



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

ANNEX 8

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for  
THE GRANT OF FY 2018 PERFORMANCE BASED BONUS (PBB)**

**1.0 PURPOSE**

Pursuant to Memorandum Circular No. 2018-1 dated May 28, 2018 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 delivery units and personnel in the Presidential Legislative Liaison Office (PLLO) for the grant of the Performance Based Bonus (PBB) for FY 2018 is hereby issued.

**2.0 COVERAGE**

All officials and employees of eligible delivery units holding regular plantilla positions whose compensation are charged to the Personnel Services budget.

**3.0 ELIGIBILITY CRITERIA**

The PLLO must satisfy the following conditions as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2018-1:

**a. Satisfy 100% of the Good Governance Conditions for FY 2018;**

**1. Transparency Seal**

- PLLO's Mandate, Vision, Mission and functions, names of its officials with their position, designation and contact information
- Annual Financial Reports;
- DBM Approved Budget and Corresponding Targets for FY 2018;
- Major Projects and Programs, Beneficiaries, and Status of Implementation for FY 2018;
- FY 2018 Annual Procurement Plan (FY 2018 APP Non-CSE), Indicative FY 2019 APP Non-CSE, and FY 2019 APP for Common-Supplies and Equipment (FY 2019 APP CSE);
- Quality Management System (QMS) Certification to ISO 9001:2015 issued by any of the certification bodies accredited by the International Accreditation Forum members or similar standards relating to Total Quality Management (TQM);
- System of PLLO Ranking Delivery Units for FY 2018 PBB;
- The PLLO Review and Compliance Procedure and Statements and Financial Disclosure; and
- The Final People's Freedom to Information (FOI) Manual signed by head of PLLO, PLLO Information Inventory; 2017 and 2018 FOI Summary Report, and 2017 and 2018 FOI Registry

2. **Post/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform ACT (RA No. 9184) for transactions from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items.
3. **Maintain/Update the Citizen's Charter**, consistent with the objectives of the Anti-Red Tape Act of 2007 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.

**Non-compliance with any of the GGCs will render the entire PLLO ineligible for the PBB. Assessment of agency compliance with GGC requirements shall be conducted starting October 1, 2018.**

***b. FY 2018 Performance Targets***

With respect to the Physical Targets, the AO 25 IATF sets the following requirements to strengthen the performance of of department and agencies in efficiently providing public services.

1. **Streamlining and Process Improvement of the PLLO's Critical Services** covering Government-to-Citizens (G2C), Government-to-Business (G2B) and Government-to-Government transactions as cited in the PLLO's Citizen's Charter. The PLLO shall determine and report the following to measure the performance in delivering said services:
  - a. Number of Steps
  - b. Transaction Costs
  - c. Substantive Compliance Costs
  - d. Number of Signatures
  - e. Number of Documents
  - f. Turnaround Time
2. **Citizen/Client Satisfaction** results shall be reported through feedback mechanism in order to determine the effectiveness of the process improvement.
3. **STO Target. Initial Certification for at least one (1) core process or frontline service as mandated under its existing laws.**
4. **GASS Target**
  - a. Budget Utilization Rate
    1. Obligations BUR computed as obligation rates of Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs; activities, and projects funded in FY 2018 from all appropriation sources including those released under the General Appropriations Act as the allotment order policy, net of savings from procurement and implementation of cost-cutting measures; and



2. Disbursements BUR which is measured by the ratio of total disbursements (cash and non-cash, excluding personnel services) to total obligations for MOOE and CO for FY 2018 net of goods and services obligated by December 31, 2018 but accounts payable and not yet due and demandable on the said date.
  - b. Sustained Compliance with Audit Findings. Fully implemented 30% of the prior year's audit recommendations as shown in the Report Status of Implementation of Prior Years' Recommendations excluding the Property, Plant and Equipment (PPE) related items of the Annual Audit Report (AAR). Audit findings closed in FY 2017 should also not recur.
  - c. Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS) 15 days after end of each quarter.
  - d. Submission of Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015 by posting in the PLLO Transparency Seal.
    1. FY 2018 APP-non CSE should have been submitted to the GPPB-TSO on January 31, 2018.
    2. Indicative FY 2019 APP-non CSE consistent with the FY 2019 National Expenditure Program should be posted on the PLLO's Transparency Seal not later than August 31, 2018.
  - e. Submission of FY 2019 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2019 APP-CSE) to the DBM Procurement Service on or before August 31, 2018 and posting of the same in the PLLO Transparency Seal not later than August 31, 2018.
  - f. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the PLLO's budget submitted to the Congress consistent with the NEP for posting on or before January 31, 2018.
  - g. Submission of results of FY 2017 PLLO Procurement Compliance and Performance Indicators (APCPI) System on or before August 31, 2018.
5. Other cross-cutting requirements
    - a. Establishment and Conduct of Agency Review and Compliance Procedure of SALN pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713)
    - b. Comply with the Freedom of Information Program pursuant to Executive Order No. 2, s. 2016
  6. In case the PLLO is not able to meet any of the above performance targets, the Secretary/Head of Agency should submit the justifications/explanations and supporting documents to warrant reconsideration. For validation purposes, justifiable

reasons are factors that are considered outside the control of the PLLO. Acceptance of justifications/explanations shall be subject to the recommendation of validating agencies.

**4.0 ELIGIBILITY OF INDIVIDUALS**

- a. PLLO Head covered by DBM are eligible only if the PLLO is eligible. The maximum PBB rate for FY 2018 shall be equivalent to 65% of his monthly basic salary as of December 31, 2018. He is not included in the Form-1 Report on Ranking of Delivery Units.
- b. Employees belonging to the First, Second and Third levels should receive a rating of at least "Satisfactory" based on the PLLO's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- c. Personnel 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.
- d. Personnel who transferred from one government agency to another agency shall be rated and ranked 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.
- e. 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 PBB on pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- f. 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 may be eligible to the full grant of the PBB.
- g. An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the full grant of the 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 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:

- 1. Being newly hired employee
- 2. Retirement
- 3. Resignation
- 4. Rehabilitation Leave
- 5. Maternity/Paternity Leave



6. Vacation/sick Leave with or without pay
7. Scholarship/Study Leave
8. Sabbatical Leave

h. The following employees are not eligible for the FY 2018 PBB:

1. An official or employee who are on vacation or sick leave with or without pay for the entire year of 2018;
  2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018.
  3. Officials and employees who failed to submit the 2017 SALN; or those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN
  4. Officials and employees who failed to liquidate all Cash Advances received in FY 2018 within the reglementary period
  5. Officials and employees who failed to submit complete SPMS Forms
- i. PLLO Head should ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, or completed the SPMS Forms as the basis for the release of FY 2018 PBB to individuals.
- j. Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification or posting and dissemination of the PLLO system of ranking performance of delivery units shall not be entitled to the FY 2018 PBB if the PLLO fails to comply with any of these requirements.
- k. Performance Rating of Employees and CES Positions. Use the CSC approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees including. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

## 5.0 RANKING OF DELIVERY UNITS

a. The PLLO's Delivery Units are as follows:

1. Office of the Presidential Legislative Adviser
2. Liaison Office for the Senate
3. Liaison Office for the House of Representatives
4. Administrative, Financial and Management Division

b. Agencies and their corresponding delivery units that meet the criteria and conditions in Section 3.0 are eligible to the FY 2018 PBB and shall be forced rank according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units.

- c. Only the personnel belonging to eligible delivery units are qualified for the PBB.
- d. Guidelines and mechanics in ranking delivery units for the grant of the FY 2018 PBB shall be cascaded to the employees.

## 6.0 RATES OF THE PBB

- a. The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2018, based on the following:

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

## 7.0 SUBMISSION OF REPORTS

- a. FY 2018 accomplishments using the Modified Form A, Modified Form A1, Citizen/Client Satisfaction Report, Form 1.0 and the PBB Evaluation Matrix duly completed and signed forms and reports should be submitted to the IATF through AO 25. All forms and reports should be signed by the PLLO Head or the officially designated official.
- b. Submission of PLLO physical accomplishments and other requirements will be until February 28, 2019. Agencies shall ensure that all explanations and justifications are already attached to the submission.
- c. The COA Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Audit Report/Management letter and submit a report to the concerned Supervising Auditor (SA). The SA will then prepare a summary of report for submission to the concerned Cluster Director. Based on the reports submitted by the SAs, the Cluster Director shall submit to the IATF Secretariat, copy furnished the Sector Head and RBMO, PFMS, both of COA, a summary List of Agencies that complied with the required minimum 30% full implementation of audit recommendations.
- d. 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.

## 8.0 EFFECTS OF NON-COMPLIANCE

- a. Non-compliance with all the Good Governance Conditions will render the entire PLLO ineligible for FY 2018 PBB.
- b. If unable to comply with Performance Targets, the PLLO will be ineligible for the FY 2018 PBB.



- c. In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure, such incident could be a cause to disqualify the PLLO in the succeeding cycle of the PBB.

d. **PROHIBITED ACTS:**

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.

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 this Circular.
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.

## 9.0 FEEDBACK AND CHANGE MANAGEMENT

The PLLO Head with the support of the Performance Management Group (PMG) should enhance the implementation of internal communications strategy on PBIS and fulfill the following:

- a. 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.
- b. Disseminate the performance targets and accomplishments of the PLLO to the employees through publication on the PLLO website for public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the PLLO.
- d. Set up complaints Mechanism to respond to the PBIS-related issued and concerns raised by officials and employees of the PLLO.

## 10.0 PERFORMANCE MANAGEMENT GROUP (PMG)

- a. The PMG shall review all the PBB requirements prepared by all delivery units.
- b. 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.
- c. The PMG shall resolve the complaint within 10 working days upon receipt of the official complaint.

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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.

**11.0 EFFECTIVITY**

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

Prepared by:

  
**GEMMA G. ANGELES**

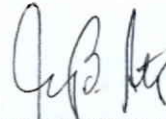
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Date: September 3, 2018

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