



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE

**SYSTEM OF RANKING OF DELIVERY UNITS for
FY 2017 PERFORMANCE BASED BONUS (PBB)**

1.0 PURPOSE

In the interest of the service and pursuant to Memorandum Circular No. 2017-1 dated March 9, 2017 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011), the system of ranking of delivery units and personnel in the Presidential Legislative Liaison Office (PLLO) for the grant of the Performance Based Bonus (PBB) for FY 2017 is hereby issued.

2.0 COVERAGE

All officials and employees of eligible delivery units holding regular plantilla positions.

3.0 ELIGIBILITY CRITERIA

3.1 AGENCY

3.1.1 The PLLO must satisfy the following conditions as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-1:

a. Satisfy 100% of the Good Governance Conditions for FY 2017;

a.1 Updated Transparency Seal

- PLLO's Mandate, Vision, Mission and functions, names of its officials with their position, designation and contact information
- Budget and Financial Accountability Reports
 1. 2013-2017 FAR No. 1: SAAOBDB
 2. 2013-2017 Summary Report on Disbursements
 3. 2013-2017 BAR No. 1 – Quarterly Physical Report of Operations/Physical Plan
 4. 2013-2017 FAR No. 5 – Quarterly Report on revenue and Other Receipts
 5. 2013-2017 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursement and Unpaid Obligations)
- DBM-approved budget and corresponding targets for FY 2017
- Projects, Programs, and Activities, Beneficiaries, and Status of Implementation for FY 2017
- FY 2017 Annual Procurement Plan (APP-nonCSE) and FY 2018 (APP-CSE)
- Establishment of an ISO-aligned documentations of QMS for at least one core process (to be posted not later than December 31, 2017)
- System of Ranking Delivery Units (posted by October 1, 2017)
- Freedom of information (FOI) Manual (to be uploaded not later than October 1, 2017)

a.2 Updated PhilGEPS Posting

a.3 Updated Citizen's Charter

In compliance with the President's directive on improving all frontline services consistent with the objectives of the **Anti-Red Tape Act of 2007**

b. Achieve each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget of the FY 2017 General Appropriations Act, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS).

b.1 **MFO TARGETS**

- All MFO indicators and targets in FY 2017 Performance-Informed Budget approved by Congress shall be the basis for assessing eligibility for the PBB. Organizational performance in the achievement of MFO Targets shall be monitored through the use of the quarterly agency accountability reports uploaded in the DBM Unified Reporting System to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the agency for improving the lives of Filipinos.

b.2 **STO TARGETS shall include the following as applicable to the PLLO:**

- Should have at least an ISO-aligned documentation for at least one (1) core process, to include the following:

b.2.1 Approved Quality Manual and approved Procedures and Work Instructions Manual (PAWIM), including Forms

b.2.2 Evidence of ISO 9001-aligned QMS implementation

1. Certification of the PLLO Head on the conduct of Internal Quality Audit, and
2. Minutes of the FY 2017 Management Review

b.3 **GASS TARGETS**

- Budget Utilization Rate
 1. Obligations BUR computed as obligations against all allotments still effective in FY 2017, both continuing and current year from all appropriation sources, including those released under the GAA as the allotment order policy for MOOE and CO in FY 2017, and
 2. Disbursements BUR which is measured by the ratio of total disbursement (excluding personnel services) to total obligations for MOOE and CO for FY 2017.
- Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's URS 30 days after end of each quarter, per COA-DBM-DOF Joint Circular No. 2014-1 dated July 4, 2014.
- The PLLO have fully complied with at least 30% of the prior years' audit recommendations, as shown in the Report on Status of Implementation of Prior Years' Recommendations of the Annual Audit Report (AAR). The objective is to improve the PLLO's internal control processes and to eliminate most audit findings by the end of 2019.

- c. Use of CSC-Conditionally approved Strategic Performance Management System (SPMS) in rating the performance.

3.2 DELIVERY UNITS

3.2.1 The PLLO's delivery units are as follows:

- a. Office of the Presidential Legislative Adviser
- b. Liaison Office for the Senate
- c. Liaison Office for the House of Representatives
- d. Administrative, Financial and Management Division

3.3 INDIVIDUAL

3.3.1 The Presidential Adviser on Legislative Affairs and Head of Office is eligible only if the PLLO is eligible. If eligible, the rate of his PBB for FY 2017 shall be equivalent to 65% of his monthly basic salary. He shall not be included in the Form 1.0 – Report on Ranking of Delivery Units.

3.3.2 Employees belonging to the First, Second and Third Levels should have a rating of at least "Satisfactory" based on the PLLO's SPMS or the CESPES. CESPES covers all incumbents of CES positions in the PLLO. Payment of the PBB to third level officials shall be contingent on the release of results of the CESPES.

Other officials who are presidential appointees occupying non-CES positions are covered by the PLLO's SPMS and should have a rating of at least Satisfactory.

3.3.3 Personnel who transferred from one government agency to PLLO shall be rated and ranked by the agency where he/she served the longest. If equal months served for each agency, he/she will be included in the PLLO.

3.3.4 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating is eligible to the full grant of the PBB.

3.3.5 An official or employee who rendered less than nine (9) months but with a minimum of three (3) months of service and with least 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 Rate
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 valid reasons for not meeting the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity/Paternity Leave
- f. Vacation/sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

3.3.6 The following employees are not eligible for the FY 2017 PBB:

- a. An official or employee who are on vacation or sick leave with or without pay for the entire year of 2017;
- b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017.
- c. Officials and employees who failed to submit the 2016 SALN
- d. Officials and employees who failed to liquidate all Cash Advances received in FY 2017 within the reglementary period
- e. Officials and employees who failed to submit complete SPMS Forms

PLLO Head shall ensure that 2017 SALN is submitted to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances and completed the SPMS Forms.

- f. Officials and employees responsible for submitting COA Annual Financial Reports and Statements if the PLLO failed to comply with the reporting requirements as prescribed in COA Resolution 2014-003 and COA Circular 2015-002
- g. Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards if the PLLO failed to submit the following to the GPPB:
 - FY 2017 (APP-non CSE)
 - FY 2018 APP Common Use Supplies and Equipment (APP-CSE)
 - Results of FY 2016 PLLO Procurement compliance and performance Indicator (APCPI) System
- h. Officials and employees responsible for the non-compliance of prior year's audit recommendations
- i. Officials and employees responsible for the QMS certification or alignment if the PLLO failed to comply with the requirements specified in AO 25 Memorandum Circular No. 2017-1
- j. Officials and employees responsible for the posting and dissemination of the PLLO System of Ranking Performance of delivery units if the PLLO failed to comply

4.0 RANKING OF DELIVERY UNITS

Delivery Units that meet the criteria and conditions are eligible to the FY 2017 PBB and shall be forced ranked according to the following categories:

<u>RANKING</u>	<u>PERFORMANCE CATEGORY</u>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

5.0 RATES OF FY 2017 PBB

The PBB rates of individual employees shall be based on the performance ranking of the individual's delivery units. The rates shall be based on the monthly basic salary based on the following table:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

6.0 SUBMISSION OF REPORTS

- 6.1 FY 2017 accomplishments using Forms A, A-1 and Form 1.0 duly completed and signed forms and reports should be submitted on or before January 31, 2018 to the IATF through AO 25. All forms and reports should be signed by the PLLO Head or the officially designated official.
- 6.2 Report of Ageing of Cash Advance with a cut-off date of November 15, 2017 should be submitted to resident Auditors of COA on or before November 30, 2017 or may be submitted directly to COA Head Office. The Report should be signed by the PLLO Head, Accounting Unit and verified by the PLLO's Resident COA Auditor.
- 6.3 COA Annual Financial Reports and Statements should be submitted directly to COA in accordance with the mandated period of submission.

FY 2016 financial reports must be submitted to COA not later than March 31, 2017.

Based on the reports submitted to COA, a Summary List of Agencies that complied with the required minimum 30% full implementation of audit recommendations shall be prepared by the Auditor.

- 6.4 DBM financial reports including BFARs should be submitted directly to DBM, online through the TS or to the URS.
- 6.5 Certificate of Compliance to the Transparency Seal and PhilGEPS are no longer necessary since the concerned oversight agency shall be conducting validation based on the agreed monitoring schedule.

- a. The PLLO Head should ensure that the status of notices in their PhilGEPS for all transactions from November 16, 2016 to November 15, 2017 is **updated** on or before December 1, 2017.
 - b. Compliant with the ARTA requirement
 - Submission of Certificate of Compliance with the Anti-red Tape Law, with self – assessment and report of improvements on all frontline transactions, processing time standards of each transaction and actions that the PLLO has taken to improve each transaction to be assessed by the oversight agencies on or before July 1, 2017.
- 6.6 Submission of approved FY 2017 APP-non CSE to the GPPB.
 - 6.7 Submission of FY 2017 APP-CSE to the DBM Procurement Service on or before November 30, 2017.
 - 6.8 Submission of Agency Procurement Compliance and Performance Indicators (APCPI) on March 31, 2017 through apcpi@gppb.gov.ph
 - 6.9 Certified true copy of the PLLO's ISO-aligned documentations of QMS for at least one core process to the GQMC thru the DBM Secretariat-Systems and productivity Improvement Bureau not later than December 31, 2017 for verification purposes.

Results of the validation showing non-compliant agencies shall be posted in the RBPMS website. The IATF will conduct spot-checks to validate claims and certifications made by the PLLO.

7.0 EFFECTS OF NON-COMPLIANCE

- 7.1 Non-compliance with any Good Governance Conditions will render the entire PLLO ineligible for FY 2017 PBB.
- 7.2 Prohibited Acts

If the PLLO, after due process by the oversight agency, has been determined to have committed the following prohibited acts, the PLLO will be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman will file the appropriate administrative case.

 - 7.2.1 Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of the IATF MC No. 2017-1
 - 7.2.2 Evenly distributing PBB among employees in the PLLO, in violation of the policy of paying the PBB based on the ranking of delivery units.

8.0 FEEDBACK AND CHANGE MANAGEMENT

The PLLO Head with the support of the Performance Management Group (PMG) shall develop and implement an internal communications strategy on PBIS and fulfill the following:

- 8.1 Engage the respective employees in understanding the PBIS, the performance targets of the PLLO as well as the services and outputs that they will need to deliver in order to meet these targets.
- 8.2 Disseminate the performance targets and accomplishments of the PLLO to the employees through publication on the PLLO website for public's information.
- 8.3 Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the PLLO.
- 8.4 Set up complaints Mechanism to respond to the PBIS-related issued and concerns raised by officials and employees of the PLLO.

9.0 PERFORMANCE MANAGEMENT GROUP (PMG)


- 9.1 The PMG shall review all the PBB requirements prepared by all delivery units.
- 9.2 All complaints, clarification or objection on the results of the rating and ranking of delivery units shall be forwarded to the PMG within 5 working days after the official issuance or transmission of the results with corresponding documents supporting the complaints. Failure to officially file a complaint within the prescribed period shall be deemed acceptance of the delivery units of the results of the rating and ranking.
- 9.3 The PMG shall resolve the complaint within 10 working days upon receipt of the official complaint.

In case of non-compliance with the PBB requirements, the PLLO Head and PMG/Members of the Executive Committee shall have the final decision on the identification of units to be excluded from the grant of PBB.

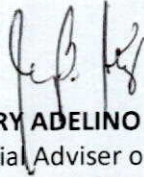
10.0 EFFECTIVITY

This System of Ranking of Delivery Units shall take effect immediately unless amended or revoked by issuance of relevant circulars or orders.

Certified Correct:


JOSIELYN M. LINGA
Chief Administrative Officer

Approved:


SECRETARY ADELINO B. SITOY, LLB, LLM
Presidential Adviser on Legislative Affairs
and Head, PLLO *α*