



MEMORANDUM CIRCULAR

No. 011
Series of 2021

SEP 27 2021

SUBJECT: Adoption and Implementation of AO 25 Inter-Agency Task Force (IATF) Memorandum Circular (MC) No. 2021-1 dated 02 June 2021 Prescribing the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 Under Executive Order (EO) No. 80, s. 2012 and Executive Order No. 201, s. 2016

1. Background and Rationale

The PBB along with the Performance Enhancement Incentive (PEI) are monetary incentives under the Performance-Based Incentive System (PBIS) introduced in 2012 per EO No. 80. These incentives are given to government employees based on their performance and contribution to the achievement of their Department or Agency's commitments and targets. The PBB is a top-up bonus introduced to reward and encourage exemplary performance among public servants in the government.

In the prior years, the eligibility criteria for the PBB are focused on Results-Based Performance Management System (RBPMS), good governance, and compliance with the Ease of Doing Business in the Government Act. For FY 2021, the PBB's overarching goal is to strengthen the effectiveness of the incentives system to help the agencies achieve mission critical objectives and outcomes of the government; hence, criteria and conditions were refined generally to simplify the process and facilitate the timely release of the incentives to eligible agencies.

The FY 2021 PPB shall measure the performance of the agencies with emphasis on public's satisfaction, realization of the agencies' performance targets, quality of service delivery, efficiency in the use of resources, and strengthened agency stewardship.

NAMRIA OFFICES:

Lawton Avenue, Fort Bonifacio, 1634 Taguig City, PH ☎(632) 8810-4831 to 41
421 Barraca St., San Nicolas, 1010 Manila, PH ☎(632) 8241-3494 to 98



2. Purpose

This MC is issued to serve as NAMRIA's guidelines to operationalize and comply with the agency, delivery units, responsible units, and individual eligibility criteria and conditions as basis for the grant of FY 2021 PBB.

3. Coverage

This circular covers all officials and employees holding regular plantilla positions under the eligible delivery units (DUs) of the agency, namely:

- 3.1 Office of the Administrator;
- 3.2 Mapping and Geodesy Branch;
- 3.3 Hydrography Branch;
- 3.4 Resource Data Analysis Branch;
- 3.5 Geospatial Information System Management Branch; and
- 3.6 Support Services Branch.

4. Eligibility Criteria

4.1 The agency and DUs shall be eligible to the grant of PBB FY 2021 upon satisfaction of the criteria and conditions categorized into the following four (4) dimensions as set forth in Sections 3.0 Eligibility Criteria and 4.0 FY 2021 PBB Targets, Assessment, and Scoring System of IATF MC 2021-1:

- a. Performance Results;
- b. Process Results;
- c. Financial Results; and
- d. Citizen/Client Satisfaction Results.

The compliance with existing government-mandated laws and standards as prescribed in Section 5.0 Accountabilities of IATF MC 2021-1 shall serve a basis for eligibility of responsible units and individuals.

4.2 To be able to attain a high performance rating in the eligibility criteria and conditions and in support to the continuous implementation of Agency Accountabilities, all DUs shall comply with the following:

- a. 100% budget utilization rate by end of December 2021;
- b. 100% physical accomplishment rate by end of December 2021;
- c. 100% submission of Strategic Performance Management System (SPMS) Forms on or before the prescribed deadlines;

- d. 100% submission of Project Procurement Management Plan on or before the prescribed deadline;
 - e. 100% submission of FY 2020 SALN;
 - f. 100% submission of project-related documents (i.e., approved Work and Financial Plan and Project Folder containing the basic project documents and the project references) not later than the prescribed deadlines;
 - g. 100% submission of Quality Management System (QMS) documents (i.e., Quality Plan, Risk and Opportunity Register, Relevant Interested Party, and Issues) not later than the prescribed deadlines; and
 - h. 100% of all RFAs acted upon within the prescribed period.
- 4.3 An individual who falls under the circumstances prescribed in Sections 6.10 and 6.11 of IATF MC 2021-1 shall be eligible to the grant of PBB FY 2021.
- 4.4 An individual who falls under the circumstance prescribed in Section 6.3 and the following under Sections 6.6, 6.12, 6.13, 6.14 and 6.15 of IATF MC 2021-1 **shall not be eligible** to the grant of PBB FY 2021:
- a. An employee on vacation and sick leave, with or without pay for the entire year;
 - b. Has performance rating of Satisfactory “S” and below;
 - c. Found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021;
 - d. Failed to submit FY 2020 SALN; and
 - e. Failed to liquidate cash advance/s received in FY 2021 within reglementary period.
- 4.5 The following shall be isolated from the grant of PBB FY 2021:
- a. The unit/s most responsible for deficiencies;
 - b. The unit/s most responsible (including its head) for the Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results criteria with a performance rating of below 4; and
 - c. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities; and
 - d. The unit/s (including its head) and individuals most responsible for the non-compliance with the provisions of Section 4.2 of this NAMRIA MC.

Annexed to this circular are the delivery units or responsible units for the PBB criteria/conditions and Agency Accountabilities.

5. PBB Rates

The total score as stated in Section 4.0 of IATF MC 2021-1 shall be the basis in determining the amount of the PBB the agency is eligible for. The maximum rate of the PBB for the agency, should it achieve 100 points, shall be 100% of the 65% monthly basic salary (MBS) of an individual as of 31 December 2021.

Rates of the PBB	
Total Score	PBB Rates
100 points	65% (100% of the 65% MBS)
95 points	61.75% (95% of the 65% MBS)
90 points	58.5% (90% of the 65% MBS)
85 points	55.25% (85% of the 65% MBS)
80 points	52% (80% of the 65% MBS)
75 points	48.75% (75% of the 65% MBS)
70 points	45.5% (70% of the 65% MBS)

6. Roles and Responsibilities

Performance Management Team	<ul style="list-style-type: none"> Engage respective employees in understanding the PBB, the performance targets of the DUs, as well as the services and outputs that they will need to deliver to meet these targets Disseminate the performance targets and accomplishments of the agency to the employees through
-----------------------------	--

	<p>the intranet and other means, as well as publish these on the agency website for the public's information</p> <ul style="list-style-type: none"> • Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies • Monitor compliance to PBB eligibility requirements and conditions • Decide on the isolation of units and individuals
NAMRIA Grievance Committee	Serve as the complaints mechanism to respond to the PBB-related issues and concerns raised by officials and employees
All DUs	Submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results, including explanations and justifications for deficiencies to PPD
Responsible Units	Submit requirements NLT than the prescribed deadlines and provide evidence of compliance with the Agency Accountabilities to PPD
Policy and Planning Division (PPD)	<ul style="list-style-type: none"> • Serve as the Help Desk to respond to queries and comments on the targets and accomplishments of the agency • Collate and submit the eligibility requirements and information on compliance with the Agency Accountabilities to the AO25 Secretariat
Human Resource Management Section, Administrative Division	Prepare and submit Form 1.0 Report on Ranking of Offices/DUs

All Employees	<ul style="list-style-type: none"> • Liquidate all cash advances received in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009 • Submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015 • Submit SPMS Forms (OPCR, BPCR, DPCR, IPCR) based on the agency's CSC-approved SPMS or the Career Executive Service Board requirement during the prescribed timeframe
---------------	--

7. Timelines and Submission/Posting of Reports and Requirements

- a. The requirements for PBB FY 2021 shall be submitted by the DUs and responsible units not later than the prescribed deadlines set by AO 25 IATF as provided in Section 8.1 and 8.2 of IATF MC 2021-1.
- b. The requirements for PBB FY 2021 shall be submitted by the responsible units not later than the prescribed timelines set by the validating agencies for the Agency Accountabilities.
- c. Monthly Accomplishment Reports shall be submitted to the PPD not later than **every 25th of the month** as inputs in the monitoring of compliance with performance results and financial results.
- d. Explanations and justifications for variances and deficiencies in the overall performance results and financial results shall be submitted to the PMT Chairperson, through the PPD, **not later than 28 December 2021**.
- e. Means of Verification as evidence of accomplishments under the eligibility criteria and conditions as well as the Agency Accountabilities shall be submitted to the PMT Chairperson, through the PPD, **not later than 14 January 2022**.

8. Communication and Change Management

- a. The IATF MC 2021-1 and this circular shall be cascaded virtually and disseminated through email to all employees.
- b. The eligibility of DUs, responsible units, and individuals shall be communicated to all employees through email.
- c. The final eligibility of individuals shall be made known to all employees upon receipt of the AO 25's letter regarding the agency's eligibility to PBB 2021 through email.
- d. PBB-related issues and concerns raised by officials and employees shall be coursed through the NAMRIA Grievance Committee.
- e. The NAMRIA Performance Management Team shall act as the appeals body and final arbiter for performance management issues of the agency.

9. Effectivity

This circular shall take effect immediately.



Usec. PETER N. TIANGCO, PhD, CESO I
Administrator

Annex A

Delivery/Responsible Units and Timelines of Submission of PBB Criteria/Conditions and Agency Accountabilities

Performance Results	Process Results	Financial Results	Citizen/ Client Satisfaction Results	Agency Accountabilities
<p>MGB HB RDAB GISMB</p> <p style="text-align: center;">31 December 2021</p>	<p>All DUs</p> <p style="text-align: center;">31 January 2022</p>	<p>All DUs</p> <p style="text-align: center;">31 December 2021</p>	<p>All DUs</p> <p style="text-align: center;">31 January 2022</p>	<ul style="list-style-type: none"> • Undertake Early Procurement Activities covering 2022 Procurement Projects – BAC, Within 30 days after the approval of the FY 2022 GAA • Submit FY 2021 APP-non-CSE – SSB AD PSMS, 31 March 2021 • Submit APCPI Results – SSB AD PSMS, 30 June 2021 • Submit FY 2021 APP-CSE – SSB AD PSMS, 31 August 2021 • PhilGEPS posting of all invitations to bids and awarded contracts –January 1, 2021 to December 31, 2021, SSB AD PSMS • Maintain/ Update Transparency Seal – GISMB GSDD and SSB PPD, 01 October 2021 • Post Establishment and Conduct of the Agency Review and Compliance of SALN/Review and submit SALN – SALN Committee, 01 October 2021 • Update Citizen’s or Service Charter – CART, 04 December 2021 • ISO QMS Certification valid as of 31 December

				<p>2021 – Quality Council</p> <ul style="list-style-type: none">• Sustain Compliance with Audit Findings and Liquidation of Cash Advances – SSB FMD, 31 December 2021• Update all Procurement Requirements for Transactions above 1M – SSB Admin PSMS, 29 January 2022• Comply with the FOI Program Requirements – FOI Committee, 29 January 2022
--	--	--	--	---