

ORIENTATION ON THE GUIDELINES ON THE GRANT OF PERFORMANCE-BASED INCENTIVES FOR FY 2013



Outline of Presentation

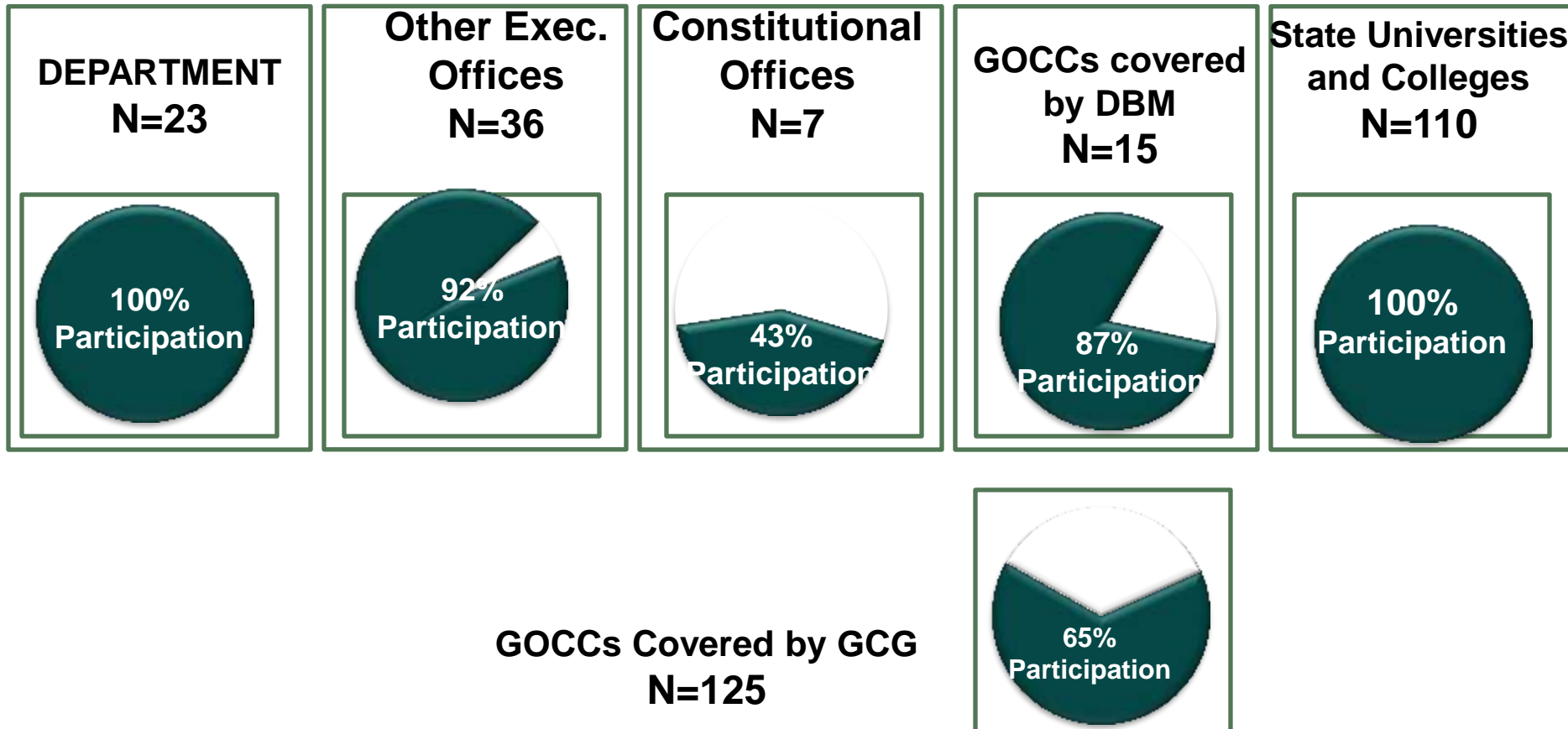
- Highlights of 2012 PBB Implementation
- Observations and Lessons Learned
- Guidelines on the Grant of 2013 PBB
- Open Forum



Highlights of FY 2012 PBB Implementation

2012 PBB Participation Rate

183 out of **191** National Government Agencies, SUCs, GOCCs covered by DBM or **96%** participation rate.



2012 PBIS Accomplishments

96% Participation Rate
(183 out of 191 Agencies
and SUCs)

**144 Agencies Eligible for
2012 PBB**
(54 NGAs, 80 SUCs, 10
GOCCs covered by DBM)

PhP8,392,124,500
PBB funds released to 54
Eligible Agencies and 52
SUCs
(ao August 5, 2013)

945,162 Government
Employees Granted 2012
PBB
(ao August 5, 2013)

88% Average Compliance
to Good Governance
Conditions

91% Compliance to
Cash Advance
Liquidation/Ageing Report

79% Compliance to
PhilGEPS Posting

94% Compliance to
Citizen's Charter

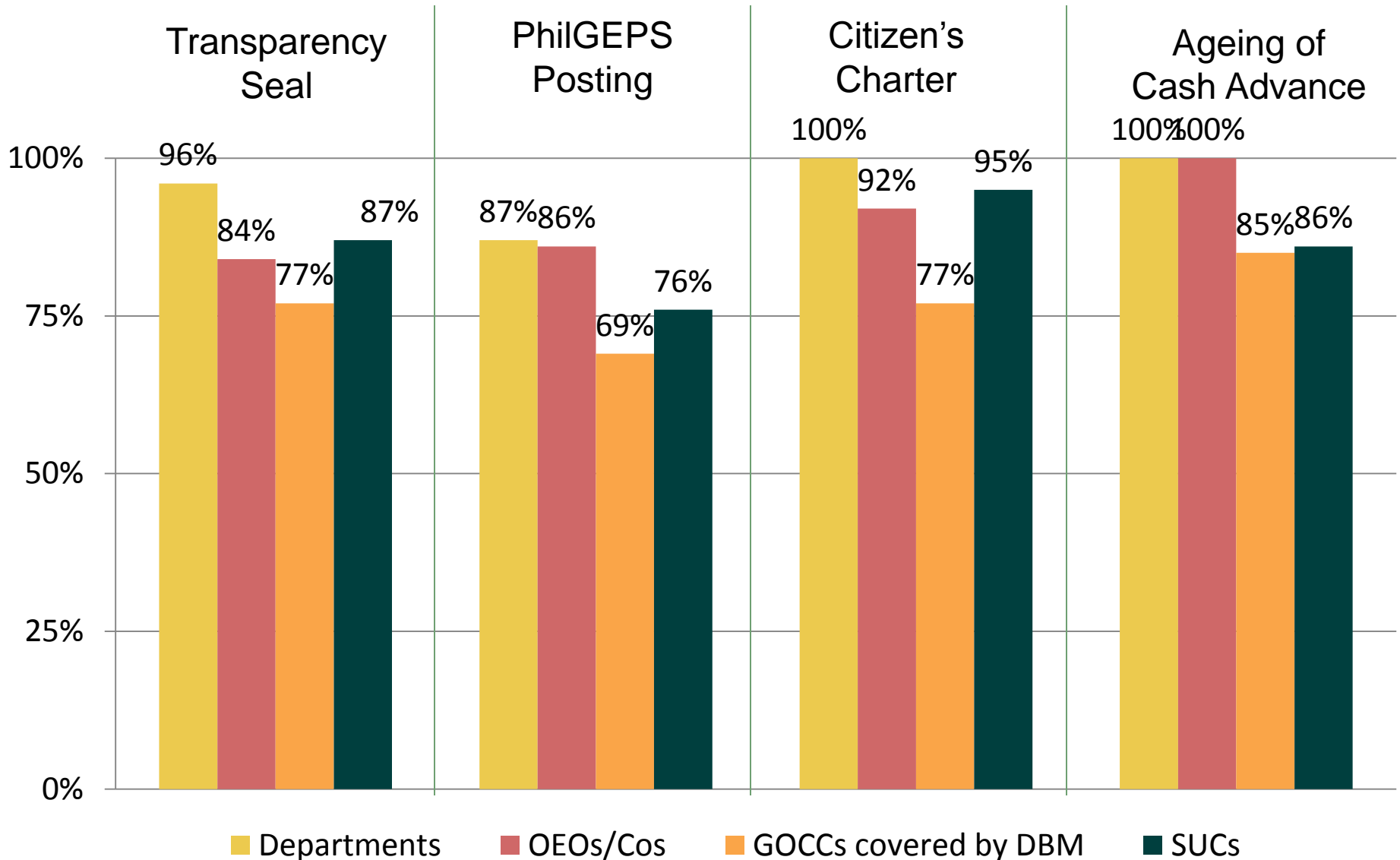
87% Compliance to
Transparency Seal



Note: The figures above do not include data on GOCCs under GCG



Average Compliance Rate



Rates of Accomplishment of Physical Targets

	ALL Agencies (including SUCs)	Departments	SUCs
Average	129%	125%	132%
Median	125%	119%	126%
Minimum	61%	95%	61%
Maximum	199%	184%	199%

*Note: The rates are computed without the outliers i.e. accomplishment rates greater than 200%.



Observations of Oversight Agencies on PBB Submissions

MARC I Accomplishments

- Agencies did not submit complete required forms within the prescribed deadlines.
- Forms submitted were not properly endorsed by the heads of agencies, thus resulting to confusion on which were the official final targets.
- Some agencies attempted to reduce targets at the time of submission of accomplishments
- There were attempts to revise/remove performance indicators for which set targets were not met.



P^PARC Accomplishments

- Some Form B were not properly endorsed by the heads of agencies.
- There were revisions or removal of indicators that did not meet set targets and some were reduced to ensure agencies meet the 90% threshold.
- For multiple projects, agencies reported accomplishments that were completed prior to 2012.



Compliance to Agency Transparency Seal

- Agencies did not follow the prescribe template in uploading reports to the transparency seal website.
- Multiple validation done since agencies claimed compliance even if deficiencies pointed out were not yet completely remedied.
- Agencies are encouraged to submit early to facilitate validation.



Compliance to Citizen's Charter

- Citizen's Charter was not posted in Key Service Areas and Delivery Units.
- Procedure for filing complaints sometimes not included in the Citizen's Charter.
- Multiple validation visits entailed since agencies claim they are already compliant even if the deficiencies were not yet completely remedied.



Compliance to CA Liquidation

- Late submission of reports by agencies.
- Most of the reports submitted to COA are not yet validated by Agency Resident Auditors.



Compliance to PhilGEPS Posting



Issues/Concerns	Recommendation
<p>There are usually more bid opportunities posted in PhilGEPS compared with the submitted certification for compliance from agencies.</p> <p>As observed by the PhilGEPS Validation Team, procuring entities are selective on what to report in their Certificate of Compliance.</p> <ul style="list-style-type: none">• Procuring entities have different interpretations on what projects to include in the Certificate of Compliance as provided in Clause 4.4.a and Clause 4.4.e of MC 2012-02.• Procuring entities include Projects procured through Public Bidding only or Awarded Projects only.	<p>The project postings in the Certificate of Compliance of the procuring entity must be the same as those in the PhilGEPS system.</p> <p><i>Addressed in the “Guidelines on the Grant of the Performance Based Incentives for the Fiscal Year 2013”</i></p>



Issues/Concerns

Agencies do not provide the necessary information in the Certificate of Compliance Form which results to tedious process of validation.

The **Reference Number** and **Project Titles** provided in the Certificate of Compliance are not the same with what is reflected in PhilGEPS, which results to a long process of validation due to difficulty in data matching.

[See sample](#)

Project postings in the submitted Certificate of Compliance are not covered by the validation period (January 1, 2012 to November 30, 2012).

Received Evaluation Report, copies of NOA, PO, approved contracts and NTP instead of Certificate of Compliance.

Recommendation

OPTIONS:

1. Agency to request a summary of their postings from PhilGEPS that will serve as their basis in accomplishing their Certificate of Compliance. [See process flow](#)
2. Conduct training for agency to access the

***Addressed in the
“Guidelines on the
Grant of the
Performance Based
Incentives for the
Fiscal Year 2013”***

Re the
Re that the ITB, NOA, NTP and Approved Contracts shall be posted in the Transparency Seal of their website if these were not posted in PhilGEPS per Clause 4.4.e of MC 2012-02.



Issues/Concerns

Agencies did not include their website address in the Certificate of Compliance.

NOA, Approved Contracts and NTP are not found in the Section 7b of Transparency Seal of the procuring entity. Instead, these are available in other menus of their website (i.e. procurement, PhilGEPS Posting, Good Governance) which prolongs the validation process.

[See sample website](#)

No available data in the Transparency Seal that the PhilGEPS Validating Team could use to identify the NOA, Approved Contracts and NTP that are related to the awarded projects posted in PhilGEPS.

[See sample 1](#)

[See sample 2](#)

Recommendation

Website address of the procuring entity must be included in their Certificate of Compliance to ensure that the PhilGEPS Validating Team will access the official website for the validation of their

Transparency Seal

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Incl Title of the NOA, approved contracts and n of the awarded projects rectified in the Transparency Seal.

[See sample Transparency Seal](#)

***Addressed in the
“Guidelines on the
Grant of the
Performance Based
Incentives for the
Fiscal Year 2013”***



Issues/Concerns

Recommendation

Certificates of Compliance received are not consolidated.

There shall be a common list of Department/Bureaus/OEOs/SUCs to ensure that the submitted Certificate of Compliance includes the Main Department, Bureaus/Attached Agencies (for NGA); Main and other campuses (for SUCs) for the Task Force and the Secretariat and the Validating Agencies

Will PhilGEPS issue Certificate of Compliance if:

- one of the attached agencies/regional offices/field offices/bureaus did not comply
- not all attached agencies/regional offices/field offices/bureaus of the department submitted Certificate of Compliance - PhilGEPS Posting

A certificate of non-compliance.

What certification will be issued for agencies:

- not registered in PhilGEPS
- without postings in PhilGEPS
- with postings in PhilGEPS but the ABC is not within the threshold required in the PBB Guidelines (Php 500,000.00 and above)

A certificate of non compliance if the agency is not registered in PhilGEPS or without postings in PhilGEPS.

A certificate of compliance in case the notices posting in the PhilGEPS ABC is not within the threshold as long as the agency certifies that they do not have any procurement 500,000 and above or their procurement agent (PS or PITC) certifies that some of the bidding of the said agency are conducted by them and are also posted in the PhilGEPS.

Up to what extent will PhilGEPS allow the agency to cure its deficiencies?

2 times



Key Gains & Lessons Learned

- PBIS has contributed to better understanding of agency roles and mandates
- PBIS has pushed improvements in quality of performance indicators
- PBIS has pushed compliance to governance standards (e.g. Transparency Seal)
- Cookie-cutter does not work: dialogue needed
- Clear and measurable standards, as well as timely and accurate information, needed.





What do we need to know in PBB 2013?



Guidelines on the Grant of Performance-Based Incentives for FY 2013



Outline of Presentation

1. Policy Framework
2. Coverage
3. Eligibility Criteria
4. Setting and Cascading Performance Targets
5. Good Governance Conditions
6. Eligibility and Ranking of Bureaus, Offices or Equivalent Units
7. Eligibility and Ranking of Individuals
8. Performance Reporting and Validation
9. Information, Communication and Change Management
10. Funding for PBB
11. Implementation Timeline



Policy Framework

AO 25

- Results-Based Performance Management System

EO 80

- Performance-Based Incentive System

EO 99

- OP Planning Tool with Annual Targets for 2013 to 2015

Budget
Reform

- Performance Informed Budget



Performance-Based Incentive System

PBB

Performance-Based Bonus (PBB) – top-up bonus based on individual’s contribution to accomplishment of Department targets

PEI

Productivity Enhancement Incentive (PEI) – across-the-board bonus of P5,000 per employee



Key Features of PBB

- Two-step system of ranking of delivery units and personnel
- PBB targets using verifiable and credible indicators of performance based on RBPMS pillars (OPIF, EO 43, PDP-RM, OCS Planning Tool, Good Governance conditions)



Coverage

- All Departments, SUCs, GOCCs; PBB implementation in a department shall cover its attached agencies
- OEOs, including OP attached agencies and GOCCs to be supervised and monitored by OP
- Implementation in SUCs coordinated with CHED
- Implementation in GOCCs shall be supervised by their oversight agencies and GCG
- Congress, the Judiciary, the Constitutional Commissions, and Ombudsman can adopt guidelines to be eligible



Eligible Individuals

- All officials and employees holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship, and **have rendered at least nine (9) months of service for the year 2013**



To qualify for the PBB, Department must:



Achieve at least 90% for each of the indicators under MFO, STO, GASS targets



Achieve at least 90% for each of the targets agreed with the President under the five KRAs of EO 43



Meet 100% of good governance conditions for 2013 under the performance drivers of the RBPMS



Implement two-stage ranking



Setting Performance Targets

- For departments and attached agencies, must be consistent with targets committed by the Secretary as reflected in the OP(OCS) Planning Tool 1
- For OEOs, GOCCs and agencies attached to the OP, must be consistent with 2013 Approved Budget and must reflect improved trend from 2012
- For members of Ease of Doing Business Task Force, must include 2013 targets per AO No. 38
- Targets must indicate improving trend over 2012 accomplishments



Selecting Performance Indicators

- Three (3) most significant “customer-oriented” indicators of output/outcome under each MFO (not internal or intermediate outputs or throughputs, nor demand-driven outputs; must capture dimensions quality, quantity, and timeliness from point of view of citizens/clients)
- Two (2) most significant indicators of STO performance capturing the dimensions of quality and timeliness
- Two (2) common GASS performance indicators
 - Budget Utilization Rate
 - Submission to COA of financial statement and all reports and documents within the mandated period
- MFO/STO/GASS targets should be reflected in Form A



Budget Utilization Rate Formula

Ratio of total disbursements (cash and non-cash excluding PS) to total obligations for MOOE and CO in 2013

$$\text{BUR} = \frac{\text{Total disbursement (Cash and Non-Cash)}}{\text{Total obligations for MOOE and CO}}$$



Financial Reports to be submitted to COA

- Balance Sheet
- Statement of Income and Expenses
- Statement of Cash Flows
- Statement of Government Equity
- Notes to Financial Statement



FORM A

DEPARTMENT PERFORMANCE TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT: _____

MFOs AND PPERFORMANCE INDICATORS (1)	DEPARTMENT FY 2012 ACTUAL ACCOMPLISHMENT (2)	DEPARTMENT FY 2013 TARGET (3)	RESPONSIBLE BUREAUS/ OFFICES (4)	DEPARTMENT FY 2013 ACTUAL ACCOMPLISHMENT (5)	REMARKS (6)
A. Major Final Outputs (MFOs)/ Operations					
MFO 1:					
2013 BUDGET:					
Performance Indicator 1:					
Performance Indicator 2:					
Performance Indicator 3:					
MFO 2:					
2013 BUDGET:					
Performance Indicator 1:					
Performance Indicator 2:					
Performance Indicator 3:					
MFO 3:					
2013 BUDGET:					
Performance Indicator 1:					
Performance Indicator 2:					
Performance Indicator 3:					
Support to Operations (STO)					
2013 BUDGET:					
Performance Indicator 1					
Performance Indicator 2					
General Administration and Support Services (GASS)					
2013 BUDGET:					
Performance Indicator 1					
Performance Indicator 2					

Prepared by:

Approved by:

Department Secretary/Agency Head

Date



Selecting Performance Indicators

- Departments/agencies should prioritize/feature performance targets agreed with the President (reflect in Form B)
- List should be checked with the Running List of Priority Programs monitored by the PMS
- Priority program targets could be expressed in terms of milestones (with weights indicated)



FORM B

DEPARTMENT TARGETS ON KEY PROGRAMS AND PROJECTS TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT _____

Key Programs/ Projects	Description of Program/Project Objectives (2)	Total Program Budget (3)	Program Budget for FY2012 (4)	Responsible Bureau/ Offices (5)	Department FY 2012 Actual Accomplishment (6)	Department FY 2013 Targets/ Milestones (7)	Department FY 2013 Actual Accomplishment (8)	Remarks (9)
Programs/ Projects (1):								
Programs/ Projects (2):								
Programs/ Projects (3):								

Prepared by: _____

_____ Date _____ Budget Officer _____ Date _____

Approved by: _____

Department Secretary/Agency Head _____ Date _____



Cascading Performance Targets

- Identify bureau/office/unit responsible for the delivery of targets in MFOs, STO, GASS and key programs/projects
- Flexibility to choose various levels of delivery units depending on the complexity of its operations and categories by which performance is evaluated
- Adopt participative and consultative process in cascading targets
- Cascaded targets should be set on a quarterly basis and reflected in Form A1



FORM A-1

DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT: _____
BUREAU/OFFICE _____

Major Final Outputs /Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2013 TARGET for Performance Indicator 1 (3)	FY 2013 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2013 TARGET for Performance Indicator 2 (6)	FY 2013 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator 3 (8)	FY 2013 TARGET for Performance Indicator 3 (9)	FY 2013 ACCOMPLISHMENT for Performance Indicator 3 (10)	Remarks (11)	
A. Major Final Outputs/Operations											
Bureau 1											
Bureau 2											
Bureau 3											
B. Support to Operations (STO)											
Bureau 1											
Bureau 2											
Bureau 3											
C. General Administration and Support Services (GASS)											
Bureau 1											
Bureau 2											
Bureau 3											
Prepared by:											
_____				_____				_____			
Planning Officer				Date				Budget Officer			
Approved by: _____											
Department Secretary/Agency Head				Date							



Submission of Forms A, A-1 and B

Activity	Date of Submission	Submit to IATF
Submission of PBB Targets using Forms A, A-1 and B to IATF (provide AO 25 Secretariat e-copy of submissions)	August 31, 2013 to September 15, 2013	Departments/COs thru BMBs OEOs thru OP SUCs thru CHED GOCCs (DBM-covered) thru BMB-F
Submission of 2013 Accomplishments (Forms A, A-1&B) with November 30, 2013 as cut-off date	December 10, 2013	-do-
Submission of 2013 Accomplishments (Forms A, A-1&B) with December 31, 2013 as cut-off date	January 10, 2014	-do-
Submission of 2013 Accomplishments (Forms A, A-1&B) with March 31, 2014 as cut-off date	April 10, 2014	Concerned department

Note: please email e-copies to ao25secretariat@dap.edu.ph



2013 PBB Participating Agencies

	Total No.	No. of Participating Agencies*	Participation Rate
NLAs	23	23	100%
Constitutional Offices	5	4	83%
GOCCs covered by DBM	15	15	100%
OEOs (excluding AMLC)	36	36	100%
SUCs	111	111	100%
TOTAL	192	191	99%

*Excluding ARMM Regional Government departments/agencies.



Final Assessment of Performance Indicators and Targets for the Grant of 2013 PBB

	Approved	Conditionally Approved	Non-Compliant
Departments	8 (DBM, DOT, DOH, OP, OVP, DOF, DFA, DAR)	15 (DTI, DOE, DOTC, DPWH, DepEd, DOLE, DSWD, NEDA, PCOO, DILG, DND, DOJ, DA, DENR, DOST)	
OEOs	35	1 (NCIP)	
Constitutional Offices/Others	3 (COA, CSC, Ombudsman)	1 (CHR)	
GOCCs covered by DBM	1 (AFAB)	14 (LCP, PCED, PCMC, PHC, PITAHC, PIDS, PRRI, CEZA, PEZA, PIA, SBMA, ZCSEZA, APECO, NKTI)	
SUCs	38	71	2
Total	85	102	4



Final Assessment of Performance Indicators and Targets for the Grant of 2013 PBB (State Universities/Colleges)

	Approved	Conditionally Approved	Non-Compliant	Total
Luzon	19	38		57
Visayas	12	14		26
Mindanao	7	19	2	28
Total	38	71	2	111



Good Governance Conditions for FY 2013



Good Governance Conditions for FY 2013

- Maintain/Update Agency Transparency Seal (Sec. 93 of GAA 2013 or RA 10352)
- PhilGEPS posting (Revised IRR of RA 9184)
- Liquidation of all Cash Advances granted to officials and employees, covering transactions of FY 2013 (COA Rule)
- Update Citizen's Charter or its equivalent, Service Charter (RA 9485)
- Compliance with submission and review of SALN of all employees and officials



Agency Transparency Seal

- Contents of Transparency Seal
 - Agency mandates, functions, and contact information of officials
 - Statement of allotment and obligations (FY 2011-2012)
 - Financial Accountability Reports (FARs) for 2013
 - Approved budget for 2013 and MFO targets
 - Major programs and projects classified according to 5 KRAs
 - Program/project beneficiaries
 - Project/program status
 - **Annual Procurement Plan**
- Transparency Seal should be located on the homepage; must specify the Uniform Resource Locator (URL)
- Certification to be signed by the Head of Agency



PhilGEPS Posting

- Posting to include Invitation to Bid; Requests for Expression of Interest; Requests for Quotation; Notices of Award/Bid Results; Actual Approved/Awarded Contracts; Notice to Proceed/Purchase Orders for **procurement contracts costing above P500,000**
- Agency must remedy deficiencies for FY 2012 transactions
- Publication of the contract awarded can be done in the PhilGEPS, no longer thru Transparency Seal
- Certification to be issued by the BAC Chairman, Head of Procuring Entity
- Department should certify compliance of all bureaus/regional offices/attached agencies



Liquidation of Cash Advances within reglementary period

- Pertains to cash advance granted to officials and employees for local and foreign travel, including special activities
- Covers FY2013 transactions
- Agency must remedy deficiencies in FY 2012
- Report on Ageing duly signed by Head of Agency, Head of Accounting Office and verified by Resident Auditor to be submitted directly to COA



Citizen's Charter

- Section 4, Rule IV of the IRR of ARTA mandates that review of Citizen's Charter whenever necessary, but not less than once every two years
- Updated Citizen's Charter must show improvements (minimum of three) that resulted from the process review of service delivery e.g. streamlining of procedures, shortened turnaround time, reduction in the number of signatories, etc.
- Citizen's Charter must be uploaded in the agency's website



Submission and Review of SALN

- Compliance with minimum requisites for content and formalities prescribed by RA 6713
- Submission of 2012 SALN of all officials and employees to appropriate receiving entity
- Certification to be signed by Chairman of Review and Compliance Committee and the Head of Agency



Eligibility and Ranking



Eligibility of Departments/Agencies

- Forms A, A-1 and B shall reflect the actual accomplishment including that of attached bureaus, offices or delivery units
- Inability to meet any performance targets will render the department/agency ineligible for the PBB in FY 2013.
- Departments/Agencies who qualify shall determine the bureaus, offices or delivery units and attached agencies with accomplishment of at least 90% of each one of their performance targets for FY 2013.



Ranking of Delivery Units (1/4)

- Forms A, A-1 and B will be the primary basis for measuring performance of attached bureaus or delivery units.
- Compliance with the applicable good governance conditions are eligibility requirement for the PBB.
- Based on Forms A, A-1 and B, attached agencies, bureaus, offices or delivery units shall be forced ranked according to degree of contribution in achieving department's performance targets.



Ranking of Delivery Units(2/4)

Department Secretaries shall rank the bureaus or delivery units, including attached agencies, according to their performance.

Bureaus/Delivery Units	
Distribution	Rating
10%	Best
25%	Better
65%	Good

Delivery units not meeting 90% threshold – No PBB



Ranking of Delivery Units(3/4)

- Attached agencies, bureaus, offices or delivery units with similar tasks and responsibilities can be formed into sub-groups.
- Large complex agencies/bureaus with regional subdivisions will be treated as separate agencies to capture the complexity of their operations and reward personnel accordingly.
- The forced ranking will be done within the different sub-groups or regional units.



Ranking of Delivery Units(4/4)

- Department/Agency may use other criteria that must be conveyed to the bureau/office/delivery unit heads for transparency.
- Department /Agency Head may be assisted by a Performance Management Group (PMG) in undertaking the forced ranking of delivery units and individuals.
- Composition of Performance Management Team (PMT), per CSC MC No. 08, s. 2013, can be expanded to include senior officials directly overseeing and observing performance of bureaus or delivery units; include in its functions those of the PMG.



Determining Eligibility of Personnel(1/3)

- Personnel should have rendered at least nine (9) months of service for year ending December 31, 2013.
- First and Second Levels should receive at least “Satisfactory” rating under the CSC approved SPMS or its equivalent.
- Third Level Officials should receive at least “Very Satisfactory” rating under the CESPES.
- Other officials not covered by CESPES should receive at least “Satisfactory” rating under the existing department/agency PAS.



Determining Eligibility of Personnel(2/3)

- Personnel on detail to other agencies for six months or more as of November 30, 2013 shall be included in the recipient agency that rated his/her performance.
- Personnel on scholarship may be included if qualified based on performance criteria established by PMG and approved by Department / Agency Head.
- PBB of employees on part-time basis shall be pro-rated based on services rendered.



Determining Eligibility of Personnel(3/3)

- Personnel guilty of administrative and/or criminal cases and meted penalty in FY 2013 shall not be entitled to the FY 2013 PBB. If penalty is only a reprimand, this shall not cause disqualification to the PBB.
- Contractual and casual personnel entitled are those whose compensation are charged to the lump sum appropriation under Personal Services; or those occupying positions in the DBM-approved contractual staffing pattern of concerned agencies.



PBB Rates of Incentives for FY 2013

Group Performance Category	Individual Performance Category		
	Best Performer	Better Performer	Good Performer
Best Bureau (delivery unit)	35,000	20,000	10,000
Better Bureau (delivery unit)	25,000	13,500	7,000
Good Bureau (delivery unit)	15,000	10,000	5,000

* The amount of incentives is on top of the P5,000 PEI given across-the-board.



Bureau Heads shall rank their employees using their respective Performance Appraisal System. Performance is measured by verifiable, observable, credible, and sustainable indicators.

Better and Best Bureaus

1 BEST Top 15%

2 BETTER Next 30%

3 GOOD Next 55%

Bureau Heads shall rank their employees using their respective Performance Appraisal System. Performance is measured by verifiable, observable, credible, and sustainable indicators.

Good Bureaus

1 BEST Top 10%

2 BETTER Next 25%

3 GOOD Next 65%

Performance Reporting and Validation(1/3)

- Department/Agency targets and accomplishment shall be translated into report cards that will be published in the RBPMS website.
 - Priority Program Accountability Report Card (P^PARC)
 - MFO Accountability Report Card (MARC-I)
 - Management Accountability Report Card (MARC-II)



Performance Reporting and Validation(2/3)

- Departments/Agencies shall submit all certifications of compliance with good governance conditions on or before November 30, 2013.
- Submission of completed accomplishment forms and reports to the IATF shall be as follows:
 - Departments, other national agencies and GOCCs under DBM shall submit through the DBM (Budget and Management Bureau in charge);
 - SUCs shall submit through CHED;
 - GOCCs shall submit through the GCG; and
 - OEOs, including OP attached agencies and GOCCs shall submit through the OP



Performance Reporting and Validation(3/3)

- Agencies should submit electronic copies of completed and signed forms to the AO 25 Secretariat via email (ao25secretariat@dap.edu.ph) following the prescribed timeline
- Incomplete and unsigned submissions will not be accepted
- A Composite Team shall review the accomplishments and compliance to good governance conditions
- Spot checking shall be conducted to validate claims and certifications



Information, Communication and Change Management



Role of Head of Agency and PMG

- Clarify and cascade targets.
- Ensure that the department/agency has adequate Change Management strategies for the PBIS.
- Communicate PBIS within their departments/agencies and make information available to employees, and respond to comments, concerns and grievances.
- Develop and implement an internal communications strategy for the PBIS.



Internal Communication Strategy

- Engage employees in understanding the PBIS as well as the services and outputs they need to deliver to meet targets.
- Disseminate performance targets and accomplishments.
- Set up a Help Desk to respond to queries and comments
- Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by employees.



PBB Focal Persons

- The Secretary / Head of Agency shall designate PBB focal person **and** a PBB Spokesperson (senior officials).
- To facilitate communication and coordination, the name, position, and contact details (e-mail, landline, facsimile, cellular phone) of the PBB Focal Person and his/her alternate, shall be submitted to the AO 25 Secretariat.
- Attached Agencies should also designate their PBB Focal Persons and submit names and contact details to the AO 25 Secretariat.



Information, Communication, Change Management

- PBIS information materials by the IATF and the PCDSPO should be disseminated to employees, reproduced and posted in conspicuous locations within departments/agencies.
- Information materials can be downloaded from the Official Gazette (www.gov.ph/pbb).



PBB Communication Channels

- E-mail account AO 25 Secretariat for submission of PBB requirements (ao25secretariat@dap.edu.ph)
- E-mail account of PCDSPO for queries (pbb@gov.ph)
- Text hotline (Smart: +63920.498.9121)
- Facebook (www.facebook.com – search “Performance based Bonus”)
- Twitter: @govph_pbb



Funding for PBB

- The PEI and PBB top-up bonus shall be sourced from the Miscellaneous Personnel Benefits Fund (MPBF)
- For GOCCs, the same shall be sourced from their corporate funds



Timeline

Activity	Deadline	Responsible
Submission of Names of PBB Focal Persons/Spokesperson to AO25 Secretariat	August 23, 2013	OSEC of Departments/Agencies
Submission of PBB Targets using Forms A, A-1 and B to IATF (provide AO 25 Secretariat e-copy of submissions)	August 31, 2013 to September 15, 2013	Departments/COs thru BMBs OEOs thru OP SUCs thru CHED GOCCs (DBM-covered) thru BMB-F
Review/Approval of PBB targets by the IATF	September 30, 2013 to October 15, 2013	AO 25 Composite Teams IATF
Certificate of Compliance with Good Governance Conditions (Regional/field offices/attached agencies should submit to their supervising departments before the deadline) (provide AO 25 Secretariat e-copy of submissions)	On or before November 30, 2013	Departments/Cos/SUCs/GOCCs For Certificate of Compliance on CA Liquidation, submit directly to COA



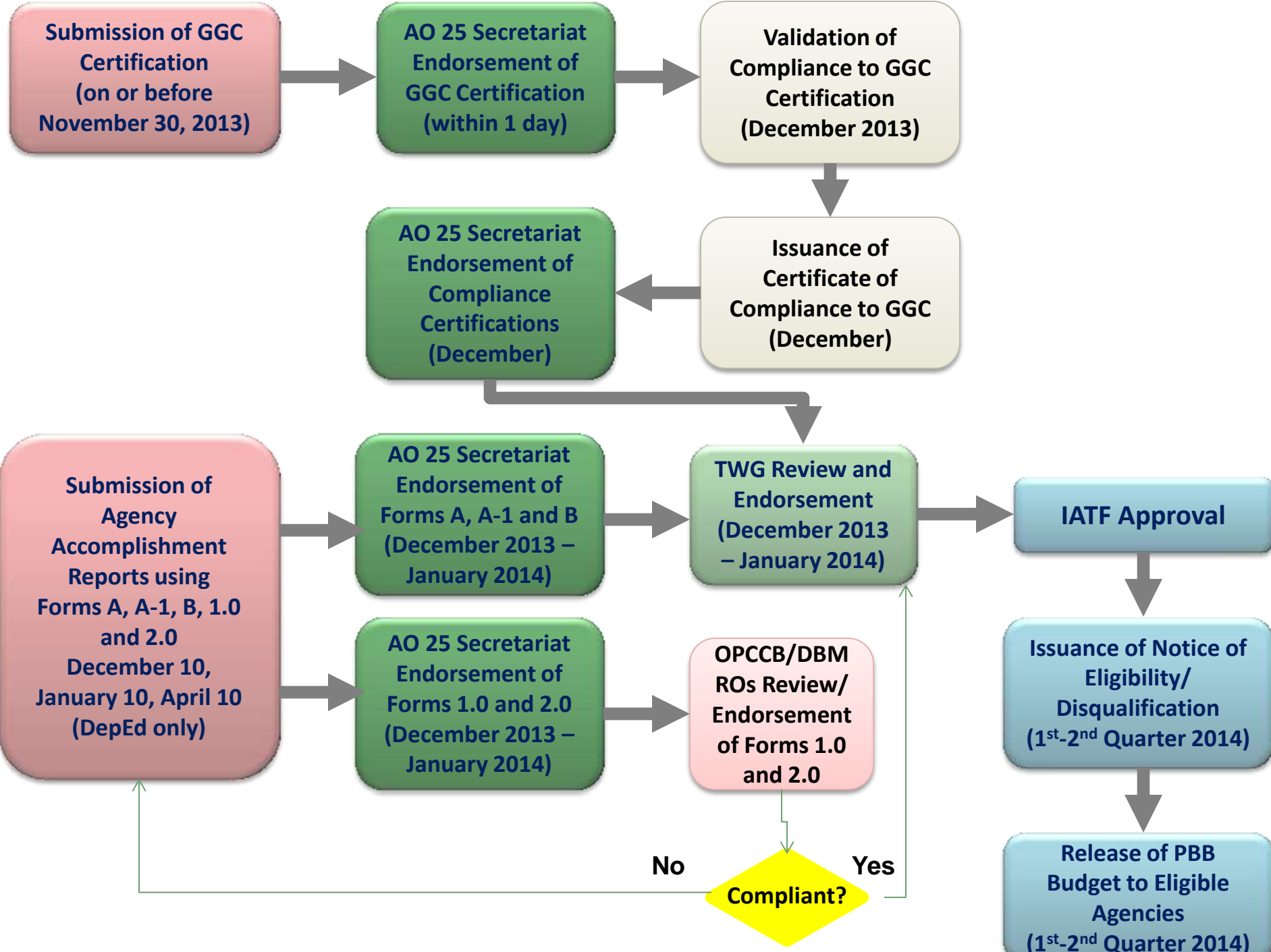
Timeline

Activity	Deadline	Responsible
Submission of 2013 Accomplishments using Forms A, A-1, B and Forms 1.0 with November 30, 2013 as cut-off date	December 10, 2013 (Assessment to be done by validating agencies within December)	Departments/COs thru BMBs SUCs thru CHED OEOs thru OP GOCCs (DBM-covered) thru BMB-F
Submission of 2013 Accomplishments with December 31, 2013 as cut-off date	January 10, 2014	-do-
Submission of 2013 Accomplishments with March 31, 2014 as cut-off date	April 10, 2014	Concerned department
Grant of Bonus	December 2013 – June 2014	IATF, DBM
Spot checking	Year round	Validating agencies, CSOs, third party monitors



Proposed Process Flow of Assessment and Validation of Agency Submissions





Thank you.



Results Based Performance Management System

Societal Goals/Outcomes



Sectoral Goals/Outcomes

Good Governance and Anti-Corruption	Human Development & Poverty Reduction	Economic Development	Security, Justice, and Peace	Climate Change Adaptation
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**SONA/
SER**
Socio-Economic Report

P^PARC
Priority Program Accountability Report Card



Organizational Outcomes

Major Final Outputs (“Customer-oriented” Results)

MARC- I
MFO
Accountability Report Card



Financial Stewardship	Internal Process	Leadership, Learning and Growth
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MARC- II
Management Accountability Report Card

Strategic Performance Management System (Individual)

To qualify for PBB, agencies must meet at least 90% of P^PARC and MARC-I, and satisfy MARC-II (GG conditions)