



# PHILIPPINE HIGH SCHOOL FOR THE ARTS

National Arts Center, Mt. Makiling, Los Baños, Laguna 4030

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September 20, 2023

PHSA Memorandum Order No. DIV-2023-09-50

TO : ALL PHSA REGULAR EMPLOYEES AND OFFICIALS

SUBJECT : GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED  
BONUS (PBB) FOR PHILIPPINE HIGH SCHOOL FOR THE ARTS  
(PHSA) EMPLOYEES AND OFFICIALS FOR FISCAL YEAR 2023

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## 1. PURPOSE

Pursuant to the Inter-Agency Task Force on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2023-1 dated August 22, 2023, this memorandum is being issued to prescribe the criteria and conditions on the grant of the PBB for FY 2023 performance. FY 2023 PBB will contribute to raise the productivity, performance, transparency, and accountability of government agencies and employees, using the enhanced Results-based Performance Management System and the simplified Performance-based Incentive System.

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. With the FY 2023 PBB, agencies will be able to conduct self-assessment of their overall performance through the provided transparent PBB scoring system tied-up to the rates of incentives.

## 2. COVERAGE

- 2.1. All Delivery Units/Offices of the PHSA Bay and Los Baños Campuses.
- 2.2. The personnel of agencies holding regular, contractual, and casual positions are covered by this Circular. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non- Personnel Services budget.

## 3. ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2023 PBB, each agency must satisfy the criteria and conditions under the four (4) dimensions of accountability:



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- 3.1. **Performance Results** - refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2023 General Appropriations Act (GAA).
- 3.2. **Process Results**-refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, digitization, standardization, systems and procedures reengineering, and other related improvements.
- 3.3. **Financial Results**-refer to the refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2023 GAA.
- 3.4. **Citizen/Client Satisfaction Results**- refer to the achievements in satisfying the quality expectations of the transacting public/client.

Attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria in the four (4) dimensions of accountability based on the PBB Scoring System as will be discussed in detail in Section 4.0

## 4. FY 2023 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria.

TABLE 1: FY 2023 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. 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 FY 2023 PBB.

## 4.1 Performance Results.

The agency's performance in the achievement of targets shall be closely monitored through the use of the Unified Reporting System (URS) and/or Integrated Public Financial Management System (IFMIS) - generated Budget and Financial Accountability Reports (BFARs).

Budget and Financial Accountability Reports (BFARs) should be submitted within thirty (30) days after the end of each quarter.

For deficiencies or non-attainment of FY 2023 targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit(COA), the DBM, and the Bureau of the Treasury (BTr), as applicable through the DBM URS and/or IFMIS, thirty (30) days after the end of the 4th quarter of FY2023.

The requirements under Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met below 50% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 50% to less than 70% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 70% to less than 80% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 80% to less than 100% of performance indicators of the Congress-approved performance targets for FY 2023.	Met each one or 100% of the Congress approved performance targets for FY 2023 (all performance indicators)

If PHSA do not receive budgetary support from the national government, reporting of Performance Results shall be supported by Budget Preparation Form B - Agency Performance Measures (for physical performance), Operating Budgeting Utilization showing the approved level vs. actual, and all other applicable financial accountability reports to be submitted to the AO25 Secretariat, duly signed by the Head of the Agency or designated official.





## 4.2 Process Results.

The target under Process Results is the greater 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.

The ease of transaction of critical external and internal services may be achieved through reengineering, streamlining, digitization, and other technological applications, and other types of process innovations implemented at PHSA Bay and Los Baños campuses.

4.2.1 For FY 2023, the target will be substantive improvements in ease of doing business/ease of transaction with respect to two (2) critical services consisting of one (1) core service (external) based on the mandated function of the agency and one (1) support/administrative service (internal) as declared in the agency's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

In the process of improving the services of agencies and in promoting the WOG approach in the bureaucracy, the ARTA enjoins all government agencies to adopt the WOG Reengineering Manual as a tool in the reengineering of government services which focuses on the reengineering of systems and procedures. It aims to support government agencies towards a new way of service delivery, giving better services for citizens through improvements in government agencies working in a more integrated, WOG approach.

As defined in ARTA MC 2019-002-A<sup>1</sup>, the services may be categorized based on the following:

- a. **External services** - refer to government services applied for or requested by external citizens or clients or those who do not form part or belong to the government agency or office.
- b. **Internal services** - refer to government services applied for or requested by internal clients or individuals who are within the respective government agency or office, such as, but not limited to, its personnel or employees, whether regular or contractual. Internal services include services such as, but are not limited to,

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<sup>1</sup> *Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 s., 2019 Guidelines on the Implementation of the Citizen's Charter in Compliance with RA No. 11032*



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backend/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorizing, or concession.

4.2.2 In selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), the following factors shall be considered. The selected critical service is:

- a. A **core service** which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The **most complained service** with the greatest number of complaints received by the agency and other complaints-handling agencies.
- c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A **service that generates income/revenue** for the government.
- e. A service **attributable to the PREXC/Programs** of agencies.
- f. A **service that involves inter-agency action** to complete the transaction.

4.2.3 The substantial improvements or substantial reduction of the selected services may focus on the following areas of the selected services:

- a. **Actual documentary requirements** for a transaction for instance duplicative /unnecessary/ non-value-adding documents and various prerequisites to be obtained from other government offices;
- b. **Total processing time** to include queueing to start a transaction, waiting time to complete a transaction, and backroom processing in other words, the total turnaround time, not just the estimated time reflected in the agency's Citizens Charter;



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- c. **Overall transaction cost** to obtain the service (while the official fees cannot be reduced unless authorized, the other transaction costs on the part of the transacting public (both visible and not visible) could be reduced. Agencies could find out what these costs are if they get feedback and listen to the transacting public;
  - d. **Multiple hand-offs** where the transacting public needs to go to several offices and/or windows in order to complete a transaction; and elimination of multiple reviews and approvals to complete a transaction;
  - e. **Administrative burden** associated with the transaction i.e., the complexity and amount of effort that the agency need to expend in order to process the transaction-, and
  - f. **Access to the service** that makes the transaction very easy, convenient, without or only with very minimal cost, reliable, and predictable.
- 4.2.4. PHSA may use the concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted initial Reengineering Plan to ARTA as the basis in prioritizing areas for improvement.

PHSA substantial improvement results shall be reported through Annex 2 known as Modified Form A with objectively verifiable evidence of achievements from the completed transactions of the reported services in ease of doing business/ease of transaction.

The requirements under Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS (Agencies and SUCs)				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service





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4.2.5. PHSA is required to submit a report on the digitalization initiatives or digital transformation of external and internal services through the following:

- a. development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions;
- b. utilization of disruptive and emerging technologies in system development and integration (e.g., block chain, application programming interface, robotic process automation, cloud services, etc.);
- c. enabling data linkages and interoperability capacities among information systems;
- d. creating capacities for data management and analytics; modernization of existing systems and applications; and
- e. other process improvements using information technology.

The report should highlight the tangible results of digitalization in terms of ease of doing business or ease of transaction from the point of view of the transacting public client, such as but not limited to reduced waiting and processing times; reduced wastes in the process; lowered costs; real-time generation of reports for informed decision-making; expanded coverage; improved client satisfaction rating and similar outcomes.

The complete report on digitalization is also considered as an Agency Accountability as stated in Section 5.0.

## 4.3 Financial Results.

Targets under Financial Results reflect final payments made from the agency's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2023. PHSA shall accomplish the following Disbursements BUR:

- 4.3.1 **Disbursements BUR** - measured by the ratio of total disbursements (excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in FY 2023, net of goods and services obligated by **December 31, 2022**, but paid only in FY 2023. **The total obligations for MOOE and CO** shall refer to those made from the current appropriations under the FY 2023 GAA and



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the continuing appropriations under FY 2022. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been utilized for payment of accepted goods delivered and services rendered. Hence:

Total Disbursements (cash and non-cash, excluding Personnel Services),  
net of payments made in 2023 for past years' obligations

Disbursement BUR

Total Obligations

Same as the Performance Results, the agencies must ensure the submission of the quarterly BFARs through the DBM-URS and/or IFMIS financial Accountability Report (FAR) No. 1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis in determining the FY 2023 BUR accomplishment of agencies.

The requirements under the Financial Results shall be assessed and scored as follows:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
Below 40%	40%-55%	55%-70%	70-85%	85%-100%
Disbursements	Disbursements	Disbursements	Disbursements	Disbursements
BUR	BUR	BUR	BUR	BUR

#### 4.4 Citizen/Client Satisfaction Results.

Citizen/Client Satisfaction Survey (CCSS) must be undertaken and reports must be submitted. All complaints reported from Hotline #8888 and Contact Center ng Bayan (CCB) must be resolved.

**Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).** Agencies shall ensure the resolution of all complaints and grievances reported to Hotline #8888 and CCB, and their *compliance* to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.

Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

To provide evidence on this, agencies may submit a report summarizing the Hotline #8888 and CCB complaints received in FY 2023 and their





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status if resolved or pending. The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the Office of the President, Presidential Management Staff, Civil Service Commission, and Presidential Communications Operations Office from Hotline #8888 and CCB databases, as well as the Freedom of Information (FOI) portals.

To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to item IV of Annex 5 or with the definitions provided in Section 2.4.2c of MC No. 2021-2.

The requirements under the Citizen/Client Satisfaction Results shall be assessed and scored as follows:

TABLE 5: RATING SCALE FOR CITIZEN CLIENT SATISFACTION RESULTS				
1	2	3	4	5
0% resolution and compliance rate to #8888/CCB complaints	At least 1% resolution and compliance rate to #8888/CCB complaints	At least 50% resolution and compliance rate to #8888/CCB complaints	At least 75% resolution and compliance rate if there are more than 250 tickets to #8888 and CCB Complaints	100% resolution and compliance to #8888/CCB complaints
			At least 80% resolution and compliance rate if there are 250 or less tickets to #8888 and CCB complaints	

## 5.0 AGENCY ACCOUNTABILITIES.

To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies. See Annex 6: FY 2023 Agency Accountability Timelines



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TABLE 6: AGENCY ACCOUNTABILITIES

Continuing Agency Accountabilities	<ul style="list-style-type: none"> <li>a. Updating of Transparency Seal</li> <li>b. Compliance to Audit Findings and Liquidation of Cash Advances</li> <li>c. Compliance with the Freedom of Information (FOI) Program</li> <li>d. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN)</li> <li>e. PhilGEPS posting of all invitations to bids and awarded contracts               <ul style="list-style-type: none"> <li>- Notices of Award/Bid Results, Actual Approved/Awarded Contracts, and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P1,000,000) (Annex 7)</li> </ul> </li> <li>f. FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE)</li> <li>g. Posting of Indicative FY 2024 APP-non CSE</li> <li>h. FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (Annex 8)</li> <li>i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System</li> <li>j. Undertaking of Early Procurement Activities covering FY 2024 Procurement Projects</li> <li>k. Designation of the Agency's Committee on Anti-Red Tape (CART)</li> <li>l. Compliance with the National Competition Policy (NCP)(Annex 5 to 5.4)</li> </ul>
New Agency Accountabilities beginning FY 2023 PBB	<ul style="list-style-type: none"> <li>m. Continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process (Annex 3)</li> <li>n. Administered Client Satisfaction Measurement (CSM)</li> <li>o. Report on the digitization initiatives or digital transformation of external and internal services.</li> </ul>

The conditions stated are no longer required in determining the overall PBB eligibility but these conditions will be used as a basis for determining the eligibility of responsible units and individuals. PHSA should submit these legal requirements directly to the validating agencies.



## 6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- 6.1. The Delivery Units/Offices shall no longer be ranked. The following shall be isolated from the grant of PBB.
  - 6.1.1. The unit/s or office/s most responsible (including the head) for all the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY2023 PBB.
  - 6.1.2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2023.
- 6.2. Eligible DUs shall be granted FY 2023 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 as shown in Section 7.0.
- 6.3. To be eligible for FY 2023 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- 6.4. The Agency Head is eligible only if his agency is eligible. If eligible, the PBB rate shall be equivalent to the rate as stated in Section 7.0.
- 6.5. 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.
- 6.6. An official or employee who rendered less than 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:





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**TABLE 7: LENGTH OF SERVICE  
AND PERCENTAGE OF PBB**

<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
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 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; and/or
  - h. Sabbatical Leave.
- 6.7. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
- 6.8. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 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.
- 6.9. Officials and employees who failed 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, shall not be entitled to the FY 2023 PBB.
- 6.10. Officials and employees who failed 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, shall not be entitled to the FY 2023 PBB.



## 7.0 RATES OF THE PBB

- 7.1 The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% MBS of an individual as of December 31, 2023. For illustration, see Table 8 below:

TABLE 8: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	<b>65%</b> 100% of the 65% monthly basic salary
95 points	<b>61.75%</b> 95% of the 65% monthly basic salary
90 points	<b>58.5%</b> 90% of the 65% monthly basic salary
85 points	<b>55.25%</b> 85% of the 65% monthly basic salary
80 points	<b>52%</b> 80% of the 65% monthly basic salary
75 points	<b>48.75%</b> 75% of the 65% monthly basic salary
70 points	<b>45.5%</b> 70% of the 65% monthly basic salary

- 7.2 Should the agency be assessed eligible to 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.

## 8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 8.1 The quarterly BFARs of the agencies which will be used to assess and validate Performance Results shall be submitted through the DBM URS and/or IFMIS within thirty (30) days after the end of each quarter. Non-compliance thereto must be supported with relevant justification.
- 8.2 All agencies should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) on or before **February 29, 2024**, through an electronic submission (scanned or digital copy of the



official submission and editable MS Word or Excel files for use of the AO25 Secretariat). Late submission of complete PBB requirements of agencies that are assessed to be eligible to the grant of the FY 2023 PBB, shall be subject to a penalty (5% reduction in the rates of incentives) as indicated in Section 7.2.

As part of the AO25 efforts in digitalizing and streamlining the assessment processes, beginning FY 2023 PBB, the submission of accomplishment reports shall be fully online through the Government Executive Information System (GEIS) platform. The GEIS serves as the main source of performance information for agencies including both the historical and current status of eligibility to the PBB and compliance with government standards. Further details on the use of the GEIS shall be disseminated to the agencies through a separate communication.

- 8.3 Agencies shall ensure that all explanations and justifications for deficiencies are already attached in their submission.
- 8.4 The AO25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- 8.5 Agencies are encouraged to provide information to the AO25 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.
- 8.6 Agencies shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549 2, agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof, and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2023 PBB requirement of the agency, to be complemented by a simplified Annex 9: Report on Ranking of Offices/Delivery Units.

For agencies with 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.

## **9.0 EFFECTS OF NON-COMPLIANCE**

A Department/Agency/SUC/GOCC/LWD/LGU, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.





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

## 10.0 COMMUNICATION AND CHANGE MANAGEMENT

10.1 Head of Agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:

- a. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
- b. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
- d. Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee.

10.2 The Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices 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 agency. The name, position, and contact details (e-mail, landline, facsimile, cellular phone) of PBB focal persons should be submitted to the AO25 Secretariat.

10.3 Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.

10.4 The AO25 IATF shall maintain the following communication channels:

- a. AO25 Secretariat at [a025secretariat@dap.edu.ph](mailto:a025secretariat@dap.edu.ph)



# PHILIPPINE HIGH SCHOOL FOR THE ARTS

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576-4100; 576-7014; 576-7015; 576-7016

Website: [www.phsa.edu.ph](http://www.phsa.edu.ph) / Email: [phsafoi@gmail.com](mailto:phsafoi@gmail.com)

- b. RBPMS website [www.rbpms.dap.edu.ph](http://www.rbpms.dap.edu.ph)
- c. Telephone: (02) 8400-1469, (02) 8400-1490, (02) 8400-1582
- d. Facebook: [www.facebook.com/PBBsecretariat](https://www.facebook.com/PBBsecretariat)

## 11.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES

The Congress, the Judiciary, and Constitutional Commissions are encouraged to follow these guidelines to be eligible for the FY 2023 PBB.

## 12.0 EFFECTIVITY CLAUSE

This Memorandum shall take effect immediately upon publication. Certified true copy shall be posted on the school official website.

**PROF. JOSUE GREG M. ZUNIEGA**  
Director IV