



Office of the President
PHILIPPINE COMMISSION ON WOMEN

**GUIDELINES ON THE
2018
PERFORMANCE-BASED BONUS
(PBB)**



Guidelines on the 2018 Performance- Based Bonus (PBB)

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I. POLICY FRAMEWORK/LEGAL BASES

The following laws and policies, issued by the responsible government instrumentalities since 2013 up to the present, shall serve as the legal bases for the 2018 Performance-Based Bonus (PBB) Guidelines of the Philippine Commission on Women (PCW):

- A. Republic Act (RA) No. 9485, otherwise known as the Anti-Red Tape Act (ARTA) of 2007, and its Implementing Rules and Regulations (IRR) under Civil Service Commission (CSC) Memorandum Circular (MC) No. 12, s. 2008;
- B. Administrative Order (AO) No. 25, s. 2011 – Creation of an Inter-Agency Task Force (IATF) and Establishment of the Results-Based Performance Management System (RBPMS);
- C. Executive Order (EO) No. 80, s. 2012 – Adoption of a Performance-Based Incentive System (PBIS) for Government Employees;
- D. CSC MC No. 6, s. 2012 – Guidelines on the Establishment and Implementation of the Agency Strategic Performance Management System (SPMS);
- E. CSC-Department of Budget and Management (DBM) Joint Circular (JC) No. 1, s. 2012 – Rules and Regulations on the Grant of Step Increments Due to Meritorious Performance and Length of Service;
- F. Government Procurement Policy Board (GPPB) Resolution No. 10-2012, s. 2012 – Adoption of the Agency Performance Compliance and Performance Indicators (APCPI) System;
- G. Commission on Audit (COA) Resolution No. 2014-003, s. 2014 – Guidelines on the Submission of Financial Reports;
- H. CSC MC No. 3, s. 2015 – Guidelines on the Submission of the Statement of Assets, Liabilities, and Net Worth of Government Personnel;
- I. Administrative Order (AO) No. 46, s. 2015 – Guidelines on the Submission of the Annual Procurement Program (APP);
- J. EO No. 201, s. 2016 – Directing the IATF on the Harmonization of National Government Performance Monitoring, Information, and Reporting System created under AO No. 25, s. 2011, to prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize the difference in levels of performance (government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results);
- K. DBM Budget Circular No. 2017-2, s. 2017 – Rules and Regulations on the Grant of the Mid-Year Bonus for FY 2017 and Years Thereafter;



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- L. CSC MC No. 14, s. 2017 – Validation Guidelines on Citizen’s Charter Compliance for the 2017 Performance-Based Bonus;
- M. Republic Act (RA) No. 10964 or the 2018 General Appropriations Act (GAA);
- N. IATF MC No. 2018-01, s. 2018 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2018 under EO Nos. 80, s. 2012 and 201, s. 2016; and
- O. IATF MC Nos. 2012-01 to 05, 2013-01 to 01A, 2014-01 to 03, 2015-01, 2016-01 to 02, and 2017-01 to 02 – Detailed Annual PBB Guidelines.

II. OBJECTIVES

- A. To ensure alignment of the PCW’s 2018 targets to its approved Organizational Performance Indicator Framework and to the government’s RBPMS which is being refocused under the PRRD administration to afford utmost priority to the: (1) fight against corruption; and (2) attainment of higher citizen satisfaction. These thrusts emphasize the need for heightened transparency, stronger fiscal discipline, deeper accountability, and more streamlined government processes without delay and bureaucratic red tape and ensure citizen-centric public service thru more efficient, high-quality, and genuine delivery of services;
- B. To implement a tighter and firmer validation process to recognize outstanding performance in government service;
- C. To measure, assess, and link the PCW’s performance as an organization to those of its delivery units and that of the individual employee to the delivery unit where s/he belongs to;
- D. To improve the PCW’s service delivery by linking the grant of incentives to actual organizational and individual performance and recognizing and rewarding exemplary performance;
- E. To cultivate and instill a culture of teamwork among the PCW personnel and a sense of responsibility and accountability that would motivate a higher level of performance from them;
- F. To ensure accomplishment of committed targets by the PCW’s delivery units and personnel; and
- G. To elucidate the prescribed criteria and conditions for the grant of the 2018 PBB under IATF MC No. 2018-1

III. GUIDING PRINCIPLES AND KEY FEATURES

- A. Focus on making government equipped with political will and braced by a concerned citizenry;
- B. Promotion of collective purpose and collaborative efforts among agencies to drive visible results in ease of transacting with the government;



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- C. Emphasis on more efficient government processes through streamlining and improvements;
- D. Listening to the people's satisfaction and feedback in enhancing government services and engage them in monitoring compliance and performance;
- E. Intensified public accountability and heightened transparency;
- F. Observance of strong financial discipline and responsible budget allocation;
- G. Linkage to the 2018 Performance-Informed Budget approved by the Congress indicating the 2018 performance indicators, measures, and targets for the Organizational Outcome (OO) and Major Final Outputs (MFOs) for the PCW in the 2018 GAA;
- H. Continued adoption of tighter good governance conditions;
- I. Implementation of the SPMS to serve as the basis for the performance assessment of first- and second-level employees; and
- J. Adoption of a two-step (organization first before individual) system of setting measures and targets and performance assessment. However, the principle of "forced-ranking" shall only be applicable on the result of the assessment of the level of performance of the organization's delivery units to determine the appropriate incentive award.

IV. TYPES AND RATES OF PERFORMANCE-BASED INCENTIVES

- A. Performance-Based Bonus (PBB) – based on the performance ranking of the delivery unit where the individual employee belongs to and her/his latest monthly basic salary as of December 31, 2018, with the percentage entitlement as follows:

Performance Category	PBB as a %age of the Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.50%
Good Bureau/Office/Delivery Unit (65%)	50%

- B. Mid-Year Bonus of One (1)-Month Salary – based on the individual employee's performance for the immediately preceding rating period (2nd semester of 2018) and her/his monthly salary as of May 15, 2018, in accordance with Budget Circular No. 2017-2, s. 2017; and
- C. Productivity Enhancement Incentive of =P=5,000.00 – for the purpose of improving the productivity of qualified government employees to be given across-the-board not earlier than December 15, 2018.