



Office of the President

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas

PIA MEMORANDUM CIRCULAR NO. 017

Series of 2022

To : **ALL PIA OFFICIALS AND EMPLOYEES**

Subject : **Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2022**

Date : 28 September 2022

Relative to AO 25 Memorandum Circular 2022-1 dated 24 March 2022 on the Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2022, please be guided on the following highlights of the PBB scheme for this year:

1. The FY 2022 cycle shall continue to observe the simplified PBB scheme. The FY 2022 PBB will sustain focus on results especially on the delivery of agency performance commitments and optimum utilization of agency budget, and make stronger the roles of agencies in ensuring accountability for results of their delivery units.
2. To be eligible for the grant of the FY 2022 PBB, each agency must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results and attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria based on the PBB Scoring System.
3. The delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies and non-compliance (including its head) shall be isolated.
4. Eligible DUs shall be granted FY 2022 PBB at uniform rates across the agency, including its officials and employees.
5. Eligibility of employees for FY 2022 PBB:
 - a. Has a rating of at least "Very Satisfactory" in OPCR/IPCR;



- b. Those 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.
 - c. Those who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating but on a pro-rata basis;
 - d. Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest.
6. Non-eligibility of employees for FY 2022 PBB:
- a. Those on vacation or sick leave, with or without pay, for the entire year;
 - b. Those found guilty of administrative and/or criminal cases by final and executory judgment (except reprimand) in FY 2022
 - c. Failure to submit the 2021 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
 - d. Failure 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 reiterated in COA Circular 2009-002 dated May 18, 2009

Please find below the PBB Agency Accountability Implementation Timelines for the submission and posting of compliance reports and requirements as well as responsible offices concerned:

TIMELINE FOR THE FOUR DIMENSIONS OF ACCOUNTABILITY

REQUIREMENT	RESPONSIBLE OFFICES/DIVISIONS	DEADLINE
Performance Results	All Central Office Units and Regional Offices	February 28, 2023

Process Results	All Central Office Units and Regional Offices	February 28, 2023
Financial Results	FMD	February 28, 2023
Citizen/ Client Satisfaction Results	PCRD and CART	February 28, 2023

TIMELINES AND REQUIREMENTS TO BE SUBMITTED DIRECTLY TO THE OVERSIGHT/VALIDATING AGENCIES FOR THE COMPLIANCE OF AGENCY ACCOUNTABILITIES PBB FY 2022

Deadline	Requirements	Validating Agency	Responsible Offices
Before January 31 st of the fiscal year	Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO. Note: Early Procurement Activities should be conducted in FY 2022	GPPB-TSO	Procurement Section
March 31, 2022	Submit FY 2022 APP-non CSE to GPPB-TSO.	GPPB-TSO	Procurement Section
June 30, 2022	Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO.	GPPB-TSO	Procurement Section
September 30, 2022	Posting of Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage.	DBM-OCIO	Procurement Section
September 30, 2022	Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store.	DBM-PS	Property Section
October 01, 2022	Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page. (Annex A)	DBM-OCIO	Planning Unit

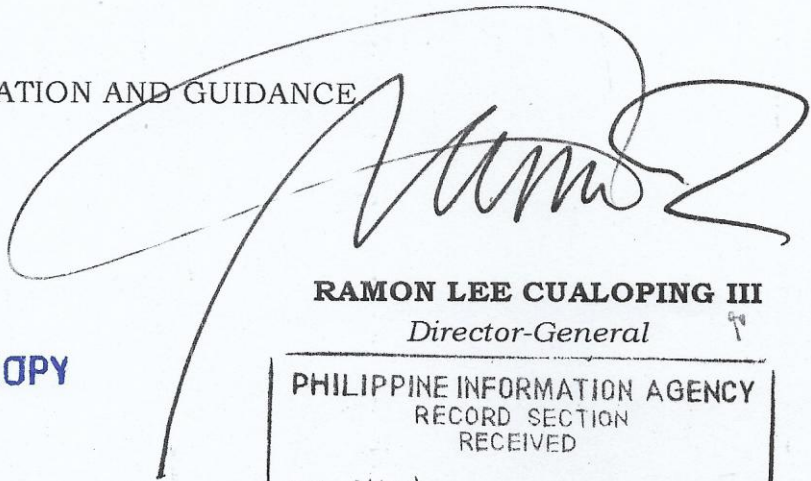
Deadline	Requirements	Validating Agency	Responsible Offices
October 1, 2022	Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2022.	CSC	HRDD/ RCC
December 31, 2022	<p>Sustained Compliance w/ Audit Findings</p> <p>Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2020 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2022.</p>	COA	FMD
January 30, 2023	Update all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022 in the PhilGEPS .	PS-PhilGEPS	Procurement Section
January 30, 2023	<p>Submit the following Freedom of Information (FOI) Program requirements to FOI-PMO:</p> <ul style="list-style-type: none"> a. Updated People's FOI manual b. Updated One-page FOI manual c. FOI reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report d. Link to the agency's dashboard in the electronic FOI (eFOI) portal (www.foi.gov.ph) 	FOI-PMO	FOI Focal Person

Deadline	Requirements	Validating Agency	Responsible Offices
	e. Updated AID-FOI Tool f. FOI Client/Customer Satisfaction Report		
February 28, 2023	Compliance and submission of requirements to ARTA pertaining to the agency's Committee on Anti-Red Tape (CART) as stated in ARTA MC No. 2020-007.	ARTA	CART

Likewise, please refer to these resource materials on PBB FY 2022:

1. Memorandum Circular No. 2022-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 under Executive Order (EO) No. 80, s 2012 and EO No. 201, s. 2016 (**ANNEX B**);
2. PowerPoint presentation of the AO 25 Inter-Agency Task Force during the Online Orientation on the Guidelines for the Grant of FY 2022 PBB (**ANNEX C**).

FOR YOUR INFORMATION AND GUIDANCE



RAMON LEE CUALOPING III

Director-General

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OCT 03 2022
PIA RECORDS SECTION

PHILIPPINE INFORMATION AGENCY RECORD SECTION RECEIVED BY: <u>GLAND</u> DATE/TIME: <u>03 OCT 2022 11:15AM</u>
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**AGENCY ACCOUNTABILITIES IN THE MAINTENANCE/UPDATING
OF THE TRANSPARENCY SEAL for 2022**

Requirements	Responsible Offices	Deadline
Agency's Mandate, Vision, Mission and List of Officials <ul style="list-style-type: none"> • Mandate, Vision, and Mission • Central Officials • Regional Officials • Certificate of Compliance on ARTA for 2022 • Citizen's Charter Handbook for 2022 • Accountability Report Cards <ul style="list-style-type: none"> ○ MARC-1 PIA 2020 Scorecard 	Planning Unit (PU) Personnel Section ROD CART CART/COs/ROs PU	October 1, 2022
Annual Financial Reports <ul style="list-style-type: none"> • Physical Plan • Financial Plan • Financial Accountability Report <ul style="list-style-type: none"> ○ SPMRS (AOD) ○ BAR No. 1 (QPRO) ○ FAR No. 1 (SAAODB) ○ FAR No. 4 (MRD) ○ FAR No. 5 (Not applicable) • Highlights of Accomplishment Report (Yearend) 	PU FMD FMD PU FMD FMD PU	30 days after end of each quarter February of succeeding year
DBM Approved Budgets and Targets	FMD/PU	Immediately upon GAA approval

Requirements	Responsible Offices	Deadline
Projects, Programs and Activities, Beneficiaries and Status Implementation	N/A	
Procurement		
ANNUAL PROCUREMENT PLAN (NON-CSE) <ul style="list-style-type: none"> Indicative APP FY 2023 Indicative APP FY 2022 APP FY 2022 Modified Indicative APP FY 2022 Supplemental Non-CSE for 2022 Certificate of Undertaking of Early Procurement Activities APP Supplemental Non-CSE Posting Certification 2022 	BAC/ Procurement Section	September 30, 2022
ANNUAL PROCUREMENT PLAN (CSE) for 2023 2022 <ul style="list-style-type: none"> By Region 	Admin/ Property Section/ROs	September 30, 2022
BID OPPORTUNITIES <ul style="list-style-type: none"> Invitations to Bid Requests for Quotation Requests for Expression of Interest 	BAC/ Procurement Section	
NOTICE OF AWARDS (BIDS AND AWARDS SECTION)		
PROCUREMENT MONITORING REPORT		
<ul style="list-style-type: none"> 1st Semester 2022 PMR Posting Certification 2022 		
AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATOR FOR 2022		

Requirements	Responsible Offices	Deadline
QMS Documents <ul style="list-style-type: none"> Philippine Quality Awards Recognition ISO Certification 	QMO	February 28, 2023
System of Ranking Delivery Units for 2022 <ul style="list-style-type: none"> PIA Posting of Guidelines on PBB Rating 2022 	PU	October 1, 2022
Agency Review and Compliance <ul style="list-style-type: none"> Guidelines on Filing and Submission of 2022 Statement of Assets, Liabilities and Net Worth Reconstitution of Review and Compliance Committee (RCC) for 2022 	HRDD RCC	October 1, 2022
Freedom of Information <ul style="list-style-type: none"> One-page PIA FOI Manual Download a copy of the full PIA Freedom of Information Manual FOI Reports Certificate of Compliance for PBB FY 2022 Accomplished Assessing Information Disclosure Practices for FOI (AID-FOI) 	FOI Focal Person	January 30, 2023