



Republic of the Philippines
DEPARTMENT OF FINANCE

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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:

| Ranking | Performance Category |
|----------------|-----------------------------|
| 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:

| Performance of Eligible Agency | PBB as % of Monthly Basic Salary |
|--|---|
| 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;

Employees belonging to the First, Second, and Third Levels should receive a rating of at least "Satisfactory" based on the DOF's CSC-approved Strategic Performance Management System (SPMS) and Career Executive Service Performance Evaluation System (CESPES) by the Career Executive Service Board (CESB).

Other officials performing managerial and executive functions who are not presidential appointees are covered by the DOF's CSC-approved SPMS and should receive a rating of at least "Satisfactory";

3.4 Eligibility of Personnel on Detail:

Personnel in detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency which rated his/her performance. Payment of the PBB shall come from the mother agency;

3.5 Eligibility of Personnel Who Transferred:

Personnel who are transferred from one government agency to another government agency shall be rated and ranked 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;

Official and employees who transferred from one 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 PBB on a pro-rata basis corresponding on the actual length of service to the participating implementing agency, as stated in Section 6.8 of the AO25 IATF No. 2020-1

3.6 Eligibility of Personnel with Less Than 9 Months of Service:

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

| Length of Service | % of PBB |
|-----------------------------|-----------------|
| 8 mos. but less than 9 mos. | 90% |
| 7 mos. but less than 8 mos. | 80% |
| 6 mos. but less than 7 mos. | 70% |
| 5 mos. but less than 6 mos. | 60% |
| 4 mos. but less than 5 mos. | 50% |
| 3 mos. but less than 4 mos. | 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. 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

3.7 Ineligibility of Personnel:

1. 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;
2. Personnel found guilty of administrative and/or criminal cases in FY 2020 by final and executory judgment 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;
3. Officials and employees who failed to submit the 2019 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 2020 PBB;
4. Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2020 as required by the COA shall not be entitled to the FY 2020 PBB;
5. Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.

4.0 **RANKING OF ELIGIBLE DELIVERY UNITS**

Ranking of delivery units (DUs) shall be made for all the nineteen (19) offices in the Department based on the total ratings in all the criteria.

- 4.1 The Office Performance Commitment Review (OPCR) of Offices/DUs shall be used as basis of the accomplishments and shall be given a weight of 15%.
- 4.2 Offices/ DUs which comply with the Good Governance conditions. The total equivalent weight is 15% distributed as follows:
 1. Transparency Seal (Offices contributing to updating of information found in Transparency Seal) – 5%;
 2. Philgeps Posting- 5%;

- 3. Citizen's Charter (Offices with Citizen's Charter) – 5%;
- 4.3 Performance Targets which include the following criteria shall have a total weight of 64%:
 - 4.3.1 Offices/ DUs Streamlining Efforts reported to the IATF AO25 – 10%
 - 4.3.2 Citizen/Client Satisfaction – 10%
 - 4.3.3 Offices/ DUs which comply with the Support to Operations (STO) target of ISO 9001:2015 Certification – 10%
 - 4.3.4 General Administration and Support Services – The total equivalent weight is 34% distributed as follows:
 - 4.3.4.a Budget Utilization Rate -10%
 - 4.3.4.b Compliance with Audit Findings - 3%
 - 4.3.4.c Budget and Financial Accountability Reports - 3%
 - 4.3.4.d COA Financial Reports - 3%
 - 4.3.4.e Procurement Requirements - 15% with 3% weight each for the FY 2020 APP Non-CSE, Indicative FY 2021 APP Non-CSE, FY 2021 APP CSE, Undertaking of Early Procurement and Agency FY 2019 Procurement Compliance and Performance Indicators Report (APCPI)
- 4.4 Other Cross Cutting Requirements which include the following criteria shall have a total weight of 6%:
 - 4.4.1 Statement of Assets and Liability and Networth – 3%
 - 4.4.2 Compliance with the Freedom of Information – 3%

5.0 APPEALS

Cases not covered by the guidelines shall be referred to the AO 25 Secretariat, Department of Budget and Management, for resolution.

6.0 EFFECTIVITY

This Office Order shall take effect immediately.



GIL S. BELTRAN
Undersecretary and
DOF PBB Spokesperson

ANNEX 1.

IDENTIFIED NINETEEN (19) DELIVERY UNITS WITHIN THE DOF-PROPER

1. Office of the Secretary (OSec) and Office of the Chief Economist (OCE)
2. Central Financial Management Office (CFMO)
3. Central Administration Office (CAO)
4. Internal Audit Service (IAS)
5. Central Management Information Office (CMIO)
6. Revenue Integrity Protection Service (RIPS)
7. Legal Affairs Office (LAO)
8. Fiscal Economics Research Office (FERO)
9. Strategy Results Office (SRO)
10. Corporate Operations Office (COO)
11. Privatization Group (PG)
12. Fiscal Policy and Planning Office (FPPO)
13. International Finance Policy Office (IFPO)
14. International Finance Operations Office (IFOO)
15. Municipal Development Fund Office (MDFO)
16. Revenue Office (RO)
17. Fiscal Analytics and Intelligence Unit (FAIU)
18. Policy Research & Liaison Office (PRLO)
19. One-Stop Shop and Duty Drawback Center (OSS Center)