



Philippine Rice Research Institute

Central Experiment Station

Maligaya, Science City of Muñoz, 3119 Nueva Ecija

Quality Rice. Quality Life.



Office of the Executive Director

MEMORANDUM NO. 2022-275

28 September 2022

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

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

SUBJECT : **Internal Guidelines on the Grant of FY 2022 Performance-Based Bonus (PBB)**

Pursuant to Memorandum Circular No. 2022-1 dated 24 March 2022 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 2022 PBB are hereby issued.

The FY 2022 cycle shall continue to observe the simplified FY 2021 PBB scheme. The delivery units of eligible agencies shall not be ranked. However, the delivery unit/s (including its head) most responsible for any criteria with a performance rating of below 4 and non-compliance with the Agency Accountabilities will be isolated from the grant of the PBB.

Eligible individuals shall be granted FY 2022 PBB at uniform rates. The corresponding rates of the PBB shall be based on the Institute's achieved total score.

For your information and guidance.



**SYSTEM OF RANKING OF DELIVERY UNITS
FOR THE GRANT OF FY 2022 PERFORMANCE-BASED BONUS (PBB)**

I. RATIONALE

In the interest of the service and pursuant to Memorandum Circular No. 2022-1 dated 24 March 2022 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 2022 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)**

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| ✓ Agronomy, Soils, and Plant Physiology Division | ✓ Plant Breeding and Biotechnology Division |
| ✓ Crop Biotechnology Center | ✓ Rice Engineering and Mechanization Division |
| ✓ Crop Protection Division | ✓ Rice Chemistry and Food Science Division |
| ✓ Development Communication Division | ✓ Socioeconomics Division |
| ✓ Genetic Resources Division | ✓ Technology Management and Services Division |
| ✓ Information Systems Division | |

• **Branch Stations**

- | | |
|-------------------|--------------------------|
| ✓ Agusan | ✓ Los Baños (+ Mindoro) |
| ✓ Batac | ✓ Midsayap (+ Zamboanga) |
| ✓ Bicol (+ Samar) | ✓ Negros |
| ✓ Isabela | |

• **General Administration and Support Services (GASS)**

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

• **Rice Competitiveness Enhancement Fund – Program Management Office (RCEF-PMO)**

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

III. ELIGIBILITY CRITERIA

To be eligible, each agency must satisfy the criteria and conditions under four accountability dimensions: Performance, Process, Financial, and Citizen/Client Satisfaction Results, and must **satisfy a total score of at least 70 points** and achieve **at least a rating of 4** for at least three criteria based on the PBB Scoring System. Similar to FY 2021 PBB, the Agency Accountability requirements shall be used as the basis in determining eligibility of responsible units and individuals.

The delivery units shall **not be ranked**. However, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 and non-compliance with the Agency Accountabilities shall be isolated.

Accountability Dimensions

1. **Performance Results** – achieve each one of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA);
2. **Process Results** – achieve greater ease of transaction of core services based on mandated functions covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions, and the administrative and supporting services within the agency. The ease of transaction of critical **external** and **internal services** may be achieved through streamlining, standardization of core processes; digitization; and systems and procedures reengineering for faster, easily accessible, seamless, and more efficient public service delivery;
3. **Financial Results** – attain FY 2022 Disbursements BUR; and
4. **Citizen / Client Satisfaction Results** – accomplish and submit reports on the citizen/ client satisfaction survey; resolve all reported complaints, grievances, and other concerns from Hotline #8888 and Contact Center ng Bayan, and comply with the 72-hour prescribed period to take action on complaints.

Agency Accountabilities

1. Updating of Transparency Seal;
2. Compliance to Audit Findings and Liquidation of Cash Advances;
3. Compliance with the Freedom of Information (FOI) Program;
4. Submission and Review of Statement of Assets, Liabilities, and Net Worth (SALN);
5. PhilGEPS posting of all invitations to bids and awarded contracts;
6. FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE);
7. Posting of Indicative FY 2023 APP-non CSE;
8. FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE);
9. Results of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System;
10. Undertaking of Early Procurement Activities covering 2022 Procurement Projects;
11. Designation of the Agency's Committee on Anti-Red Tape (CART); and
12. Compliance with the National Competition Policy (NCP).

IV. RATES OF THE PBB

Eligible individuals shall be granted FY 2022 PBB at uniform rates across PhilRice, including its officials and employees. The corresponding PBB rates shall be based on the institute's achieved total score:

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

V. ELIGIBILITY OF INDIVIDUALS

The following guidelines and procedures shall be followed in the eligibility of individuals for FY 2022 PBB:

1. The Executive Director is eligible only if PhilRice is eligible. If eligible, his FY 2022 PBB rate shall be equivalent to the rates as stated in Item IV, and shall be based on his MBS as of 31 December 2022.
2. Employees belonging to the 1st, 2nd, and 3rd 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 rated 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. 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 s/he served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in item # 7.
6. 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.
7. Those who rendered at least three (3) months but less than nine (9) months and with at least a Very Satisfactory rating shall be entitled to the 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%	a) Being a newly-hired employee b) Retirement c) Resignation d) Rehabilitation Leave e) Maternity and/or Paternity Leave f) Vacation or Sick Leave, with or without pay g) Scholarship or Study Leave h) Sabbatical Leave
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%	

8. 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 2022, except when the penalty meted out is only a reprimand;
 - ✓ failed to submit the 2021 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 2022 within the reglementary period as prescribed by COA circulars; and
 - ✓ failed to submit their complete SPMS forms.
9. The Performance Management Group (PMG) shall review and recommend the scores of the Institute, and the list of delivery units and individuals who are eligible for the FY 2022 PBB to the Executive Director for his final approval.
10. Employees who disagree with the eligibility 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 2022 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	Met <80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors
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	2	Met <80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors
	3	Met ≥80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors
	4	Met ≥80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors
	5	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)
Process Results	1	No substantial improvement in ease of transaction in both external core and internal services
	2	Achieved substantial improvements to ease transaction in internal service
	3	Achieved substantial improvements to ease transaction in external service only
	4	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service
	5	Achieved substantial improvements to ease transaction in priority core service (external) and internal service
Financial Results	1	1-19% Disbursements BUR
	2	20-39% Disbursements BUR
	3	40-59% Disbursements BUR
	4	60-79% Disbursements BUR
	5	80-100% Disbursements BUR
Citizen/ Client Satisfaction Results	1	No submission/ Did not conduct CCSS
	2	Average satisfaction rate with unresolved complaints and ≥30% compliance rate to #8888 and CCB
	3	More than average satisfaction rate with unresolved complaints and ≥50% compliance rate to #8888 and CCB
	4	High satisfaction rate with 100% complaints resolved and ≥80% compliance rate to #8888 and CCB
	5	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

VII. TIMELINES AND SUBMISSION / POSTING OF REPORTS AND REQUIREMENTS

1. To assess and validate Performance Results, the quarterly Budget and Financial Accountability Reports (BFARs) should be submitted through the Department of Budget and Management- Unified Reporting System (DBM-URS) in a timely manner, i.e., within 30 days after the end of each quarter. Deficiencies and non-attainment of targets must be supported with relevant justification using the prescribed BFAR forms, submitted thirty (30) days after the end of the 4th quarter of FY 2022.
2. Evidence of accomplishments of Performance, Process, Financial, and Citizen/Client Satisfaction Results should be submitted **on or before 28 February 2023**, thru an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat).
3. All explanations and justifications for deficiencies should be attached in the submission.

4. Information on compliance with the Agency Accountabilities shall likewise be provided to the A025 Secretariat. Compliance with these conditions shall be used as the basis for determining the eligibility of responsible units and individuals. These legal requirements shall be submitted directly to the validating agencies.

Requirements	Due Date	Delivery unit
Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO	Before January 31 st of the fiscal year	Procurement Management Division and branch station counterparts
Submit FY 2022 APP-Non-Common Use Supplies and Equipment (APP-non CSE) to GPPB-TSO	31-Mar-2022	
Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO	30-Jun-2022	
Posting of Indicative FY 2023 Annual Procurement Plan Non-Common Use Supplies and Equipment (APP-non CSE) in the agency's Transparency Seal webpage	30-Sept-2022	
Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store	30-Sept-2022	
Maintain/Update the agency Transparency Seal. The TS page should be accessible by clicking the TS logo on the home page	1-Oct-2022	CSD, FMD, PMD, DevCom, IMSSO, Admin
Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2022	1-Oct-2022	Admin Division and branch station counterparts
Submission of the National Competition Policy (NCP) requirements	30-Nov-2022	
Sustained compliance with Audit Findings Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. Audit findings closed since FY 2020 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve, and remedy most, if not all, of the agency audit findings by the end of 2022.	31-Dec-2022	Financial and Management Division and branch station counterparts
Update all procurement requirements for transactions above 1 million for January 1, 2022 to December 31, 2022 in the PhilGEPS	30-Jan-2023	Procurement Management Division and branch station counterparts
Submit the following Freedom of Information (FOI) Program requirements to PCOO: ✓ Updated People's FOI Manual ✓ Updated One-page FOI Manual	30-Jan-2023	Administrative Support Division and branch station counterparts

<ul style="list-style-type: none"> ✓ FOI reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report ✓ Link to the agency's dashboard in the electronic FOI (eFOI) portal (www.foi.gov.ph) ✓ Updated AID-FOI Tool ✓ FOI Client/Customer Satisfaction Report 		
<p>Designation of the Agency's Committee on Anti-Red Tape (CART)</p> <p>Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007</p>	28-Feb-2023	Administrative Support Division

5. Agencies shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). The PSIPOP shall serve as the primary source data in determining the total FY 2022 PBB requirement of the agency, to be complemented by a simplified Annex 10: Report of Ranking of Offices/Delivery Units.

Approved by:



ABNER T. MONTECALVO

Deputy Executive Director

for Administrative Services and Finance