



ANNEX 8

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for
THE GRANT OF FY 2019 PERFORMANCE BASED BONUS (PBB)**

1.0 PURPOSE

Pursuant to Memorandum Circular No. 2019-1 dated September 3, 2019 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 2019 is hereby issued.

2.0 COVERAGE

Personnel holding regular and contractual positions are covered by the above Memorandum Circular. Excluded are individuals without employer-employee relationship and funded from non-Personnel Services (PS) 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. 2019-1:

a. Satisfy 100% of the Good Governance Conditions for FY 2019;

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 2019;
- Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019;
- FY 2019 Annual Procurement Plan (FY 2019 APP Non-CSE), Indicative FY 2020 APP Non-CSE, and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE);
- Quality Management System (QMS) Certification of at least one core process by an International certifying body (ICB) accredited by the International Accreditation Forum (IAF) members. The QMS ISO Certification should be posted not later than December 31, 2019;
- System of PLLO Ranking Delivery Units for FY 2019 PBB should be cascaded and to all employees and posted in the TS page not later than October 1, 2019;
- The PLLO Review and Compliance Procedure and Statements and Financial Disclosure should be cascaded to all employees. The scanned copy should be posted in the TS page not later than October 1, 2019; and

- The Final People's Freedom to Information (FOI) Manual signed by head of PLLO, PLLO Information Inventory; should be posted not later than October 1, 2019; and 2019 FOI Registry and 2019 FOI Summary Report should be posted not later than January 31, 2020.
2. **Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform ACT (RA No. 9184) for transactions above P1 million from January 1 to December 31, 2019, including the Early Procurement of FY 2020 Non-CSE items.
 3. **Maintain/Update the Citizen's Charter**, reflecting the PLLO's enhanced service standards, consistent with the objectives of RA No. 11032 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.

PLLO shall submit Certificates of Compliance (CoC) based on the format prescribed by the Anti-Re Tape Authority before December 31, 2019.

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, 2019.

b. FY 2019 Performance Targets

With respect to the Physical Targets, the AO 25 IATF sets the following requirements to strengthen the performance 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 declared in the 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. Turnaround Time (TAT)
 - c. Number of Signatures
 - d. Number of Required Documents
 - e. Transaction Costs
 - f. Substantive Compliance Costs
2. **Citizen/Client Satisfaction** results shall be reported through feedback mechanism/client satisfaction in order to determine the effectiveness of the streamlining and process improvement.
3. **STO Target. Initial Certification/Recertification of the PLLO's Quality Management System (QMS) covering 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 2019 from all appropriation sources including those released under the 2019 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 2019 appropriations, net of goods and services obligated by December 31, 2018 but executed and paid only in 2019. The objective is to measure the disbursements and obligations for MOOE and CO for the 2019 appropriations.
- 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) 30 days after end of every 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.

FY 2019 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2019. The same should be posted on the PLLO transparency Seal page.

- e. Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE) to the DBM Procurement Service on or before October 31, 2019 and posting of the same in the PLLO Transparency Seal webpage not later than October 31, 2019.
- 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, 2020.
- g. Submission of results of FY 2018 PLLO Procurement Compliance and Performance Indicators (APCPI) System on or before March 31, 2019.

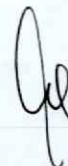


5. Other cross-cutting requirements

- 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 (FOI) 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 2019 shall be equivalent to 65% of his monthly basic salary as of December 31, 2019. 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 2019 PBB:

1. An official or employee who are on vacation or sick leave with or without pay for the entire year of 2019;
 2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019;
 3. Officials and employees who failed to submit the 2018 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 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and 2009-002; and
 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 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed the SPMS Forms as these will be the basis for the release of FY 2019 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 2019 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 2019 PBB shall be cascaded to the employees.

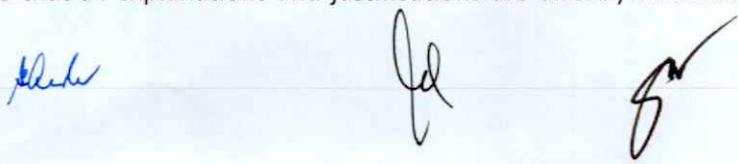
6.0 RATES OF THE PBB

- 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, 2019, 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 2019 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, 20120 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 2019 PBB.
- b. If unable to comply with a maximum of two (2) Performance Targets due to controllable factors, the PLLO will be ineligible for the FY 2019 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 issues and concerns raised by officials and employees of the PLLO.

10.0 PERFORMANCE MANAGEMENT GROUP (PMG)

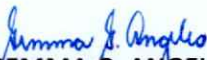
- a. The PMG shall review all the PBB requirements prepared by all delivery units.
- b. All complaints, clarification or objection on the results of the rating and ranking of delivery units shall be forwarded to the PMG within 5 working days after the official issuance or transmission of the results 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.

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

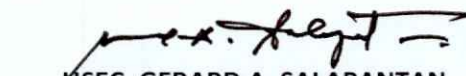
This System of Ranking of Delivery Units shall take effect immediately unless amended or revoked by issuance of relevant circulars or orders.

Prepared by:


GEMMA G. ANGELES

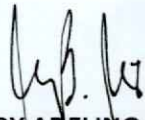

Supervising Administrative Officer

Certified Correct:


USEC. GERARD A. SALAPANTAN
 Presidential Legislative Assistant
 PBB Focal Person

Date: FEB 21 2020

Approved:


SECRETARY ADELINO B. SITTOY
 Presidential Adviser on Legislative Affairs
 and Head, PLLO 

Date: FEB 21 2020