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BULAN WATER DISTRICT
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MEMORANDUM: PBB – 0001 – 2021

DATE: JULY 1, 2021

TO: ALL BWD EMPLOYEES

SUBJECT: **GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB)
FOR FISCAL YEAR (FY) 2021 UNDER EXECUTIVE ORDER NO. 80, S. 2012
AND EXECUTIVE ORDER NO. 201, S. 2016**

In compliance to the Joint Memorandum Circular No. 2021 – 1 dated June 3, 2021 – Guidelines on the Grant of the Performance Based Bonus for Fiscal Year 2021 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016. Please be informed of the said guidelines attached hereto which is formulated to provide the system of ranking and delivery units which shall be forced ranked for the distribution of PBB 2021 Incentives within the Bulan Water District.

In this regard, the implementation of the Guidelines shall take effect immediately.

For your compliance.


ENGR. REY DENNIS L. GILBAS
General Manager C



GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2021 UNDER EXECUTIVE ORDER NO. 80, S. 2012 AND EXECUTIVE ORDER NO. 201, S. 2016

I. PURPOSE

This order is being issued to prescribe the criteria and conditions on the grant of the PBB FY 2021 performance, to be given in FY 2022. The overarching goal of the PBB is to strengthen the effectiveness of the incentives system to help agencies achieve the mission-critical objectives and expected outcomes of the government. For the FY 2021 cycle, the PBB criteria and conditions were hence refined in order to:

- a. Simplify the PBB Process particularly the validation of compliance;
- b. Provide flexibility to the agencies in the Implementation of the scheme;
- c. Reinforce the results focus and their inter-linkages e.g., budget utilization and physical accomplishment, in assessing the overall performance of agencies;
- d. Administer a more transparent PBB scoring system;
- e. Strengthen the role of agencies in ensuring accountability of units/individuals responsible for the criteria and conditions; and
- f. Facilitate the timely release of incentives to eligible agencies.

In line with this, the FY 2021 PBB shall measure and evaluate the performance of agencies with emphasis on the Public's satisfaction on the realization of the agencies' performance targets, quality of service delivery, efficiency in the use of resources, and strengthened agency stewardship.

II. COVERAGE

These guidelines shall apply to all officials and employee of eligible BWD delivery units holding regular plantilla positions.

III. ELIGIBILITY OF INDIVIDUALS

To be eligible for the grant of the GY 2021 PBB, each agency must satisfy the criteria and conditions under the four dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and attain a total score of at least 70 points based on the PBB Scoring System.

For FY 2021, the GGCs shall no longer be required in determining the overall PBB Eligibility of the agency. Nonetheless, compliance with these conditions shall be used as the basis in the determining the eligibility responsible units and individuals.

IV. 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 Table 1. 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.**

TABLE 1: FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5PTS	10PTS	15PTS	20PTS	25PTS
Process Results	5	5PTS	10PTS	15PTS	20PTS	25PTS
Financial Results	5	5PTS	10PTS	15PTS	20PTS	25PTS
Citizen/Client Satisfaction Results	5	5PTS	10PTS	15PTS	20PTS	25PTS
TOTAL SCORE				MAXIMUM = 100 POINTS		

PERFORMANCE RESULTS. The targets under Performance Results will enable agencies to concentrate their efforts and available resources on their mandates and core functions, as well as ensure delivery of high quality and high impact activities. The Bulan Water District, has to achieve each one of the physical target identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM.

The Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021: Deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021: Deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021: Deficiencies due to controllable factors	Met at least 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. The target under Process Results is the greater ease of transaction of Frontline services covering all government-to-citizens(G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions. This may be achieved through streamlining especially of frontline services; standardization of frontline processes, for example: by developing electronic or online paperless systems, new service delivery channels , contactless transactions; and other process improvements for faster and more efficient public service delivery.

The Bulan Water District will be providing the objectively verifiable evidence of the achievements in ease of doing business or ease of transaction from the perspective of the transacting public **Ex – Actual Reduction in Processing Time, Documentary Requirements, Transaction Costs, and other Tangible Improvements.** Agencies may

use the *Modified Form A* to report their streamlining and digitization accomplishments.

The Process Results shall be assessed and scored thru LWUA Guidelines and Regulations.

Financial Results. For agencies and GOCCs covered by the DBM, attainment of the FY 2021 Disbursement BURs; and for SUCs likewise achieve the FY 2021 Disbursements BUR and the FY 2021 Earmarked income targets. For Local Water District reporting will always be based on LWUA Guidelines and Regulations

The Agency shall accomplish the following Disbursement BUR:

- a. **Disbursements BUR** is measured by the ratio of total disbursements (cash and non-cash excluding PS) to the total obligations for MOOE and CO made in 2021, net of goods and services obligated by December 31, 2020, but paid only in 2021. The **total obligations for MOOE and CO** shall refer to those made from the FY 2021 GAA, FY 2002 GAA and Bayanihan II appropriations due to their extension under RA No. 11519 and RA No. 11520.

The requirements under the Financial Results shall be scored as follows:

TABLE 3: RATING SCALE FOR 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. Achieve the Citizen/Client Satisfaction targets as provided below. For LWDs and GOCCs covered by RA No. 10149, accomplish and submit reports on Client Satisfaction or feedback system as prescribed by LWUA and GCG.

The requirements under the Citizen/Client Satisfaction Results shall be scored as follows”

TABLE 4: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not Conduct CCSS	Average to low 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	High Satisfaction rate without #8888/ CCB Complaints

AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies:

- a. Updating of Transparency Seal – Registered Government Website
- b. Compliance with the Freedom of Information (FOI) Program
- c. Updating of Citizen’s or Service Charter
- d. Compliance to Audit Findings and Liquidation of Cash Advances

- e. Submission and Review of SALN
 - f. PhilGEPS posting of all invitations to bids and awarded contracts
 - g. 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
 - h. Undertaking of Early Procurement Activities Covering 2022 Procurement Projects
- While the above conditions are no longer required in determining the overall PBB Eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible unit and individuals. Agencies should submit these legal requirements directly to the oversight agencies/

V. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- A.** For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
 - a.** Based on Table 1, to be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. 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 agency will be eligible the unit/s most responsible (including its head) for the criteria stated on Section 3.0 with performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.
 - b.** The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.
- B.** Eligible DUs shall be granted FY 2021 PBB at uniform rates across the agency including its officials and employees. The corresponding rates of the PBB shall be based on the Agency's achieved total score as shown in Section 7.0
- C.** Department Secretaries, Heads of OEOs, Chairpersons, and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2021 shall be equivalent to the rates as stated in Section 7.0 and shall be based on their monthly basic salary (MBS) as of December 31, 2021.
- D.** Non-ex officio Board Members of GOCCs covered by the DBM may be eligible to the PBB with the equivalent rates following Section 7.0 and these conditions:
 - a.** The GOCC has qualified for the grant of the FY 2021 PBB;
 - b.** The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c.** The Board Member has nine (9) months aggregated service in the position; and
 - d.** The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016;

- E. To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of a least “Very Satisfactory” based on the agency’s CSC – approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- F. Personnel in 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 mother agency.
- G. Personnel who transferred from one government agency to another agency 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.
- H. Officials and employees who transferred from government agency 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, as stated in Section J.
- I. 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.
- J. 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 PBB on a pro-rata 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 an employee who may not meet the nine-month actual service requirements 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;
 - g. Scholarship/Study Leave; and/or
 - h. Sabbatical Leave
- K. 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

- L.** Personnel found guilty of administrative and/or criminal cases by the final and executory judgment in FY 2021 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
- M.** Officials and employees who failed to submit the 2020 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, shall not be entitled to the FY 2021 PBB.
- N.** Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 19, 2009, shall not be entitled to the FY 2021 PBB.

VI. RATES OF THE PBB

The total score as stated in Section 4.0 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. For Illustration, see Table below:

TABLE – 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)
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)

VII. TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- a.** The quarterly BFARs of the agencies, as uploaded in the DBM URS, shall be submitted in a timely manner, i.e., within thirty (30) days after the end of each quarter, as provided under Item 3.15.2 of National Budget Circular No. 583 pursuant to Section 90, General Provisions of Republic Act No. 11518 (FY 2021 GAA). BFARs will be used to assess and validated Performance Results.

- b. All agencies should submit evidence of accomplishments of Performance Results process Results, Financial Results, and Citizen/Client Satisfaction results (as provided in Section 4.0) on or before **February 28, 2022**. Agencies are encouraged to make an electronic submission (scanned copy of official submission and editable MS Word or Excel files for use of the AO 25 Secretariat).

VIII. EFFECTS OF NON-COMPLIANCE

A Department/Agency/GOCC/LWD/LGU, which, after due process by oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of this Circular.

IX. COMMUNICATION AND CHANGE MANAGEMENT

- a. Head of Agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:
 - i. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
 - ii. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and the other means, as well as publish these on their respective websites for the public's information.
 - iii. Set up a Help Desk to respond queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
 - iv. Set up Complaints Mechanism to respond to the PBB related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee.
- b. The Head of Agency shall designate a Senior Official who shall serve as a PBB Focal Person. The offices responsible for the Performance Management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the agency. The name, position and contact details (e-email, landline, facsimile, cellular phone) of PBB focal Persons should be submitted to AO 25 Secretariat.
- c. The AO 25 IATF shall maintain the following communication channels:
 - i. AO 25 Secretariat at ao25secretariat@dap.edu.ph
 - ii. RBPMS website www.rbpms.dap.edu.ph
 - iii. Telephone (02) 8400-1469, (02)8400-1490, (02) 8400-1582
 - iv. Facebook: www.facebook.com/PBBsecretariat

X. EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect immediately.

Signed & Certified by:


ENGR. REY DENNIS L. GILBAS
General Manager C