

HEADQUARTERS
PHILIPPINE ARMY
Fort Andres Bonifacio, Metro Manila

1/AA

SUBJECT: Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2019

TO: All Concerned

1. **REFERENCE:** Memorandum Circular Number 2019 - 1 dated 03 September 2019, subject: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order Number 80, s. 2012 and Executive Order No. 201, s. 2016.

2. **BACKGROUND:** The Performance-Based Incentive System (PBIS) will continue to be implemented by the National Government. Hence, the Performance-Based Bonus (PBB) will be given to deserving government employees based on their agency's ability to meet their annual targets, and the extent of their individual contribution in realizing those targets.

3. **PURPOSE:** The purpose of this directive is to prescribe the guidelines on the grant of the Performance-Based Bonus under Memorandum Circular No. 2019 - 1 under Executive Order Number 80, s. 2012 and Executive Order Number 201, s. 2016.

4. **PROCEDURE:**

a. The PBB shall be characterized by ranking the delivery units of departments/agencies. The ranking of units shall be in accordance with the approved PBB Rating System and the parameters set by the concerned General and Personal Staff.

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

c. 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, Philippine Army subject for validation and approval with the following requirements:

- 1) Death Certificate
- 2) Authorized Legal Beneficiary Certificate from Philippine Army Major Unit (PAMU) Judge Advocate General Office (JAGO)
- 3) PBB Grant Order
- 4) Land Bank of the Philippines (LBP) Account (photocopy with signature) of beneficiary

- Dependent's ID
- 5) Two (2) Government issued ID (photocopy)/
 - 6) Contact Number

d. 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 OF INDIVIDUALS: The following are eligible for the grant of PBB in the Philippine Army:

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

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

Performance Category	PBB as % of Monthly Basic Salary
Best	65%
Better	57.5%
Good	50%

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. 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. Civilian HR shall be rated according to the plantilla approved by the DBM.

e. 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%

f. 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;

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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

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

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

i. 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 for full grant of PBB and shall be rated by its carrying unit.

j. 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.

k. 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.

l. 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.

m. 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.

n. Former Enlisted Personnel (EP) who graduated or undergoing training for 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.

o. For Call to Active Duty Tour for Training (CADTT) personnel who were reenlisted as EP will be rated based on their rank as of 31 December of the rated year, while those who were reverted will be subjected to pro-rata basis.

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, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification of the PBB. However, if the penalty imposed is administrative reprimand/admonition, such penalty shall not cause the disqualification for the PBB.

q. Personnel meted with sanctions pursuant to Article of War (AW) 105, as amended shall not receive PBB on the year said sanction was imposed.

r. 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.

s. PA personnel who failed to submit his/her Sworn Statement of Assets, Liabilities and Net worth (SALN) for the year prior of the rated year according to the deadline set by Office of the Ethical Standards and Public Accountability (OESPA), PA as prescribed in the rules provided under section 8 Republic Act (RA) 6713 and Civil Service Commission (CSC) Memorandum Circular Nr 3 (s.2015), shall not be entitled to the grant of PBB. Further, any issued certification/recommendation after the deadline to justify the compliance of individual on the required SALN shall no longer be considered to merit the personnel's eligibility for PBB.

t. 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 civilian employees.

u. PA Civilian Human Resource Personnel who failed to submit the complete Strategic Performance Management System (SPMS) Forms shall not be entitled to the FY 2019 PBB.

6. TASKS: The following are the tasks to concerned offices/units in implementing the PBB in the Philippine Army:

a. **The Inspector General, PA** - facilitate the consolidation and computation of the Forced Ranking of Delivery Units (PAMUs) and forward to Army Adjutant for publication.

b. AC of S for Personnel, G1, PA

1) Forward to the Army Adjutant the Individual Rating of Personnel (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) Provide to Finance Center, Philippine Army (FCPA) the list of PA personnel who are entitled for PBB.

4) Consolidate the list of Technical Administrative Service (TAS) personnel assigned in the PA and coordinate with the Office of the Army Fiscal and Management (OAFM) for the transfer of PBB funds for payment of TAS personnel at Armed Forces of the Philippines Finance Center (AFPFC).

c. Army Adjutant

1) Issue appropriate orders for the Forced Ranking of Delivery Units.

2) Release orders for the list of personnel entitled for PBB and furnish a copy to OG1, PA and FCPA.

3) Provide the list of PA personnel who were KIA/deceased and retired/separated/Call to 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. Office of the Army Fiscal and Management

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.

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 - provide OG1, PA NLT 01 December of the rated year, the list of personnel by PAMU who did not submit their SALN according to the set deadline. Further, the said list shall have been disseminated and counter-checked prior its submission.

f. Accounting Service, Philippine Army - provide OG1, PA not later than 30 April of the succeeding year the list of personnel by PAMU with unliquidated cash advances of the rated year.

g. Finance Center, Philippine Army

1) Facilitate the release of PBB thru 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 provided that the required documents are complete.

2) 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 Individual Rating (Form 1.0) format (Annex A) and observe the following:

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

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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 which shall include the punishment imposed.

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

b. Individual Rating (Form 1.0) of every PAMU should reach this Headquarters (Attn: G1, PA) every 30 April of the year succeeding the year being rated 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.

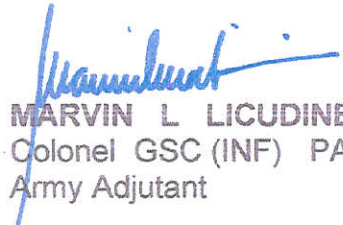
c. PAMU Commanders/Chief of Office shall ensure that all personnel covered by RA 6713 have submitted their SALN and liquidated their cash advances as these are the basis for the entitlement of PBB.

d. For cases when personnel were erroneously excluded/omitted by their respective units or to include those personnel who have the responsibility for the consolidation of Form 1.0 (List of Personnel for PBB) shall be held liable and accountable for such negligence. Further, the appropriate administrative sanction shall be identified by their respective PAMU Commanders.

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 GAPAY:


MARVIN L LICUDINE
Colonel GSC (INF) PA
Army Adjutant

