Inter-Agency Task Force on the Harmonization of National Government Performance, Monitoring, Information and Reporting Systems

Guidelines on the Grant of Performance-Based Bonus for FY 2015 under Executive Order No. 80

August 13, 2015, Thursday
1 PM – 5 PM
Auditorium, Commission on Higher Education, Diliman, Quezon City

Government Oversight Partners:

CSC  CESB  COA  Ombudsman  NCC  GCG  CHED

Secretariat & Technical Resource
WELCOME
State Universities and Colleges
PBB Focal Persons
AGENDA ITEMS

• Highlights of the FY 2014 PBB

• Guidelines on the Grant of the Performance-Based Bonus for FY 2015

• Orientation on the Agency Procurement Compliance and Performance Indicators (APCPI) System
Phases of RBPMS Implementation

Initiation Phase

Refinement & Harmonization

Stabilization

Institutionalization

2012

2013

2014

2015 onwards

P I E

P I E

P I E

P I E
Participation Rate

**2012**
184 out of 191 Agencies
- 110 SUCs (96%)
- 36 OEOs
- 23 Depts
- 2 COs
- 13 GOCCs under DBM

**2013**
189 out of 192 Agencies
- 111 SUCs (98%)
- 36 OEOs
- 23 Depts
- 4 COs
- 15 GOCCs under DBM

**2014**
190 out of 192 Agencies
- 111 SUCs (99%)
- 36 OEOs
- 23 Depts
- 5 COs
- 15 GOCCs under DBM

Legend:
- Blue: State Universities and Colleges
- Orange: Constitutional Offices
- Yellow: Departments
- Red: Other Executive Offices
- Green: Government-Owned and Controlled Corporations covered by the Department of Budget and Management
<table>
<thead>
<tr>
<th>Good Governance Conditions</th>
<th>Average Compliance Rate</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transparency Seal Sec 93 GAA 2012</td>
<td></td>
<td>87%</td>
<td>89%</td>
<td>98%</td>
</tr>
<tr>
<td>Sec 91 GAA 2013, 2014</td>
<td></td>
<td>79%</td>
<td>90%</td>
<td>95%</td>
</tr>
<tr>
<td>PhilGEPS RA 9184</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizen’s Charter RA 9485</td>
<td></td>
<td>94%</td>
<td>96%</td>
<td>99%</td>
</tr>
<tr>
<td>SALN Submission RA 6713</td>
<td>NA</td>
<td></td>
<td>96%</td>
<td>96%</td>
</tr>
<tr>
<td>Report on Ageing of Cash Advance</td>
<td>91%</td>
<td>97%</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

**Overall Compliance Rate**

88% → 94% → 98%
What’s New in FY 2014 PBB

Empowerment of oversight agencies

Setting of four payout periods

Productivity Enhancement Incentive (PEI) adjustment per EO 181

340 agencies, attached agencies and bureaus (including 14 GOCCs under DBM) are eligible for one month PEI FY 2015
Sharing of Experiences on FY 2014 PBB Implementation
Small Group Discussion Mechanics

1. Participants to group each other (8 pax per group)
2. Assign a lead facilitator and documenter.
3. Discuss among selves the two guide questions for 20 mins.
4. Summarize responses and write in the sheet of paper provided.
5. Prepare to share your group’s output.
Guide Questions

1. What are the positive changes/experiences/results of PBB implementation in organization?
2. What are the areas that need improvement?
<table>
<thead>
<tr>
<th>Improvements</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fully Implementation of SPMS; focal persons per campuses</td>
<td>• Higher distribution of best and better delivery unit</td>
</tr>
<tr>
<td>• Better MFOs and indicators</td>
<td>• Early issuance of memo circular guidance</td>
</tr>
<tr>
<td>• Better planning</td>
<td>• Guidance in the formulating and setting the targets</td>
</tr>
<tr>
<td>• Compliance to guidelines</td>
<td>• Reviewing targets set for FY 2015</td>
</tr>
<tr>
<td>• Delivery units are more aware of targets</td>
<td>• Early feedback on the validation results</td>
</tr>
<tr>
<td>• Monetary incentive; changed behaviour to be performance-oriented</td>
<td>• Need for the standardization of performance evaluation across SUCs</td>
</tr>
<tr>
<td>• Establish greater intra-delivery unit accountability</td>
<td>• Provision of Minutes of the Meeting of Evaluations</td>
</tr>
<tr>
<td></td>
<td>• Merge the PMT and PMG</td>
</tr>
</tbody>
</table>
Guidelines on the Grant of FY 2015 PBB
NEW FEATURES

• Use of the Strategic Performance Management System (SPMS) for ranking of First and Second Level employees;

• Compliance to Public Financial Management (PFM) reporting requirements of COA and DBM

• Adoption and use of the Agency Procurement Compliance and Performance Indicators System (APCPI);

• Submission of Annual Procurement Plan (APP) per AO 46;

• No need to submit targets since 2015 GAA will be used

• Submission of Forms B and C for Agency Accomplishments for Priority Programs and Initiatives under EO 43, and OP Planning Tool FY 2015 Targets.
ELIGIBILITY CRITERIA for SUCs

• Achieve at least 90% of each **Physical Targets:**
  - MFOs
  - STO
  - GASS
• Achieve at least 90% of each **Priority Program Targets:**
  - KRAs of EO 43
  - EODB
  - OP Planning Tool
• Satisfy 100% of the **Good Governance Conditions**

• Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials
PERFORMANCE TARGETS (1/4)

• All MFO indicators and targets in the FY 2015 Congress approved PIB shall be the basis for assessing eligibility for the PBB.

• In addition to the STO indicators and targets in the FY 2015 PIB SUCs shall include:
  a) Quality Management System (QMS) for at least one core process certified by any international certifying body

  OR submission of an Operations Manual covering selected core processes or areas of operation.

  b) STO target identified based on the priority of the agency head.
Proposed Outline of Operations Manual

1. Introduction on the Manual
2. Definition of terms and acronyms
3. General Information about the Agency and the Selected Area of Operation
4. Organization and Responsibilities
5. Operational Control and Supervision
6. Operating Procedures
7. Control of Records and Documents (Optional)
8. Appendices

(Annex 9 in the guidelines)
PERFORMANCE TARGETS (2/4)

• GASS Targets shall be:

  a) Budget Utilization Rate (BUR):

  ❖ Obligations BUR
    Obligations against all allotments issued for FY 2015, including those released under the “GAA as a release document” policy; and

  ❖ Disbursement BUR
    Ratio of total disbursement (cash and non-cash, excluding PS) to Total Obligations for MOOE and CO in FY 2015.
• GASS Targets shall be:

  b) **Compliance to Public Financial Management (PFM) reporting requirements of the COA and DBM**

  **This includes the following:**
  - Budget and Financial Accountability Reports (BFARs)
  - Report on Ageing of Cash Advances
  - COA Financial Reports:
    - Statement of Financial Position;
    - Statement of Financial Performance;
    - Statement of Changes in Net Assets/Equity;
    - Statement of Cash Flows;
    - Statement of Comparison of Budget and Actual Amounts; and
    - Notes to Financial Statements[per COA Resolution 2014-003]
PERFORMANCE TARGETS (4/4)

• Additional GASS Targets shall be:  NEW!

  c) Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators System (APCPI) per GPPB Resolution No. 10-2012.

  d) Submission of agency Annual Procurement Plan (APP) as prescribed by Section 3e of Administrative Order No. 46 s.2015.

Agencies should send a scanned copy of the APP to GPPB-TSO’s email: monitoring@gppb.gov.ph, instead of an Excel file or hard copy.
GOOD GOVERNANCE CONDITIONS FOR FY 2015 (1/2)

- Maintain/Update Agency Transparency Seal (Sec. 91 of GAA 2015 or RA 10651)

- Maintain/Update PhilGEPS posting (Revised IRR of RA 9184)

- Maintain/Update Citizen’s Charter or its equivalent, Service Charter (RA 9485)

SALN is still a Good Governance Condition but we modified the process for non-filers
GOOD GOVERNANCE CONDITIONS FOR FY 2015 (2/2)

- Agency Transparency Seal should include the posting of the following:
  i) **Agency’s system of ranking delivery units and individuals**;
     The system of ranking delivery units and individuals should be posted in the agency transparency seal and disseminated to employees not later than October 30, 2015.
  
  ii) **Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable**

- **NEW!**

  A pre-assessment of agency compliance with the Good Governance Conditions and other PBB requirements shall be conducted starting October 1, 2015
ELIGIBILITY OF INDIVIDUALS (1/4)

- Officials and employees of eligible agencies, regular plantilla, contractual and casual personnel having an employer-employee relationship
- Salaries are charged to the lump sum appropriation under PS, or occupying positions in the DBM-approved contractual staffing pattern
- Should receive a Satisfactory rating based on CSC-approved SPMS
ELIGIBILITY OF INDIVIDUALS (2/4)

- Personnel on detail to another government agency for six (6) months or more included in the ranking of the recipient agency. Payment of PBB shall come from the mother agency.

- Personnel who transferred from G2G shall be rated and ranked by agency where he/she served the longest. If equal months served, he/she will be included in the recipient agency.

- Minimum of nine (9) months government service during FY 2015 will be eligible to the full PBB grant

- Minimum of three (3) but less than nine (9) months shall be prorated corresponding to the length of service rendered.
ELIGIBILITY OF INDIVIDUALS (3/4)

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>% of PBB</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 months but less than 9 months</td>
<td>90%</td>
</tr>
<tr>
<td>7 months but less than 8 months</td>
<td>80%</td>
</tr>
<tr>
<td>6 months but less than 7 months</td>
<td>70%</td>
</tr>
<tr>
<td>5 months but less than 6 months</td>
<td>60%</td>
</tr>
<tr>
<td>4 months but less than 5 months</td>
<td>50%</td>
</tr>
<tr>
<td>3 months but less than 4 months</td>
<td>40%</td>
</tr>
</tbody>
</table>

Valid reasons for not meeting 9-month service requirement:

- 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/Study Leave;
- h) Sabbatical Leave
ELIGIBILITY OF INDIVIDUALS (4/4)

Not Entitled

• Employee on vacation or sick leave, with or without pay, for entire year.
• Personnel guilty of admin and/or criminal cases and meted penalty in FY 2015. *If the penalty is only a reprimand, such penalty shall not cause disqualification*
• Officials and employees who failed to submit the 2014 SALN
• Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period
• Agency Heads should ensure officials and employees covered by RA 6713 submitted their 2014 SALN to respective SALN repository agencies and liquidated FY 2015 Cash Advances. These will be a basis for the release of FY 2015 PBB to individuals.
ELIGIBILITY OF SUC PRESIDENTS

Based on CHED Memo Order No. 4 s. 2015

<table>
<thead>
<tr>
<th>Performance Category of Secretary/Head of Agency</th>
<th>Best</th>
<th>Better</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* SUC has met all good governance conditions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUC has achieved at least 90% of each of its physical targets in all MFOs, STO and GASS indicators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUC has deficiency/ies in some of its physical target/s but these were due to uncontrollable reasons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUC has deficiency one physical target/s due to controllable reasons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of PBB</td>
<td>Php 35,000</td>
<td>Php 20,000</td>
<td>Php 10,000</td>
</tr>
</tbody>
</table>
Ranking Distribution for Agencies that Met all Approved MFO, STO, GASS Targets

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Performance Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>Best</td>
</tr>
<tr>
<td>25%</td>
<td>Better</td>
</tr>
<tr>
<td>65%</td>
<td>Good</td>
</tr>
</tbody>
</table>

Bureaus/delivery units assessed as ineligible are excluded from ranking.
### 2015 Ranking Distribution for Individuals

<table>
<thead>
<tr>
<th></th>
<th>BEST bureaus</th>
<th>BETTER bureaus</th>
<th>GOOD bureaus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Performer</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
</tr>
<tr>
<td>Better Performer</td>
<td>35%</td>
<td>30%</td>
<td>25%</td>
</tr>
<tr>
<td>Good Performer</td>
<td>45%</td>
<td>55%</td>
<td>65%</td>
</tr>
</tbody>
</table>

Individuals with Below Satisfactory Rating are excluded from ranking
RANKING OF DELIVERY UNITS AND INDIVIDUALS

• In FY 2015 PBB, agencies should use the updated Form 1.0 for the report on ranking of offices / delivery units.

Form 1.0 is labeled as Annex 5 in the Guideline.
SUBMISSION OF REPORTS (1/2)

• Submit **two hard copies and e-copy of Forms A and A-1 Accomplishments, and other supporting documents** through the AO 25 Secretariat. All forms and reports should be signed by agency head or officially designated OIC.

• **No need to submit targets since GAA 2015 will be used.**

• COA financial reports including Report on Ageing of Cash Advances shall be submitted **directly to COA.**

• DBM financial reports including BFARs shall be submitted **directly to DBM.**

• **Directly submit to PhilGEPS** e-copies of accomplished PhilGEPS CoC on/before December 1, 2015 signed by HOPE and BAC Chair thru pbb@philgeps.gov.ph
SUBMISSION OF REPORTS (2/2)

- Submission of Transparency Seal and ARTA CoC is **no longer necessary**. The oversight agency shall conduct random validation. *(Pre-Assessment will start on October 1, 2015)*

- Agencies should submit FY 2015 accomplishments using Forms A, A-1 and Form 1.0 **on or before January 15, 2016**.

- The IATF shall conduct spot-checks to validate claims and certifications made by SUCs.
# COMPLIANCE VALIDATION - SUCs

<table>
<thead>
<tr>
<th>PBB Requirement</th>
<th>VALIDATING AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transparency Seal</td>
<td>DBM-OCIO</td>
</tr>
<tr>
<td>PhilGEPS Posting</td>
<td>PhilGEPS</td>
</tr>
<tr>
<td>Citizen’s Charter</td>
<td>CSC</td>
</tr>
</tbody>
</table>
| Submission of SALN of employees                      | Office of the President. Office of the Ombudsman  
Note: The SALN validating agencies shall provide the list of SALN non-filers |
| MFO- Physical Accomplishments of SUCs                | CHED                                        |
| STO - accomplishment                                 |                                             |
| QMS Certification / Operations Manual                | GQMC                                        |
| STO identified by agency head                        | CHED                                        |
| GASS                                                 |                                             |
| BUR of SUCs                                          | DBM Regional Offices                        |
| Public Financial Management Reports                   | DBM                                         |
| Submission of Financial Statements, Ageing of Cash Advances Report | COA                                         |
| BFARs                                                | DBM and COA                                 |
| APCPI                                                | GPPB-TSO                                    |
| Submission of APP                                    | GPPB-TSO                                    |
| Agency Rating and Ranking Report                     |                                             |
| SUCs                                                 | DBM-RO                                      |
EFFECTS OF NON-COMPLIANCE

• Agencies unable to comply with all good governance conditions shall be ineligible for PBB FY 2015.

• After due process by oversight agencies, any misrepresentation of reports for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of these Guidelines, a SUC shall be disqualified from the PBB in succeeding year of implementation. CSC or Ombudsman shall file appropriate administrative case.

• Agencies found to evenly distribute PBB among employees, shall investigated by the IATF. If found guilty, the IATF has the right to withhold bonuses of agencies.
Information and Communication

• The Department Secretary/Head of Agency should designate senior officials as PBB focal person and PBB spokesperson and confirm with the IATF the name, position and contact details

• Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
Information and Communication

The IATF communication channels:

- AO 25 Secretariat at ao25secretariat@dap.edu.ph
- PCDSPPO e-mail at pbb@gov.ph
- Smart: +63920.498.9121
- Landline: 631-21-39
- https://www.facebook.com/pbbsecretariat
- @PBBSecretariat

Others • PBIS SMART Infoboard
### TIMELINE FOR IMPLEMENTATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of FY 2014 Financial Reports to COA</td>
<td>On or before March 31, 2015</td>
</tr>
<tr>
<td>Posting of Agency system of ranking delivery units and individuals</td>
<td>On or before October 30, 2015</td>
</tr>
<tr>
<td>Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2015 as cut-off)</td>
<td>On or before December 1, 2015</td>
</tr>
<tr>
<td>Submission of Certificate of Compliance with PhilGEPS (with November 15, 2015 as cut-off)</td>
<td>On or before December 1, 2015</td>
</tr>
<tr>
<td>Note: Certificate of Compliance for Transparency Seal and Citizen’s Charter will not be submitted to DBM-OCIO and CSC. Pre-Assessment will be conducted by the validating agencies starting October 1, 2015. Agencies should ensure compliance to the requirements.</td>
<td></td>
</tr>
<tr>
<td>Submission of accomplishments using Forms A, A1, and Form 1.0</td>
<td>On or before January 15, 2016</td>
</tr>
<tr>
<td>a. With December 31, 2015 as cut-off date</td>
<td>On or before January 15, 2016</td>
</tr>
<tr>
<td>Submission of BFARs to COA and DBM</td>
<td>30 Days or one month after the end of quarter</td>
</tr>
<tr>
<td>Submission of APCPI Self Assessment</td>
<td>On or before December 1, 2015</td>
</tr>
<tr>
<td>Submission of APP</td>
<td>Within the first month of the year until before end of April 2015.</td>
</tr>
<tr>
<td>Validation of QMS Certification/Operations Manual Submission</td>
<td>On or before January 15, 2016</td>
</tr>
<tr>
<td>Validating of 2nd STO Indicator as identified by head of agency</td>
<td>On or before January 15, 2016</td>
</tr>
</tbody>
</table>
Reminders:

• Submit/accomplish:
  – Annual Procurement Plan
  – APCPI Assessment Form
  – SALN to OP, CSC or Ombudsman
  – Transparency Seal- post system of rating and ranking of delivery units and individuals
  – Accomplishment reports & other documents to AO 25 Secretariat signed by SUC President or designated OIC
    *if electronic copy- send PDF
  – PFM requirements should be to COA and DBM
• PowerPoint Presentation copy will be available on the RBPMS website (www.dap.edu.ph/rbpms) starting tomorrow and sent to your emails.