

HEADQUARTERS
PHILIPPINE ARMY
Fort Andres Bonifacio, Taguig City

10 NOV 2023

SUBJECT: **Revised Guidelines for the Grant of Performance-Based Bonus for Fiscal Year 2022**

TO: **All Concerned**

1. **References:**

- a. Memorandum Circular Number 2022 - 1 dated 24 March 2022 with subject: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2022 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016; and
- b. Focused Group Discussion dated 14 August and 14 September 2023 with subject: Amendment of Performance-Based Bonus FY 2022.

2. **Background:** The National Government, through the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance, Monitoring and Information and Reporting Systems otherwise known as Administrative Order Number 25 IATF, continues to implement the Performance-Based Incentive System (PBIS), an innovative, good governance-oriented incentive scheme for national government agencies and employees.

This amended and localized Philippine Army (PA) Performance-Based Bonus (PBB) Guidelines shall prescribe the criteria and conditions on the grant of the PBB for Fiscal Year (FY) 2022. In FY 2021, a simplified scheme was adopted to strengthen the effectiveness of the existing incentive system and assist agencies in achieving the goals and expected outcomes of the government. The FY 2022 cycle shall continue to observe the simplified PBB scheme as reflected in the PA PBB Localized Guidelines.

The FY 2022 PBB shall measure and evaluate the performance of the PA with emphasis on the public's satisfaction, quality of service delivered, efficiency in the use of resources and strengthened agency stewardship.

3. **Purpose:** The purpose of this directive is to prescribe the guidelines on the grant of the PBB FY 2022 under Memorandum Circular Number 2022 - 1 under Executive Order Number 80, s. 2012 and Executive Order Number 201, s. 2016.

4. **FY 2022 PBB Scoring System:**

PBB FY 2022 shall be characterized by an average uniform rating across PAMUs which reflects the "One Army, One Rating" policy.

The PBB has four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results.**

The PA 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 an agency may obtain is 100 points. *To be eligible for the FY 2022 PBB, the PA must attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria.*

A performance rating of 4 in all criteria (refer to Table 1) will yield a total 80 points. In case the PA fails to get a rating of four (4) in at least three (3) criteria but has attained the minimum 70 points, the unit/s most responsible (including its head) with a performance rating below 4 will be isolated from the grant of the FY 2022 PBB;

Table 1: FY 2021 PBB scoring system						
Criteria and conditions (Dimensions of Accountability)	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
Total Score		Maximum = 100 POINTS				

a. PBB CY 2022 Criteria and Conditions

1) **Performance Results.** The PA should achieve each one of the Congress-approved performance targets under the PIB of the FY 2022 GAA;

Budget and Financial Accountability Reports (BFARs) will be used to monitor and validate agency accomplishments. For deficiencies or non-attainment of FY 2022 targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit (COA), the Department of Budget and Management (DBM), and the Bureau of Treasury (BTr), as applicable through the DBM, 30 days after the end of the 4th Quarter of FY 2022. The requirements under Performance Results shall be assessed and scored as follows:

TABLE 2: Rating scale for Performance Results				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; Deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicator of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)

2) **Process Results.** The target under Process Results is the greater ease of transaction of core services based on the mandated functions (external) covering government-to-citizens (G2C), government-to-business (G2B), and government-to-government (G2G) transactions,—and the administrative and supporting services (internal) within the agency.

The ease of transaction of critical external and internal services may be achieved through streamlining; standardization of core processes within the PA through digitization (e.g. by developing electronic or online paperless

systems, new service delivery channels, contactless transactions; and systems and procedures reengineering for faster, easily accessible, seamless, and more efficient public service delivery.)

For FY 2022, the target will be substantive improvements in ease of doing business/ease of transaction with respect to two (2) critical services consisting of one (1) core service (external) based on the mandated function of the PA and one (1) support /administrative service (internal) as declared in the PA's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

As defined in ARTA MC 2019-002-A, the services may be categorized based on the following:

(a) External Services – refer to PA services applied for or requested by external citizens;

(b) Internal Services – In selecting critical services to be prioritized by the PA (which will be validated later by the ARTA for purposes of determining eligibility for the PBB), the following factors shall be considered. The selected critical service is:

(1) A core service which is a process needed to achieve the overall mission and objectives of the PA. These services may refer to those that are aligned with the organization's mandate and functions;

(2) The most complained service with the greatest number of complaints received by the agency and other complaints-handling agencies;

(3) The service/s with the greatest number of pending transactions or backlogs that went beyond its prescribed processing time as declared in the agency's Citizen's Charter;

(4) A service that generates income/revenue for the government;

(5) A service attributable to the Major Final Outputs (IMFOs)/Programs of agencies; and

(6) A service that involves inter-agency action to complete the transaction.

The PA may use concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted *initial Reengineering Plan* to ARTA as the basis in prioritizing areas for improvement. The report should highlight the tangible improvements. Proof or evidence may be any of the following:

(1) ISO-QMS certification or equivalent certification;

(2) Most current updated Citizen's Charter, reflecting the PA's improved and streamlined/re-engineered system;

(3) Report on the digitization initiatives or digital transformation of external and internal services through the development of electronic or online paperless application systems, payment systems, new service delivery channels, contactless transactions, and other process improvements using Information Technology; and

(4) Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services of the PA.

The requirements under Process Results shall be assessed and scored as follows:

TABLE 3: Rating Scale for Process Results				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal core	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

3) **Financial Results.** Targets under Financial Results reflect final payments made from the PA's annual budget allotment to realize its committed programs and projects based on the valid appropriations for FY 2022. Hence, for FY 2022, the agencies shall accomplish the Disbursements BUR.

Disbursements BUR is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in FY 2022. The total obligations for MOOE and CO shall refer to those made from the current appropriations under FY 2021, respectively. The objective is to measure the disbursements for the obligations for MOOE and CO made in 2022 from all valid appropriations. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been actually utilized for payment, inspection and acceptance of goods delivered and services rendered. Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non-cash, excluding Personnel Services), Net of payments made in 2022 for past year's obligations}}{\text{Total Obligations}}$$

Same as the Performance Results, the PA must ensure the submission of the quarterly BFARs through the DBM-URS, within 30 days after the end of each quarter. The submitted FY 2022 Financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis in determining the FY 2022 BUR accomplishment. The requirements under the Financial Results shall be assessed and 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

4) **Citizen/Client Satisfaction Results.** The PA shall accomplish and submit reports on the Citizen/Client Satisfaction Survey (CCSS), and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan.

For evidence on the citizen/client satisfaction results, reports should follow the prescribed requirements and rating scale as stated in Annex 2. The report should include a description of the methods and rating scale used in determining the FY 2022 Overall Satisfaction Score for its services. The overall agency

rating in the service quality dimensions and overall agency citizen/client satisfaction score for the reported services shall be included in the report.

Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB). The PA shall ensure the resolution of all complaints and grievances reported to Hotline #8888 and CCB, and their compliance to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016. (Refer to Annex B: Flowchart for #8888).

To ensure compliance to the 72-hour period given to take action on complaints, PAMUs shall be given a maximum of 48 hours to act on complaints and the remaining 24 hours shall be for the HPA level to review justifications on actions taken on complaints.

Reported complaints and grievances shall cover PA service and procedures, acts of red tape, corruption, and/or other interferences to public service delivery by any unit or individual soldier.

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

TABLE 5: Rating Scale for Citizen/Client Satisfaction Results				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

5. Philippine Army Accountabilities.

To sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the requirements stated in the FY 2022 Agency Accountability Timelines.

TABLE 6: Agency Accountabilities	
Accountability	OPR
Updated Transparency Seal	OG6
Compliance to Audit Findings and Liquidation of Cash Advances	OAIA
Compliance with the Freedom of Information (FOI) Program	OG7 and OACPA
Designation of the Agency's Committee on Anti-Red Tape (CART)	OACESPA
Submission and Review of Statement of Assets, Liabilities and Net Worth (SALN)	
PhilGEPS posting of all invitations to bids and awarded contracts	OG4
FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE)	
Posting of Inactive FY 2023 APP-non CSE	
FY 2023 Annual Procurement Plan – Common Use Supplies and Equipment (APP – CSE)	OG4
Result of FY 2021 Agency Procurement Compliance and Performance of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) system	
Undertaking of Early procurement Activities covering FY 2023 Procurement Projects	

6. Eligibility of Offices/PAMUs and Individuals:

a. Eligibility of Offices/PAMUs:

- 1) For FY 2022 PBB, the Forced Ranking System shall no longer be utilized;
- 2) Based on Table 1 (Four Dimensions of Accountability), to be eligible for the FY 2022 PBB, the PA must attain a total score of at least 70 points and achieve at least a rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria but has attained the minimum 70 points, the unit/s most responsible (including its head) with a performance rating below 4 will be isolated from the grant of the FY 2022 PBB; and
- 3) The unit/s responsible (including its head) for the non-compliance with the Agency Accountabilities outlined in Table 6 (including its head) shall also be isolated from the grant of the FY 2022 PBB; and

b. Eligibility of Individuals:

- 1) For individuals to be eligible for FY 2022 PBB, PA Officers, Enlisted Personnel, and the Civilian Human Resource (Civ HR) who are regular plantilla and co-terminus (CT) positions with an employer-employee relationship with the Philippine Army should receive a rating of satisfactory based on the Individual Performance Commitment Review (IPCR) for the Civ HR and Individual Performance Management Information System (IPMIS) for the Uniformed Personnel;
- 2) Personnel who transferred from one government agency to another agency shall be included in the agency where he/she served the longest. If equal months were served for each of agency, he/she will be included in the recipient agency;
- 3) Personnel 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 personnel 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;
- 4) Personnel who transferred from one unit to another unit shall be declared in the form 1.0 of the unit where he/she served the longest. If equal months were served for each unit, he/she will be included in the gaining unit. Civ HR shall be rated according to the plantilla approved by the DBM;
- 5) Personnel who have rendered at least nine (9) months of service for the year ending 31 December may be eligible for the full grant of PBB;
- 6) PBB rates of personnel shall depend on the performance ranking of the whole PA regardless of the unit where they belong. The personnel 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:

TABLE 7: Length of Service and Percentage of PBB	
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%

7) For promoted Officers EP, and Civ HR, the actual rank as of 01 July of the rated year will be the basis for their PBB rating. The subsequent publication of promotion orders for promoted Officers will not serve as justification for the readjustment of the PBB. The same rule will apply for those who are demoted from rank;

8) PA personnel, who did not meet the nine-months actual service requirement due to the following reasons, shall be considered for PBB on a pro-rata basis (proportional to the number of months served):

- (a) Newly hired employee;
- (b) Retirement;
- (c) Resignation;
- (d) Non-service-related rehabilitation/hospitalization;
- (e) Maternity/Paternity Leave;
- (f) Vacation or Sick leave with or without pay;
- (g) Study Leave/other Scholarship Programs (local/abroad) not under AFP/PA Scholarship Program and other similar grants; and
- (h) Sabbatical Leave

9) PA personnel who were KIA shall be entitled to full grant of PBB regardless of their actual time served during the rated year. The requirements for processing of the Killed-In-Action (KIA) or deceased entitled for the grant of PBB shall be submitted to Financial Record Branch (FRB), Finance Center, PA subject for validation and approval with the following requirements:

- (a) Death Certificate;
- (b) Authorized Legal Beneficiary Certificate from PAMU Judge Advocate General Office (JAGO);
- (c) PBB Grant Order (Issued by OAA, PA);
- (d) Photocopy with signature of the Land Bank of the Philippines (LBP) Account of beneficiary (front copy of the ATM only) with latest deposit slip showing readable name and account number; and
- (e) Two Government issued ID (photocopy)/Dependent's ID; and Contact Number.

10) PA personnel who are on vacation or sick leave, with or without pay for the entire year, are not eligible to the grant of PBB;

11) PA personnel undergoing rehabilitation/hospitalization due to the performance of their duty such as combat-related injuries or other service-related injuries/illness during the rated year shall be entitled to full grant of PBB and shall be rated by the carrying unit;

12) PA personnel placed on detail or Detached Service (DS) to another government agency for more than six (6) months shall be included in the rating of the recipient agency; however, payment for the PBB shall come from the parent unit/agency;

13) PA personnel on United Nation (UN) posting and other postings abroad shall be entitled to the full grant of PBB and shall be rated by their holding unit;

14) Personnel who were placed Attached Unassigned (A/U) for more than six (6) months during the rated year purposely for local or foreign schooling (military career courses and specialization such as Master in National Security Administration, College of General Staff Course, Senior Officer Course, etc.) shall be rated by their holding unit;

15) The eligibility of personnel with administrative and criminal cases shall be guided by the following:

TABLE 8: Admin and Criminal Cases	
CY 2022 status of case	Eligibility
(a) Personnel found guilty of Admin (PAESB) and Criminal (PAGCM) cases in CY 2022	Not Eligible (If guilty for GCM) Not Eligible (If recommended for separation for ESB)
(b) Civilian Human Resource who are reprimanded in CY 2022	Eligible (If "Reprimand" only) Not Eligible (If sanctions fall under other categories such as "Fine, Suspension, Disqualification and Dismissal")
(c) Military Personnel with plain reprimand/ admonition and not specifying that it is imposed as punishment under AW 105.	Eligible ("Reprimand" only) Not Eligible (If "Reprimanded under AW 105")
(d) If Reprimand is imposed by PAMU commander or the CGPA (construed as punitive)	Not Eligible
(e) Sanctioned under AW 105 or discharged under Cir 17 (series 87)	Not Eligible

16) Personnel on schooling under 22K, National Defense Act (NDA) Program, Non-Commissioned Officer Formal Education Program (NCOFEP) and other similar scholarship grants during the rated year shall be entitled to receive full grant of PBB and shall be rated by their current/holding unit;

17) Former EP who graduated or undergoing training Officer Candidate Course/Officer Probationary Course on or before 31 December of the rated year shall be entitled for full grant of PBB and shall be rated based on their present rank and unit as of 31 December of the rated year;

18) For Call to Active Duty Tour for Training (CADTT) personnel who were reenlisted as EP, they will be rated based on their rank and tenure on the rated year, while those who were reverted will be subjected to pro-rata basis on the rank which may serve longer on the rated year;

19) For Technical Administrative Service (TAS) Officers who are eligible for the PBB, PA will determine their PBB rates based on their base pay and forward the consolidated amount to Finance Center, GHQ for payment;

20) PA personnel who failed to liquidate their cash advances received in the rated year within the reglementary period as prescribed by the Commission on Audit (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 PBB;

21) Personnel who failed to submit the complete Strategic Performance Management System (SPMS) Forms shall not be entitled to the PBB FY 2020;

22) Personnel who failed to submit their Sworn Assets and Liabilities Net worth (SALN) for CY 2021 according to the deadline set by the Office of the Ethical Standards and Public Accountability (OESPA), PA as presented in the rules prescribed under Section 8 Republic Act 6713 and Civil Service Commission Memorandum Circular Nr 3 (s.2015) shall not be entitled to the grant of PBB. Further, any issued certification/recommendation after 30 May 2021 to justify the compliance of individual on the required SALN shall no longer be considered to merit the personnel's eligibility for PBB;

23) Concerned personnel 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. Rates for the PBB:

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary of an individual as of December 31, 2022. For illustration, see Table 9 below:

TABLE 9: Rates of the 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

8. Timelines and Submission/Posting of Reports and Requirements:

a. The quarterly BFARs of the PA which will be used to assess and validate Performance results shall be submitted through the DBM URS within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587 pursuant to Section 99, General Provisions of Republic Act No. 11639 (FY 2022 GAA). Non-compliance thereto must be supported with relevant justification;

b. Evidence of accomplishment of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) shall be submitted on or before **20 February 2024** thru electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat);

c. The PA shall be responsible for the review and updating of its Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). The PSIPOP shall be uploaded to the GMIS database every last week of the month. It will serve as the primary source of data in determining the total FY 2022 PBB requirement of the PA, to be complemented by a simplified Report on Ranking of Offices/Delivery Units or a modified Form 1.0 submitted to the DBM for review and evaluation.

9. Tasks

The following are the tasks of the concerned offices/units for the implementation of PBB in the PA:

a. **The Inspector General, PA** - Facilitate the timely consolidation and submission of all PA reportorial requirements to AO25 secretariat from the designated PBB Sub-Groups;

b. **Assistant Chief of Staff for Personnel, G1, PA:**

1) Staff Primary Responsible in consolidating the list of eligible personnel (Form 1.0) from the PAMU PBB Committees, and subsequently forward the said consolidated Form 1.0 to AO25 and the Army Adjutant for issuance of orders;

2) Consolidate the list of personnel with ongoing cases in CY 2022 from the PAMU PBB Committees who are eligible for the grant of the PBB as well as the list of personnel who are not qualified to receive the CY 2022;

3) Ensure that all complaints from Hotline #8888 and Contact Center ng Bayan are forwarded to concerned PAMU/ Office following the **72-hour timeline**;

4) Provide to Finance Center, PA (FCPA) the list of PA personnel who are entitled for PBB;

5) Consolidate the list of Technical Administrative Service (TAS) personnel assigned in the PA and coordinate with the AC of S for Financial Management, G10, PA for the transfer of PBB funds for payment of TAS personnel at Armed Forces of the Philippines Finance Center (AFPFC); and

7) Ensure the timely revision of the PBB Policy based on the latest guidance of AO25;

c. **Assistant Chief of Staff for Operations, G3, PA:**

1) Staff Primary Responsible in disseminating the PA set Performance Result targets to concerned Units and Personnel and the monitoring of the Performance Result targets progress and attainment;

2) In case of non-attainment of Performance Result targets, determine office (including its head) responsible and submit recommendation to the PBB Focal Committee (Info OG1, PA); and

3) In relation to item 2, inform affected personnel of the isolation from the grant of PBB through written communication with justification and furnish copy to PMB, OG1, PA.

d. **Assistant Chief of Staff for Logistics, G4, PA:**

1) Ensure the compliance of the conduct of Early Procurement Activities for **at least 50%** of the total value of the FY 2023 Procurement Projects to the GPPB-TSO;

2) Ensure the posting of Indicative FY 2024 APP-non CSE in the agency's Transparency Seal webpage in coordination with OG6, PA;

3) Update all procurement requirements for transactions above 1million from 01 January to 31 December 2023 in the PhilGEPS;

4) In case of non-attainment of Process Result target, determine office (including its head) responsible and submit recommendation to the PBB Focal Committee (Info OG1, PA); and

5) In relation to item 4, inform affected personnel of the isolation from the grant of PBB through written communication with justification and furnish copy to PMB, OG1, PA.

e. **Assistant Chief of Staff for C4S, G6, PA:**

1) Maintain/Update the agency Transparency Seal (TS) and update the PA Leadership under Sec 102 of the General Provisions of the FY 2022 GAA. The Transparency Seal page should be accessible by clicking the TS logo on the PA Website Home Page **not later than 01 October 2023**;

2) Coordinate with OTIG for the list of units with posting requirement in the PA Transparency Seal and subsequently issue the needed Certificate of Compliance;

3) Set-up an online Help Desk in the PA website to respond to queries and provide info on Frequently Asked Questions (FAQ) about the PBB; and

4) Publish performance targets and accomplishments in the PA website as required by AO25.

f. **Assistant Chief of Staff for CMO, G7, PA - Submit the Freedom of Information FOI Programs requirements to PCOO.**

g. **Assistant Chief of Staff for RRA, G9, PA:**

1) In coordination with OG3, PA, disseminate the PA Performance Targets to concerned Units and Personnel and monitoring their progress and attainment;

2) In case of non-attainment of Performance Result targets, determine office (including its head) responsible and submit recommendation to the PBB Focal Committee (Info OG1, PA); and

3) In relation to item number two (2), inform affected personnel of the isolation from the grant of PBB through written communication with justification and furnish copy to OG1, PA.

h. **Assistant Chief of Staff for Financial Management, G10, PA:**

1) Facilitate the release of PBB funds and corresponding cash allocation for payment;

2) Inform the PBB Focal Committee and Commanding General, PA on the availability of the SARO and Notice of Cash Allocation (NCA) from Department of Budget and Management upon receipt thereof;

3) Coordinate with OG1, PA and FCPA for the transfer of PBB funds to Armed Forces of the Philippines Finance Center (AFPFC) for the PBB claims of eligible TAS personnel assigned in the PA for CY 2022;

4) In charge of the posting of BUR in the PA Transparency Seal;

5) In charge of the submission of BFARs online through the URS;

6) In case of non-attainment of Financial Result targets, determine office (including its head) responsible and submit recommendation to the PBB Focal Committee (Info OG1, PA); and

4) In relation to item 6, inform affected personnel of the isolation from the grant of PBB through written communication with justification and furnish copy to OG1, PA.

i. **Army Adjutant:**

- 1) Issue orders for the list of personnel entitled for the grant of the PBB based on the Form 1.0 received from OG1, PA and furnish a copy to the respective PAMU PBB Committees, OG1, PA and FCPA;
- 2) Provide Certificate of Disability Discharge (CDD)/resignation/transfer, to include legal beneficiary and pensions account details to Financial Records Branch, FCPA for validation and approval.; and
- 3) Coordinate with the legal beneficiaries regarding the requirements of PBB claims.

j. **Office of the Ethical Standards and Public Accountability, PA:**

- 1) Provide to the PBB Focal Committee (info OG1, PA) the list of personnel by PAMU who did not submit their 2021 SALN according to the set deadline for non-inclusion to the PBB 2022;
- 2) Coordinate with OG6 for the posting of the Agency Establishment and Conduct of Agency Review and Compliance of SALN to the PA Transparency Seal;
- 3) Submit the PA Citizen Service Charter (Cert of Compliance pursuant to Section 4.1.c);
- 4) Designate the PA's Committee on Anti-Red Tape (CART);
- 5) Submit requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007; and
- 6) In charge of the streamlining and Process Improvement of Agency Services and Digitization Initiatives. (Modified Forms A- Annex B).

k. **Accounting Service, PA** - Provide OG1, PA not later than **20 February** of the succeeding year the list of personnel by PAMU with unliquidated cash advances of the rated year.

l. **Finance Center, PA:**

- 1) Facilitate the release of PBB to the following:
 - (a) PA active personnel;
 - (b) Honorably Discharged/Separated from the service/Retired/Resigned/Transferred from/to other government agency in coordination with OAA and OG1, PA; and
 - (c) KIA/deceased beneficiary provided that the required documents are complete;
- 2) In case of PA personnel with existing overpayments on personnel services, facilitate the deduction of overpayment from the PBB entitlement subject to the existing laws, rules, and regulations, as applicable; and
- 4) Implement the taxation of the PBB.

10. **Responsibilities:**a. **PAMUs:**

1) Create PBB Committee to ensure the completeness and accurate personal data of the names of personnel. The PBB committee will be composed of the following:

Committee Chairman:	Chief of Staff
Secretariat:	G1, PAMU
Members	
Rep, OESPA	Rep, JAGO
Rep, FAO	Rep, ODPM
Rep, ODIG	Rep, FSFO
Admin Officers, PAMU G-Staff	S1, PAMU sub-units

2) Creation of the PBB Committee shall be within two (2) weeks after receipt of the amended PBB Guidelines CY 2022 from Headquarters, Philippine Army.

b. **PAMU PBB Committee** - ensure the accuracy of personnel details in the PAMU Form 1.0 to include but not limited to the following:

- 1) Double check the data submitted by the S1s especially the names and name extensions;
- 2) Ensure no duplication in personnel serial number;
- 3) Determine accurate months of service for retired and separated personnel;
- 4) Determine eligible or ineligible personnel based on status of cases (see Table 8);
- 5) Maintain a working list of KIA/ Retired/ CDD and ensure that their PBB claims are processed on time;
- 6) Determine ineligible personnel based on non-submission of SALN;
- 7) Determine ineligible personnel due to less than 3 months in the service;
- 8) Consolidate the list of active eligible personnel whose names were not included in the initial Form 1.0, ascertain the reason for their non-inclusion and forward the said name to OG1, PA for inclusion to the succeeding batch of payments; and
- 9) Submit the signed Form 1.0 to OG1, PA.

c. **Admin Officers** - Ensure the completeness of sub-unit roster from **01 January to 31 December** of the rated year. S1s will strictly fill-out the prescribed Form 1.0 format and observe the following:

- 1) Use of uppercase letters for the names of Officers and the capitalization of the first letter for Enlisted Personnel and Civilian HR;
- 2) Completeness and correctness of names and serial numbers to include the suffixes, middle initials and precise remarks, particularly for personnel who were not entitled for full PBB grant;
- 3) Inclusion of all personnel who served the unit and left the service for the purposes/reasons like retirement, separation/discharged with honor,

resignation, transfer, KIA/Deceased and Wounded-In-Action (WIA) during the rated year in the Form 1.0;

4) List of personnel who were hospitalized with nature of hospitalization, list of personnel who are DS/detail outside their PAMU or other government agency and list of personnel who were found guilty of administrative/criminal case during the rated year to include the punishment imposed (refer to Table 8);

5) Detailed/complete and accurate remarks regarding the status of personnel including the nature, cause and inclusive dates of assignment;

6) Shall be responsible for including retired qualified officers/EP/Civ HRs from their unit still covered by the active PBB year under process;

7) Shall be responsible for informing retired qualified officers/EP/Civ HRs from their unit of the availability of their PBB and the process and documents required to release it; and

8) Shall be responsible for informing the next of kin of KIA regarding the availability of PBB and shall assist in the processing of documents required to release it.

d. **PAMU Adjutants:** publish the order for the members of the PBB TWG and furnish copy to OG1, PA upon release.

e. **PAMU Commanders/Chiefs of Office** - Ensure that all personnel covered by RA 6713 have submitted their SALN and liquidated their cash advances;

f. For cases when personnel were unnecessarily excluded/ omitted in the form 1.0 submitted by their respective units, Unit Commanders/ Chief of Office together with the S1/Admin Officers will be held responsible and accountable for such negligence

11. **Recission:** Previous policies, guidance and orders in conflict with this

12. **Effectivity:** This amended Guideline shall take effect upon publication. policy are hereby rescinded.

BY COMMAND OF LIEUTENANT GENERAL GALIDO:


DANILO E ESTRANERO
 Colonel GSC (ART) PA
 Army Adjutant

Attachments:

Annex A – 8888 Complaint Procedure

Annex B – PBB Process Flow Chart

Annex C – PBB Grievance Flow Chart

Annex D – Inactive Personnel Claims Flow Chart

Annex E – PBB Committee Composition

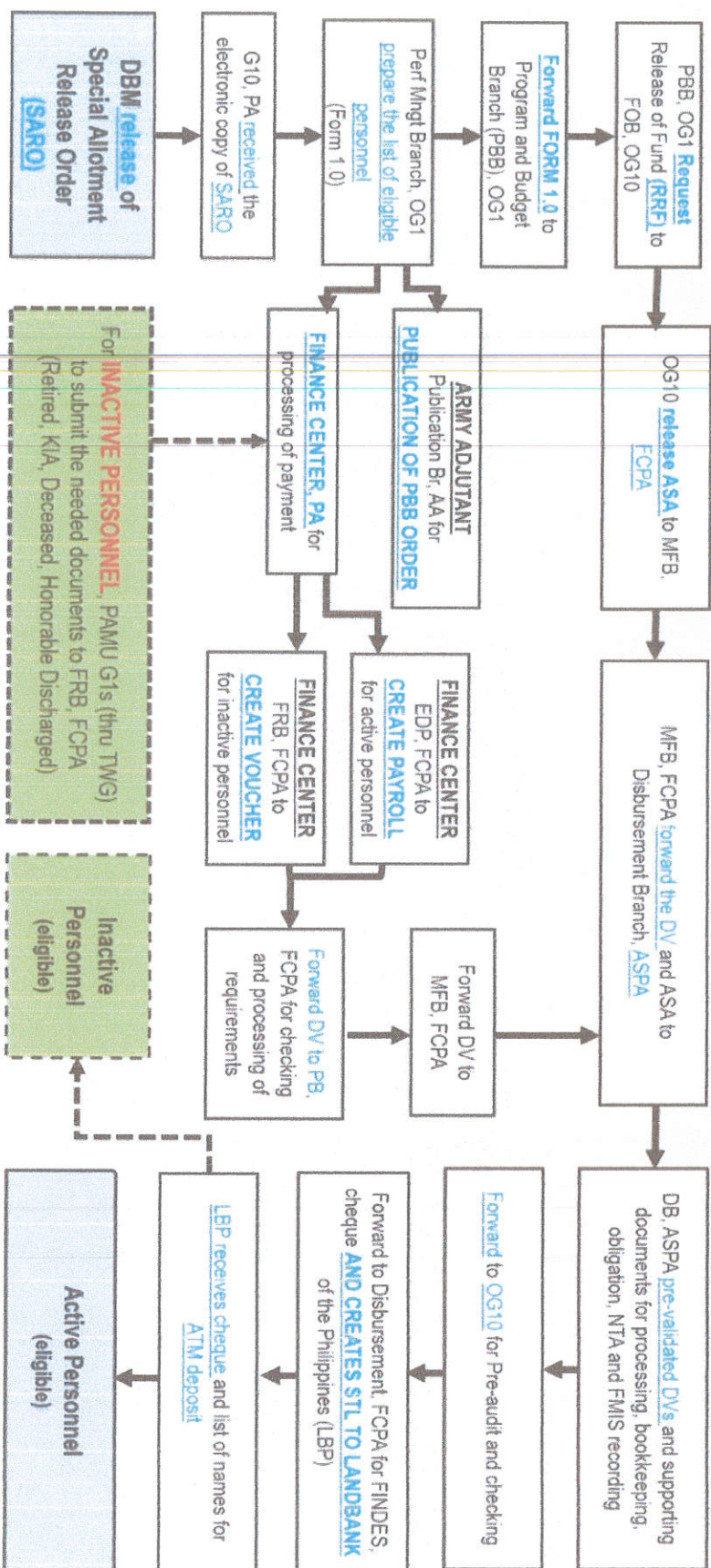


Annex B – PA PBB Flow Chart



ARMY 2040: WORLD-CLASS. MULTI-MISSION READY. CROSS-DOMAIN CAPABLE.

Performance Based Bonus (PBB) Flowchart



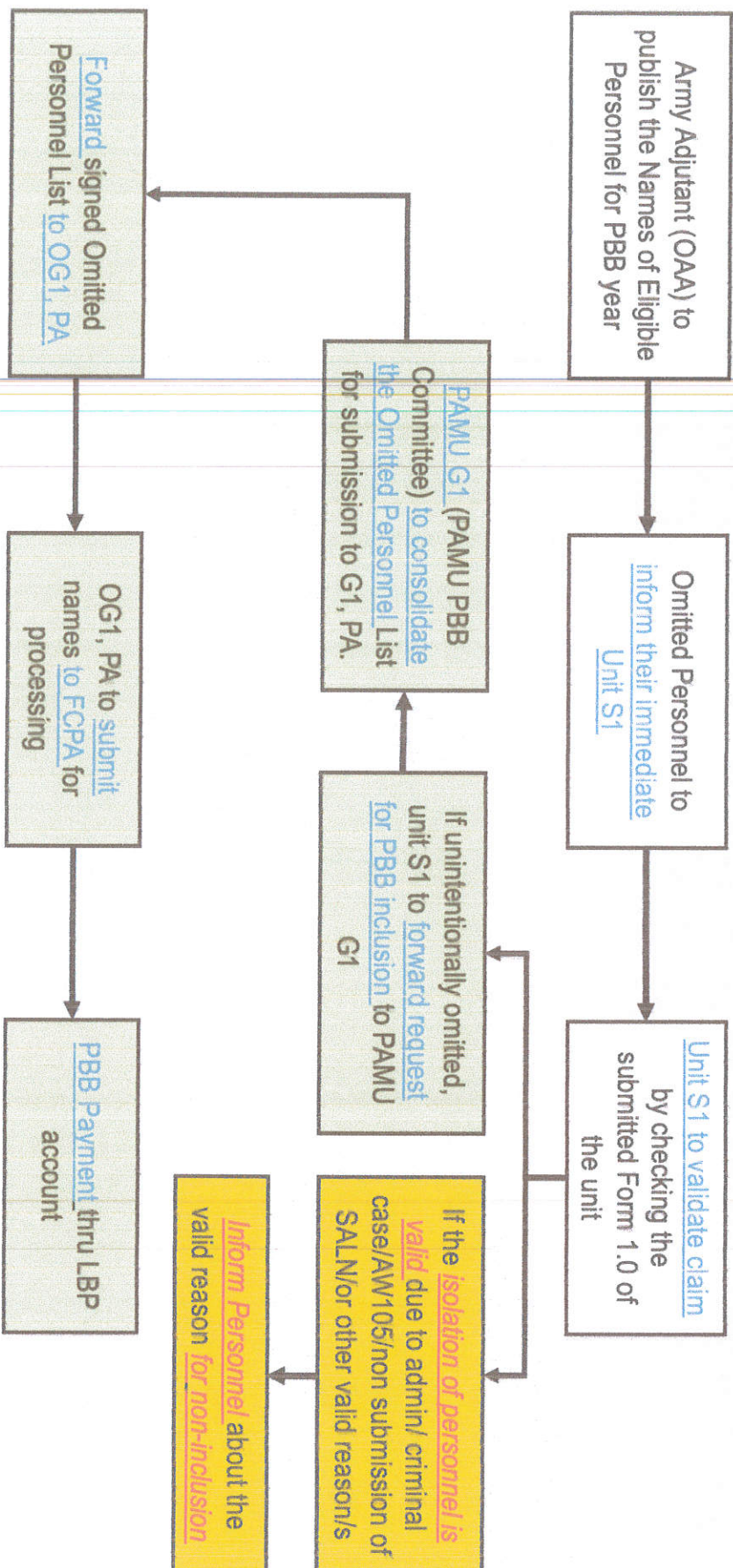
HONOR. PATRIOTISM. DUTY



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ARMY 2040: WORLD-CLASS. MULTI-MISSION READY. CROSS-DOMAIN CAPABLE.

Performance Based Bonus (PBB) Flowchart for Omitted Personnel

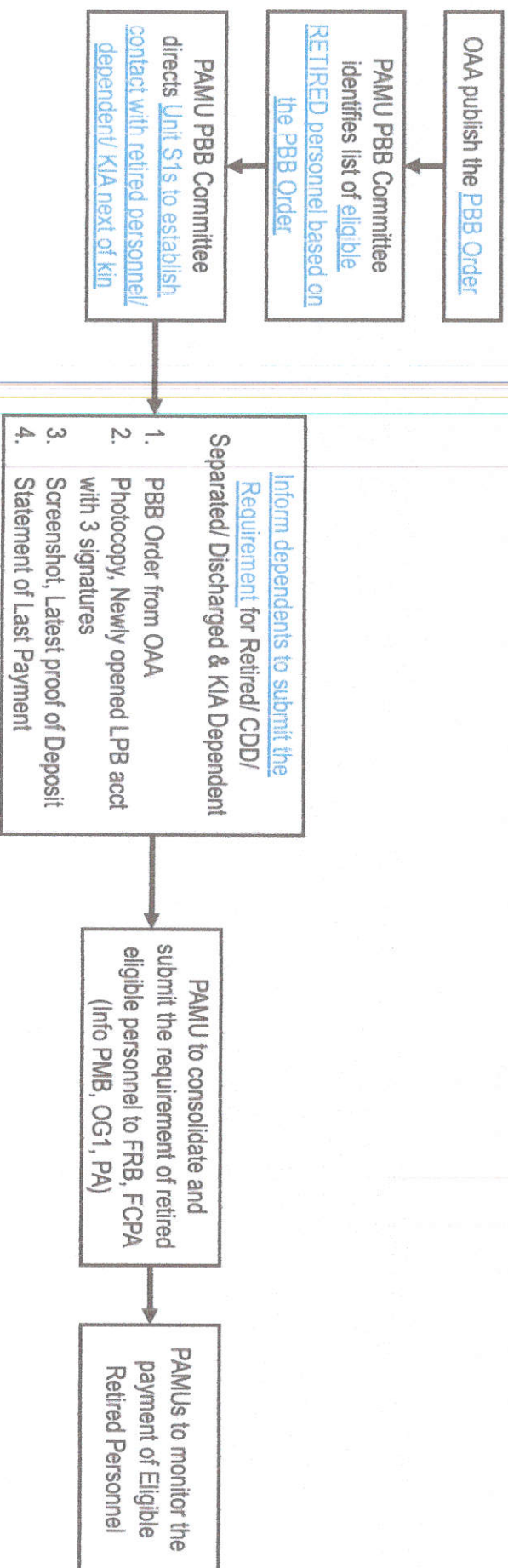


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Annex D – PA PBB Claim for Inactive Personnel

Performance Based Bonus (PBB) Claim Flowchart for Eligible Inactive Personnel (Retired, KIA, Resigned, Honorable Discharge)



Annex E – PBB Committee at the PAMU Level

Performance Based Bonus (PBB) Committee at the PAMU level

