



## **THE PROCUREMENT SERVICE MECHANICS IN RANKING OFFICES/DELIVERY UNITS FOR THE GRANT OF THE FY 2020 PERFORMANCE-BASED BONUS (PBB)**

### **1.0 Purpose**

The process of rating and ranking of delivery units and individuals in the Procurement Service (PS) shall follow the same criteria and conditions for FY 2020 PBB as provided in the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-01 dated June 2, 2020 and to support the Administration's focus on streamlining government services with the implementation of Republic Act (RA) No. 11032 known as the Ease of Doing Business and Efficient Government Service Act of 2018.

### **2.0 Coverage**

- 2.1** All offices of the PS at the main office, PhilGEPS and regional depots.
- 2.2** All officials and personnel holding contractual positions, individuals engaged without employer-employee relationship with the PS are excluded.

### **3.0 Eligibility Criteria**

The PS must satisfy the following conditions to be eligible for the grant of PBB:

- 3.1** Good Governance Conditions (GGCs). Satisfy 100% of the GGCs for FY 2020 as provided in Section 4.0.
- 3.2** Performance Targets. Accomplish Physical Targets, Support to Operations, and General Administration and Support Services (GASS) requirements for FY 2020 as provided in Section 5.0.
- 3.3** Performance Rating System. Use the CSC-approved Strategic Performance Management System in rating the performance of PS officials and employees for FY 2020.

### **4.0 Good Governance Conditions**

For the year, the following performance drivers must be satisfied:



- 4.1** Maintain/Update the Transparency Seal (TS). The TS page should be accessible by clicking the TS logo on the homepage. Applicable requirements for PS under Section 106 of the General Provisions of the FY2020 General Appropriations Act (GAA) must be posted.
- 4.2** Update the PhilGEPS posting of all Invitations to bids and awarded contracts pursuant to the Government Procurement Reform Act (RA 9184) for transactions above P 1Million from January 1, 2020 to December 31, 2020, including the Early Procurement of FY 2021 Non-CSE Items
- 4.3** Set-up Most Current and Updated the Citizen's Service Charter or its equivalent pursuant Section 6 of RA 11032 and the President's directive to reduce the processing time of all public transactions with government

## **5.0 FY 2020 Physical Targets**

- 5.1** Streamlining and Process Improvement of Critical Services and Digitization Initiatives. Number of Steps, Turnaround Time, Number of Signatures, Number of Required Documents, Transaction Costs and Substantive Compliance Costs must be determined and reported using Prescribed Form.
- 5.2** Citizen/Client Satisfaction Survey. Satisfaction level of the citizen/clients must be measured and reported as well as agency best practices. Using the FY2019 and 2020 improvement action plans that the PS reported during the FY 2018 PBB discussion for each service, PS shall report the results of each action plan and the FY 2020 Citizen/Client Satisfaction Survey (CCSS) for each service.  
  
One (1) Agency best practice in service quality or productivity conducted in FY2020 including its results must also be reported.
- 5.3** STO Target. Initial Certification/Recertification of the PS Quality Management System (QMS) covering at least one (1) critical frontline service or core process as mandated under PS applicable laws.
- 5.4** GASS Targets. The common GASS shall include the following:



- a. Sustained Compliance with Audit Findings. Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations.
- b. Submission of Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the prescribed format within deadline.
- c. Submission of the FY2021 Annual Procurement Plan-Common Use Supplies and Equipment (FY2021 APP-CSE) in the prescribed format and within deadline.
- d. Undertaking of Early Procurement for at least 50% of the total value of eligible Procurement Projects included in the proposed budget – Indicative FY 2021 APP Non CSE.
- e. Submission of results of FY2019 Agency Procurement Compliance and Performance Indicators (APCPI) System.

**5.5** Other-cutting requirements.

- a. Establishment and Conduct of Agency Review and Compliance of SALN
- b. Comply with the Freedom of Information (FOI) Program

**6.0 Eligibility of Individuals**

- 6.1** The Executive Director (ED) is eligible if PS is eligible. If PS is eligible, the maximum PBB rate of the ED for FY 2020 shall be equivalent to 65% of his monthly basic salary as of December 31, 2020.
- 6.2** All officials and personnel should receive a rating of at least "Satisfactory" based on the FY 2020 Office/Division/Individual Performance Accomplishment Report.
- 6.3** Personnel who transferred from one government agency to another 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.



- 6.4** 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 that rated his/her performance. The payment of the PBB shall come from the mother agency.
- 6.5** Personnel who rendered a minimum of nine (9) months of service during the fiscal year and with at least a satisfactory rating will be eligible to the full grant of PBB.
- 6.6** Personnel who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least 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 SERVICES	% 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 %

- 6.7** The following are the valid reasons for personnel 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 personnel;
  - 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; and/or
  - h. Sabbatical Leave
- 6.8** Personnel who are on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.



- 6.9** Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020 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.
- 6.10** Personnel (and responsible in ensuring the compliance) who failed to submit the following is not eligible for the grant of the PBB:
- a. Required procurement documents and PhilGEPS posting requirements;
  - b. Required COA Financial Reports/Financial Statements;
  - c. Required Financial Accountability Reports;
  - d. 2019 SALN;
  - e. Required FOI documents;
  - f. Report on Streamlining Processes; and
  - g. Report on Citizen/Client Satisfactions
- 6.11** Personnel who failed to liquidate cash advances within the reglementary period required by the COA, those who failed to ensure the sustenance, compliance and implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the PS system of ranking performance of delivery units shall not be entitled to the FY 2020 PBB.

## **7.0 Ranking of Delivery Units (DUs)**

- 7.1** The PS DU that met the criteria and conditions in the eligibility criteria are eligible for the FY 2020 PBB and shall be forced rank according to the following categories:

OFFICE/AGENCY	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- 7.2** The DU is the subdivision of the PS performing substantive line functions, technical services or administrative support. For purposes of this mechanics, the DUs are the:



OFFICE/AGENCY	DELIVERY UNITS
The Procurement Service	OED Group - three (3) divisions
	Administrative and Finance Group - six (6) divisions
	Procurement Group - eleven (11) divisions
	Main and Regional Operations Group - fifteen (15) divisions
	PhilGEPS Group - four (4) divisions

**7.3** The accomplishments of the DU on the qualifying and ranking indicators as well as their core functions shall be the main parameters to be used in rating performance.

WEIGHT	% WEIGHT IN TOTAL RATING SCORE	CRITERIA
1. Year-End Office Performance Accomplishment Report (OPAR) Rating Score – refers to the accomplishments based on the Office Performance Commitment Report (OPCR) Form of each DU	80%	The 80% of the total score of the DUs shall be derived from the verified and approved FY 2020 OPAR rating scores covering two (2) semesters
2. Streamlining and Process Improvement Accomplishment – refers to the main eligibility requirement of the FY 2020 PBB Grant	10%	All identified divisions with frontline and non-frontline services will have an enrolled key process/service of which it will report the baseline data and targeted improvement. The accomplishment on each of the enrolled process/service will then be reported after the end of the year and shall serve as basis for 10% of the DUs total PBB rating and ranking score.



3. Task Difficulty	10%	The criteria for the Task Difficulty shall be agreed upon by the assigned raters per group, taking into consideration the differing challenges faced by the respective DUs. It is intended to, among others, account for and make the rating and ranking of DUs reflective of the efforts given by the DUs concerned in contributing to the achievement of the Functional Group's accomplishment and the office's total accomplishment, in general.
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**7.4** Only the personnel belonging to eligible DU are qualified for the PBB. Refer also to exclusion of individuals as cited in Section 6.0. While individual ranking shall be the basis for a merit increase, promotion, further training, and/or disciplinary action, there shall no longer be a ranking of individuals within a DU.

## **8.0 Rates of the PBB**

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020, based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Units	0.65
Better Delivery Units	0.575
Good Delivery Units	0.50

## **9.0 Timeline for FY 2020 PBB Implementation**

The implementation timeline for the FY 2020 shall be consistent with the Section 9.13 of the AO 25 Inter-Agency Task Force (IATF) Memorandum Circular No. 2020-01 dated June 2, 2020.

## **10.0 Source of FY 2020 PBB Fund**

The PS FY 2020 PBB shall be charged against the PS FY 2021 Budget.



## 11.0 Effectivity

This Mechanics shall take effect immediately.

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OIC, Human Resource  
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