

**WESTERN MINDANAO STATE UNIVERSITY**  
**GUIDELINES/MECHANICS ON THE ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS FOR**  
**THE GRANT OF FY 2022 PERFORMANCE-BASED BONUS (PBB)**

**1.0 BACKGROUND:**

As provided for in the issuance dated August 2, 2013 by the Inter-Agency Task Force (AITF), a Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) shall be adopted in the national government beginning fiscal year (FY) 2013. The PBB shall be characterized by a system of measuring and evaluating the performance of agencies with emphasis on the public's satisfaction on the realization of the agencies' performance targets, quality of service delivery, efficiency in the use of resources, and strengthened agency stewardship.

**2.0 PURPOSE:**

This guideline is issued to prescribe the criteria and conditions on the grant of the PBB for FY 2022 performance, to be given in FY 2023. For the FY 2022 cycle, the PBB criteria and conditions were hence refined in order to simplify and make the final eligibility assessment more transparent, and enable the University to undertake self-assessment vis-a-vis the criteria and conditions to ascertain if it could qualify for the grant of the FY 2022 PBB. However, the AO 25 Inter-Agency Task Force (AO 25 IATF) shall still determine the final eligibility of the University.

In relation to the targets in previous PBB cycles, the FY 2022 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results. Good Governance Conditions (GGCs) shall no longer be included in the criteria to assess the overall eligibility of the University for FY 2022 PBB. However, since the observance of these conditions shall still be used to determine the eligibility of delivery units and individuals, the monitoring of their compliance shall now be the primary responsibility of the University President.

**3.0 COVERAGE:**

All WMSU employees on regular, casual and substitute (for faculty) status having rendered at least nine (9) months for the year ending December 31, 2022 are eligible for the PBB. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget. Additionally, employees found guilty of administrative and/or criminal case/s and meted penalty in the current year and those who have not complied with the conditions set by MC 2021-1 are not entitled to PBB.

**4.0 ELIGIBILITY CRITERIA:**

To be eligible for the grant of the FY 2022 PBB, the University must satisfy the criteria and conditions under the four dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and attain a total score of at least 70 points based on the PBB Scoring System, as will be discussed in detail in Section 5.0.

In the context of the FY 2022 PBB, the **Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA). This physical target is an existing eligibility criterion for SUCs and is only reinstated in the case of the national government agencies (NGAs). **Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization i.e., through the ISO-certified QMS or its equivalent, digitization, and related improvements in the delivery of services. This is an existing criterion for NGAs and the GOCCs covered by the DBM. **Financial Results** refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2022 GAA. The Disbursements BUR as well is a prevailing common target of all agencies. Another existing criterion for all agencies, the **Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public.

For FY 2022, the GGCs shall no longer be required in determining the overall PBB eligibility of the agency. Nonetheless, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. (See Agency Accountabilities below)

**AGENCY ACCOUNTABILITIES**

To sustain the institutionalization of compliance to existing government-mandated laws and standards, WMSU and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements:

a. Updating of Transparency Seal	f. PhilGEPS posting of all invitations to bids and awarded contracts
b. Compliance with the Freedom of Information (FOI) Program	g. Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2023 APP, and the results of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System
c. Updating of Citizen’s or Service Charter	
d. Compliance to Audit Findings and Liquidation of Cash Advances	h. Undertaking of Early Procurement Activities covering 2023 Procurement Projects
e. Submission and Review of SALN	

While the above conditions are no longer required in determining the overall PBB eligibility of the University, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Therefore, WMSU should submit these legal requirements directly to the oversight agencies.

**5.0 FY 2022 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM:**

The University’s accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the University is 100 points. To be eligible for the FY 2022 PBB, the University must attain a total score of at least 70 points.

TABLE 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA & CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
<b>TOTAL SCORE:</b>					<b>MAXIMUM = 100 POINTS</b>	

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. To be able to attain a total score of at least 70 points, WMSU should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the University will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

**5.1 Performance Results.** The targets under Performance Results will enable the University to concentrate its efforts and available resources on its mandates and core functions, as well as ensure delivery of high quality and high impact activities. WMSU should achieve each one of the Congress-approved performance targets under the PIB of the FY 2022 GAA.

The University performance in the achievement of targets shall be closely monitored through the use of the submitted Unified Reporting System (URS) – generated Budget and Financial Accountability Reports (BFARs) to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the University for improving the lives of Filipinos.



	services	than 80% of frontline services	frontline services	frontline services
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**5.3 Financial Results.** WMSU should achieve the FY 2022 Disbursements BUR and the FY 2022 Earmarked Income targets. Targets under Financial Results reflect final payments made from the University’s annual budget allotment to realize its committed programs and projects based on the valid appropriations for FY 2022. Hence for FY 2022, WMSU shall accomplish the following Disbursements BUR:

**5.3.1 Disbursements BUR** is measured by the ratio of total disbursements (cash and non-cash, excluding PS) to the total obligations for MOOE and CO made in 2022, net of goods and services obligated by December 31, 2021, but paid only in 2022. The total obligations for MOOE and CO shall refer to those made from the FY 2022 GAA, FY 2020 GAA, and Bayanihan II appropriations due to their extension under RA No. 115191 and RA No. 115202. The objective is to measure the disbursements for the obligations for MOOE and CO made in 2022 from all valid appropriations. Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non-cash, excluding PS), net of payments made in 2022 for past years' obligations}}{\text{Total obligations (excluding PS, from valid appropriations)}}$$

*Where Total Disbursements is net of transfers to PS, PITC, and other implementing agencies which have not been delivered.*

**5.3.2** Since all earmarked income of the University (e.g., trust funds, internally generated income, and revolving funds) should benefit and improve its operations, its Disbursements utilization rates will also be reported, following the formats in Annexes 5, 5.1, and 5.2: FY 2022 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income, as indicated in MC No. 2021-1.

The requirements under the Financial Results shall be scored as follows:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

**5.4 Citizen/Client Satisfaction Results.** Achieve the Citizen/Client Satisfaction targets by accomplishing and submitting reports on the Citizen/Client Satisfaction Survey (CCSS), and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).

**5.4.1** This criterion is implemented to determine the effectiveness of streamlining, standardization, digitization, and other process improvements in easing transactions with the public. The University is responsible for encouraging and to embedding feedback mechanisms, as well as systematically measure citizen/client satisfaction in the delivery of services, which started during the FY 2018 cycle. To provide evidence on the citizen/client satisfaction results, the University will report the results of the CCSS following Annex 4: Citizen/Client Satisfaction Survey, as stated in MC No. 2021-1.

**5.4.2 Resolution of reported complaints from Hotline #8888 and Contact Center ng Bayan.** WMSU shall ensure resolution of all complaints and grievances on government service procedures, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities reported to Hotline #8888 and CCB. To provide evidence on this, the University should submit a report summarizing the #8888 and CCB complaints received in FY 2022 and their status: if resolved or pending.

The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the OP, PMS, CSC, and PCOO from Hotline #8888 and CCB databases, as well as the FOI portals.

The requirements under the Citizen/Client Satisfaction Results shall be scored as follows:

<b>TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
No submission/Did not conduct CCSS	Average to low satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate without #8888/CCB complaints

**6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS:**

**6.1** As outlined in MC 2021-1, dated June 3, 2021, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- Based on Table 1, to be eligible for the FY 2022 PBB, WMSU must attain a total score of at least 70 points. To be able to attain at least 70 points, the University should achieve a performance rating of 4 in at least three (3) criteria. In such case, while WMSU will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 5.0 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.
- The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 4.0 will also be isolated from the grant of the FY 2022 PBB.

**6.2** Eligible DUs shall be granted FY 2022 PBB at uniform rates across the University, including its officials and employees. The corresponding rates of the PBB shall be based on WMSU’s achieved total score as shown in Section 7.0.

**6.3** The WMSU President is eligible only if WMUS is eligible. If eligible, her PBB rate for FY 2022 shall be equivalent to the rates as stated in Section 7.0 and shall be based on her monthly basic salary (MBS) as of December 31, 2022.

**6.4** To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least “Very Satisfactory” based on the agency’s CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

**6.5** Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

**6.6** Personnel who transferred from one government agency to another agency shall be included 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.

**6.7** Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.9.

**6.8** An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

**6.9** An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis, corresponding to the actual length of service rendered, as follows:

<b>Length of Service</b>		<b>% of PBB Rate</b>
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 6 months	-	50%
3 months but less than 4 months	-	40%

- Valid reasons for not meeting the 9-month actual service requirement to be considered for PBB on a pro-rata basis:
  - Being a newly hired employee
  - Retirement
  - Resignation
  - Rehabilitation Leave
  - Maternity Leave and/or Paternity Leave
  - Vacation or Sick Leave with or without pay
  - Scholarship/Study Leave; and/or
  - Sabbatical Leave

**6.10** 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.

**6.11** Personnel found guilty of administrative and/or criminal cases by final and executor judgment in FY 2022 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.

**6.12** Officials and employees who failed to submit the 2021 SALN as prescribed in the rules provided under CSC Memorandum Circular 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 2021 PBB.

**6.13** Officials and employees who failed to liquidate all cash advances received in FY 2022 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, shall not be entitled to the FY 2022 PBB.

**7.0 RATES OF THE PBB:**


The total score, as stated in Section 5.0, shall be the basis in determining the amount of the PBB the University is eligible for. The maximum rate of the PBB shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2022, provided 100 points is achieved. For illustration, see Table 6 below:

<b>TABLE 6: RATES OF THE PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	<b>65%</b> (100% of the 65% monthly basic salary)
95 points	<b>61.75%</b> (95% of the 65% monthly basic salary)
90 points	<b>58.5%</b> (90% of the 65% monthly basic salary)
85 points	<b>55.25%</b> (85% of the 65% monthly basic salary)
80 points	<b>52%</b> (80% of the 65% monthly basic salary)
75 points	<b>48.75%</b> (75% of the 65% monthly basic salary)
70 points	<b>45.5%</b> (70% of the 65% monthly basic salary)

**8.0 SUBMISSIONS/DEADLINES**

The University PBB Evaluation Committee shall accomplish all required forms, as well as submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 5.0) on or before April 17, 2023, via electronic submission, to the Interagency Task Force (IATF) Secretariat for final evaluation.

  
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