



SYSTEM OF RATING AND RANKING OF DELIVERY UNITS FOR THE GRANT OF 2021 PERFORMANCE-BASED BONUS (PBB)

I. Rationale

These guidelines shall serve as basis for the grant of Performance-Based Bonus for FY 2021 taking into account the criteria and conditions prescribed under Memorandum Circular No. 2021-1 dated June 3, 2021 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 S. 2011).

II. Coverage

These guidelines shall apply to all personnel holding regular plantilla, temporary, and contractual positions. There shall be 13 delivery units (DUs) that will contend for the grant of Performance-based Bonus, to wit:

- The Office of the Director (OD)
- The Facility Management and Field Operations Division (FMFOD);
- The Administrative Division (AD);
- The Finance Division (FD)
- The Planning, Management and Information Technology Division (PMITD);
- The Agricultural Mechanization Division (AMD);
- The Bio-process Engineering Division (BPED);
- The Food Protection Division (FPD);
- The Laboratory Services Division (LSD);
- The Socio-economic and Policy Research Division (SEPRD);
- The Applied Communication Division (ACD);
- The Enterprise Development Division (EDD); and,
- The Training and Technology Management Division (TMTD).

III. Eligibility Criteria

The DUs shall no longer be ranked. To be eligible for the grant of FY 2021 PBB, the agency must attain a total score of at least 70 points based on the PBB Scoring System and satisfy the criteria and conditions under the **four (4) dimensions of accountability**:

- **Performance Results:** accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act (GAA).
- **Process Results:** achievements in ease of doing business/ ease of transaction with the agency as a result of streamlining, standardization
- **Financial Results:** actual spending of agency's budget allotment vis-à-vis the realization of the committed programs and projects based on the FY 2021 GAA.
- **Citizen/Client Satisfaction Results:** achievements in satisfying the quality expectations of the transacting public.



While the Agency Accountabilities are no longer a determining factor in the overall PBB eligibility of agencies, non-compliance with these conditions shall determine eligibility of responsible units and individuals.

Agency Accountabilities

- Transparency Seal Updating
- Compliance with the Freedom of Information (FOI) Program
- Updating of Citizen's or Service Charter
- Compliance to Audit Findings and Liquidation of Cash Advances
- PhilGEPS posting of all invitations to bids and awarded contracts
- Submission of FY 2022 APP-CSE, FY 2021 Non-CSE, Indicative FY 2022 APP and Results of FY 2020 APCPI
- Undertaking of Early Procurement Activities covering 2022 Procurement Projects

IV. Eligibility of Individuals

To qualify for the grant of PBB, each PHilMech official and/or employee must meet the following requirements:

- The Director IV shall be eligible only if the agency is deemed eligible. If eligible, the rate of PBB of the Director IV shall be based on the Monthly basic salary (MBS) as of December 31, 2022.
- 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.
- Personnel on detail to another 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.
- Personnel who transferred to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agent, he/she will be included in the recipient agency.
- Officials and employees 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.
- 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 nin-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/ Study Leave; and/or
 - h. Sabbatical Leave.
- The following employees shall not be eligible for the grant of PBB:
- a. Employees on vacation or sick leave, with or without pay, for the entire year are not eligible for the grant of the PBB.
 - b. Personnel found guilty of administrative and/or criminal cases by final and executor 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.
 - c. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, 2. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
 - d. Officials and employee 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.
 - e. Non-submission of IPCR.
 - f. Individuals who caused non-compliance with Agency Accountability Requirements

V. Rates of PBB

The overall performance rating of the Agency shall be the basis in determining the rates of the PBB the PHilMech is eligible for. The table below shows the corresponding rates of the PBB based on PHilMech's achieved total score.

RATES OF PBB	
Total Score	PBB Rates
100%	65% (100% of the 65% monthly basic salary)
95%	61.75% (95% of the 65% monthly basic salary)
90%	58.5% (90% of the 65% monthly basic salary)
85%	55.25% (85% of the 65% monthly basic salary)
80%	52.0% (80% of the 65% monthly basic salary)
75%	48.75% (75% of the 65% monthly basic salary)
70%	45.5% (70% of the 65% monthly basic salary)



Republic of the Philippines
Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
Science City of Muñoz, Nueva Ecija, Philippines
www.philmech.gov.ph
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The Performance Management Team shall be responsible for reviewing the ratings of all DUs and shall endorse the ratings/scores to the Director IV for final approval.

Approved:


BALDWIN G. JALLORINA, PhD.

Director IV

Date: February 24, 2022