. 1, series of 2020 provides the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2020.

The PBB shall be distributed according to the rankings of delivery units within the PPP Center based on ratings that they have obtained under the PPP Center's Strategic Performance Management System (SPMS) for first and second level positions, or guidelines issued by the Career Executive Service (CES) Board for CES officers and incumbents to CES positions.

Purposes

This guideline aims to provide the basis for eligibility for grant of PBB 2020 and for distribution of the PBB incentives within the PPP Center. Specifically, this aims to:

1. Adopt uniform eligibility criteria for the PPP Center delivery units and corresponding officials and employees; and
2. Guide all PPP Center officials and employees on the delivery units' ranking process.

Coverage

This guideline shall apply to all officials and employees holding plantilla positions.

Eligibility Criteria of the PPP Center

The PPP Center must satisfy the following conditions to be eligible for the grant of PBB:

1. Satisfy 100% of Good Governance Conditions (GGC) for FY 2020, as follows:
 - a. Maintain/update the agency Transparency Seal (TS) under Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA);
 - b. Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA 9184) for transactions above PhP1 million from

- January 1 to December 31, 2020, including Early Procurement of FY 2021 Non-Common Use Supplies and Equipment (NON CSE) items; and
- c. Set-up most current and updated Citizen's or Service Charter, reflecting PPP Center's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses and government agencies, pursuant to Section 6 of RA 11032 and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.
2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020:
 - a. Streamlining and process improvement of the PPP Center's critical services to citizens, businesses and government as declared in the PPP Center's Citizen's/Service Charter. In the government's efforts to further streamline processes and fully maximize our digital capabilities, as well as our Information and Communications Technology (ICT) infrastructures and other resources, PPPC should undertake digitization, develop online systems, and/or transform the critical services from manual to contactless transactions, for faster and more efficient public service delivery. Digitization initiatives may vary depending on the particular requirements of the critical services. i.e. online applications, payments, permitting, learning and development platforms.
 - b. Citizen/Client Satisfaction Survey to determine the effectiveness of streamlining and process improvement initiated and institutionalizing Service Quality Standards (SQS) in critical services. Using the FY 2019 and 2020 improvement action plans that the agencies reported during the FY 2018/2019 PBB discussions, for each service, PPPC shall report the results of each action plan and the FY 2020 Citizen/Client Satisfaction Survey (CCSS) for each service. To further incentivize excellence in providing quality and efficient public service among government offices, PPPC shall report one (1) agency best practice in service quality or productivity conducted in FY 2020 including its results.
 - c. Recertification of PPP Center's Quality Management System (QMS) covering at least one (1) core process as mandated under existing pertinent laws;
 - d. GASS Targets, which includes the following:
 - i. Achieve at least 90% Budget Utilization Rate (BUR);
 - ii. Achieve at least 85% disbursement BUR;
 - iii. Sustained compliance with Audit Findings. Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations;
 - iv. Submission of Annual Procurement Plan (APP-non CSE);
 - v. Submission of FY 2021 Annual procurement Plan-Common Use Supplies and Equipment (FY 2021 APP-CSE);
 - vi. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the PPP Center's budget submitted to the Congress consistent with the NEP; and
 - vii. Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System.
 - e. Other cross-cutting requirement:
 - i. Establishment and conduct of PPP Center Review and Compliance Procedure of SALN; and
 - ii. 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)
 3. Use the prescribed performance rating system for personnel in the first and second levels and those occupying Career Executive Service (CES) positions.

Eligibility of the Executive Director

The Executive Director is eligible only if the PPP Center is determined to be eligible to receive PBB. If eligible, the Executive Director's maximum PBB rate for FY 2020 shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2020. The Executive Director shall not be included in the Form 1-Report on Ranking of Delivery Units.

Eligibility of Individuals

PPP Center officials and employees must satisfy the following criteria to be eligible for the grant of PBB:

1. Should receive a rating of at least "Satisfactory" in Office/Service/Division/Individual Performance Commitment and Review Form (PCR) based on the PPP Center's CSC-approved SPMS or the requirement prescribed by the CESB;
2. Official or employee 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. Payment of the PBB shall come from the mother agency;
3. Official or employee who transferred from/to PPP Center to/from another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served, he/she will be included in the recipient agency;
4. Official or employee 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 Personnel 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;
5. The full amount of the PBB shall be given to PPP Center officials and employees who have rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating;
6. 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 PBB on a pro-rate basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% of PBB
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 official or 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 leave and/or Paternity leave;
- f. Vacation or sick leave with or without pay; and
- g. Scholarship/Study leave.

7. The following shall not be entitled to the FY 2020 PBB:

- a. An official or employee who is on vacation or sick leave, with or without pay for the entire year of 2020;
- b. 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.
- c. Officials and employees who failed to submit the 2019 SALN as prescribed in the rules provided 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
- d. Official or employee who failed to liquidate Cash Advances received in FY 2020 within the reglementary period as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
- e. Official or employee who did not submit the complete SPMS forms/CES forms;
- f. Official or employee responsible for the non-compliance of COA prior years' audit recommendations (Director of Administrative Service, Head of Finance Division and concerned officials cited in the audit reports);
- g. Official or employee responsible for the failure to comply with the requirement to acquire QMS ISO recertification for at least one (1) core process (ISO Steering Committee and its Secretariat per SO No. 46 Series of 2017); and
- h. Official or employee responsible for the failure to comply with the requirement to post and disseminate the Center's system of ranking performance of delivery units (Performance Management Team and its Secretariat per SO No. 71-2015).

System of Ranking of Delivery Units

The PPP Center is composed of the following delivery units:1) Office of the Executive Director (including Corporate Planning and Development Division); 2) Project Development Service; 3) Project Development and Monitoring Facility Service; 4) Capacity Building and Knowledge Management Service; 5) Policy Formulation, Project Evaluation and Monitoring Service; 6) Administrative Service; and 7) Legal Service.

The ranking of the delivery units shall be prepared by the PMT and approved by the Executive Director.

Delivery units shall be forced ranked according to the following categories along with corresponding rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020:

Ranking and Number of Delivery Units	Category	PBB as % of Monthly Basic Salary
Top 10% - 1 Delivery unit	Best Delivery unit	65%
Next 25% - 2 Delivery units	Better Delivery units	57.5%
Remaining - 4 Delivery units	Good Delivery units	50%

This guideline recognizes the unique and distinct responsibilities and tasks of each delivery unit of the Center. Therefore, the ranking of the delivery unit shall be based on the following:

1. 85% of the total score shall be taken from the average of first and second semester 2020 ratings of the performance of Career Executive Service (CES) officers and incumbents to CES positions; and
2. 15% of the total score shall be taken from Client Satisfaction rating of core process/processes obtained by the Service, and/or commendations and positive feedbacks received.

Client Satisfaction rating shall follow the scale below:

Overall Service Rating	Score
Poor	1
Unsatisfactory	2
Satisfactory	3
Very Satisfactory	4
Outstanding	5

3. A premium score not exceeding 10% may be given to delivery units for extraordinary accomplishment/s in FY 2020. Proof of such accomplishment/s and its significance to the PPP Center’s mandates and programs shall be submitted by Services to the PMT for evaluation.
4. The premium score of 10% may be granted to delivery units for their extraordinary accomplishment/s in FY 2020 after satisfying all of the following conditions for the said accomplishment/s:
 - a. Alignment with the PPPC’s strategic objectives and quality policy;
 - b. Should not be within the targets of the delivery units as committed in the duly approved SPCRs for FY 2020 and adjusted given the COVID-19 situation;
 - c. A fully accomplished outcome supported by proper documentation; and
 - d. Confirmed or validated by Management or other services of the PPP Center or institution/s outside of PPPC as a significant outcome relative to the delivery unit’s functions and the PPPC’s mandate. Confirmation or validation can be in any form (e.g. client feedback, letter, award, etc), depending on the nature of the Services’ extraordinary output.

PCR forms, client satisfaction rating and all supporting documents for the extraordinary accomplishment/s being applied for the premium score shall be submitted to the PMT Secretariat for evaluation of PMT (e.g. through meeting, by reviewing all the documents submitted, etc.) not later than January 15, 2021.

Note that the PMT may require submission of additional documents and/or justification. Furthermore, the PMT may conduct a separate validation and/or confirmation of the submitted additional documents.

The result of the evaluation shall be released to the Service Directors. It will be the Service Directors’ responsibility to cascade, and if necessary, explain the result of the evaluation to the employees.

The result of the PMT’s findings and recommendations may be appealed within five (5) calendar days from the release of the results of evaluation.

Finalized ranking shall be endorsed to the Executive Director for approval.

Effectivity

This guideline shall take effect immediately.

The PMT shall cascade this guideline in the ranking delivery units for the grant of PBB 2020 to officials and employees of the PPP Center and shall be posted on the PPP Center Transparency Seal webpage. Supplemental or clarificatory guidelines will be issued to facilitate implementation.


ELEAZAR E. RICOTE
Deputy Executive Director and
Chairperson, Performance Management Team
Date:

FERDINAND A. PECSON
Executive Director
Date: