



**Philippine Rice Research Institute**  
Central Experiment Station  
Maligaya, Science City of Muñoz, 3119 Nueva Ecija

PHILRICE Philippine Rice Research Institute  
CSL21-0265

Quality Rice. Quality Life.

*Office of the Executive Director*

**MEMORANDUM NO. 2021-234**  
28 September 2021

TO : **ALL REGULAR STAFF, ALL STATIONS**

FROM : **JOHN C. DE LEON**  
Executive Director

SUBJECT : **Internal Guidelines on the Grant of FY 2021 Performance-Based Bonus (PBB)**

Pursuant to Memorandum Circular No. 2021-1 dated 3 June 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 internal guidelines for the grant of FY 2021 PBB are hereby issued.

There will be no forced ranking of delivery units. However, the delivery unit/s (including its head) most responsible for deficiencies shall be isolated. Eligible delivery units and individuals shall be granted FY 2021 PBB at uniform rates based on the Institute's achieved total score.

For your information and guidance.

*A food-secure and resilient Philippines*  
*with empowered and prosperous farmers and fisherfolk*



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**SYSTEM OF RANKING OF DELIVERY UNITS  
FOR THE GRANT OF FY 2021 PERFORMANCE-BASED BONUS (PBB)**

**I. RATIONALE**

In the interest of the service and pursuant to Memorandum Circular No. 2021-1 dated 3 June 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), these internal guidelines are hereby issued to inform and guide all delivery units and employees on the updated eligibility requirements for the grant of FY 2021 Performance-Based Bonus (PBB).

**II. COVERAGE**

These internal guidelines shall cover the following:

1. All 30 PhilRice delivery units (DUs):
  - **Research and Development (R&D)**
    - ✓ Agronomy, Soils, and Plant Physiology Division
    - ✓ Crop Biotechnology Center
    - ✓ Crop Protection Division
    - ✓ Development Communication Division
    - ✓ Genetic Resources Division
    - ✓ Information Systems Division
    - ✓ Plant Breeding and Biotechnology Division
    - ✓ Rice Engineering and Mechanization Division
    - ✓ Rice Chemistry and Food Science Division
    - ✓ Socioeconomics Division
    - ✓ Technology Management and Services Division
  - **Branch Stations**
    - ✓ Agusan
    - ✓ Batac
    - ✓ Bicol (+ Samar)
    - ✓ Isabela
    - ✓ Los Baños (+ Mindoro)
    - ✓ Midsayap (+ Zamboanga)
    - ✓ Negros
  - **General Administration and Support Services (GASS)**
    - ✓ Administrative Support Division
    - ✓ Business Development Division (+ IPMO)
    - ✓ Corporate Services Division

- ✓ Financial and Management Division
- ✓ Office of the Deputy Executive Director for Administrative Services and Finance (+ IMSSO)
- ✓ Office of the Deputy Executive Director for Development (+ ComRel)
- ✓ Office of the Deputy Executive Director for Research (+ Library, Stat Lab)
- ✓ Office of the Executive Director (+ Legal Office, IAU)
- ✓ Physical Plant Division
- ✓ Procurement Management Division
- ✓ CMU Satellite Station

- **Rice Competitiveness Enhancement Fund – Program Management Office (RCEF-PMO)**, including units in the branch stations

2. All PhilRice officials and employees from eligible DUs holding regular plantilla and contractual positions having an employer-employee relationship and whose compensation is charged to Personnel Services (PS) appropriation.

### III. ELIGIBILITY CRITERIA

The DUs shall meet the criteria and conditions provided in IATF MC No. 2021-1 and **attain a total score of at least 70 points** based on the PBB Scoring System. For FY 2021 PBB, the DUs shall **no longer be ranked**. However, the unit/s most responsible (including its head) for deficiencies (i.e., criteria with a performance rating of below 4, and non-compliance with the Agency Accountabilities) shall be isolated.

#### **Criteria and Conditions (Four dimensions of accountability)**

1. **Performance Results** – achieve each one of the Congress-approved performance targets under the PIB of the FY 2021 GAA / accomplishment of the FY 2021 performance targets (O/D/BPCR ratings);
2. **Process Results** – achieve greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions achieved through streamlining, standardization (QMS certification or equivalent), digitization, and other related process improvements for faster and more efficient public service delivery;
3. **Financial Results** – attain FY 2021 Disbursement BUR / actual spending of budget allotment vis-à-vis the realization of the committed programs and projects (Disbursements BUR / fund utilization/obligation); and
4. **Citizen / Client Satisfaction Results** – accomplish and submit reports on the Citizen/ Client Satisfaction Survey, and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan.



#### **Agency Accountabilities**

1. Updating of Transparency Seal;
2. Compliance with the Freedom of Information (FOI) Program;
3. Updating of Citizen's or Service Charter;
4. Compliance to Audit Findings and Liquidation of Cash Advances;
5. Submission and Review of SALN;
6. PhilGEPS posting of all invitations to bids and awarded contracts;
7. Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 APP-Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System; and
8. Undertaking of Early Procurement Activities covering 2022 Procurement Projects.

#### **IV. RATES OF THE PBB**

Eligible DUs shall be granted FY 2021 PBB at uniform rates across PhilRice, including its officials and employees, based on the institute's achieved total score. The rates of the PBB shall be based on the monthly basic salary of an individual as of 31 December 2021:

<b>Total Score</b>	<b>PBB as % of Monthly Basic Salary (MBS)</b>
100 points	<b>65.00%</b> (100% of 65% MBS)
95 points	<b>61.75%</b> (95% of 65% MBS)
90 points	<b>58.50%</b> (90% of 65% MBS)
85 points	<b>55.25%</b> (85% of 65% MBS)
80 points	<b>52.00%</b> (80% of 65% MBS)
75 points	<b>48.75%</b> (75% of 65% MBS)
70 points	<b>45.50%</b> (70% of 65% MBS)

#### **V. ELIGIBILITY OF INDIVIDUALS**

The following guidelines and procedures shall be followed in the eligibility of individuals for FY 2021 PBB:

1. The Executive Director is eligible only if PhilRice is eligible. If eligible, his FY 2021 PBB rate shall be equivalent to the rates as stated in Item IV, and shall be based on his MBS as of 31 December 2021.
2. Employees belonging to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> levels should receive a rating of at least "**Very Satisfactory**" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

3. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rates his/her performance. The payment of the PBB shall come from the mother agency.
4. Personnel who transferred from one government agency to another shall be included by the agency where s/he served the longest. If equal months were served for each agency, s/he will be included in the recipient agency.
5. Those who have rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
6. Those who have rendered at least three (3) months but less than nine (9) months and with at least a Very 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	Percentage of PBB	Valid Reasons
8 months but less than 9 months	90%	<ul style="list-style-type: none"> <li>○ Being a newly-hired employee</li> <li>○ Retirement</li> <li>○ Resignation</li> <li>○ Rehabilitation Leave</li> <li>○ Maternity and/or Paternity Leave</li> <li>○ Vacation or Sick Leave, with or without pay</li> <li>○ Scholarship or Study Leave</li> <li>○ Sabbatical Leave</li> </ul>
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%	

7. The following individuals shall not be entitled to PBB:
  - ✓ on vacation or sick leave, with or without pay, for the entire year;
  - ✓ found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021, except where the penalty meted out is only a reprimand;
  - ✓ failed to submit the 2020 SALN as prescribed under CSC Memorandum Circular No. 3 s. 2015, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
  - ✓ failed to liquidate all cash advances received in FY 2021 within the reglementary period as prescribed by the COA;
  - ✓ failed to submit their complete SPMS forms;
  - ✓ those responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units, if the agency fails to comply with any of these requirements.



8. The Performance Management Group (PMG) shall review and recommend the rating/scores of all divisions to the Executive Director for his final approval.
9. Employees who disagree with the rating/scores given to their delivery units may wish to give feedback on the implementation of the PBB within PhilRice or may submit a letter to the PMG Chairperson of PhilRice.

## VI. DISTRIBUTION OF SCORE

### FY 2021 PBB Scoring System

Criteria and Conditions	Weight	Performance Rating				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts

### Rating Scale

PERFORMANCE RESULTS				
1	2	3	4	5
Met <80% of performance indicators of the Congress-approved performance targets for FY 2021; <b>deficiencies due to controllable factors</b>	Met <80% of performance indicators of the Congress-approved performance targets for FY 2021; <b>deficiencies due to uncontrollable factors</b>	Met ≥80% of performance indicators of the Congress-approved performance targets for FY 2021; <b>deficiencies due to controllable factors</b>	Met ≥80% of performance indicators of the Congress-approved performance targets for FY 2021; <b>deficiencies due to uncontrollable factors</b>	Met <b>each one</b> of the Congress-approved performance targets for FY 2021 (all performance indicators)
PROCESS RESULTS				
1	2	3	4	5
<b>No demonstrated</b> ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for <b>non-frontline services</b>	Achieved targets to ease transaction (streamlining, digitization, standardization) in <b>&lt;80% of frontline services</b>	Achieved targets to ease transaction (streamlining, digitization, standardization) in <b>≥80% of frontline services</b>	Achieved targets to ease transaction (streamlining, digitization, standardization) in <b>all frontline services</b>

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
CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Low satisfaction rate with unresolved #8888/CCB complaints	Average 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

## VII. FY 2021 PBB REQUIREMENTS, TIMELINES, AND RESPONSIBLE UNITS

No.	Requirements	Due Date	Delivery unit Responsible
1	Performance results		
	O/D/BPCRs	1-Feb-21 (OED) 1-Feb-21 (ODEDs) 1-Feb-21 (D/B)	All delivery units (DUs)
	Submission of BFARs online through the DBM URS		
	First quarter	30-Apr-21	CSD / Budget
	Second quarter	30-Jul-21	CSD / Budget
	Third quarter	30-Oct-21	CSD / Budget
	Fourth quarter	30-Jan-22	CSD / Budget
2	Process results		
	Streamlining, digitization, and other related process improvements	28-Feb-22	All process owners of frontline / non-frontline services reflected in Citizen's Charter/ ARTA Committee/ All DUs
	QMS certification (posting to TS page; submission to QMC thru DBM-SPIB)	31-Dec-21	IMSSO
3	Financial results (disbursement BUR)	28-Feb-22	All delivery units (% utilization)
4	Citizen/Client satisfaction results (+ resolution of reported complaints from Hotline #8888 & Contact Center ng Bayan)	28-Feb-22	Admin Support Division, in coordination with all DUs and branch station counterparts
5	Updating of Transparency Seal	1-Oct-2021	CSD, FMD, PMD, DevCom, IMSSO, Admin



6	Compliance with the Freedom of Information (FOI) Program	28-Jan-2022	Administrative Support Division – Records Office and branch station counterparts
7	Updating of Citizen's or Service Charter		Admin Division and branch station counterparts (CART)
8	Compliance to Audit Findings and Liquidation of Cash Advances	31-Dec-2021	Financial and Management Division and branch station counterparts/ all DUs
9	Submission and Review of SALN	30-May-2021 / 1-Oct-2021	All DUs / Admin Division and branch station counterparts
10	PhilGEPS posting of all invitations to bids and awarded contracts	31-Jan-2022	Procurement Management Division and branch station counterparts
11	Submission of		
	<ul style="list-style-type: none"> <li>FY 2022 Annual Procurement Plan- Common Use Supplies and Equipment (APP-CSE)</li> </ul>	31-Aug 2021 (moved to 30 September 2021)	Procurement Management Division and branch station counterparts
	<ul style="list-style-type: none"> <li>FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE)</li> </ul>	31-Mar-2021	All delivery units ( <i>PPMP submission</i> )
	<ul style="list-style-type: none"> <li>Results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) system</li> </ul>	30-Jun-2021	
12	Undertaking of Early Procurement Activities covering 2022 Procurement Projects	One month after the issuance of 2022 GAA	Procurement Management Division and branch station counterparts

Approved by:



**ABNER T. MONTECALVO**

Deputy Executive Director  
for Administrative Services and Finance