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


Pursuant to Memorandum Circular No. 2019-1 dated 3 September 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems ("Task Force"), the Public Attorney’s Office adopts the following guidelines in the grant of the PBB for the FY 2019:

A. ELIGIBILITY

Employees who satisfy the following conditions are entitled to the full amount of the PBB for FY 2019:

1. Those who achieved at least a “Satisfactory” rating based on the agency’s CSC-approved Strategic Performance Management System (SPMS) for First & Second Level employees, or the requirement prescribed by the Career Executive Service Board (CESB) for the Career Executive Service (CES) position holders; and

2. Those who rendered a minimum of nine (9) months of actual service during the fiscal year 2019. Leaves of absence, with or without pay, are excluded from the period of actual service.

Those who have rendered a minimum of three (3) months but less than nine (9) months of service in the PAO and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<table>
<thead>
<tr>
<th>Length of Actual Service</th>
<th>% of PBB</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 months but less than 9 months</td>
<td>90%</td>
</tr>
<tr>
<td>7 months but less than 8 months</td>
<td>80%</td>
</tr>
</tbody>
</table>
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:

1. Those who rendered less than three (3) months of actual service for FY 2019;
2. Those who are on vacation or sick leave, with or without pay, for the entire year;
3. Those found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019, except those meted with the penalty of reprimand;
4. Those who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015;
5. Those who failed to liquidate all cash advances received in FY 2019 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;
6. Those who failed to submit their complete SPMS Forms; or
7. Those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;

B. SYSTEM OF RANKING

1. Performance Evaluation

The performance reports of the responsible delivery units in the completion of each critical service or other key processes shall be the basis for the equitable performance ranking of delivery units. Particularly, the delivery units will be evaluated based on their respective Office Performance Commitment and Review (OPCR).

2. Delivery Units

Employees are grouped into delivery units based on Memorandum Circular No. 2019-1 dated 3 September 2019 issued by the Task Force as follows:

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 - Regional Office

h. Delivery Unit 8: National Capital Region - District Offices

i. Delivery Unit 9: Cordillera Administrative Region - Regional Office

j. Delivery Unit 10: Cordillera Administrative Region - District Offices

k. Delivery Unit 11: Region I - Regional Office

l. Delivery Unit 12: Region I - District Offices

m. Delivery Unit 13: Region II - Regional Office

n. Delivery Unit 14: Region II - District Offices

o. Delivery Unit 15: Region III - Regional Office

p. Delivery Unit 16: Region III - District Offices

q. Delivery Unit 17: Region IV-A - Regional Office

r. Delivery Unit 18: Region IV-A - District Offices

s. Delivery Unit 19: Region IV-B - Regional Office

t. Delivery Unit 20: Region IV-B - District Offices
ö
u. Delivery Unit 21: Region V - Regional Office

v. Delivery Unit 22: Region V - District Offices

w. Delivery Unit 23: Region VI - Regional Office

x. Delivery Unit 24: Region VI - District Offices

y. Delivery Unit 25: Region VII - Regional Office

z. Delivery Unit 26: Region VII - District Offices

aa. Delivery Unit 27: Region VIII - Regional Office

bb. Delivery Unit 28: Region VIII - District Offices

c. Delivery Unit 29: Region IX-A - Regional Office

d. Delivery Unit 30: Region IX-A - District Offices

e. Delivery Unit 31: Region IX-B - Regional Office

ff. Delivery Unit 32: Region IX-B - District Offices

gg. Delivery Unit 33: Region X - Regional Office

hh. Delivery Unit 34: Region X - District Offices

ii. Delivery Unit 35: Region XI - Regional Office

jj. Delivery Unit 36: Region XI - District Offices

kk. Delivery Unit 37: Region XII - Regional Office

ll. Delivery Unit 38: Region XII - District Offices

mm. Delivery Unit 39: Region XIII - Regional Office

nn. Delivery Unit 40: Region XIII - District Offices

C. Forced Ranking of Delivery Units

The delivery units will be ranked based on their OPCRs. The performance rating of a delivery unit is the average of the OPCR of the respective delivery units for FY 2019. The ranking distribution will be as follows:

<table>
<thead>
<tr>
<th>Ranking</th>
<th>Performance Category</th>
<th>No. of Delivery Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10%</td>
<td>Best Delivery Units</td>
<td>4</td>
</tr>
<tr>
<td>Next 25%</td>
<td>Better Delivery Units</td>
<td>10</td>
</tr>
<tr>
<td>Next 65%</td>
<td>Good Delivery Units</td>
<td>26</td>
</tr>
</tbody>
</table>

In 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 he/she stayed the longest. The PBB rates of employees shall be based on his/her monthly basic pay as of 31 December 2019 as follows:

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>PBB as % of Monthly Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Delivery Units</td>
<td>65%</td>
</tr>
<tr>
<td>Better Delivery Units</td>
<td>57.5%</td>
</tr>
<tr>
<td>Good Delivery Units</td>
<td>50%</td>
</tr>
</tbody>
</table>

The Performance Management Team (PMT) shall validate the final ratings in the OPCR and shall have the authority to rectify final ratings based on the Individual Performance Commitment and Reviews (IPCRs) in case of disputes or perceived discrepancies.

This Memorandum supersedes all previously issued memoranda.

The Records Section shall immediately disseminate this Guidelines to all concerned for their information and guidance, and issue a report thereon indicating the contact information that employees may coordinate with concerning the matter at hand.

Quezon City, 18 September 2019.

DR. PERSIDA Y. RUEDA-ACOSTA, DSD
Chief Public Attorney
A Memorandum dated September 18, 2019, issued by the Office with the subject "Guidelines On The Grant Of The Performance Based Bonus (PBB) For Fiscal Year (FY) 2019 Under Executive Order No. 201, S. 2016" was received by the Records Section, Administrative Service last September 23, 2019 for distribution.

The overall objective of the cascading / dissemination is to inform the delivery units about the Guidelines on the Grant of the PBB for FY 2019, eligibility requirements, system of ranking, and forced ranking of delivery units. The key dissemination objectives are to keep the Public Attorney's Office (PAO) employees informed and guided, and to ensure good internal communication.

The said Memorandum was immediately circulated / disseminated by the Records Section, Administrative Service to all Regional Public Attorneys, Regional Officer-In-Charge, Service Heads/Officer-In-Charge, District Public Attorneys, District Officer-In-Charge and other Public Attorneys and Personnel Concerned for their information and guidance.

The dissemination tools used by the Records Section, Administrative Service, to accomplish this task are as follows:

A. **Electronic Mail** - sent to all Regional Offices last September 25, 2019;
B. **Routing** - hard copies were distributed to all PAO Central Office Services and all Sections under the Administrative Service last September 25, 2019;
C. **Registered Mail** - hard copies were mailed to all PAO Regional and District Offices last September 25, 2019; and
D. **Website** - the final dissemination tool would be the posting of the said Memorandum to the PAO website, aimed to keep all delivery units and the general public informed, and for transparency purposes.

For inquiries concerning the dissemination of the subject Memorandum, you may contact:

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