



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

MEMORANDUM CIRCULAR

No. 01 Series of 2022

FOR : ALL PLLO OFFICIALS AND EMPLOYEES

SUBJECT : PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for THE GRANT OF FY 2021 PERFORMANCE BASED BONUS (PBB)

1.0 PURPOSE

Pursuant to Memorandum Circular No. 2021-1 dated June 3, 2021 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 2021 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016 is hereby issued.

2.0 COVERAGE

All PLLO personnel holding regular and contractual positions are covered by this 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 criteria and conditions under the four (4) dimensions of accountability to be eligible for the grant of FY 2021 PBB:

Criteria and Conditions	Outcome	Deliverable	Responsible Office
1. Performance Results	Achievement of each one of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act (GAA).	<ul style="list-style-type: none">➤ UPCR➤ Uploaded Budget and Financial Accountability Reports (BFARs) on the DBM Unified Reporting System (URS)	All units
2. Process Results	Achievements in ease of doing business/ease of transaction with the PLLO as a result of streamlining, standardization i.e.	<ul style="list-style-type: none">➤ Use of Modified Form A-Department/Agency Process Results Reports as provided in Annex 3 of IATF AO MC No. 2021-1➤ Report on the results of digitization and	All Units

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	through the ISO-certified QMS or its equivalent, digitization and related improvements in the delivery of services.	<ul style="list-style-type: none"> ➤ standardization in terms of ease of doing business ➤ Valid ISO QMS Certification or equivalent certification as of December 31, 2021 	
3. Financial Results	Actual spending of the PLLO's budget allotment vis-a-vis the realization of the committed programs and projects (PAPs) based on the FY 2021 GAA.	<ul style="list-style-type: none"> ➤ Uploaded Budget and Financial Accountability Reports (BFARs) on the DBM Unified Reporting System (URS) ➤ Submitted FY 2021 Financial Accountability Reports (FAR) No. 1 	OPALA AFMD
4. Citizen/Client Satisfaction Results	Achievements in the Citizen/Client Satisfaction targets.	<ul style="list-style-type: none"> ➤ Report on the Citizen/Client Satisfaction Survey (CCSS) Annex 4 of IATF AO MC No. 2021-1 	OPALA Liaison Office for the Senate Liaison Office for the House of Representatives

The PLLO accomplishments for each of the above criteria, shall be rated using the Table 1.

4.0 FY 2021 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The 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 2021 PBB, the agency must attain a **total score of at least 70 points**.

TABLE 1: FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
TOTAL SCORE		MAXIMUM = 100 POINTS				

The performance rating of 4 in all criteria will yield a total score of 80 points. To be able to attain a total score of at least 70 points, a performance rating of 4 in at least three (3) criteria should be aimed. In such case, while the agency will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the PBB.

4.1 The **Performance Results** shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of performance indicators of the Congress-approved performance targets for FY 2021 (all performance indicators)

4.2 The **Process Results** shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS					
AGENCY	1	2	3	4	5
a. For departments/agencies and GOCCs covered by the DBM	No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitalization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitalization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitalization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitalization, standardization) in all frontline services
b. For SUCs	No demonstrated standardization/quality assurance	Achieved ISO-certification or its equivalent certification only for non-frontline services	Achieved ISO-certification or its equivalent certification for less than 80% of frontline services	Achieved ISO-certification or its equivalent certification for at least 80% of frontline services	Achieved ISO-certification or its equivalent certification for all frontline services

4.3 The **Financial Results** shall be assessed and scored as follows:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

4.4 The Citizen/Client Satisfaction Results shall be scored as follows:

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Low satisfaction rate with unresolved #8888/CCB complaints	Average to high satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved

5.0 PLLO ACCOUNTABILITIES

The PLLO shall continue to implement, monitor and enforce the following requirements in compliance to existing government-mandated laws and standards:

- 5.1 Updating of Transparency Seal
- 5.2 Compliance with the Freedom of Information (FOI) Program
- 5.3 Updating of Citizen’s or Service Charter
- 5.4 Compliance to Audit Findings and Liquidation of Cash Advances
- 5.5 Submission and Review of SALN
- 5.6 PhilGEPS posting of all invitations to bids and awarded contracts
- 5.7 Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP and the results of FY 2020 PLLO Procurement Compliance and Performance Indicators (APCPI) System
- 5.8 Undertaking of Early Procurement Activities covering 2022 Procurement Projects

Note: The above conditions are no longer required to be eligible for PBB; however, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals.

6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 For FY 2021 PBB, the delivery units of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- a. Based on Table 1-PBB Scoring System, to be eligible for the FY 2021 PBB, the PLLO must attain a **total score of at least 70 points**. To be able to attain at least 70 points, the PLLO should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the PLLO is eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.
- b. The unit/s most responsible (including its head) for the non-compliance with the PLLO Accountabilities provided in Section 5 shall also be isolated from the grant of the FY 2021 PBB.

- 6.2 Eligible units shall be granted FY 2021 PBB at uniform rates across the PLLO, including its officials and employees. The corresponding rates of the PBB shall be based on the PLLO's achieved total score as shown in Section 7.0.
- 6.3 The PLLO Secretary is eligible only if the PLLO is eligible. If eligible, the PBB rate for FY 2021 shall be equivalent to the rate as stated in Section 7.0 and shall be based on the monthly basic salary as of December 31, 2021.
- 6.4 Employees belonging to the First, Second and Third levels should receive a rating of at least "Very Satisfactory" based on the PLLO's CSC Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 6.5 PLLO 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 PLLO.
- 6.6 Personnel who transferred from PLLO to another agency shall be included 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.
- 6.7 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.
- 6.8 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Very Satisfactory rating may be eligible to the full grant of the PBB.
- 6.9 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 Very 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:

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 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 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

6.10 The following employees are not eligible for the FY 2021 PBB:

- a. Official or employee who is on vacation or sick leave with or without pay for the entire year of 2021;
- b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021;
- c. Officials and employees who failed to submit the 2020 SALN; or those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
- d. Officials and employees who failed to liquidate all Cash Advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and 2009-002; and
- f. Officials and employees who failed to submit complete SPMS Forms.

7.0 RATES OF THE PBB

The total scores as stated in Section 4.0 shall be the basis in determining the amount of the PBB an agency is eligible for. The amount of PBB shall be based on the monthly basic salary of an employee as of December 31, 2021.

TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

7.0 SUBMISSION OF REPORTS

- 7.1 The quarterly BFARS of the PLLO as uploaded in the DBM URS, shall be submitted within thirty (30) days after the end of each quarter.
- 7.2 The PLLO should submit evidence of accomplishments of Performance Results, Process Results, Financial Results and Citizen/Client Satisfaction Results.
- 7.3 The PLLO shall ensure that all explanations and justifications for deficiencies are already attached in the submission.

8.0 EFFECTS OF NON-COMPLIANCE

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.

8.1 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.

8.2 Evenly distributing PBB among employees in the PLLO, in violation of the policy of paying the PBB.

9.0 COMMUNICATION AND CHANGE MANAGEMENT

The PLLO Head with the support of the Performance Management Team (PMT) should enhance the implementation of internal communications strategy on the PBB and fulfill the following:

9.1 Engage the respective employees in understanding the PBB, 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.

9.2 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.

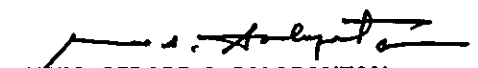

9.3 Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the PLLO.

9.4 Set up complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of the PLLO.

9.5 The 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.


10.0 EFFECTIVITY

This Memorandum Circular shall take effect immediately unless amended or revoked by issuance of relevant circulars or orders and shall be posted on the PLLO Website.


USEC. GERARD A. SALAPANTAN
Presidential Legislative Assistant
Undersecretary for AFMD 

Noted by:



SECRETARY LUZVERFEDA E. PASCUAL
Acting Presidential Adviser on Legislative Affairs
and Head, PLLO 

February 23, 2022

Date