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## OFFICE OF THE PRESIDENT

September 29, 2022

Special Order No. 110, series of 2022

TO: All Officials, Faculty, and Support Personnel

SUBJECT: **GUIDELINES IN THE DETERMINATION OF ELIGIBILITY OF SUC, DELIVERY UNITS AND INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR THE FY 2022**

In pursuance to 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 2022-1 dated March 24, 2022, the following is the PBB system of ranking of delivery units and individuals in connection with the Performance-Based Bonus (PBB) for the Fiscal Year 2022.

### A. 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 Table 1. 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 and achieve at least a rating of 4 for at least three (3) criteria.

CRITERIA AND CONDITIONS	WEIGHT	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 Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2022 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 2022 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 2022 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 2022 PBB.
4. Eligible delivery units shall be granted FY 2022 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. 2022-

1.

- 1) To be eligible for the full grant of FY 2022 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 2022 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, etc., 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) 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.
- 5) 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:

<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
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.
- 6) Employees who are not eligible for PBB 2022 are the following:
- a) Those with an “Unsatisfactory” or “Poor” performance rating in any of the two (2) rating periods in FY 2022;
  - b) Those with no performance rating in at least one (1) rating period in FY 2022, 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 2022;
  - d) Employees on vacation or sick leave, with or without pay, for the entire FY 2022;
  - e) Those found guilty of administrative and/or criminal cases filed against them and meted the penalty in FY 2022; provided that those whose penalty involves only a reprimand shall not be disqualified from PBB 2022;
  - f) Those who failed to submit their 2021 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. 2022-1 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, 2022. For illustration, see Table 3 below:

<b>TABLE 3: RATES OF THE PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	<b>65%</b> (100% of the 65% monthly basic salary)
95 points	<b>61.75%</b> (95% of the 65% monthly basic salary)

90 points	<b>58.5%</b> (90% of the 65% monthly basic salary)
85 points	<b>55.25%</b> (85% of the 65% monthly basic salary)
80 points	<b>52%</b> (80% of the 65% monthly basic salary)
75 points	<b>48.75%</b> (75% of the 65% monthly basic salary)
70 points	<b>45.5%</b> (70% of the 65% monthly basic salary)

Approved:



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University President