



Republic of the Philippines  
BULACAN STATE UNIVERSITY  
**OFFICE OF THE UNIVERSITY PRESIDENT**  
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September 19, 2023

**OFFICE MEMORANDUM No. 11**  
Series of 2023

To: **ALL CONCERNED OFFICES**

Subject: **GUIDELINES IN THE DETERMINATION OF ELIGIBILITY OF SUC, DELIVERY  
UNITS, AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-  
BASED BONUS (PBB) FOR THE FY 2023**

In pursuance of the goal of motivating, rewarding effective and result-oriented public service and in compliance with the conditions of Good Governance set forth by the Inter-Agency Task Force (IATF) on Harmonization of National Government Performance Monitoring, Information and Reporting Systems (A.O. No.25, Office of the President of the Philippines, s. 2011) and Memorandum Circular 2023-1 dated August 22, 2023, herewith is the PBB system of ranking of delivery units and individuals in connection with the Performance-Based Bonus (PBB) for the Fiscal Year 2023.

**A. FY 2023 PBB Targets, Assessment, and Scoring System**

The agency's accomplishments for each criterion shall be rated using a scale of one (1) to five (5) (where five is the highest), where an equivalent weight has been assigned, as shown in Table 1. The maximum score that the agency may obtain is 100 points. To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve a rating of 4 for at least three (3) criteria.

TABLE 1: FY 2023 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIG HT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points

Financial Result	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction	5	5 points	10 points	15 points	20 points	25 points

As can be gleaned in Table 1, a performance rating of four (4) in all criteria will yield 80 points for the agency. The unit/s most responsible (including its head) for the criteria with a performance rating of below four (4) will be isolated from the grant of the FY 2023 PBB.

**B. Guidelines for Delivery Units and Individual Qualifications**

1. The Performance Management Team (PMT) shall oversee and implement the guidelines regarding the eligibility of individuals subject to relevant rules set forth by external agencies for the FY 2023 PBB.
2. The individuals and delivery units other than the colleges will be evaluated based on the Office/Department Performance and Review (OPCR) and the Individual Performance Commitment and Review (IPCR) set forth in the Strategic Performance on Management System (SPMS) of the University. Their performance will be evaluated on the parameters of Quality/Efficiency and Timeliness.
3. For FY 2023 PBB, the delivery units **shall no longer be ranked**. However, in the case of deficiencies, the delivery units and/or individuals most responsible **shall be isolated and considered ineligible** for the grant of 2023 PBB.
4. Eligible delivery units shall be granted FY 2023 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.

**C. The Eligibility of Delivery Units and Individuals**

The eligibility of individual employees shall comply with Section 6.0 of IATF MC No. 2023-1.



1. To be eligible for the full grant of FY 2023 PBB, employees belonging to the First, Second, and Third Levels who have rendered at least nine (9) months of service should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Boards (CESB). (Section 6.3&6.12)
2. Employees who transferred from other government agencies and have served the Bulacan State University for at least six (6) months shall be eligible for the FY 2023 PBB subject to Section 6.12 of the Memorandum Circular.
3. Employees with only one performance rating on record due to cases such as early separation, newly hired, and others shall be eligible, provided there is at least a "Very Satisfactory" performance, satisfy the minimum required number of months in service, and the amount of PBB will be on pro-rata basis as provided by Section 6.12 of the MC.
4. For SUCs, if there is a leadership change within a year, the SUC president who served the longest shall be entitled to the PBB with the equivalent rates following the provision stated in Section D.

The PBB rate of the SUC president who served for a shorter period shall be based on the eligibility of the SUC where he/she served the longest.

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 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

TABLE 2: LENGTH OF SERVICE & PERCENTAGE OF PBB	
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 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;
- g. Scholarship/Study Leave; and/or
- h. Sabbatical Leave.

- 7. Employees who are not eligible for PBB 2023 are the following:
  - a. Those with an "Unsatisfactory" or "Poor" performance rating in any of the two (2) rating periods in FY 2023;
  - b. Those with no performance rating in at least one (1) rating period in FY 2023, except those cited in section C, item 3 of this guideline;
  - c. Newly hired employees and those who retired, resigned, on vacation or sick leave with or without pay, rehabilitation leave,

- maternity or paternity leave, scholarship/study leave with or without pay and sabbatical leave with less than three (3) months of service in the University for FY 2023;
- d. Employees on vacation or sick leave, with or without pay, for the entire FY 2023;
  - e. Those found guilty of administrative and/or criminal cases filed against them and meted the penalty in FY 2023; provided that those whose penalty involves only a reprimand shall not be disqualified from PBB 2023;
  - f. Those who failed to submit their 2022 SALN or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN; and
  - g. Those who were not able to liquidate their cash advances within the reglementary period.

**D. Rates of the PBB**

The total score, as stated in Section 4.0 of MC No. 2023-1, shall be the basis for 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% MBS of an individual as of December 31, 2023. For illustration, see Table 3.

TABLE 3: RATES OF 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)



## **E. COMMUNICATION AND CHANGE MANAGEMENT**

The University's President, with the support of the PMT, should enhance the implementation of the internal communications strategy on the PBB and fulfill the following:

- a. Engage respective employees in understanding the PBB, the performance targets of the University, as well as the services and outputs that will need to be delivered and meet these targets.
- b. Disseminate the performance targets and accomplishments of the University to the employee through the intranet and other means, as well as publish these on their respective websites for the public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the University. The Help Desk may be a facility that is embedded in the respective websites of the University.

  
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University President 