



## GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR F.Y. 2021

### Coverage

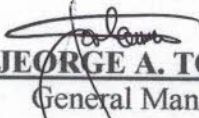
1. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) with a rating below 4 will be isolated from the grant of the PBB.
2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities will be isolated from the grant of FY PBB 2021.
3. Eligible delivery units shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
4. Non-ex officio Board Members of GOCC's covered by DBM may be eligible to thw PBB with the equivalent rates and conditions :
  - ❖ The GOCC has qualified for the grant of FY 2021 PBB;
  - ❖ The Board Member has 90 % attendance to the duly called board meetings and committee meetings as certified by the Board Secretary;
  - ❖ The Board Member has nine(9) months aggregated service in the position
  - ❖ The GOCC has submitted the appropriate Annual Board-approved Corporate Operating Budget to the DBM
5. To be eligible for FY 2021 PBB, employees belonging to the first, second and third levels should receive a rating of at least "Very Satisfactory" based on the CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
6. Personnel in detail to another government agency for six (6) months or more shall include in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
7. Personnel who transferred from one government agency to another agency shall be included by the agency where she/he served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
8. Officials and 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; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
9. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
10. An official or employee who has rendered a minimum of nine (9) months but a minimum of three(3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows :

| LENGTH OF SERVICE              | % OF PBB |
|--------------------------------|----------|
| 8 months but not than 9 months | 90 %     |
| 7 months but not than 8 months | 80 %     |
| 6 months but not than 7 months | 70 %     |
| 5 months but not than 6 months | 60 %     |
| 4 months but not than 5 months | 50 %     |
| 3 months but not than 4 months | 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. Being 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
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11. An employee who is on vacation leave or sick leave with or without pay for the entire year is not eligible for the grant of PBB.
  12. Personnel found guilty of administrative and/or criminal cases by the final and executory judgment in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only reprimand, such penalty shall not cause the disqualification to the PBB.
  13. Officials and employees who failed to submit the 2020 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 2021 PBB.
  14. Officials and employees who failed to liquidate all cash advances received in FY 2021 within the reglementary period as prescribed by COA Circular 97-002 dated February 10,1997, and reiterated in COA Circular 2009-002 dated May 18,2009 shall not be entitles to the FY 2021 PBB.

  
**GEORGE A. TOMAS**  
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