

(Enclosure No. 1 to DepEd Order No. ___, s. 2019)

**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR THE
DEPARTMENT OF EDUCATION EMPLOYEES AND OFFICIALS
FOR FISCAL YEAR 2018**

I. Rationale

1. With the current administration tightening the advocacy for intensified public accountability, heightened transparency, stronger fiscal discipline, and more efficient government processes, the government is leveraging the priorities of its Results-Based Performance Management System (RBPMS) and its people-centered Performance-Based Incentive System (PBIS) through requirements and conditions aiming to fight corruption, achieve higher citizen satisfaction, and implement a firmer validation process to recognize outstanding performance in government service.

2. In May 28, 2018, the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems under Administrative Order (AO) No. 25 s. 2011 issued Memorandum Circular (MC) No. 2018-1 entitled *Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016*, which laid down the requirements, conditions, and mechanisms on the grant of the Performance-Based Bonus (PBB) for fiscal year (FY) 2018.

EO No. 80, s. 2012 directs the adoption of the PBIS for government employees, consisting of the Productivity Enhancement Incentive (PEI) and the PBB. It is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the office or delivery unit's performance, and by recognizing and rewarding exemplary performance to foster teamwork and meritocracy.

EO No. 201, s. 2016 provides that the compensation and position classification shall be revised or updated to strengthen the PBIS in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results. It also reiterates that the AO25 IATF shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize different levels of performance. One of the said criteria is the agency submission of a System of Ranking Delivery Units.

3. In view of the above, this Order aims to establish a PBB system by which DepEd's performance as an organization and its personnel are evaluated and incentivized in a verifiable, credible, and standardized. It seeks to give monetary incentive to each personnel based on his/her performance in achieving the expected outputs of his/her function. Ultimately, the grant of PBB in DepEd aspires to motivate higher performance and greater accountability, and ensure the achievement of education targets and commitments under the five (5) Key Result Areas (KRAs) laid down in EO No. 43, s. 2011 and the Philippine Development Plan (PDP) 2017-2022.

II. Scope of Policy

4. This DepEd Order (DO) provides for the policy guidelines on the grant of PBB for all DepEd employees and officials in all governance levels for FY 2018.

5. Attached agencies shall be treated as separate entities. They shall satisfy the conditions for the agency eligibility and implement the rating and ranking of delivery

units and personnel within the agency. However, due to limited number of personnel, the Early Childhood Care and Development (ECCD) Council and National Council for Children's Television (NCCT) shall be included in the ranking of DepEd Office of the Secretary (OSEC) Proper, provided that they satisfy the conditions for the agency eligibility.

6. Delivery units in each governance level of DepEd identified and specified below shall be covered by this Order.

- a. **Central level.** DepEd OSEC, all bureaus and services, and the National Educators Academy of the Philippines (NEAP). The OSEC shall include the OSEC Proper, offices of the Undersecretaries and Assistant Secretaries, including the Legislative Liaison Office and Sites Titling Office, Teacher Education Council (TEC) Secretariat, Literacy Coordinating Council (LCC) Secretariat, ECCD Council, and NCCT. The Adopt-a-School Program Coordinating Council shall be under the External Partnership Service (EPS); while the Baguio Teachers Camp (BTC) shall be under Administrative Service (AS).
- b. **Regional level.** All 16 Regional Offices (ROs) shall be treated as separate delivery units. BARMM shall not be covered by this Order.
- c. **Division level.** All Schools Division Offices (SDOs) of the 16 regions that have completed at least one (1) rating period, and are included in the FY 2018 General Appropriations Act (GAA) shall be treated as separate delivery units. All SDOs that do not satisfy these parameters shall be included in the mother division.
- d. **School level.** All public elementary and secondary schools of the 16 regions that have a school ID registered in the Enhanced Basic Education Information System (EBEIS), and have completed at least one (1) rating period at the end of school year (SY) 2018-2019 shall be treated as separate delivery units. Annex and extension schools that do not have school ID at the start of SY 2018-2019 shall be included in the mother schools.

7. All officials and employees in the Department holding regular plantilla positions; and provisional, contractual and casual personnel having an employer-employee relationship with the Department, and whose compensation is charged to the lump sum appropriation under Personnel Services (PS), as well as those occupying positions in the Department of Budget and Management (DBM)-approved contractual staffing pattern of the Department, shall be covered by this Order.

8. Consultants, experts, and/or technical assistants who are hired under Contract of Service (COS) or job order in the absence of an employer-employee relationship shall not be covered by this Order.

III. Definition of Terms

9. For purposes of this Order, the following terms are defined as follows:

- a. **Accountable Office** refers to the office in any governance level in-charge of the achievement of a specific PBB target or implementation of and compliance with a specific PBB requirement.

- b. **Attached Agencies** refer to agencies attached to a specific department or agency, which contribute to its overall mandate but have fiscal and administrative autonomy. Attached agencies of DepEd are the following:
 - i. Early Child Care and Development (ECCD) Council;
 - ii. National Book Development Board (NBDB);
 - iii. National Council for Children's Television (NCCT);
 - iv. National Museum; and
 - v. Philippine High School for the Arts (PHSA).
- c. **Delivery Unit** refers to the bureaus/services/offices of the CO, the ROs, the SDOs, and the schools.
- d. **Highest Accountable Official** refer to the Executive Committee (ExeCom) member in-charge of the achievement of a specific PBB target or implementation of and compliance with a specific PBB requirement
- e. **Highest Reporting Official** refer to the ExeCom member in-charge of reporting and submission of the required reports to the AO25 Secretariat and/or validating agencies.
- f. **Non School-Based Personnel** include the teaching, school administration, related teaching, and non-teaching personnel assigned and/or detailed in DepEd offices, from central to SDOs.
- g. **Performance-Based Incentive System (PBIS)** is a system of incentives for government employees, which was introduced in FY 2012 through EO No. 80. The PBIS consists of the PEI and PBB.
- h. **Productivity Enhancement Incentive (PEI)** is the across-the-board bonus equivalent to Php 5,000 to be given not earlier than December 15 of every year to all qualified government personnel for the purpose of improving the government employees' productivity as stipulated under Section 6 of EO No. 201, s. 2016.
- i. **Performance-Based Bonus (PBB)** is a top-up bonus in an amount equivalent to a percentage of the employees' monthly basic salary to be granted to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.
- j. **Ranking** refers to the process by which the performance category of delivery units and personnel is determined based on the conduct of performance review and evaluation as stipulated in this Order.
- k. **Reporting Office** refer to the office in any governance level in-charge of reporting and submission of the required reports to the AO25 Secretariat and/or validating agencies.
- l. **School-Based Personnel** include the teaching, school administration, related teaching, and non-teaching personnel assigned and/or detailed in the schools and learning centers or cluster of schools and learning centers. These include ALS/mobile teachers, District ALS Coordinators, medical personnel, nurses, and administrative and finance personnel serving the schools or cluster of schools.

IV. Policy Statement

10. The DepEd hereby establishes a set of guidelines on the grant of PBB to its employees and officials for FY 2018 onwards that provides for systematic, credible and evidence-based policy that links organizational and individual performance to personnel incentives, and recognizes and rewards exemplary accomplishment to foster teamwork and meritocracy, that is aligned with the current administration's commitment to intensified public accountability, heightened transparency, stronger fiscal discipline, and more efficient government processes.

Once DepEd, as an agency, qualifies or acquires eligibility based on the criteria and conditions prescribed by the IATF, the delivery units within the agency shall be ranked. The performance category of the delivery unit shall determine the percentage of PBB that each personnel within the delivery unit shall receive.

V. Procedures

A. Agency Eligibility

11. To be eligible for the PBB, DepEd, as an agency, must satisfy the following criteria and conditions:

- a. **Good Governance Conditions.** Satisfy 100% of the following Good Governance Conditions (GGC) for FY 2018 set by the AO25 IATF based on the performance drivers of the RBPMS and the priorities of the current administration for heightened transparency, stronger public accountability, and more inclusive and people-centered public service (*see Section 5.0 of MC 2018-1*):
 - i. **Maintain/Update the Agency Transparency Seal (TS)** as mandated in Section 99 of the FY 2018 GAA (RA 10964), to enhance transparency and enforce accountability. The Agency TS page should be accessible by clicking on the TS logo on the home page, and should contain the documents enumerated in Section 5.1(a) of MC 2018-1 (*see also Annex 2: Guideline on Transparency Seal of MC 2018-1*).
 - ii. **Post/Update the posting of all Invitations to Bids and awarded contracts** in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items. Procuring entities should track their status through PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx> (*see also Annex 6: Guideline on PhilGEPS Posting of MC 2018-1*).
 - iii. **Maintain/Update the Citizen's or Service Charter or its equivalent**, reflecting the Agency's enhanced service standards for all its frontline services to citizens, businesses, and government agencies, consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No. 9485), and the President's directive to reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public, as reiterated in Civil Service Commission (CSC) MC No. 14, s. 2017 (*see also CSC MC No. 9, s. 2018*).

Non-compliance with any of the GGCs shall render the entire agency ineligible for the grant of PBB.

- b. **Performance Targets.** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018 set by the IATF (*see Section 6.0 of MC 2018-1*).

To align government's performance with the priorities of the current administration toward the efficient delivery of citizen-centric public services, the Department shall be required to streamline its processes, achieve higher citizen/client satisfaction, and sustain fiscal discipline.

Inability to meet any of the performance targets may render ineligibility for the grant of PBB. The Department may submit to the IATF justifications/explanations and supporting documents to warrant reconsideration on its eligibility. For validation purposes, justifiable reasons are factors that are considered outside the control of the Department. Acceptance of justifications/explanations shall be subject to the recommendation of the validating agencies (*see list of validating agencies in Section 10.6 of MC 2018-1*).

- c. **Performance Rating of Employees and Career Executive Service (CES) positions.** Use the Results-Based Performance Management System (RPMS) in rating the performance of First and Second Level employees and officials, including officials holding managerial and Director positions but are not Presidential appointees. The rating of the performance of CES officers and incumbents of CES positions¹ shall be based on the Career Executive Service Performance Evaluation System (CESPES).

12. In cases wherein a specific delivery unit is deemed non-compliant for any of the above conditions and/or other conditions that may be set by the IATF beyond the issuance of this Order, the Performance Management Team (PMT) where the non-compliance exists shall meet to determine the highest accountable official, and all personnel responsible for the non-compliance. The highest accountable official must be a Section Chief, Unit Head, or higher. The names of the highest accountable official and all personnel responsible will be transmitted to the Performance Management Committee (PMC). The said officials and personnel will be included in the isolation list for the FY 2018 PBB, and will be ineligible for the grant of PBB for FY 2018, subject to the approval of the IATF.

13. Inconsistency and inaccuracy of the compliance reports/certifications made by the Department may also be grounds for disqualification to the grant of PBB. Any agency, which, upon the proper determination and due process by the oversight agencies, has been proven to have committed any of the following prohibited acts shall be disqualified from the grant of the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative cases:

¹ CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months

- a. Misinterpretation in the submitted reports required for the PBB, commission of fraud in the payment of PBB, and violation of the provisions of appropriate Circulars issued by the IATF; and
- b. Evenly distributing the PBB among employees in an agency, in violation of paying the PBB based in the ranking of delivery units.

14. The PMC and PMTs shall be constituted to ensure that the Department qualifies for the grant of PBB and implements the performance ranking in accordance with this Order.

B. Individual Eligibility

15. The eligibility of the Department Secretary shall be based on the eligibility and performance of the agency. If the Department is eligible, his/her PBB rate shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2018. They should not be included in the Form 1 – Report on Ranking of Delivery Units.

16. Employees belonging to the First and Second Levels, and other officials performing managerial and executive functions, who are neither Presidential appointees nor covered by the CESPES, should receive a rating of at least “Satisfactory” under the RPMS.

Third Level officials and all incumbents of CES positions² should receive a rating of at least “Satisfactory” under the CESPES, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.

17. An official or employee who has rendered a minimum of nine (9) months of service during the current rating period, and with at least “Satisfactory” performance rating may be eligible for the full grant of the FY 2018 PBB.

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service during the current rating period, and with at least “Satisfactory” performance rating may be eligible for the grant of PBB on a pro-rata basis corresponding the actual length of service rendered, as follows:

Table 1: Criteria for Pro-rating

Length of Service	% of PBB Rate
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:

- i. Being a newly hired employee
- ii. Retirement

² Pursuant to Career Executive Service Board (CESB) Resolution No. 1093

- iii. Resignation
- iv. Rehabilitation Leave
- v. Maternity Leave and/or Paternity Leave
- vi. Vacation or Sick Leave with or without pay
- vii. Scholarship/Study Leave
- viii. Sabbatical Leave
- ix. Special Leave for Women (RA 9710 or Magna Carta for Women)
- x. Parental Leave (RA 8972 or Solo Parent Welfare Act)

An employee who is on a vacation or sick leave, with or without pay, for the entire year shall not be eligible for the grant of the PBB.

In the determination of the length of service, the variation in the RPMS cycle between school-based and non-school-based personnel as stipulated in Part V (Performance Cycle/Process) of DO No. 2, s. 2015 shall be applied.

18. 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 PBB shall come from the parent agency. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she shall be included in the recipient agency. An official or employee who transferred from government agencies that are non-participating in the implementation of the PBB or have been rendered ineligibility for the grant of the PBB, shall be rated by the agency where he/she served the longest; the official or employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating or eligible implementing agency as stated in Section 17 of this Order.

The same shall apply to personnel on detail, reassigned, and transferred to other delivery units within DepEd; except in the case of personnel on detail for which the payment of PBB shall come from the delivery unit where he/she is rated and ranked.

19. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in the current rating period shall not be entitled to the FY 2018 PBB. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within the current rating period. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

20. An official or employee who failed to submit the 2017 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC MC 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 2018 PBB.

The filing of SALN is in accordance with the Republic Act (RA) 6713, otherwise known as *Code of Conduct and Ethical Standards for Public Officials and Employees*, which states that SALN must be filed: i) within 30 days after assumption of the office; ii) on or before April 30 of every year thereafter; and iii) within 30 days after separation from the service. Failure of an official or employee to submit his/her SALN in accordance with the procedure and within the given period shall be a ground for disciplinary action. The offense of failure to file SALN is punishable with the following

penalties: i) 1st offense – suspension for one (1) month and one (1) day to six (6) months; and ii) 2nd offense – dismissal from the service.

21. An official or employee who failed to liquidate all Cash Advances received in FY 2018 within the reglementary period, as prescribed in Commission of Audit (COA) Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2018 PBB.

22. An official or employee who failed to submit their complete RPMS Forms for the current rating period on or before the deadline set by the Personnel Division/Section/Unit shall not be entitled to the FY 2018 PBB.

23. Officials and employees responsible for the compliance, implementation, achievement, reporting, and submission of any of the FY 2018 agency eligibility requirements as enumerated in MC 2018-1 shall not be entitled to the FY 2018 PBB if the Department fails to comply with the said requirements.

Annex 1: PBB Accountability Matrix details the accountable officials and offices in all governance levels for each of the FY 2018 PBB requirements. If the agency ineligibility is caused by the non-compliance, non-implementation or non-achievement of target for a specific condition, the highest accountable official, bureau/service director of the accountable office(s), chief(s) of the accountable office(s), and specific employee(s) responsible for the non-compliance, non-implementation, non-achievement shall not be entitled to the FY 2018 PBB. If the agency ineligibility is caused by the non-submission or late submission of specific PBB requirement(s) by the reporting office(s), the highest reporting official, bureau/service director of the reporting office(s), chief(s) of the reporting office(s), and specific employee(s) responsible for the non-submission or late submission shall not be entitled to the FY 2018 PBB.

24. The Department Secretary, through the PMC and PMTs, shall ensure that officials and employees covered by RA No. 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances, completed the RPMS forms, and complied with the requirements enumerated in Annex 1: PBB Accountability Matrix, as these will be the basis for the release of FY 2018 PBB to individuals.

C. Performance Review and Evaluation

25. For each governance level, the performance ranking of the delivery units shall be primarily based on the RPMS rating as reflected in the Office Performance Commitment and Review Form (OPCRF). In addition, specific performance indicator(s) shall be identified to reflect the delivery units' performance in the delivery of the Department's priorities as aligned with the current administration's advocacy for heightened transparency, stronger public accountability, citizen-centered public service, and sustained fiscal discipline.

26. A separate ranking shall be conducted for each governance level, to wit:

- a. School Level
- b. Schools Division Level
- c. Regional Level
- d. Central Level

27. Delivery units eligible for the grant of PBB, those that meet the criteria and conditions stipulated in Section 11 of this Order, shall be ranked according to the following performance categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

28. Only personnel belonging to the eligible delivery units shall be qualified for the grant of PBB. There shall no longer be a ranking of individuals within the delivery unit.

The PBB rates of individual employees shall be based on the performance ranking of the delivery unit where they belong with the rate of incentive computed as a multiple of the individual's monthly basic salary as of end of FY 2018, as follows, but not lower than PhP5,000.00:

Table 2: PBB Rates of Individuals

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

29. **School level ranking**

- All public elementary and secondary schools (both junior and senior high schools) shall be ranked at the regional level.
- Using the same set of performance indicators as identified in this Order, school level ranking shall be classified based on level such that a separate ranking be conducted for elementary and secondary. SHSs shall be ranked along with JHSs.
- Further classification of schools shall be applied for elementary and secondary based on school size such that a separate ranking be conducted for schools with the number of nationally-funded teaching personnel (warm-bodies) as of the end of the current rating period specified in Table 3 below:

Table 3: Criteria on the Classification of Schools

Elementary	Secondary
NCR: Small – 29 and below Medium – 30 to 59 Large – 60 and above Non-NCR: Small – 9 and below Medium – 10 to 29 Large – 30 and above	NCR: Small – 25 and below Medium – 26 to 99 Large – 100 and above Non-NCR: Small – 9 and below Medium – 10 to 25 Large – 26 and above

- d. Using the same set of performance indicators as identified in this Order, a separate ranking shall be conducted for Regional Science High Schools (RSHS). The sixteen (16) RSHSs shall be ranked nationally. No further classification based on school size shall be applied.
- e. All schools shall be measured and ranked based on the following indicators:

i. Office Performance Commitment and Review Form (OPCRF) overall score for SY 2018-2019 (80 points)

The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:

$$(OPCRF \text{ overall score} / 5) \times 80$$

Example:

$$OPCRF \text{ overall score} = 3.675$$

$$(3.675 / 5) \times 80 = 58.8 \text{ points}$$

ii. Liquidation of school MOOE from January 1 to December 31, 2018, and timeliness of submission of liquidation reports as of the 5th working day of the succeeding month (20 points)

The distribution of points in this indicator will be:

$$\% \text{Liquidation of MOOE} = 15 \text{ pts}$$

$$\text{Timeliness} = 5 \text{ pts}$$

The score will be computed as:

% liquidation of 90% and below will automatically be given 0 points for this item. The points for % liquidation of MOOE will be computed by subtracting 90% from the % liquidation, multiplying the difference by 10, and further multiplying the product by 15%. % liquidation will be computed based in the total amount of MOOE allocated to the school for the year 2018.

The points assigned for timeliness will be computed by subtracting 0.417 points for every month of late submission from the 5 points assigned for this item.

Example:

$$\% \text{Liquidation} = 98\%$$

$$\text{No. of late monthly submission} = 4$$

$$[[(98 - 90) \times 10] \times 0.15] + [5 - (4 \times 0.417)] = 15.332 \text{ points}$$

For Implementing Units (IUs), use the Budget Utilization Rate (BUR) based on obligations as of December 31, 2018, and timeliness of submission of BARs as variables for this indicator.

Schools with no MOOE allocation due to failure of liquidating the school MOOE in the previous year will automatically receive 0 points for this indicator.

For newly established schools with yet no MOOE allocation, use the liquidation data of the LGU funds provided for the school (certification from LGU required).

For school annexes and extensions with school IDs, but with MOOE still attached to the mother school, use the liquidation data of the mother school.

- f. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each school shall be determined.
- g. In case of a tie, the schools with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score, the improvement from previous year's % liquidation of school MOOE, and current year's timeliness of submission of school MOOE liquidation reports, in that order.

If after the above cited criteria have been considered and there is still a tie, all schools with equal total scores will be moved to the next performance category.

30. **Division level ranking**

- a. All SDOs shall be ranked at the regional level.
- b. All SDOs shall be measured and ranked based on the following indicators:

i. OPCRf overall score in FY 2018 (70 points)

The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:

$(\text{OPCRf overall score} / 5) \times 70$

Example:

OPCRf overall score = 3.675

$(3.675 / 5) \times 70 = 51.45 \text{ points}$

ii. Average SY 2018-2019 OPCRf ratings of all schools within the SDO (5 points)

The points for this item will be the average SY 2018-2019 OPCRf ratings of all schools (elementary, JHS, SHS) within the SDO.

iii. FY 2018 Budget Utilization Rate (BUR) (based on obligations as of December 31, 2018) (10 points)

BUR or % of accomplishment/utilization vis-à-vis Annual Work and Financial Plan (AWFP) of 90% and below will automatically be given 0 points.

The points for this item will be computed by subtracting 90% from the BUR, multiplying the difference by 10, and further multiplying the product by 10%.

Example:

$$\begin{aligned}\% \text{Accomplishment/Utilization} &= 95\% \\ ((95 - 90) \times 10) \times 0.10 &= 5 \text{ points}\end{aligned}$$

iv. % liquidation of all Cash Advances received in FY 2018 (5 points)

The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in FY 2018 by the maximum number of points, i.e.:

$$\% \text{Liquidated} \times 5$$

Example:

$$\begin{aligned}\% \text{Liquidated} &= 90\% \\ 0.90 \times 5 &= 4.5 \text{ points}\end{aligned}$$

v. Compliance with Good Governance Conditions (10 points)

The points for this item will be all or nothing. If the specific good governance conditions under Section 11(a)(ii and iii) of this Order are met by the delivery unit, 10 points are provided. If the delivery unit is deemed non-compliant in any of the two identified good governance conditions, it gets 0 points.

- c. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each schools division shall be determined.
- d. In case of a tie, the SDOs with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score, BUR, % liquidation of Cash Advances, and average OPCRf ratings of schools, in that order.

If after the above cited criteria have been considered and there is still a tie, all SDOs with equal total scores will be moved to the next performance category.

31. Regional level ranking

- a. All regions shall be ranked at the national level.
- b. All regions shall be measured and ranked based on the following indicators:

i. OPCRf overall score in FY 2018 (70 points)

The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:

$$(\text{OPCRf overall score} / 5) \times 70$$

Example:
OPCRF overall score = 3.675

$$(3.675 / 5) \times 70 = 51.45 \text{ points}$$

ii. Average FY 2018 OPCRf ratings of all SDOs within the region (5 points)

The points for this item will be the average FY 2018 OPCRf ratings of all SDOs within the region.

iii. FY 2018 BUR (based on obligations as of December 31, 2018) (10 points)

BUR or % of accomplishment/utilization vis-à-vis Annual Work and Financial Plan (AWFP) of 90% and below will automatically be given 0 points.

The points for this item will be computed by subtracting 90% from the BUR, multiplying the difference by 10, and further multiplying the product by 10%.

Example:

$$\begin{aligned} \% \text{Accomplishment/Utilization} &= 95\% \\ ((95 - 90) \times 10) \times 0.10 &= 5 \text{ points} \end{aligned}$$

iv. % liquidation of all Cash Advances received in FY 2018 (5 points)

The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in FY 2018 by the maximum number of points, i.e.:

$$\% \text{Liquidated} \times 5$$

Example:

$$\begin{aligned} \% \text{Liquidated} &= 90\% \\ 0.9 \times 5 &= 4.5 \text{ points} \end{aligned}$$

v. Compliance with Good Governance Conditions (10 points)

The points for this item will be all or nothing. If the specific good governance conditions under Section 11(a)(ii and iii) of this Order are met by the delivery unit, 10 points are provided. If the delivery unit is deemed non-compliant in any of the two identified good governance conditions, it gets 0 points.

- c. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each region shall be determined.
- d. In case of a tie, the regions with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score, BUR, % liquidation of Cash Advances, and average OPCRf ratings of SDOs, in that order.

If after the above cited criteria have been considered and there is still a tie, all regions with equal total scores will be moved to the next performance category.

32. Central level ranking

- a. The delivery units of the CO are of two (2) types:
 - i. Type A – those who are identified as accountable offices in Annex 1: PBB Accountability Matrix; and
 - ii. Type B – those who are identified as both accountable and reporting offices in Annex 1: PBB Accountability Matrix.
- b. The delivery units in the CO specified in Section 6(a) shall be measured and ranked according to the following indicators:

i. OPCRf overall score in FY 2018 (70 points)

The points for this item will be computed by dividing the OPCRf overall score by the highest possible OPCRf score (5 points), then multiplying the quotient by the maximum points, i.e.:

$$(OPCRf \text{ overall score} / 5) \times 70$$

Example:

$$OPCRf \text{ overall score} = 3.675$$

$$(3.675 / 5) \times 70 = 51.45 \text{ points}$$

ii. Average FY 2018 OPCRf ratings of all divisions/offices/units within the bureau/service (5 points)

The points for this item will be the average FY 2018 OPCRf ratings of all divisions/offices/units within the bureau/service.

iii. FY 2018 BUR (based on obligations as of December 31, 2018) (10 points)

BUR or % of accomplishment/utilization vis-à-vis Annual Work and Financial Plan (AWFP) of 90% and below will automatically be given 0 points.

The points for this item will be computed by subtracting 90% from the BUR, multiplying the difference by 10, and further multiplying the product by 10%.

Example:

$$\% \text{Accomplishment/Utilization} = 95\%$$

$$((95 - 90) \times 10) \times 0.10 = 5 \text{ points}$$

iv. % liquidation of all Cash Advances received in FY 2018 (5 points)

The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in FY 2018 by the maximum number of points, i.e.:

%Liquidated x 5

Example:

%Liquidated = 90%

0.9 x 5 = 4.5 points

v. Compliance with Agency Eligibility Requirements (10 points for Type A Delivery Units; 5 points for Type B Delivery Units)

The points for this item will be all or nothing. If the specific agency eligibility requirement(s) identified in Annex 1: PBB Accountability Matrix are met by the delivery unit, the corresponding points are provided. If the delivery unit is deemed non-compliant with the identified agency eligibility requirement, it gets 0 points.

vi. Submission of Agency Eligibility Requirements to AO25 IATF and/or Validating Agencies (0 points for Type A Delivery Units; 5 points for Type B Delivery Units)

The points for this item will be all or nothing. If the specific agency eligibility requirement(s) identified in Annex 1: PBB Accountability Matrix are reported or submitted by the delivery unit to the AO25 IATF and/or validating agencies on or before the set deadline, 5 points are provided. If the delivery unit failed to report or submit the identified agency eligibility requirement, it gets 0 points.

- c. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each office shall be determined.
- d. In case of a tie, the delivery units with the same total scores shall be ranked based on the improvement from previous year's performance in OPCRf overall score, BUR, % liquidation of Cash Advances, and average OPCRf ratings of divisions/offices/units, in that order.

If after the above cited criteria have been considered and there is still a tie, all delivery units with equal total scores will be moved to the next performance category.

33. Delivery units that fail to submit complete RPMS Forms (i.e., OPCRf) for the current rating period on or before the deadline set by the Personnel Division/Section/Unit shall not be included in the ranking of delivery units, and therefore be deemed ineligible to the grant of PBB.

34. Inability to utilize the allotted budget due to valid reasons that are uncontrollable to the delivery unit concerned has to be accompanied by a justification duly signed by the head of office subject for approval of the concerned PMT. In cases wherein a justification is approved, for the purposes of providing points

for the MOOE liquidation or BUR; the calculation for MOOE liquidation or budget utilization rate shall not include the justified items.

35. All delivery units that are affected by major calamities in FY 2018 shall be ranked using the previous year's data; provided however, that the delivery unit submits to the PMC a request for exemption for onward verification and approval of the Disaster Risk Reduction and Management Service (DRRMS). The letter of request shall be accompanied by the following:

- a. List of calamity-affected DepEd offices and/or schools;
- b. Preventive measures/initiatives in times of calamity to show that the region, division and/or schools have established necessary precautions even prior to the calamity;
- c. Proof of damage (if available); and
- d. Weekly attendance of learners from the first to fourth Friday following date of resumption, as submitted by schools and consolidated by the divisions and region.

D. Performance Management Group

36. The Performance Management Committee (PMC)

- a. The PMC shall be composed of the following:
 - i. The chairperson shall be the Secretary of the Department.
 - ii. The membership shall include all Undersecretaries and Assistant Secretaries of the Department;
 - iii. One (1) representative from the Association of DepEd Directors (ADD);
 - iv. One (1) representative of the DepEd National Employees' Union (DepEd NEU); and
 - v. One (1) representative of an accredited Teacher's Association.
 - vi. The Bureau of Human Resources and Organizational Development (BHROD), and the Planning Service as the Secretariat.
- b. The roles and responsibilities of the PMC shall include the following:
 - i. Lead and supervise the overall implementation of the PBB;
 - ii. Oversee the Department's achievement of overall PBB targets, implementation and compliance with agency eligibility requirements, and ensure regular and timely reporting and submission of necessary reports and requirements to the AO25 IATF and other validating agencies, as necessary;
 - iii. Ensure that the conduct of the performance review and evaluation is in accordance with the specific guidelines and other related issuances;
 - iv. Convene regularly, as deemed necessary, to ensure that the provisions of this Order and other related issuances are complied with;
 - v. Assign and discuss the specific accountabilities and tasks of each member in ensuring proper implementation of the PBB;

- vi. Address pressing issues related to the grant of the PBB in the Department;
- vii. Assume sole authority to approve, and amend all policies governing the implementation of the PBB in the Department;
- viii. Act as final deciding authority regarding appeals for the grant of the PBB; and
- ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

37. The National Performance Management Team

- a. The National PMT shall be composed of the following:
 - i. The Undersecretary for Planning, Human Resource and Organizational Development, and Field Operations as chairperson;
 - ii. The Undersecretary for Finance and Undersecretary for Field Operations, Human Resource, and DEACO as co-chairpersons;
 - iii. The heads of the BHRD, Planning Service, Finance Service, and NEAP as core members;
 - iv. All heads of Bureaus and Services as regular members;
 - v. One (1) representative of the DepEd NEU - Central Office Chapter;
 - vi. The BHRD-Human Resource Development Division and Personnel Division as the Secretariat.
- b. Each of the members of the National PMT shall have a designated Alternate Member.
- c. The roles and responsibilities of the National PMT shall include the following:
 - i. Ensure regular and timely submission of necessary reports and requirements in compliance with the agency eligibility requirements set by the AO25 IATF and other validating agencies;
 - ii. Regularly report to the PMC, and specific Undersecretaries and Assistant Secretaries regarding the status of compliance with each of the agency eligibility requirements;
 - iii. Ensure proper cascading of the PBB guidelines and other related issuances across all governance levels, and conduct information dissemination and orientation activities on the grant of the PBB;
 - iv. Assume the roles and responsibilities of the Central Office PMT to include the following:
 - Gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;

- Conduct the performance review and evaluation for Central Office personnel in accordance with the specific guidelines and other related issuances;
 - Submit the necessary forms and reports to the AO25 IATF and other validating agencies to ensure timely release of the PBB for Central Office personnel;
 - Act as initial deciding authority in the Central Office regarding appeals of individual eligibility for the grant of the PBB; and
 - Address all queries and clarifications related to the implementation of PBB in the Central Office.
- v. In-charge of consolidation of the performance review and evaluation reports for regional, schools division, and school levels, and onward transmittal thereof to the AO25 IATF and other validating agencies;
 - vi. Regularly report to the PMC, the status of the conduct of the performance review and evaluation in all governance levels, and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PMC;
 - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with the top management and relevant offices, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future; and
 - viii. Constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

38. The Regional Office Performance Management Team (RO PMT)

- a. The RO PMT shall be composed of the following:
 - i. The Assistant Regional Director as the chairperson.
 - ii. The Regional Planning Officer, Chief Finance Officer, Chief Administrative Officer, Chief Education Program Supervisor for Human Resource Development Division (HRDD), Field Technical Assistance Division (FTAD) and Quality Assurance Division (QAD) as members; and
 - iii. One (1) representative each from the DepEd NEU – Regional Chapter, Philippine Association of School Superintendents (PASS), Philippine Elementary School Principals Association (PESPA), National Association of Public Secondary Schools of the Philippines (NAPSSPHIL) or National Association of Public Secondary School Heads, Inc. (NAPSSHI), and an accredited Teacher's Association.
 - iv. The Administrative Division as the Secretariat.
- b. Each of the members of the RO PMT shall have a designated Alternate Member. The Regional Director shall issue an office order/designation, which shall bear the names and positions of the official and alternate members of the RO PMT.

- c. The roles and responsibilities of the RO PMT shall include the following:
- i. Ensure regular and timely submission of necessary regional level reports and requirements for the grant of the PBB, and supervise the compliance of schools divisions and schools under its jurisdiction;
 - ii. Regularly report to the PMC the status of compliance with regional level reports and requirements on agency eligibility;
 - iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the regional office, and provide technical assistance to schools divisions under its jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB;
 - iv. Gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;
 - v. Regularly report to the PMC the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PMC;
 - vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
 - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the regional office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
 - viii. Act as initial deciding authority at the regional office regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority in the SDOs and schools under its jurisdiction, regarding appeals of individual eligibility for the grant of the PBB; and
 - ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

39. The Schools Division Office Performance Management Team (SDO PMT)

- a. The SDO PMT shall be comprised of the following:
- i. The chairperson shall be the Assistant Schools Division Superintendent (ASDS). In case there are more than one ASDSs, the chairmanship shall be designated by the Schools Division Superintendent (SDS).
 - ii. The membership shall include the Division Planning Officer, Chief Accountant, Administrative Officer V, Chief Education Program Supervisor for School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID); and

- iii. One (1) representative each from the DepEd NEU – Schools Division Chapter, PESPA, NAPSSPHIL or NAPSSHI, and an accredited Teacher’s Association.
 - iv. The Secretariat shall be the Administrative Division.
- b. Each of the members of the SDO PMT shall have a designated Alternate Member. The SDS shall issue an office order/designation, which shall bear the names and positions of the official and alternate members of the SDO PMT.
- c. The roles and responsibilities of the SDO PMT shall include the following:
- i. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;
 - ii. Regularly report to the RO PMT the status of compliance with schools division level reports and requirements on agency eligibility;
 - iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the SDO, and provide technical assistance to schools under its jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB;
 - iv. Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
 - v. Regularly report to the RO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO PMT;
 - vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction; and
 - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the SDO, and ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
 - viii. Act as initial deciding authority at the SDO regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under its jurisdiction, regarding appeals of individual eligibility for the grant of the PBB; and
 - ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

40. The School Performance Management Team (School PMT)

- a. The School PMT shall be comprised of the following:
 - i. The chairperson shall be the School Head.

- ii. The membership shall include one (1) Head Teacher or Master Teacher with supervisory function (if any);
 - iii. The President of the Parent Teacher Association, the President of the School Governance Council; and one (1) representative of the non-teaching staff in the school, if any.
- b. Each of the members of the School PMT shall have a designated Alternate Member.
- c. The roles and responsibilities of the School PMT shall include the following:
 - i. Ensure of the compliance of the school with the requirements for the grant of the PBB;
 - ii. Regularly report to the SDO PMT the status of compliance with schools level reports and requirements on agency eligibility;
 - iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale, criteria, and process for the grant of PBB;
 - iv. Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
 - v. Regularly report to the SDO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT;
 - vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction; and
 - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
 - viii. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
 - ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

E. Performance Reporting and Validation

41. Performance review and evaluation templates (PRETs) are tools that shall be used by the respective PMTs to determine the performance category and level of PBB of delivery units and personnel. These PRETs are formula-based MS Excel files that will automatically compute for the scores of each delivery unit and personnel based on the criteria stipulated in this Order. These PRETs can be downloaded online

through the link: tinyurl.com/pbbtemplates. PRETs for different organizational levels and personnel are enumerated below:

- a. School Level PRET
- b. Division Level PRET
- c. Regional Level PRET
- d. Central Level PRET

42. Final reports duly signed by the authorized signatories shall be submitted using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see Annex 2.

43. **School level ranking**

- a. Separate rankings shall be conducted for elementary and secondary levels. The RO PMT shall conduct the ranking of elementary and secondary schools within the region. The CO PMT shall conduct the ranking for the RSHSs.
- b. Schools, except RSHSs, shall be classified as small, medium and large based on the criteria specified in *Table 3: Criteria on the Classification of Schools* under Section 29(c) of this Order. A separate School Level PRET shall be used for each classification.
- c. Using the School Level PRET (Form 1.4 tabs), the SDO PMTs shall provide the RO PMT with the list of schools within their respective divisions, including the required school data/information (i.e., OPCRf rating, percentage and timeliness of liquidation of school MOOE, etc.) to be used as bases for ranking. The schools must already be classified into small, medium, and large, and submitted in separate tabs (i.e., Form 1.4 Small, Form 1.4 Medium, Form 1.4 Large). The SDO PMT shall ensure the correctness and accuracy of the data/information submitted to the RO PMT.
- d. Using the School Level PRET (Form 1.3 tabs), the RO PMT shall consolidate the reports submitted by the SDOs, and determine the total score of each school. The RO PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each school. The RO PMT shall ensure the correctness and accuracy of the school level ranking, and address issues such as tie breaking.
- e. Duly signed result of the school level ranking (Form 1.3) must be returned to the SDOs and schools for the determination of individual PBB rates.
- f. Using the School Level PRET (Form 1.2 tab), the School PMTs shall identify and list all the eligible employees in their respective schools, including all other necessary data/information (i.e., salary grade, salary step, monthly basic salary as of December 31, 2018, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.

- g. Duly signed list of school-based personnel (Form 1.2) must be submitted to and validated by the SDO PMT.
- h. The SDO PMTs shall consolidate the Forms 1.2, and submit a duly signed consolidated result of school level ranking with individual PBB amounts to the RO PMT using Form 1.1.
- i. The RO PMT shall consolidate the Forms 1.1, and summarize the results of school level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – *see Annex 2*.
- j. Two (2) copies of duly signed Report on Ranking of Offices/Delivery Units (Form 1.0) must be submitted to the National PMT for onward transmittal to the AO25 Secretariat and the DBM. Deadline of submission shall be announced on a separate memorandum.

44. **Division level ranking**

- a. A separate ranking shall be conducted for SDOs within the region. No further classification based on size shall be applied. The RO PMT shall conduct the ranking of SDOs within the region.
- b. The SDO PMT shall provide the RO PMT with all the required SDO data/information (i.e., OPCRF rating, average OPCRF ratings of schools within the SDO, FY 2018 BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The SDO PMT shall ensure the correctness and accuracy of the data/information submitted to the RO PMT.
- c. Using the Division Level PRET (Form 1.3 tab), the RO PMT shall consolidate the reports submitted by the SDOs, and determine the total score of each SDO. The RO PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each SDO. The RO PMT shall ensure the correctness and accuracy of the division level ranking, and address issues such as tie breaking.
- d. Duly signed result of the division level ranking (Form 1.3) must be returned to the SDOs for the determination of individual PBB rates.
- e. Using the Division Level PRET (Form 1.2 tab), the SDO PMTs shall identify and list all the eligible employees in their respective SDOs, including all other necessary data/information (i.e., salary grade, salary step, monthly basic salary as of December 31, 2018, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.
- f. Duly signed list of SDO personnel (Form 1.2) must be submitted to and validated by the RO PMT.

- g. The RO PMT shall consolidate the Forms 1.2, and summarize the results of division level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see Annex 2.
- h. Two (2) copies of duly signed Report on Ranking of Offices/Delivery Units (Form 1.0) must be submitted to the National PMT for onward transmittal to the AO25 Secretariat and the DBM. Deadline of submission shall be announced on a separate memorandum.

45. **Regional level ranking**

- a. A separate ranking shall be conducted for regional level ranking. The National PMT shall conduct the regional level ranking.
- b. The RO PMT shall provide the National PMT with all the required RO data/information (i.e., OPCRf rating, average OPCRf ratings of SDOs within the RO, FY 2018 BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The RO PMT shall ensure the correctness and accuracy of the data/information submitted to the National PMT.
- c. Using the Regional Level PRET (Form 1.3 tab), the National PMT shall consolidate the reports submitted by the ROs, and determine the total score of each RO. The National PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each RO. The National PMT shall ensure the correctness and accuracy of the regional level ranking, and address issues such as tie breaking.
- d. Duly signed result of the regional level ranking (Form 1.3) must be returned to the ROs for the determination of individual PBB rates.
- e. Using the Regional Level PRET (Form 1.2 tab), the RO PMTs shall identify and list all the eligible employees in their respective ROs, including all other necessary data/information (i.e., salary grade, salary step, monthly basic salary as of December 31, 2018, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.
- f. Duly signed list of RO personnel (Form 1.2) must be submitted to and validated by the National PMT.
- g. The National PMT shall consolidate the Forms 1.2, and summarize the results of regional level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see Annex 2 – for onward transmittal to the AO25 Secretariat and the DBM.

46. **Central level ranking**

- a. A separate ranking shall be conducted for central level ranking. The National PMT shall conduct the central level ranking.

- b. The National PMT shall gather all the required CO data/information (i.e., OPCR rating, average OPCR ratings of division/offices/units within the bureau/service/delivery unit, FY 2018 BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The CO PMT shall ensure the correctness and accuracy of the data/information.
- c. Using the Central Level PRET (Form 1.3 tab), the National PMT shall determine the total score of each bureau/service/delivery unit. The National PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e., Best, Better, Good) of each bureau/service/delivery unit. The National PMT shall ensure the correctness and accuracy of the central level ranking, and address issues such as tie breaking.
- d. Using the Central Level PRET (Form 1.2 tab), the National PMTs shall determine the individual PBB rates of CO personnel. The National PMT shall identify and list all the eligible employees in each bureau/service, including all other necessary data/information (i.e., salary grade, salary step, monthly basic salary as of December 31, 2018, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e., did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.
- e. Duly signed list of CO personnel (Form 1.2) must be validated by the heads of bureaus/services and submitted to the National PMT.
- f. The National PMT shall consolidate the Forms 1.2, and summarize the results of central level ranking using the Report on Ranking of Offices/Delivery Units (**Form 1.0**) – see *Annex 2* – for onward transmittal to the AO25 Secretariat and the DBM.

47. Only the submissions duly signed by the authorized signatories shall be considered final. Retrieval and/or revisions of submitted forms must be accompanied by a justification.

48. Inaccuracy and incompleteness of reports submitted, and inability to comply with the requirements and deadlines shall be ground for administrative action against the concerned PMT and authorized signatories, in accordance with Section 46(F) of the Revised Rules on Administrative Cases in the Civil Service, unless proper justification is provided.

49. The National PMT shall transmit to AO25 Secretariat and DBM all Forms 1.0 of the school, division, regional and central level rankings for onward funding and release of PBB.

50. The National PMT shall issue a Notice of Ranking once the Forms 1.0 are approved by the AO25 Secretariat and the DBM.

F. Appeals Process

51. The PMTs in the different governance levels shall serve as the body that reviews, assesses, and decides on appeals regarding the ranking of delivery units. The scope of appeals is as follows:

- a. PMC: final judgements regarding ranking appeals.
- b. National PMT: ranking appeals from bureaus and services in CO.
- c. RO PMT: ranking appeals from the SDOs, and schools within its jurisdiction.

52. In cases of appeals regarding the ranking of schools, the process is as follows:

- a. Appeal is through a letter from the School PMT addressed to the Chairperson of the RO PMT, with a copy sent to the SDO PMT. The letter must state their basis for their appeal in ranking;
- b. Must include supporting documents as proof, attesting to said basis for appeal;
- c. Must be submitted within 15 calendar days of receipt of Notice of Ranking.
- d. Once the resolution from the RO PMT has been released, the schools involved have 15 calendar days upon receipt of the resolution to appeal the decision to the PMC.
- e. Appeal to the PMC is through a letter from the School PMT addressed to the Chairperson of the PMC, with a copy sent to the SDO PMT and RO PMT. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the RO PMT;
- f. Must include supporting documents as proof, attesting to said basis; and the resolution from the RO PMT.
- g. Once the resolution from the RO PMT has been released, the individuals involved have 15 calendar days from receipt to appeal the decision to the PMC.
- h. The resolution from the PMC is deemed final.
- i. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB for FY 2018.

53. In cases of appeals regarding the ranking of SDOs, the process is as follows:

- a. Appeal is through a letter from the SDO PMT addressed to the Chairperson of the RO PMT.
- b. The letter must state their basis for their appeal in ranking;
- c. Must include supporting documents as proof, attesting to said basis for appeal;
- d. Must be submitted within 15 calendar days of receipt of Notice of Ranking.
- e. Once the resolution from the RO PMT has been released, the schools involved have 15 calendar days upon receipt of the resolution to appeal the decision to the PMC.
- f. Appeal to the PMC is through a letter from the SDO PMT addressed to the Chairperson of the PMC.
- g. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the RO PMT;
- h. Must include supporting documents as proof, attesting to said basis; and the resolution from the RO PMT.

- i. Once the resolution from the RO PMT has been released, the individuals involved have 15 calendar days from receipt to appeal the decision to the PMC.
- j. The resolution from the PMC is deemed final.
- k. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB for FY 2018.

54. In cases of appeals regarding the ranking of ROs, the process is as follows:

- a. Appeal is through a letter from the RO PMT addressed to the Chairperson of the PMC.
- b. The letter must state their basis for their appeal in ranking;
- c. Must include supporting documents as proof, attesting to said basis for appeal;
- d. Must be submitted within 15 calendar days of receipt of Notice of Ranking.
- e. The resolution from the PMC is deemed final.
- f. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB for FY 2018.

55. In cases of appeals regarding the ranking of Central Office Bureaus and Services, the process is as follows:

- a. Appeal is through a letter from the Head of the Bureau or Service addressed to the Chairperson of the National PMT.
- b. The letter must state their basis for their appeal in ranking;
- c. Must include supporting documents as proof, attesting to said basis for appeal;
- d. Must be submitted within 15 calendar days of receipt of Notice of Ranking.
- e. Once the resolution from the National PMT has been released, the Bureau or Service involved has 15 calendar days upon receipt of the resolution to appeal the decision to the PMC.
- f. Appeal to the PMC is through a letter from the Head of the Bureau or Service addressed to the Chairperson of the PMC.
- g. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the National PMT;
- h. Must include supporting documents as proof, attesting to said basis; and the resolution from the National PMT.
- i. Once the resolution from the National PMT has been released, the individuals involved have 15 calendar days from receipt to appeal the decision to the PMC.
- j. The resolution from the PMC is deemed final.
- k. Any misrepresentation in documents provided will render the Head of Office and accountable officers ineligible for the grant of PBB for FY 2018.

56. The PMTs in the different governance levels shall serve as the body that reviews, assesses, and decides on appeals of individual eligibility for the grant of the PBB. The scope of appeals is as follows:

- a. PMC: final judgements regarding appeals.
- b. National PMT: appeals from bureaus and services of CO.
- c. RO PMT: appeals from RO, and those elevated from the SDOs, and schools within its jurisdiction.
- d. SDO PMT: appeals from the SDO, and those elevated from the schools within its jurisdiction.

- e. School PMT: appeals from the school level.

57. An individual or group of individuals in the school level who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the School PMT, stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons;
- c. Must be submitted within 15 calendar days of receipt of Notice of non-eligibility for PBB, to the School Head.
- d. Once the resolution from the School PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the SDO PMT.
- e. Appeal to the SDO PMT is through a letter addressed to the Chairperson of the SDO PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the School PMT;
- f. Must include supporting documents as proof, attesting to said reasons; and the resolution from the School PMT.
- g. Once the resolution from the SDO PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the RO PMT.
- h. Appeal to the RO PMT is through a letter addressed to the Chairperson of the RO PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the School PMT, and SDO PMT;
- i. Must include supporting documents as proof, attesting to said reasons; and the resolution from the School PMT, and SDO PMT.
- j. Once the resolution from the RO PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the PMC.
- k. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the School PMT, SDO PMT, and RO PMT;
- l. Must include supporting documents as proof, attesting to said reasons; and the resolution from the School PMT, SDO PMT, and RO PMT.
- m. The resolution from the PMC is deemed final.
- n. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2018.

58. An individual or group of individuals in the SDO proper who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the SDO PMT stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons.
- c. Once the resolution from the SDO PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the RO PMT.
- d. Appeal to the RO PMT is through a letter addressed to the Chairperson of the RO PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the SDO PMT;
- e. Must include supporting documents as proof, attesting to said reasons; and the resolution from the SDO PMT.

- f. Once the resolution from the RO PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the PMC.
- g. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the SDO PMT, and RO PMT;
- h. Must include supporting documents as proof, attesting to said reasons; and the resolution from the SDO PMT, and RO PMT.
- i. The resolution from the PMC is deemed final.
- j. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2018.

59. An individual or group of individuals in the RO proper who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the RO PMT stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons;
- c. Once the resolution from the RO PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the PMC.
- d. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the RO PMT;
- e. Must include supporting documents as proof, attesting to said reasons; and the resolution from the RO PMT.
- f. The resolution from the PMC is deemed final.
- g. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2018.

60. An individual or group of individuals in the central office who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:

- a. Appeal is through a letter addressed to the Chairperson of the National PMT stating their reasons why they should be eligible;
- b. Must include supporting documents as proof, attesting to said reasons;
- c. Once the resolution from the National PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the PMC.
- d. Appeal to the PMC is through a letter addressed to the Chairperson of the PMC stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the National PMT;
- e. Must include supporting documents as proof, attesting to said reasons; and the resolution from the National PMT.
- f. The resolution from the PMC is deemed final.
- g. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB for FY 2018.

61. Noncompliance to the appeal timelines and procedures will render the appeal void in the governance level where the appeal is non-compliant. In those cases, all resolutions for previous appeals in lower governance levels where the appeals were compliant still stand.

62. All appeals filed before the PMTs and PMC shall be acted upon within 15 calendar days upon receipt of the committee.

G. Information and Communication

63. The PMC and PMTs in all governance levels shall ensure proper cascading relevant issuances, guidelines, directives, and information on the implementation of the PBB. Capability building activities with RO and SDO PMT representatives shall be conducted to provide technical assistance and gauge their understanding on the provisions of this Order as well as the process and timelines on the grant of FY 2018 PBB. The RO and SDO PMTs shall cascade the orientations and information dissemination activities up to the school level.

64. RO PMTs shall submit to the PMC all regional and division memoranda constituting the RO, SDO, and School PMTs. This shall include the name of the identified focal person and his/her contact details – landline, cellphone, and email address.

65. The following communication channels shall be set up for proper facilitation and submission:

- a. Official mailing address: National PMT Secretariat c/o Personnel Division, DepEd Complex, Meralco Avenue, Pasig City 1600
- b. E-mail account: pbb.secretariat@gmail.com
- c. Landline: (02) 636-6546 / 633-9345

66. The PMC and PMTs shall regularly disseminate PBB-related information announcements, advisories and memoranda.

67. The PMC and PMTs shall manage all the communication channels.

H. Funding Source

68. Funds shall be charged against under the Miscellaneous Personnel Benefits Fund (MPBF) in the GAA.

69. The PBB shall be subjected to tax per RA 10653 which states that:

“Gross benefits received by officials and employees of public and private entities: Provided, however, That the total exclusion under this subparagraph shall not exceed eighty-two thousand pesos (P82,000) which shall cover.”

“Other benefits such as productivity incentives and Christmas bonus: Provided, That every three (3) years after the effectivity of this Act, the President of the Philippines shall adjust the amount herein stated to its present value using the Consumer Price Index (CPI), as published by the National Statistics Office (NSO).”

VI. Monitoring and Evaluation

70. The PMC shall oversee the overall implementation of the PBB. It shall ensure the compliance of the agency to the requirements set by the IATF, and ensure that the ranking in all governance levels are conducted in a timely manner and in accordance with the provisions of this Order.

71. The PMTs in all governance levels shall continuously disseminate information and detailed instructions and gather feedback on the implementation of the PBB. The RO PMT shall ensure that the implementation, particularly on the submission of required reports, of their respective regions and divisions is on track in terms of timeline and in adherence to the provisions stipulated in this Order. The PMTs in all governance level shall regularly report to the head of office (i.e., Secretary, Regional Director, Schools Division Superintendent, School Head) on the status of performance review and evaluation, and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PMC. Post-evaluation review of this policy shall be conducted to further enhance its provisions and effectiveness.

VII. References

72. This Order is formulated on the basis of the provisions stipulated in the following issuances:

- a. Executive Order (EO) No. 80, s. 2012, *"Directing the Adoption of a Performance-based Incentive System for Government Employees"*
- b. Executive Order (EO) No. 43, s. 2011, *"Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters"*
- c. Administrative Order (AO) No. 25, s. 2011, *"Creating an Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems"*
- d. Executive Order (EO) No. 201, s. 2016, *"Modifying the Salary Schedule of Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel"*
- e. AO25 IATF Memorandum Circular No. 2018-1, *"Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016"*
- f. Republic Act (RA) No. 10964, *"FY 2018 General Appropriations Act"*
- g. Republic Act (RA) No. 9184, *"An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes"*
- h. Republic Act (RA) No. 9485, *"An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor"*
- i. Civil Service Commission (CSC) MC No. 14, s. 2017, *"Validation Guidelines on Citizen's Charter Compliance for the 2017 Performance-Based Bonus"*
- j. Civil Service Commission (CSC) MC No. 09, s. 2018, *"Validation Guidelines on Citizen's Charter Compliance for the 2018 Performance-Based Bonus"*
- k. Executive Order (EO) No. 2, s. 2016, *"Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies"*

to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor”

1. Freedom of Information MC No. 02, s. 2018, *“Freedom of Information (FOI) Program Criteria and Validation Process for the Eligibility to FY 2018 Performance-Based Bonus”*
- m. DBM Circular Letter No. 2018-8, *“Prescribing Guidelines on the Conduct of Early Procurement for the Fiscal Year (FY) 2019 National Expenditure Program (NEP)”*
- n. DBM Circular Letter No. 2018-12, *“Clarifications in the Guidelines on the Conduct of Early Procurement Activities (EPA) for the Fiscal Year (FY) 2019 National Expenditure Program (NEP)”*
- o. DepEd Order No. 2, s. 2015, *“Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education”*
- p. Civil Service Commission (CSC) MC No. 3, s. 2015, *“Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth [SALN] Form)”*
- q. Republic Act (RA) No. 6713, *“Code of Conduct and Ethical Standards for Public Officials and Employees”*
- r. DepEd Order No. 342, s. 2009, *“Adoption and Implementation of a Citizen’s Charter of the Department of Education in Compliance with Republic Act No. 9485 (Anti-Red Tape Act of 2007) and its Implementing Rules and Regulations”*
- s. Revised Rules on Administrative Cases in the Civil Service
- t. Republic Act (RA) No. 10653, *“An Act Adjusting the 13th Month Pay and Other Benefits Ceiling Excluded from the Computation of Gross Income for Purposes of Income Taxation, Amending for the Purpose Section 32(B), Chapter VI of the National Internal Revenue Code of 1997, as Amended”*
- u. DepEd Order No. 53, s. 2017, *“Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2016.”*

VIII. Transitory Provision

73. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

IX. Effectivity

74. This Order shall take effect immediately upon publication in the DepEd official website.