



Republic of the Philippines  
**DEPARTMENT OF FINANCE**

Roxas Boulevard Corner Pablo Ocampo, Sr. Street  
Manila 1004

**OFFICE ORDER No. 101.2021**  
November 23, 2021

**Subject:** Internal Guidelines on Ranking of the Eligible Delivery Units Within the DOF Proper Relative to the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2020

**1.0 PURPOSE:**

This Office Order is issued to provide the internal guidelines on the determination of the eligibility of delivery units (DUs), officials and employees in the DOF-Proper and to prescribe the criteria in the ranking of DUs relative to the grant of FY 2020 Performance-Based Bonus pursuant to the following:

1. Executive Order No. 80 dated July 20, 2012, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems;
2. Executive Order No. 201, s. 2016, Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for both Civilian and Military and Uniformed Personnel;
3. AO 25 IATF Memorandum Circular No. 2020-1 dated June 02, 2020, Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2020 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016; and
4. Department of Finance – Strategic Performance Management System (DOF-SPMS) Basic Policies.

**2.0 COVERAGE**

- 2.1 All identified delivery units (DUs) of the DOF-Proper;
- 2.2 All officials and employees of the DOF-Proper holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship and whose compensation are charged to the lump-sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern.

### 3.0 ELIGIBILITY CRITERIA

#### 3.1 Eligibility of Offices or Delivery Units:

Item 7.7 of MC 2020-1 states that bureaus, offices or delivery units eligible to the FY 2020 PBB shall be forced ranked according to the following:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

#### 3.2 Eligibility of the Secretary of Finance:

The eligibility of the Secretary of Finance to the Performance-Based Bonus (PBB) will depend on the eligibility and performance of the Department of Finance;

If eligible, the PBB of the Secretary of Finance shall be the maximum rate equivalent to 65% of the monthly basic salary as of December 31, 2020.

The Secretary of Finance shall not be included in the ranking and reporting of delivery units and should not be included in the Form 1.0 – Report of Ranking of Delivery Units.

#### 3.3 Eligibility of Officials and Employees:

Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. There shall no longer be a ranking of individuals within a delivery unit;

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2020, as follows:

<b>Performance of Eligible Agency</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

An official or employee who has rendered a minimum of nine (9) months of service in FY 2020 and with at least Satisfactory rating may be eligible to the full grant of the PBB;