



GUIDELINES/MECHANICS IN RANKING DELIVERY UNITS FOR THE GRANT OF FY 2020 PERFORMANCE-BASED BONUS

In general, the grant of PBB to the qualified delivery units and employees of ASTI shall be governed by the provisions of the Memorandum Circular No. 2020-1 dated 02 June 2020 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (created through Administrative Order No. 25 s. 2011).

The following internal guidelines shall be adopted by ASTI to fully implement the grant of PBB for 2020:

A) Eligibility

Agency

ASTI must comply with the eligibility requirements of the Memorandum Circular No. 2020-01 to wit:

1. Satisfy 100% of Good Governance Conditions for FY 2020, which include:
 - a) Maintain and update the Agency Transparency Seal, which contains the following documents:
 - Agency's mandates and functions, names of its officials with their position and designation, and contact information;
 - Annual Financial Reports;
 - DBM-approved budget and corresponding targets for FY 2020;
 - Projects, Programs and Activities, Beneficiaries and Status of Implementation for FY 2020;
 - FY 2020 Annual Procurement Plan (FY 2020 APP-non CSE), Indicative FY 2020 APP Non-CSE, and FY 2021 APP for Common Supplies and Equipment (FY 2021 APP CSE);
 - Quality Management System (QMS) Certification to ISO 9001:2015;
 - System of Ranking of Ranking Delivery Units for FY 2020 PBB;
 - Agency Review and Compliance Procedure of Statements and Financial Disclosures; and
 - Freedom to Information (FOI) Manual signed by the Agency Head.
 - b) 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 Php 1 million from January 1 to December 31, 2020, including Early Procurement of FY 2021 Non – Common Use Supplies and Equipment (Non-CSE) items;
 - c) Set-up Most Current and Updated Citizen's or Service Charter reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, 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;

2. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020;
3. Streamline and improve the processes for the delivery of the Agency's critical services;
4. Measure the effectiveness of the streamlining and process improvements initiated by the Agency through feedback mechanisms and citizen/client satisfaction report;
5. Acquire certification/recertification of the Agency's Quality Management System covering at least one core process or frontline service;
6. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second level officials and employees of the Agency. The rating of CES officers and incumbents to CES positions shall be based on the guidelines issued by the CES Board (CESB).

Individual/Personnel

1. The Agency Head is eligible only if ASTI is eligible. If eligible, the maximum PBB rate for FY 2020 must be equivalent to 65% of his monthly basic salary as of December 31, 2020.
2. The ratings of employees belonging to the First, Second, and Third Levels must at least be "Satisfactory" based on the agency's Civil Service Commission (CSC) – approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
3. Personnel who transferred from one government agency to another 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.
4. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Satisfactory rating may be eligible for the full grant of the PBB.
5. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least 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	% of PBB Rate
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%

7. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of the PBB.

8. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
9. Officials and employees who failed to conform with the following shall not be entitled to the FY 2020 PBB:
 - a) Submission of 2019 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015;
 - b) Liquidation of cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009;
 - c) Submission of SPMS Forms.

B. Delivery Units and Ranking

1. ASTI's delivery units are the following:
 - Office of the Director (OD)
 - Finance and Administrative Division (FAD)
 - Computer Software Division (CSD)
 - Knowledge Management Division (KMD)
 - Research and Development Division (RDD)
 - Solutions and Services Engineering Division (SSED)
2. The qualified delivery units shall be ranked as follows:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

3. The PBB rate of a qualified individual/employee shall depend on the performance ranking of his/her delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020 based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit (10%)	0.65
Better Delivery Unit (25%)	0.575
Good Delivery Unit (65%)	0.50

C. Performance Criteria

The delivery units will be assessed or evaluated based on the following criteria:

Criteria	Weight/Percentage					
	CSD	RDD	SSED	KMD	OD	FAD
1. Accomplishment of performance targets for Research and Development Program	35	35	35	15	-	-
2. Accomplishment of performance targets for Technology Transfer Program	20	20	20	20	-	-
3. Research Collaboration with Other Delivery Units	5	5	5	-	-	-
4. Financial Accomplishment	25	25	25	25	20	10
5. Reportorial Requirements	15	15	15	15	40	40
6. Assistance to Other Delivery Units	-	-	-	25	40	50
Total	100	100	100	100	100	100



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