



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



BAGONG PILIPINAS

PIA MEMORANDUM CIRCULAR NO. 025

Series of 2023

To : **ALL PIA OFFICIALS AND EMPLOYEES**

Subject : **Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023**

Date : **OCT 05 2023**

Relative to AO25 Memorandum Circular No. 2023-1 dated 22 August 2023 on the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023, please be guided on the following highlights of the PBB scheme:

1. The FY 2023 PBB shall continue to measure and evaluate agency performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and reinforced agency stewardship.
2. To be eligible for the grant of the FY 2023 PBB, the 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) in the four (4) dimensions of accountability based on the PBB Scoring System.
3. For FY 2023 PBB, the Agency Accountability requirements shall be maintained and used to determine the eligibility of responsible units and individuals.
4. Similar to FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked for FY 2023 PBB. However, the unit/s most responsible for deficiencies shall be isolated.

- a. In case the Agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of the FY2023 PBB.
 - b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities shall also be isolated from the grant of the FY 2023 PBB.
5. Eligible DUs shall be granted FY 2023 PBB at uniform rates across the Agency, including its officials and employees, based on the Agency's achieved total score.
6. Should the Agency be assessed eligible for the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit the complete PBB requirements on time.
7. Eligibility for FY 2023 PBB:
 - a. Officials or employees who have rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating in OPCR/IPCR may be eligible for the full grant of the PBB.
 - b. Those who have rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating in OPCR/IPCR shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered;
 - c. Those who transferred from one government agency to another agency shall be included by the agency where he/she served the longest.
8. Non-eligibility for FY 2023 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 2023;

- c. Failure to submit the 2022 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 2023 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.

Further, please find below the PBB Agency Accountability timelines for the submission and posting of compliance reports and requirements as well as the responsible offices/divisions/units:

TIMELINE FOR THE FOUR DIMENSIONS OF ACCOUNTABILITY

CRITERIA/ REQUIREMENT	RESPONSIBLE OFFICES/DIVISIONS/UNITS	DEADLINE
Performance Results	All Central Office Units and Regional Offices	February 29, 2024
Process Results	All Central Office Units and Regional Offices	
Financial Results	FMD	
Citizen/ Client Satisfaction Results	CART, HRDD, FOI Focal Person	

TIMELINES AND REQUIREMENTS TO BE SUBMITTED DIRECTLY TO THE OVERSIGHT/VALIDATING AGENCIES FOR THE COMPLIANCE OF AGENCY ACCOUNTABILITIES PBB FY 2023

DEADLINE	REQUIREMENTS	VALIDATING AGENCY	RESPONSIBLE OFFICES
Before January 31 of the fiscal year	Submit a Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO. <i>Note: Early Procurement Activities should be conducted in FY 2023</i>	GPPB-TSO	Procurement Section

DEADLINE	REQUIREMENTS	VALIDATING AGENCY	RESPONSIBLE OFFICES
March 31, 2023	Submit FY 2023 APP-non CSE to GPPB-TSO.	GPPB-TSO	Procurement Section
June 30, 2023	Submit Results of the APCPI system for FY 2022 Procurement Transactions to GPPB-TSO.	GPPB-TSO	Procurement Section
August 31, 2023 based on PS Advisory 2023-014	Submission of the FY 2024 APP-CSE is exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. PS-DBM will not accept hard copies and submissions via email.	PS-DBM	Property Section
September 30, 2023	Posting of Indicative FY 2024 APP-non CSE in the agency's Transparency Seal webpage.	DBM-OCIO	Procurement Section
October 1, 2023	Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2023 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page. <i>(see Annex A for details)</i>	DBM-OCIO	Planning Section/. MISD/CPSD
October 1, 2023	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 2023.	CSC	HRDD/ RCC
December 31, 2023	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. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2021 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 2023.	COA	FMD

**ANNEX A - AGENCY ACCOUNTABILITIES IN THE
MAINTENANCE/UPDATING OF THE TRANSPARENCY SEAL for FY 2023**

REQUIREMENTS	RESPONSIBLE OFFICES	DEADLINE
<p>Agency's Mandate, Vision, Mission and List of Officials</p> <ul style="list-style-type: none"> • Mandate, Vision, and Mission • Central Officials • Regional Officials • Certificate of Compliance on ARTA for 2023 • Citizen's Charter Handbook for 2023 • Accountability Report Cards 	<p>Planning Section</p> <p>Planning Section</p> <p>ROD</p> <p>CART</p> <p>CART/COs/ROs</p> <p>Planning Section</p>	<p>October 1, 2023</p> <p>As revised</p> <p>After receipt of ARC</p>
<p>Annual Financial Reports</p> <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) 	<p>Planning Section FMD</p> <p>FMD Planning Section FMD FMD</p> <p>Planning Section</p>	<p>30 days after end of each quarter</p> <p>February of succeeding year</p>
<p>DBM Approved Budgets and Targets</p>	<p>Planning Section</p>	<p>Immediately upon GAA approval</p>
<p>Procurement</p> <p>Submission of FY 2024 Annual Procurements Plan - Common-Use Supplies and Equipment (APP-CSE) to the PS-DBM via the Virtual Store (VS) facility</p> <p>Indicative FY 2024 APP-non CSE</p>	<p>BAC/ Procurement Section</p> <p>BAC/ Procurement Section</p>	<p>August 31, 2023</p> <p>September 30, 2023</p>

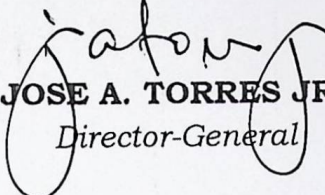
REQUIREMENTS	RESPONSIBLE OFFICES	DEADLINE
Update of PHILGEPS Posting of all invitations to Bids and awarded contracts per RA No. 9184, for transactions from January 1 -December 31, 2023. <i>Note: Failure or canceled bid status should still be updated in PhilGEPS</i>	BAC/ Procurement Section	January 31, 2024
Update of Early Procurement of FY 2023 Non-CSE items.	BAC/ Procurement Section	January 31, 2024
PIA Posting of Guidelines on the Grant of PBB 2023	Planning Section	October 1, 2023
ISO QMS certification/recertification or equivalent certification	QMC	December 31, 2023
Agency Review and Compliance <ul style="list-style-type: none"> • Guidelines on Filing and Submission of 2023 Statement of Assets, Liabilities and Net Worth • Reconstitution of Review and Compliance Committee (RCC) 	HRDD RCC	October 1, 2023
Freedom of Information Requirements	FOI Focal Person	January 31, 2024

DEADLINE	REQUIREMENTS	VALIDATING AGENCY	RESPONSIBLE OFFICES
December 31, 2023	Posting on the TS webpage the copy/ies of ISO QMS certification / recertification or equivalent certification.	GQMC-DBM Secretariat-Systems and Productivity Improvement Bureau (SPIB) for departments/agencies and GOCCs under DBM.	QMS QC
January 31, 2024	Update all procurement requirements for transactions above 1 million from 1 January 2023 to 31 December 2023 in the PhilGEPS .	PS-PhilGEPS	Procurement Section
January 31, 2024	Submit the following Freedom of Information (FOI) Program requirements to PCOO: <ol style="list-style-type: none"> 1. Updated People's FOI manual 2. Updated One-Page FOI manual 3. Updated FOI reports: Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report 4. Onboarding to the eFOI portal 5. FOI Feedback Report 6. Addressed overdue or pending FOI requests 	PCOO	FOI Focal Person
February 29, 2024	Report on the digitalization initiatives or digital transformation of external and internal services to be submitted to the AO25 Secretariat.	AO25 Secretariat	MISD
February 29, 2024	Designation of the Agency's Committee on Anti-Red Tape (CART) Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007.	ARTA	CART
The Authority shall issue separate guidelines reiterating the deadline and manner of submission.	Administered Client Satisfaction Measurement of CSM be aligned with the ARTA Memorandum Circular No. 2020-05 of the Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement.	ARTA	CART/PCRD

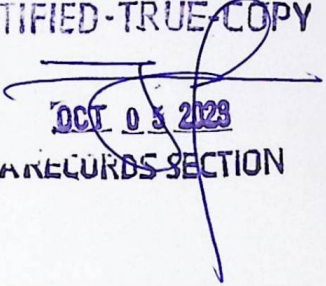
The full text of Memorandum Circular No. 2023-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023 under Executive Order (EO) No. 80, s 2012 and EO No. 201, s. 2016 is enclosed in this Memorandum Circular.

FOR YOUR INFORMATION AND GUIDANCE.

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JOSE A. TORRES JR. 10-05
Director-General

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