



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE

MEMORANDUM

FOR : ALL PLLO OFFICIALS AND EMPLOYEES

SUBJECT : PLLO GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS for THE GRANT OF FY 2022 PERFORMANCE BASED BONUS (PBB)

DATE : December 21, 2022

1.0 PURPOSE

Pursuant to Memorandum Circular No. 2022-1 dated March 24, 2022 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25, s. 2011), the System of Ranking delivery units and personnel in the Presidential Legislative Liaison Office (PLLO) for the grant of the Performance Based Bonus (PBB) for Fiscal Year 2022 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016 is hereby issued.

2.0 COVERAGE

All PLLO personnel holding regular plantilla positions including contractual are covered by this Memorandum Circular. Excluded are individuals without employer-employee relationship and funded from non-Personnel Services (PS) budget.

3.0 ELIGIBILITY

The PLLO must satisfy the criteria and conditions under the four (4) dimensions of accountability to be eligible for the grant of FY 2022 PBB:

Dimensions of Accountability	Criteria and Conditions
1. Performance Results	Accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA).
2. Process Results	Achievements in ease of doing business/ease of transaction of core services based on mandated functions (external) covering government-to-citizens (G2C), government -to-businesses (G2B), and government-to-government (G2G) transactions and the administrative and supporting services (internal) within the agency. This will be through streamlining, standardization i.e. through the ISO-certified QMS or its equivalent, digitization, systems and procedures reengineering and other related improvements in the delivery of services.
3. Financial Results	Actual spending of the PLLO's budget allotment vis-a-vis the realization of the committed programs and projects (PAPs) based on the FY 2022 GAA.
4. Citizen/Client Satisfaction Results	Accomplishment and submission of reports on the Citizen/Client Satisfactory Survey (CCSS) and Resolution of all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).

MALACAÑANG

3/F New Executive Bldg., Malacañang Complex, J.P. Laurel St.,
San Miguel, Manila

8736-1116

pllo.osec@pllo.gov.ph

SENATE

Rm. 417, GSIS Bldg., Financial Center, Roxas Blvd., Pasay City

8736-1152 | 8736-1192

pllo_afmd@pllo.gov.ph

HOUSE OF

2/F Romualdez Hall, South Wing Annex, House of

8551-0540 | 8552-7015

pllo_senate@pllo.gov.ph

REPRESENTATIVES

Representatives, Batasan Complex, Batasan Hills, Quezon City

8931-5001 local 7604

pllo_hrep@pllo.gov.ph



TABLE 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	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				

4.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- 4.1 For FY 2022 PBB, the **delivery units (DUs)** of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
- a. Based on **Table 1-PBB Scoring System**, to be eligible for the FY 2022 PBB, the PLLO must attain a **total score of at least 70 points**. To be able to attain at least 70 points, the PLLO should achieve a performance rating of 4 in at least three (3) criteria. In case the PLLO fails to meet a rating of 4 in at least 3 criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.
 - b. The unit/s most responsible (including its head) for the non-compliance with the PLLO Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2022 PBB.
- 4.2 Eligible DUs shall be granted FY 2022 PBB at uniform rates across the PLLO, including its officials and employees. The corresponding rates of the PBB shall be based on the PLLO’s achieved total score as shown in Section 6.0.
- 4.3 The PLLO Secretary/Head is eligible only if the PLLO is eligible. If eligible, the PBB rate for FY 2022 shall be equivalent to the rate as stated in Section 6.0 and shall be based on their monthly basic salary as of December 31, 2022.
- 4.4 Employees belonging to the First, Second and Third levels should receive a rating of at least “Very Satisfactory” based on the PLLO’s CSC Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
- 4.5 PLLO personnel on 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. Payment of the PBB shall come from the PLLO.
- 4.6 Personnel who transferred from PLLO to another agency shall be included 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.

- 4.7 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 PBB on pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- 4.8 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Very Satisfactory rating may be eligible to the full grant of the PBB.
- 4.9 An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least Very Satisfactory rating shall be eligible to the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

TABLE 2: LENGTH OF SERVICE & % OF PBB	
Length of Service	% 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%

The following are 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/Paternity Leave
 - f. Vacation/sick Leave with or without pay
 - g. Scholarship/Study Leave
 - h. Sabbatical Leave
- 4.10 The following employees are not eligible for the FY 2022 PBB:
- a. Official or employee who is on vacation or sick leave with or without pay for the entire year of 2022;
 - b. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022;
 - c. Officials and employees who failed to submit the 2021 SALN; or those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
 - d. Officials and employees who failed to liquidate all Cash Advances received in FY 2022 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and 2009-002; and
 - f. Officials and employees who failed to submit complete SPMS Forms.

5.0 PLLO ACCOUNTABILITIES

To sustain the compliance to existing government-mandated laws and standards, the PLLO Performance Management Team (PMT) shall continue to implement, monitor and enforce the following requirements in compliance to existing government-mandated laws and standards:

- 5.1 Updating of Transparency Seal
- 5.2 Compliance to Audit Findings and Liquidation of Cash Advances
- 5.3 Compliance with the Freedom of Information (FOI) Program
- 5.4 Updating of Citizen’s or Service Charter
- 5.5 Submission and Review of Statement of Assets and Liabilities and Networth (SALN)
- 5.6 PhilGEPS posting of all invitations to bids and awarded contracts (Annex 7 of IATF AO 25 s. 2011, MC No. 2022-1 dated March 24, 2022)
- 5.7 Submission of FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE),
- 5.8 Posting of Indicative FY 2023 APP-non CSE
- 5.9 FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (Annex 8 of IATF AO 25 s. 2011, MC No. 2022-1 dated March 24, 2022)
- 5.10 Results of FY 2021 PLLO Procurement Compliance and Performance Indicators (APCPI) System
- 5.11 Undertaking of Early Procurement Activities covering 2023 Procurement Projects
- 5.12 New accountability beginning FY 2022 – Designation of the PLLO’s Committee on Anti-Red Tape (CART) in compliance with Sec. 1, Rule III of the Implementing Rules and Regulation of RA No. 11032 and ARTA Memorandum Circular NO. 2020-007

Note: The above conditions are no longer required to be eligible for PBB; however, compliance with those conditions shall be used as the basis in determining the eligibility of responsible units and individuals. PLLO should submit those legal requirements directly to the validating agencies.

6.0 RATES OF THE PBB

The total scores in Section 3.0 shall be the basis in determining the amount of the PBB an agency is eligible for. The amount of PBB shall be based on the monthly basic salary of an employee as of December 31, 2022.

TABLE 3: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

7.0 SUBMISSION OF REPORTS

- 7.1 The quarterly BFARS of the PLLO as uploaded in the DBM URS, shall be submitted within thirty (30) days after the end of each quarter and will be used to assess and validate Performance Results.
- 7.2 The PLLO should submit evidence of accomplishments of Performance Results, Process Results, Financial Results and Citizen/Client Satisfaction Results on or before February 28, 2023, thru an electronic submission to the AO 25 Secretariat.
- 7.3 The PLLO shall ensure that all explanations and justifications for deficiencies are already attached in the submission.
- 7.4 The PLLO shall provide information to the AO 25 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.
- 7.5 The PLLO shall update the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS) and upload the same to the GMIS database every last week of the month. It shall serve as the primary source of data in determining the total FY 2022, PBB requirement of the PLLO.

For non-permanent positions or excluded from the coverage of the GMIS, a modified Form 1.0 shall be submitted to the DBM for review and evaluation.

8.0 EFFECTS OF NON-COMPLIANCE

After due process by the oversight agency has been determined to have committed the following prohibited acts, the PLLO will be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman will file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of this Memorandum.

9.0 COMMUNICATION AND CHANGE MANAGEMENT

The PLLO Head with the support of the Performance Management Team (PMT) should enhance the implementation of internal communications strategy on the PBB and fulfill the following:

- 9.1 Engage the respective employees in understanding the PBB, the performance targets of the PLLO as well as the services and outputs that they will need to deliver in order to meet these targets.
- 9.2 Disseminate the performance targets and accomplishments of the PLLO to the employees through the intranet and other means, as well as publish on the PLLO website for public's information.
- 9.3 Set up a Help Desk to respond to queries and comments on the targets and accomplishments of the PLLO.

9.4 Set up complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of the PLLO or may be incorporated in the functions of the Grievance Committee.

9.5 The PLLO Head shall designate a senior official who shall serve as a PBB focal person. The units responsible for the performance management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the PLLO.

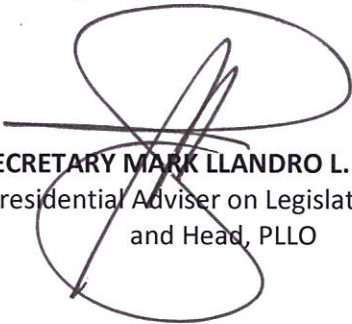
10.0 EFFECTIVITY

This Memorandum Circular shall be posted on the PLLO Website and shall take effect immediately unless amended or revoked by issuance of relevant circulars or orders.



ASEC. ROSE VIRGINIE B. IÑIGO
Assistant Secretary

Noted by:



SECRETARY MARK LLANDRO L. MENDOZA
Presidential Adviser on Legislative Affairs
and Head, PLLO