

HEADQUARTERS
PHILIPPINE ARMY
Fort Andres Bonifacio, Metro Manila

1/AA

FEB 22 2022

SUBJECT: **Guidelines on the Grant of Performance-Based Bonus
for Fiscal Year 2021**

TO: **All Concerned**

1. Reference: Memorandum Circular Number 2021 - 1 dated 03 June 2021 with subject: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2021 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

2. Background: The National Government, thru the Inter-Agency Task Force on the Harmonization of National Government Performance, Monitoring and Information and Reporting Systems otherwise known as AO25 IATF, continues to implement the Performance-Based Incentive System (PBIS), an innovative, good governance-oriented incentive scheme for national government agencies and employees.

The Fiscal Year (FY) 2021 Performance-Based Bonus (PBB) shall measure and evaluate the performance of the Philippine Army with emphasis on the public's satisfaction, quality of service delivered, efficiency in the use of resources and strengthened agency stewardship. The FY 2021 PBB shall be categorized according to four (4) dimensions of accountability: Performance Results, Process Results, Financial Results and Citizen/Client Satisfaction Results. Given the progress achieved in the Good Governance Conditions (GGC) during Calendar Year (CY) 2020, GGC shall no longer be included in the criteria to assess the overall eligibility of the PA for FY 2021 PBB, however, compliance to the GGC shall be used as the basis in determining the eligibility of responsible units and individuals.

3. Purpose: The purpose of this directive is to prescribe the guidelines on the grant of the PBB under Memorandum Circular No. 2021 - 1 under Executive Order Number 80, s. 2012 and Executive Order Number 201, s. 2016.

4. Procedure:

a. The PBB shall be characterized by rating the performance of the delivery units (DUs) of an agency, in the case of the PA, the PA Major Units (PAMUs), to generate an average uniform ranking across the PAMU, including its officials and employees. The ranking of the agency shall be in accordance with the approved PBB FY 2021 Scoring System and the parameters set by the concerned General, Special, and Technical Staff;

b. Based on the FY 2021 PBB Scoring System, the PAMU should be able to attain at least 70 points and achieve a performance rating of 4 in at least three (3) criteria of the Four (4) Dimensions of Responsibility. In such case, while the whole PA will be eligible, the unit(s)/PAMU(s) most responsible (including its head) for the performance rating of below 4 will be excluded from the grant of the FY 2021 PBB.

Table 1: FY 2021 PBB scoring system						
Criteria and conditions (Dimensions of Accountability)	Weight	Performance rating				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
Total Score	Maximum = 100 POINTS					

c. The Department of Budget and Management (DBM) shall issue the Special Allotment Release Order (SARO) to the PA for the implementation of the PBB subject to the existing budgeting, accounting and auditing rules and regulations;

d. The requirements for processing of the Killed-In-Action (KIA) or deceased entitled for the grant of PBB shall be submitted to Financial Record Branch (FRB), Finance Center, PA subject for validation and approval with the following requirements:

- 1) Death Certificate;
- 2) Authorized Legal Beneficiary Certificate from PAMU Judge Advocate General Office (JAGO);
- 3) PBB Grant Order;
- 4) Photocopy with signature of the Land Bank of the Philippines (LBP) Account of beneficiary (front copy of the ATM only) with latest deposit slip showing readable name and account number;
- 5) Two (2) Government issued ID (photocopy)/ Dependent's ID; and
- 6) Contact Number

e. The signatory of the Individual Rating (Form 1.0) report is the PAMU Commander/Director and only the Command Adjutant should sign on his/her behalf.

5. Eligibility: The following are eligible for the grant of PBB in the PA:

a. PA Officers, Enlisted Personnel (EP) and Civilian Human Resource (CivHR) (regular plantilla and co-terminus to the incumbent (CTI) positions) who are having an employer-employee relationship with the PA.

b. PBB rates of individuals shall depend on the performance ranking of the whole PA regardless of the ranking of the individual unit where they belong and the individual's monthly basic salary as of December 31 of the rated year:

Total Score	PBB Rates
100 pts	65% (100% of the 65% monthly basic salary)
95 pts	61.75% (95% of the 65% monthly basic salary)
90 pts	58.5% (90% of the 65% monthly basic salary)
85 pts	55.25% (85% of the 65% monthly basic salary)
80 pts	52% (80% of the 65% monthly basic salary)
75 pts	48.75% (75% of the 65% monthly basic salary)
70 pts	45.5% (70% of the 65% monthly basic salary)

c. PA personnel who have rendered at least nine (9) months of service for the year ending 31 December are entitled to receive full grant of PBB;

d. For promoted Officers, EP, and CivHR during the rated year, order of promotion should not be later than 01 July of the rated year for their PBB to be based on their new rank. The same will apply for those who are demoted from rank.

e. Personnel who transferred from one unit to another unit shall be rated by the unit where he/she served the longest. If equal months were served for each unit, he/she will be included in the gaining unit. CivHR shall be rated according to the plantilla approved by the DBM;

f. PA personnel who have rendered less than nine (9) months but a minimum of three (3) months of service shall be eligible for the grant of PBB on pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	Percentage 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%

g. PA personnel, who did not meet the nine-months actual service requirement due to the following reasons, shall be considered for PBB on a pro-rata basis:

- 1) Being a newly hired employee;
- 2) Retirement;
- 3) Resignation;
- 4) Non-service related rehabilitation/hospitalization;
- 5) Maternity/Paternity Leave;
- 6) Vacation or Sick leave with or without pay;
- 7) Study Leave/other Scholarship Programs (local/abroad) not under AFP/PA Scholarship Program and other similar grants; and
- 8) Sabbatical Leave

h. PA personnel who were KIA shall be entitled to full grant of PBB regardless of their actual time served during the rated year;

i. PA personnel who are on vacation or sick leave, with or without pay for the entire year, are not eligible to the grant of PBB;

j. PA personnel undergoing rehabilitation/hospitalization due to the performance of their duty such as combat-related injuries or other service-related injuries/illness during the rated year shall be entitled to full grant of PBB and shall be rated by its carrying unit;

k. PA personnel placed on detail or Detached Service (DS) to another government agency for more than six (6) months shall be included in the rating of the recipient agency; however, payment for the PBB shall come from the parent unit/agency;

l. PA personnel on United Nation posting and other posting abroad shall be entitled to full grant of PBB and shall be rated by their holding unit;

m. PA personnel who were placed Attached Unassigned (A/U) for more than six (6) months during the rated year purposely for local or foreign schooling (military career courses and specialization such as Master in National Security Administration, College of General Staff Course, Senior Officer Course, etc.) shall be rated by their holding unit;

n. PA personnel on schooling under 22K, National Defense Act (NDA) Program, Non-Commissioned Officer Formal Education Program (NCOFEP) and other similar scholarship grants during the rated year shall be entitled to receive full grant of PBB and shall be rated by their current/holding unit;

o. Former EP who graduated or undergoing training Officer Candidate Course/Officer Probationary Course on or before 31 December of the rated year shall be entitled for full grant of PBB and shall be rated based on their present rank and unit as of 31 December of the rated year. For Call to Active Duty Tour for Training (CADTT) personnel who were reenlisted as EP will be rated based on their rank and tenure on the rated year, while those who were reverted will be subjected to pro-rata basis on the rank which may serve longer on the rated year. For CADTT (TAS) on the PA payroll, payment of PBB will be released by the PA, while those under the payroll of the GHQ will be released via the GHQ payroll;

p. PA personnel who were found guilty of administrative and/or criminal cases by final and executory judgment within the rated year shall not be entitled to the PBB. However, for CivHR personnel, if the sanction is only reprimand, and for military personnel, if the sanction imposed was only administrative reprimand/admonition (non-punitive), it shall not cause disqualification for the PBB. Moreover, personnel sanctioned/punished pursuant to AW105 (punitive) shall not receive their PBB in the year the said sanction was imposed;

q. PA personnel who failed to liquidate their cash advances received in the rated year within the reglementary period as prescribed Commission on Audit (COA) Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the PBB;

r. PA personnel who failed to submit his/her Sworn Assets and Liabilities Network (SALN) 2020 according to the deadline set by the Office of the Ethical Standards and Public Accountability (OESPA), PA as presented in the rules prescribed under Section 8 Republic Act 6713 and Civil Service Commission Memorandum Circular Nr 3 (s.2015) shall not be entitled to the grant of PBB. Further, any issued certification/recommendation after 30 May 2021 to justify the compliance of individual on the required SALN shall no longer be considered to merit the personnel's eligibility for PBB;

s. PA personnel who receive at least a "Satisfactory" rating on their latest Performance Evaluation Report (PER)/School Academic Evaluation Report (SAER) for military personnel and the Individual Performance Commitment Review (IPCR) for CivHR personnel shall be entitled to the PBB FY 2020; and

t. PA CivHR personnel who failed to submit the complete Strategic Performance Management System (SPMS) Forms shall not be entitled to the PBB FY 2020.

u. Employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; in case the gaining unit is a PAMU, if the officer/employee is legible for the grant of the PBB, a pro-rata basis corresponding to the personnel's actual length of service to the PAMU shall be calculated.

6. Tasks: The following are the tasks of the concerned offices/units for the implementation of PBB in the PA:

a. The Inspector General, PA - Facilitate the consolidation of reportorial requirements submitted by the designated PBB Sub-Groups for submission to the AO25 secretariat and submit to the Army Adjutant the list of personnel entitled for PBB for publication.

b. Assistant Chief of Staff for Personnel, OG1, PA:

- 1) Forward to the Army Adjutant the validated Form 1.0 for issuance of orders;
- 2) Consolidate the list of resolved cases of administrative and/or criminal cases on the rated year;
- 3) Submit the status of resolution of all complaints from Hotline #8888 and Contact Center ng Bayan, as applicable;
- 4) Provide to Finance Center, PA (FCPA) the list of PA personnel who are entitled for PBB;
- 5) Consolidate the list of Technical Administrative Service (TAS) personnel assigned in the PA and coordinate with the AC of S for Financial Management, OG10, PA for the transfer of PBB funds for payment of TAS personnel at Armed Forces of the Philippines Finance Center (AFPFC); and
- 6) Submit the status of resolution of all complaints from Hotline #8888 and Contact Center ng Bayan, as applicable.

c. Army Adjutant:

- 1) Release orders for the list of personnel entitled for PBB and furnish a copy to OG1, PA and FCPA; and
- 2) Provide the list of PA personnel who were KIA/deceased and retired/separated/issued a Certificate of Disability Discharge (CDD)/resigned/transferred, to include legal beneficiary and pensions account details to Financial Records Branch, FCPA for validation and approval. Hence, Pension and Gratuity Assistance Branch (PGAB) shall inform all legal beneficiaries regarding the requirements of claims.

d. Assistant Chief of Staff for Financial Management, OG10, PA:

- 1) Facilitate the release of funds and corresponding cash allocation for payment;
- 2) Inform OG1, PA and Commanding General, PA on the availability of the SARO and Notice of Cash Allocation (NCA) from Department of Budget and Management upon receipt thereof; and
- 3) Coordinate with OG1, PA for the transfer of PBB funds for the payment of PBB of all TAS personnel assigned at PA to Armed Forces of the Philippines Finance Center (AFPFC).

e. Office of the Ethical Standards and Public Accountability, PA:

- 1) Provide OG1, PA **NLT 20 February 2022**, the list of personnel by PAMU who did not submit their 2020 SALN according to the set deadline. Further, the said list shall have been disseminated and counter-checked prior its submission; and
- 2) Issue certificates to qualified Officers and Personnel for PBB who submitted their SALN for the rated year.

f. Accounting Service, PA - provide OG1, PA not later than 20 February of the succeeding year the list of personnel by PAMU with unliquidated cash advances of the rated year.

g. FC, PA:

1) Facilitate the release of PBB through List of Due and Demandable Accounts Payable (LDDAP) / Advice to Debit Accounts (ADA) to the following:

- a) PA active personnel;
- b) Honorably Discharged/Separated from the service/Retired/Resigned/Transferred from/to other government agency in coordination with OAA and OG1, PA; and
- c) KIA/deceased beneficiary provided that the required documents are complete.

2) In case of PA personnel with existing overpayments on personnel services, facilitate the deduction of overpayment from the PBB entitlement subject to the existing laws, rules, and regulations, as applicable.

3) Implement the taxation of the PBB.

7. Responsibilities: PAMU Commanders and G1/Admin Officers shall ensure the implementation of the PBB and should observe the following guidelines:

a. G1/Admin Officers shall ensure the completeness of Individual Rating (Form 1.0) based on their roster from 01 January to 31 December of the rated year. They will strictly fill-out the prescribed Form 1.0 format and observe the following:

1) Use of uppercase letters for the names of Officers and the usual capitalization for Enlisted Personnel and Civilian HR;

2) Completeness and correctness of names and serial numbers to include the suffixes, middle initials and precise remarks, particularly for personnel who were not entitled for full PBB grant;

3) Inclusion of all personnel who served the unit and left the service for the purposes/reasons like retirement, separation/discharged with honor, resignation, transfer, KIA/Deceased and Wounded-In-Action (WIA) during the rated year in the Form 1.0;

4) List of personnel who were hospitalized with nature of hospitalization, list of personnel who are DS/detail outside their PAMU or other government agency and list of personnel who were found guilty of administrative/criminal case during the rated year to include the punishment imposed; and

5) Detailed/complete and accurate remarks regarding the status of personnel including the nature, cause and inclusive dates of assignment.


b. Form 1.0 of every PAMU should reach this Headquarters not later than 20 February 2022 based on the aforementioned guidelines. Reports submitted beyond the said deadline will neither be entertained nor included in the consolidated Form 1.0 to be submitted to DBM for funding;

c. PAMU Commanders/Chief of Office shall ensure that all personnel covered by RA 6713 have submitted their SALN and liquidated their cash advances as these are the basis for the entitlement of PBB; and

d. For cases when personnel were erroneously included or excluded/omitted in the Form 1.0 submitted by their respective units to Higher Headquarters, Unit Commanders/Chief of Office together with the S1/Admin Officers will be held responsible, liable and accountable for such negligence.

8. **Effectivity:** This guideline shall take effect upon approval.
9. **Recission:** Previous policies, guidance and orders in conflict with this policy are hereby rescinded.

BY COMMAND OF LIEUTENANT GENERAL BRAWNER JUNIOR:



BERNARDO R FORTEZ JR
Colonel MNSA (INF) PA
Army Adjutant