



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE

Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan

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MEMORANDUM:

To: ALL REGIONAL PUBLIC ATTORNEYS, REGIONAL OFFICERS-IN-CHARGE, SERVICE HEADS/ OFFICERS-IN-CHARGE, DISTRICT PUBLIC ATTORNEYS, DISTRICT OFFICERS-IN-CHARGE AND OTHER PUBLIC ATTORNEYS AND PERSONNEL CONCERNED

Subject: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2016 UNDER EXECUTIVE ORDER (EO) NO. 80

Pursuant to Memorandum Circular No. 2016-01 dated May 12, 2016 and Memorandum Circular No. 2016-02 dated October 12, 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the Public Attorney's Office adopts the following guidelines in the grant of the PBB:

A. ELIGIBILITY

The following employees are entitled to the full amount of PBB for FY 2016:

1. Those who have achieved the Congress-approved performance targets;
2. Those belonging to the First and Second levels who have received at least a "Satisfactory" rating based on the PAO's Strategic Performance Management System (SPMS); and
3. Those who have rendered at least nine months of actual service.

Those who have rendered a minimum of three months but less than nine months of actual service in the PAO shall be eligible for the grant of PBB on a *pro-rata* basis:

LENGTH OF ACTUAL 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%

The following employees are not eligible to receive PBB:

- a. Those who assumed office after October 2, 2016;
- b. Those who were found guilty in administrative or criminal cases and meted penalties in FY 2016. If the penalty imposed is only a reprimand, it shall not disqualify the employee from receiving the PBB;
- c. Those who failed to submit their 2015 Statement of Assets and Liabilities and Net Worth as prescribed in CSC Memorandum Circular No. 3, s.2015;
- d. Those who failed to liquidate cash advances received in FY 2016 within the period required by the Commission on Audit; and
- e. Those who failed to submit their complete SPMS Forms: IPCR/OPCR (including attachments) forms for January to June 2016 and IPCR /OPCR (including attachments) forms for July to December 2016 without justifiable reason, unless they are on approved leave during the rating period.

B. SYSTEM OF RANKING

1. Performance Evaluation

Employees shall be rated based on the CSC-approved SPMS.

2. Delivery Units

Employees are grouped into delivery units based on Memorandum Circular No. 2016-02 dated October 12, 2016 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting

Systems. The Delivery Units will be ranked based on the OPCR of the delivery units.

- a. Delivery Unit 1: Executive Support Staff
- b. Delivery Unit 2: Special and Appealed Cases Service :
- c. Delivery Unit 3: Legal Research Service
- d. Delivery Unit 4: Field Operations and Statistics Service
- e. Delivery Unit 5: Financial Planning and Management Service
- f. Delivery Unit 6: Administrative Service
- g. Delivery Unit 7: National Capital Region
- h. Delivery Unit 8: Cordillera Administrative Region
- i. Delivery Unit 9: Region I
- j. Delivery Unit 10: Region II
- k. Delivery Unit 11: Region III
- l. Delivery Unit 12: Region IV-A
- m. Delivery Unit 13: Region IV-B
- n. Delivery Unit 14: Region V
- o. Delivery Unit 15: Region VI
- p. Delivery Unit 16: Negros Island Region
- q. Delivery Unit 17: Region VII
- r. Delivery Unit 18: Region VIII
- s. Delivery Unit 19: Region IX-A
- t. Delivery Unit 20: Region IX-B
- u. Delivery Unit 21: Region X
- v. Delivery Unit 22: Region XI
- w. Delivery Unit 23: Region XII
- x. Delivery Unit 24: Region XIII



3. Forced Ranking of Delivery Units

The performance rating of a delivery unit is the average of the OPCR of the respective Delivery Unit for FY 2016. The ranking distribution of the delivery units is as follows:

Ranking	Performance Category	Number of Delivery Units
Top 10%	Best Delivery Unit	2
Next 25%	Better Delivery Unit	6
Next 65%	Good Delivery Unit	16

In the case of a tie, the Chief Public Attorney shall break the tie based on the Accomplishment Report that will be submitted by the respective Heads of the Delivery Units.

There will be no individual ranking within a delivery unit. An employee who belonged to more than one delivery unit will be assigned to the delivery unit where the individual stayed the longest. The PBB rates of employees shall depend on the performance ranking of their delivery unit and shall be based on each employee's monthly basic pay as of December 31, 2016 which shall not be lower than Php 5,000.00:

Performance Category	PBB as % of Monthly Basic Pay as of December 31, 2016
Best Delivery Unit/Performer	65%
Better Delivery Unit/Performer	57.5%
Good Delivery Unit/Performer	50%

The PMT shall validate final ratings in the OPCR and shall have the authority to rectify final ratings based on the IPCRs in case of disputes or perceived discrepancies.

This memorandum supersedes all previously issued memoranda.

For your information and guidance.


DR. PERSIDA V. RUEDA-ACOSTA
Chief Public Attorney