

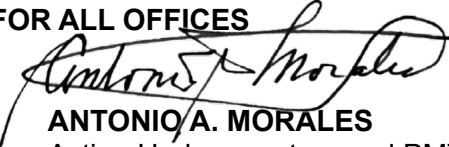


DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

O-OUA-672-2021

UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM FOR ALL OFFICES


FROM : **ANTONIO A. MORALES**
Acting Undersecretary and PMT Chairperson

SUBJECT : **FY 2021 PBB Guidelines – New Criteria and Conditions, Eligibility Requirements, and Rates**

DATE : 02 September 2021

With reference to the FY 2021 Performance-Based Bonus (PBB) Guidelines, as stipulated in AO 25 IATF's [Memorandum Circular No. 2021-1](#), and to UA memorandum [O-OUA-553-2021](#) dated 21 July 2021, UA as the PMT Chairperson wishes to highlight the FY 2021 PBB's criteria and conditions as follows:

Criteria and Conditions (4 Dimensions of Accountability)	Desired Outcome	Deliverable	Responsible Office
1. Performance Results	Achievement of each one of the Congress-approved performance targets under Performance-Informed Budgeting (PIB) of the FY 2021 GAA or BFARs	OPCRF Unified Reporting System (URS)-generated Budget and Financial Accountability Reports (BFARs)	All offices OPPC
2. Process Results	Achievements in ease of doing business/ease of transaction as a result of streamlining, standardization, and related improvements.	Modified Form A-Department/Agency Process Results Report	OCA, OMWA, and all Offices with frontline services (based on DFA's Citizen's Charter)
3. Financial Results	Actual spending of the agency's budget allotment vis-à-vis the realization of the committed PAPs based on 2021 GAA	FY 2021 Disbursement Budget Utilization Rate (BUR)	OFMS
4. Citizen/Client Satisfaction Results (CCSR)	Achievements in satisfying the quality expectations of the transacting public.	Report on CCSR (Annex 4), Summary Report on status of complaints from hotline #8888 and Contact Center ng Bayan (CCB)	UCSCA (OCA), UMWA (OMWA), and all Offices with frontline services (based on DFA's Citizen's Charter)

The FY 2021 PBB guidelines will implement a scoring system (**p.3, section 4, Table 1, [AO 25 IATF MC No. 2021-1](#)**) based on the *4 Dimensions of Accountability*. To be eligible for the PBB 2021, the DFA should be able to attain a **total score of at least 70 points**.

In view of the **28 February 2022** deadline by the AO 25 for submission of *Agency Reports on Accomplishments*, all concerned Offices are advised to monitor their compliance status and provide reports in coordination with OPPC.

Meanwhile, the following Agency Accountabilities shall continuously be implemented and monitored, for submission to validating agencies:

Agency Accountability	Responsible Office
a. Updating of Transparency Seal	PBB AdHoc Committee
b. Compliance with the FOI program	OPCD
c. Updating of Citizen's Charter	UA
d. Compliance to Audit Findings and Liquidation of Cash Advances	OFMS
e. Submission and Review of SALN	HRMO
f. PhilGEPS posting of all invitations to bids and awarded contracts	BAC
g. Submission of FY 2022 APP-CSE, FY 2021 APP-non CSE, and results of the FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI)	BAC
h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects	BAC

Note: Compliance with the above-mentioned conditions is not required to be eligible for PBB; however, these shall be used in determining the eligibility of the responsible units.

This year's PBB will no longer require ranking of the delivery units. Uniform rates shall apply to all officials and employees based on the total score obtained by the agency.

RATES OF THE FY 2021 PBB	
TOTAL SCORE	PBB RATES
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

While the DFA may be eligible as an agency, those **delivery units most responsible for a score lower than 4 points on any of the mentioned 4 Dimensions of Accountability, and non-compliant with the above Agency Accountabilities, will be isolated from the PBB grant.**

The DFA-Performance Management Team (PMT), as the designated committee responsible for PBB compliance monitoring, shall act as the authorized body that will receive and deliberate any PBB-related complaints, if any, forwarded by DFA units, with the Secretary as the final arbiter.

For Offices' information and guidance, please.

Thank you.

TO : All FSPs and COs
 FR : UA
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