




Office of the Executive Director

MEMORANDUM NO. 2023-325
26 September 2023

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

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

SUBJECT : **Internal Guidelines on the Grant of FY 2023 Performance-Based Bonus (PBB)**

Pursuant to Memorandum Circular No. 2023-1 dated 22 August 2023 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 2023 Performance-Based Bonus (PBB) are hereby issued.

The FY 2023 PBB shall continue to measure and evaluate agency performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and reinforced agency stewardship.

Similar to FY 2022 PBB, this year's cycle shall keep observing the simplified scheme. The delivery units of **eligible** agencies shall no longer be ranked. However, the delivery unit/s most responsible (including its head) for deficiencies, i.e., 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 delivery units and individuals shall be granted FY 2023 PBB at uniform rates across PhilRice. The corresponding PBB rates 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 2023 PERFORMANCE-BASED BONUS (PBB)**

I. RATIONALE

In the interest of the service and pursuant to Memorandum Circular No. 2023-1 dated 22 August 2023 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 2023 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 | ✓ 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. Excluded are individuals engaged without an employer-employee relationship and funded from non-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 **attain 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 2022 PBB, the Agency Accountabilities are no longer required in determining the overall PBB eligibility, but 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 2023 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. Further ease of transaction of critical **external** and **internal services** may be achieved through more rigorous approaches such as reengineering, streamlining, digitalization and other technological applications, and other types of process innovations implemented;
3. **Financial Results** – attain FY 2023 Disbursements BUR; and
4. **Citizen / Client Satisfaction Results** – resolve all complaints and grievances reported to 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. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN);
5. PhilGEPS posting of all invitations to bids and awarded contracts;
6. FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE);
7. Posting of Indicative FY 2024 APP-non CSE;
8. FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE);

9. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System;
10. Undertaking of Early Procurement Activities covering 2024 Procurement Projects;
11. Designation of the Agency's Committee on Anti-Red Tape (CART);
12. Continuing ISO-QMS certification or equivalent certification of at least one critical frontline service or core process;
13. Administered Client Satisfaction Measurement (CSM); and
14. Report on the digitalization initiatives or digital transformation of external and internal services.

IV. RATES OF THE PBB

Eligible delivery units and individuals shall be granted FY 2023 PBB at uniform rates across PhilRice, including its officials, employees, and members of the Board of Trustees. 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)

Should PhilRice be assessed eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it fails to submit the complete PBB requirements on time.

V. ELIGIBILITY OF INDIVIDUALS

The following guidelines and procedures shall be followed in the eligibility of individuals for FY 2023 PBB:

1. The Executive Director is eligible only if PhilRice is eligible. If eligible, his FY 2023 PBB rate shall be equivalent to the rates as stated in Item IV, and shall be based on his MBS as of 31 December 2023.
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. Non-ex officio Board of Trustees (BOT) members may be eligible for the PBB with equivalent rates following Section IV (*Rates of the PBB*) and these conditions:
 - a. PhilRice has qualified for the grant of the FY 2023 PBB;

- b. The BOT member has 90% attendance to duly called board and committee meetings as certified by the Board Secretary;
- c. The BOT member has nine months of aggregated service in the position; and
- d. PhilRice has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM as per issued guidelines.

Note: Use MBS of Executive Director (highest corporate official/GOCC head) as MBS of BOT members

4. 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.
5. 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.
6. Officials and employees who transferred from government agencies that are non-participating in the PBB implementation 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 #8.
7. 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.
8. Those who 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 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
7 months but less than 8 months	80%	b) Retirement
6 months but less than 7 months	70%	c) Resignation
5 months but less than 6 months	60%	d) Rehabilitation Leave
4 months but less than 5 months	50%	e) Maternity and/or Paternity Leave
3 months but less than 4 months	40%	f) Vacation or Sick Leave, with or without pay
		g) Scholarship or Study Leave
		h) Sabbatical Leave

9. 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 2023, except when the penalty meted out is only a reprimand;

- ✓ failed to submit the 2022 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 2023 within the reglementary period as prescribed by COA circulars; and
 - ✓ failed to submit their complete SPMS forms.
10. 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 2023 PBB to the Executive Director for his final approval.
 11. 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 2023 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 <50% of performance indicators of the Congress-approved performance targets for FY 2023
	2	Met ≥50% to <70% of performance indicators of the Congress-approved performance targets for FY 2023
	3	Met ≥70% to <80% of performance indicators of the Congress-approved performance targets for FY 2023
	4	Met ≥80% to <100% of performance indicators of the Congress-approved performance targets for FY 2023
	5	Met each one or 100% of the Congress-approved performance targets for FY 2023 (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 transactions in internal service
	3	Achieved substantial improvements to ease transactions 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	<40% Disbursements BUR
	2	40-55% Disbursements BUR
	3	>55-70% Disbursements BUR
	4	>70-85% Disbursements BUR
	5	>85-100% Disbursements BUR
Citizen/ Client Satisfaction Results	1	0% resolution and compliance rate to #8888 / CCB complaints
	2	At least 1% resolution and compliance rate to #8888 / CCB complaints
	3	At least 50% resolution and compliance rate to #8888 / CCB complaints
	4	At least 75% resolution and compliance rate if there are >250 tickets to #8888 / CCB complaints
		At least 80% resolution and compliance rate for ≤250 tickets to #8888 / CCB complaints
	5	100% resolution and compliance rate to #8888 / CCB complaints

VII. TIMELINES AND SUBMISSION / POSTING OF REPORTS AND REQUIREMENTS

1. The quarterly Budget and Financial Accountability Reports (BFARs) which will be used to assess and validate Performance Results shall be submitted through the Department of Budget and Management-Unified Reporting System (DBM-URS) and/or IFMIS in a timely manner, i.e., within 30 days after the end of each quarter as per issued guidelines. Non-compliance thereto must be supported with relevant justification.
2. Evidence of accomplishments of Performance, Process, Financial, and Citizen/Client Satisfaction Results should be submitted **on or before 29 February 2024**, 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). Late submission of complete PBB requirements of agencies that are assessed to be eligible to the grant of the FY 2023 PBB shall be subject to a penalty (5% reduction in rates of incentives). Beginning FY 2023, the submission of accomplishment reports shall be fully online through the **Government Executive Information System (GEIS)** platform.
3. All explanations and justifications for deficiencies should be attached in the online submission.
4. Information on compliance with the Agency Accountabilities shall likewise be provided to the AO25 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 a Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO	Before January 31 st of the fiscal year	Procurement Management Division and branch station counterparts
Submit FY 2023 APP-Non-Common Use Supplies and Equipment (APP-non CSE) to GPPB-TSO	31-Mar-2023	

Submit Results of the APCPI system for FY 2022 Procurement Transactions to GPPB-TSO	30-Jun-2023	
Submit the FY 2024 APP-CSE thru the PS-DBM Virtual Store under the Modernized PhilGEPS system	15-Sept-2023	
Posting of Indicative FY 2024 Annual Procurement Plan Non-Common Use Supplies and Equipment (APP-non CSE) in the agency's Transparency Seal webpage	30-Sept-2023	
Maintain/Update the agency Transparency Seal. The TS page should be accessible by clicking the TS logo on the home page	1-Oct-2023	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 2023	1-Oct-2023	Admin Division and branch station counterparts, DevCom
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 2021 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 2023.	31-Dec-2023	Financial and Management Division and branch station counterparts, and all concerned delivery units
Posting on the TS webpage the copy/ies of ISO QMS certification/recertification or equivalent certification	31-Dec-2023	IMSSO, DevCom
Update all procurement requirements for transactions above 1 million for January 1, 2023 to December 31, 2023 in the PhilGEPS	31-Jan-2024	Procurement Management Division and branch station counterparts
Submit the following Freedom of Information (FOI) Program requirements to PCOO: <ul style="list-style-type: none"> ✓ Updated People's FOI Manual ✓ Updated One-page FOI Manual ✓ Updated FOI reports: Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report ✓ Onboarding to the eFOI portal ✓ FOI Feedback Report ✓ Addressed overdue or pending FOI requests 	31-Jan-2024	Administrative Support Division and branch station counterparts, DevCom

Report on the digitalization initiatives or digital transformation of external and internal services to be submitted to the AO25 Secretariat	29-Feb-2024	PMG, CART, all concerned DUs
Designation of the Agency's Committee on Anti-Red Tape (CART) Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007	29-Feb-2024	Administrative Support Division
Administered Client Satisfaction Measurement (CSM)	ARTA to issue separate guidelines reiterating the deadline and manner of submission	Administrative Support Division and branch station counterparts

- 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:


SOPHIA T. BORJA

Chairperson, Performance Management Group and
Officer-in-Charge, Office of the Deputy Executive Director
for Administrative Services and Finance