



**Philippine Council for Industry, Energy and Emerging Technology Research and
Development (PCIEERD)**

**Guidelines on Granting of the Performance-Based Bonus (PBB) for the Fiscal
Year (FY) 2021**

1.0 RATIONALE

To establish the guidelines of the Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD) that will serve as a basis in granting of the PBB for FY 2021 performance pursuant to the Memorandum Circular No. 2021-1 dated 03 June, 2021 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, s. 2011).

2.0 COVERAGE

This covers all regular plantilla personnel of PCIEERD.

3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 PBB, PCIEERD must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/ Client Satisfaction Results and attain a total score of at least 70 points based on the PBB Scoring.

Performance Results refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act (GAA).

Process Results refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization *i.e.*, through the ISO-certified QMS or its equivalent, digitization, and related improvements in the delivery of services.

Financial Results refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2021 GAA. The Disbursements BUR as well is a one of the targets. refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2021 GAA.

Citizen/Client Satisfaction Results refer to the achievements in satisfying the quality expectations of the transacting public.

4.0 FY 2021 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

PCIEERD's 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, as shown in Table 1. 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.

TABLES 1: 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
TOTAL SCORE				MAXIMUM=100pts		

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. To be able to attain a total score of at least 70 points, PCIEERD should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the PCIEERD will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of FY 2021 PBB.

4.1 Performance Results. The targets under Performance Results will enable PCIEERD 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. PCIEERD must to achieve each one of the Congress-approved performance targets under the PIB of the FY 2021 GAA, covered by the DBM.

PCIEERD's performance in the achievement of targets 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 broader sectoral and societal outcomes targeted by PCIEERD for improving the lives of Filipinos.

The quarterly BFARs of PCIEERD, as uploaded in the DBM URS, shall be submitted in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, 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 monitor and validate PCIEERD accomplishments.

The Performance Results shall be assessed and scored as follows:

TABLE 2: 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)

4.2 Process Results. The target under Process Results is the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions. This may be achieved through streamlining especially of frontline services; standardization of frontline processes; digitization e.g., *by developing electronic or online paperless systems, new service delivery channels, contactless transactions*, and other process improvements for faster and more efficient public service delivery.

The Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services

4.3 Financial Results. For PCIEERD, which is covered by DBM, attainment of the FY 2021 Disbursement BURs.

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

Disbursements BUR is measured by the ratio of total disbursements {cash and non-cash, excluding PS) to total obligations for MOOE and CO made in 2021, net of goods and services obligate 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. Hence:

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

Where Total Disbursements is net of transfers to PS, PITC, and other implementing agencies which have not been delivered.

The requirements under Financial Results shall be scored as follows:

TABLE 4: RATING SCALE FOR 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

4.4 Citizen/ Client Satisfaction Results. Achieve the Citizen/Client Satisfaction targets as provided below. For the PCIEERD, covered by the DBM, accomplish and submit reports on the Citizen/ Client Satisfaction Survey {CCSS), and resolve all reported complaints from Hotline #8888 and Contact ng Bayan {CCB).

- a. To determine the effectiveness of streamlining, standardization, digitization, and other process improvements in easing transactions with the public, agencies have been encouraged to embed feedback mechanisms and systematically measure citizen/client satisfaction in the delivery of services since the FY 2018 cycle.

To provide evidence on the citizen/ client satisfaction results, PCIEERD may report the results of the CCSS following Annex 4: Citizen/ Client Satisfaction Survey.

- b. Resolution of reported complaints from Hotline #8888 and Contact Center ng Bayan. PCIEERD 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. To provide evidence on this, PCIEERD may submit a report summarizing the #8888 and CCB complaints received in FY 2021 and their status if resolved or pending.

The validation shall be complemented with reports and collected data on feedback and complaints from citizen/ clients gathered by the OP, PMS, CSC, and PCOO from Hotline #8888 and CCB databases, as well as the FOI portals.

The requirements under Citizen/ Client Satisfaction Results shall be scored as follows:

TABLE 5: 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

5.0 AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to existing government-mandated laws and standards, PCIEERD and their Performance Management Committee (PMC) shall continue to implement, monitor, and enforce compliance with the following requirements within PCIEERD:

a. Updating of Transparency Seal
b. Compliance with the Freedom of Information (FOI) Program
c. Updating of Citizen's or Service Charter
d. Compliance to Audit Findings and Liquidation of Cash Advances
e. Submission and Review of SALN
f. PhilGEPS posting of all invitations to bids and awarded contracts
g. Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 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
h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects

While the above conditions are no longer required in determining the overall PBB eligibility of PCIEERD, compliance with these conditions shall be used as the basis of determining the eligibility of responsible units and individuals. PCIEERD should submit these legal requirements directly to oversight agencies.

6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- a. Based on Table 1, to be eligible for the FY 2021 PBB, PCIEERD must attain a total score of at least 70 points. To be able to attain at least 70 points, PCIEERD should achieve a performance rating of 4 in at least three (3) criteria. In such case, while PCIEERD will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 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 provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.

- 6.2 Eligible DUs shall be granted FY 2021 PBB at uniform rates across the PCIEERD, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
- 6.3 To be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third 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.
- 6.4 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.
- 6.5 Personnel who transferred from one government agency to another agency 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.
- 6.6 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.
- 6.7 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.
- 6.8 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 the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

LENGTH OF SERVICE	% OF PBB
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:

- a.) Being a newly hired employee;
- b.) Retirement;
- c.) Resignation;
- d.) Rehabilitation Leave;
- e.) Maternity Leave and/ or Paternity Leave;
- f.) Vacation or Sick Leave, with or without pay;



- g.) Scholarship or Study Leave;
- h.) Sabbatical Leave

- 6.9 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
- 6.10 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.
- 6.11 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.
- 6.12 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.

7.0 RATES OF THE PBB

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB PCIEERD is eligible for. The maximum rate of the PBB should PCIEERD achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021. For illustration, see Table 6 below:

TABLE 6: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% MBS)
90 points	58.5% (90% of the 65% MBS)
85 points	55.25% (85% of the 65% MBS)
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)

8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 8.1 The quarterly BFARs of PCIEERD, as uploaded in the DBM URS, shall be submitted in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, 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.

8.2 PCIEERD should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) on or before February 28, 2022 to AO 25 Secretariat.


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