



**GUIDELINES/MECHANICS FOR THE GRANT OF
 FY 2021 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. 2021-1 dated 03 June 2021 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 2021:

A) ELIGIBILITY CRITERIA

Agency

ASTI must satisfy the criteria and conditions under the four dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results.

The agency 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, where 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.

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				

1. Performance Results

The targets under Performance Results will enable agencies to concentrate their efforts and available resources on their mandates and core functions, as well as ensure delivery of high quality and high impact activities.

The agency performance shall be closely monitored through the use of the submitted Unified Reporting System (URS) – generated Budget and Financial Accountability Reports (BFARs) to indicate the progress towards the accomplishment of outcomes targeted by the agency for improving the lives of Filipinos.

The quarterly BFARs of the agencies, as uploaded in the DBM URS, shall be submitted in a timely manner, as provided under Item 3.15.2 of the National Budget Circular No. 583, pursuant to Section 90, General Provisions of Republic Act No. 11518 (FY 2021 GAA).

The Performance Results shall be assessed and scored as follows:

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 the Congress-approved performance targets for FY 2021 (all performance indicators)

2. Process Results

The target under Process Results is the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-business (G2B), and government-to-government (G2G) transactions. This may be achieved through streamlining especially of frontline services; standardization of frontline processes; digitization; and other process improvements for faster and more efficient public service delivery.

The agency should report and provide the objectively verifiable evidence of their achievements in ease of doing business or ease of transaction from the perspective of the transacting public.

The Process Results shall be assessed and scored as follows:

RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No demonstrated ease of transaction	Achieved targets to ease transaction only for non-frontline services	Achieved targets to ease transaction in less than 80% of frontline services	Achieved targets to ease transaction in at least 80% of frontline services	Achieved targets to ease transaction in all frontline services

3. Financial Results

Targets under Financial Results reflect final payments made from the agency's annual budget allotment to realize their committee programs and projects based on the valid appropriations for FY 2021. Hence for FY 2021, the agency shall accomplish the following Disbursement BUR:

- a. Disbursements BUR is measured by the ratio of total disbursements (cash and non-cash, excluding PS) to the total obligations for MOOE and CO made in 2021, net of goods and services obligated by December 31, 2020, but paid only in 2021. The total obligations for MOOE and CO shall refer to those made from the FY 2021 GAA, FY 2020 GAA, and Bayanihan II appropriations due to their extension under RA No. 11519 and RA No. 11520. The objective is to measure the disbursements for the obligations for MOOE and CO made in 2021 from all valid appropriations. These shall be net of transfers to the Procurement Service (PS, the Philippine International Trading Corporation (PITC), and implementing agencies and units which have still to be implemented and outputs delivered. Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non-cash, excluding PS), net of payments made in 2021 for past years' obligations}}{\text{Total Obligations (excluding PS, from valid appropriations)}}$$

- b. Agencies with fund transfers either for operating or program subsidies or both, shall also achieve and report the same Disbursements BUR for NGAs for all the subsidy releases for 2021 from the three appropriations sources above.

The requirements under the Financial Results shall be scored as follows:

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

4. Citizen/Client Satisfaction Results

The agency must accomplish and submit reports on the Citizen/Client Satisfaction Survey (CCSS), and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).

- a. The agency must embed feedback mechanisms and systematically measure citizen/client satisfaction in the delivery of services since the FY 2018 cycle.
- b. Agency shall ensure resolution of all complaints and grievances on government service procedures, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities reported to Hotline #8888 and CCB.

The requirements under the Financial Results shall be scored as follows:

RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average to low 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	High satisfaction rate without #8888/CCB complaints

Delivery Unit/s

1. The delivery units shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
 - a. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head)

for the criteria 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 Agency Accountabilities will also be isolated from the grant of the FY 2021 PBB.
2. Eligible delivery units shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency’s achieved total score.

Individual/Personnel

1. The head of the agency is eligible only if the agency is eligible. If eligible, the PBB rate for FY 2021 shall be equivalent to the rates and shall be based on the monthly basic salary.
2. The ratings of employees belonging to the First, Second, and Third Levels must at least be “Very 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 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 he/she served the longest. If equal months were served for each agency, he/she 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 he/she 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.
6. An official or employee who has 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. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service 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	% 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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- i. Being a newly-hired employee;
 - ii. Retirement;
 - iii. Resignation;
 - iv. Rehabilitation Leave;
 - v. Maternity Leave and/or Paternity Leave;
 - vi. Vacation or Sick Leave with or without pay;
 - vii. Scholarship/Study Leave; and/or
 - viii. Sabbatical Leave
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 2021 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 submit the 2020 SALN as prescribed in the rules provided 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, shall not be entitled to the FY 2021 PBB.
 10. 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 reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2021 PBB.

B) RATES OF THE PBB

The total score shall be the basis in determining the amount of the PBB. The maximum rate of the PBB that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021.

RATES OF PBB	
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)

C) TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

1. The quarterly BFARs of the agencies shall be submitted in a timely manner as provided under Item 3.15.2 of National Budget Circular No. 583, pursuant to Section 90, General Provisions of Republic Act No. 11518 (FY 2021 GAA). BFARs will be used to assess and validate Performance Results.
2. The agency should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results on or before February 28, 2022.

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