



**PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for  
THE GRANT OF FY 2020 PERFORMANCE BASED BONUS (PBB)**

**1.0 PURPOSE**

Pursuant to Memorandum Circular No. 2020-1 dated June 2, 2020 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 Fiscal Year 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016 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 to be eligible for the grant of FY 2020 PBB:

**3.1 Good Governance Conditions: Satisfy 100% of the Good Governance Conditions for FY 2020;**

**3.2 Performance Targets:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020.

**3.3 Performance Rating System to be Used for Personnel in the First and Second Levels and those occupying Career Executive Service (CES) positions.** The rating of the performance of the first and second level officials and employees shall be consistent withn CSC Strategic performance Management System (SPMS). For the CES officers and incumbents to CES positions, the rating of their performance shall be based on the guidelines issued by the CESB Board (CESB).

**4.0 GOOD GOVERNANCE CONDITIONS**

**4.1 Maintain/Update Transparency Seal**

- a. PLLO's Mandate, Vision, Mission and functions, names of its officials with their position, designation and contact information
- b. Annual Financial Reports;
- c. DBM Approved Budget and Corresponding Targets for FY 2020;
- d. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2020;
- e. FY 2020 Annual Procurement Plan (FY 2020 APP Non-CSE), Indicative FY 2021 APP Non-CSE, and FY 2021 APP for Common-Supplies and Equipment (FY 2021 APP CSE);

- f. Quality Management System (QMS) Certification of at least one core process by any of the certification bodies (CB) accredited by the International Accreditation Bureau, Department of Trade and Industry. The QMS ISO Certification/Recertification or attestation must be valid as of December 31, 2020 and must be posted not later than December 31, 2020;
- g. System of PLLO Ranking Delivery Units for FY 2020 PBB should be cascaded and to all employees and posted in the TS page not later than October 1, 2020;
- h. 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, 2020; and
- i. Updated People's Freedom to Information (FOI) Manual signed by head of PLLO, PLLO Information Inventory; 2020 FOI Registry and 2020 FOI Summary Report should be posted not later than January 29, 2021.

**4.2 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, 2020, including the Early Procurement of FY 2021 Non-Common Use Supplies and Equipment (Non-CSE) items on or before January 29, 2021.

**4.3 Maintain/Update the Citizen's Charter**, reflecting the PLLO's improved and streamlined system and procedure for all its government services to citizens, business, and government agencies pursuant to Section 6 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-Red Tape Authority on or before December 4, 2020.

## **5.0 FY 2020 PHYSICAL TARGETS**

5.1 The following performance targets must be satisfied to support the Administration's focus on the streamlining of government services and seamless public service delivery:

- a. Achievement of the Streamlining and Process Improvement of Critical Services, including digitization, development of online systems, and/or contactless transactions.
- b. Reporting of accomplishments on Program NEHEMIA commitments, in addition to process improvements of other critical services.

**5.2 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

**5.3 Compliance of Delivery Units concerned with Program NEHENIA commitments.** Delivery Units involved in the implementation of commitments to the Program NEHENIA or the National Effort for the Harmonization of Efficient Measures of Inter-Related Agencies should submit their accomplishment reports to the PLLO Planning Committee.

**5.4 Citizen/Client Satisfaction Survey.** This shall be conducted to determine the effectiveness of the streamlining and process improvements in the critical services of the Delivery Units. One (1) Best practice in service quality or productivity in the PLLO shall be identified to further incentivize excellence in providing quality and efficient public service.

**5.5 Support to Operations (STO) Target**

**Initial Certification/Recertification of the PLLO's Quality Management System (QMS) covering at least one (1) critical frontline service or core process as mandated under existing laws.**

**5.6 GASS Target**

- a. **Improved Budget Utilization Rate (BUR)** from the previous year's level of accomplishment, which shall consist of:
  - 1. **Achievement of at least 90% Obligations BUR.** This is computed as obligation rates of Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs; activities, and projects funded in FY 2020 from all appropriation sources including those released under the 2020 General Appropriations Act as the allotment order policy, net of savings from procurement and implementation of cost-cutting measures.
  - 2. **Achievement of at least 85% Disbursement BUR.** This is measured as 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, 2019 but executed and paid only in 2020. The objective is to measure the disbursements and obligations for MOOE and CO for the 2020 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 2018 should also not recur.
- c. **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.

**PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for THE GRANT OF FY 2020 PERFORMANCE BASED BONUS (PBB)**

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FY 2020 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2020. The same should be posted on the PLLO transparency Seal page.

- d. **Submission of FY 2021 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE)** to the DBM Procurement Service on or before December 15, 2020 and posting of the same in the PLLO Transparency Seal webpage not later than December 15, 2020.
- e. **Undertaking of Early Procurement for at least 50% of the total value of eligible Procurement Projects included in the PLLO's proposed budget consistent with the NEP.**
- f. **Submission of results of FY 2019 PLLO Procurement Compliance and Performance Indicators (APCPI) System**, complete with the following forms: (1) APCI - self assessment form (2) APCI – Consolidated Procurement Monitoring Report (3) APCI – Procurement Capacity Development Action Plan; and the Questionnaire on or before June 30, 2020.

**5.7 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
- 5.8** To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, non-frontline services provided to units/employees by the latter delivery units should also be declared.

**6.0 ELIGIBILITY OF INDIVIDUALS**

- 6.1 PLLO Head covered by DBM are eligible only if the PLLO is eligible. The maximum PBB rate for FY 2020 shall be equivalent to 65% of his monthly basic salary as of December 31, 2020. He is not included in the Form-1 Report on Ranking of Delivery Units.
- 6.2 Employees belonging to the First, Second and Third levels should receive a rating of at least "Satisfactory" based on the PLLO's CSC Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 6.3 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.
- 6.4 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.



**PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for THE GRANT OF FY 2020 PERFORMANCE BASED BONUS (PBB)**

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- 6.5 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 PBB on pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- 6.6 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.
- 6.7 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 grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>Length of Services</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 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

6.8 The following employees are not eligible for the FY 2020 PBB:

- 1. Official or employee who is on vacation or sick leave with or without pay for the entire year of 2020;
- 2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020;
- 3. Officials and employees who failed to submit the 2019 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 2020 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

**PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for THE GRANT OF FY 2020 PERFORMANCE BASED BONUS (PBB)**

6. 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 2020 Cash Advances, or completed the SPMS Forms as these will be the basis for the release of FY 2020 PBB to individuals.
  
7. 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 if fail to comply with any of these requirements.

**7.0 RANKING OF DELIVERY UNITS**

7.1 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

7.2 Agencies and their corresponding delivery units that meet the criteria and conditions in Section 4.0 are eligible to the FY 2020 PBB and shall be forced rank according to the following categories:

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

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. The resulting ranking of delivery units shall be indicated in Annex 7: Form-1 Report on Ranking of Delivery Units.

7.3 Only the personnel belonging to eligible delivery units are qualified for the PBB.

7.4 Guidelines and mechanics in ranking delivery units for the grant of the FY 2020 PBB shall be cascaded to the employees.

**8.0 RATES OF THE PBB**

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:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

## 9.0 SUBMISSION OF REPORTS

- 9.1 FY 2020 accomplishments using the Modified Form A, Modified Form A-Department/Agency Performance Report, Form A 1-Details of Office Performance Report, Citizen/Client Satisfaction Survey, 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.
- 9.2 Submission of PLLO physical accomplishments and other requirements will be until February 26, 2021. Agencies shall ensure that all explanations and justifications are already attached to the submission.
- 9.3 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.
- 9.4 Results of the validation showing the PLLO's compliance status with the PBB requirements shall be posted in the RBPMS website. The IATF will conduct spot-checks to validate claims and certifications made by the PLLO.

## 10.0 EFFECTS OF NON-COMPLIANCE

- 10.1 Non-compliance with all the Good Governance Conditions will render the entire PLLO ineligible for FY 2020 PBB.
- 10.2 If unable to comply with a maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies, the PLLO will be ineligible for the FY 2020 PBB.
- 10.3 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.

### 10.4 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.



**PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for THE GRANT OF FY 2020 PERFORMANCE BASED BONUS (PBB)**

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1. Misrepresentation in the submitted/posted reports and requirements 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.

**11. FEEDBACK AND CHANGE MANAGEMENT**


11.1 The PLLO Head with the support of the Performance Management Team (PMT) should enhance the implementation of internal communications strategy on Performance Based Incentive System (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 the intranet and other means, as well as publish 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.

11.2 PLLO Head shall designate a senior official who shall serve as a PBB focal person. The units responsible for the performance management may be tasked to provide secretariat support to the Performance Management Team and to recommend strategies to instill a culture of performance within the PLLO.

**12. EFFECTIVITY**

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

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