



Republic of the Philippines
CENTRAL BOARD OF ASSESSMENT APPEALS
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26 October 2015

MEMORANDUM ORDER

No. 06 s., 2015

TO : **ALL CBAA OFFICIALS AND EMPLOYEES**

SUBJECT : **CBAA Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2015**

1. References:

- 1.1 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011) **Memorandum Circular No. 2015-1** dated 12 August 2015 “**Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80**”
- 1.2 Executive Order No. 80 dated 20 July 2012 “**Directing the Adoption of a Performance-Based Incentive System for Government Employees**”
2. Executive Order No. 80, specifically Section 2, states that “*The PBB shall be characterized as a system of ranking units and personnel within an organization according to their performance as measured by verifiable, observable, credible, and sustainable indicators of performance based on the following pillars:*
 - i. *Department’s Major Final Outputs;*
 - ii. *Department’s commitments to the President which are supportive of the priorities under EO 43; and*
 - iii. *Good governance conditions to be determined by Inter-Agency Task Force under AO 25.*”
3. Relatedly, MC no. 2015-1 s.2015 specified new requirements for the grant of PBB in FY 2015 such as:

- 3.1 Use of Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
 - 3.2 Compliance to the Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
 - 3.3 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
 - 3.4 Compliance with Section 3e of Administrative Order (AO) No. 46 s.2015 which requires agencies to submit their respective Annual Procurement Plan (APP); and
 - 3.5 Submission of separate Forms B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishments for OP Planning Tool FY 2015 Targets, respectively.
4. Pursuant to the abovementioned Memorandum Circular and Executive Order, this Memorandum Order on CBAA Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2015 is hereby promulgated for guidance and compliance.

5. COVERAGE

This Memorandum Order covers all Officials and Employees of the Central Board of Assessment Appeals (CBAA) holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the Agency, and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the Agency.

6. ELIGIBILITY CRITERIA

- 6.1 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC approved Strategic Performance Management System (SPMS).
- 6.2 Third Level Officials should receive a rating of at least "Very Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of PBB of Third Level Officials shall be contingent on the release of results of the CESPES.

6.2 Third Level officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".

6.3 Personnel on detail to another government agency for six (6) months or more shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

6.4 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 and 6.5 hereof may be eligible to the full grant of the PBB.

6.5 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for the PBB pro-rata basis:

- 6.5.1** Being a newly hired employee;
- 6.5.2** Retirement;
- 6.5.3** Resignation;
- 6.5.4** Rehabilitation Leave;
- 6.5.5** Maternity Leave and/or Paternity Leave;
- 6.5.6** Vacation or Sick Leave with or without pay;
- 6.5.7** Scholarship/Study Leave;
- 6.5.8** Sabbatical Leave

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

6.7 Personnel found guilty of administrative and/or criminal case filed against them and meted penalty in FY2015 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.

6.8 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular NO. 3 (s.2015), shall not be entitled to the FY 2015 PBB.

6.9 Officials and employees who failed to liquidate Cash Advances received in FY2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

6.10 The CBAA Review and Compliance Committee in Filing and Submission of SALN should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015). Likewise, the CBAA Accountant and Cashier should ensure that officials and employees liquidated FY 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

7. RANKING OF DELIVERY UNITS AND INDIVIDUALS

7.1 To facilitate the ranking of delivery units and individuals, the Agency should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluation and ranking group and individual performance.

7.2 The grant of PBB shall be based on performance and contributions to the accomplishments of the CBAA's overall targets and commitments.

7.3 Officials and employees that are qualified for the PBB shall be forced ranked to the estimated budget ceiling for FY 2015 PBB.

If ranked as best bureau:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

If ranked as better bureau:

Ranking	Individual Performance Category
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Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

If ranked as good bureau:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

7.4 Ranking of delivery units and individuals shall be done by the CBAA-PRAISE Committee.

This Memorandum Order shall take effect immediately.


MANUEL D. J. SIAYNGCO
Chairperson