



Republic of the Philippines
Office of the Solicitor General

MEMORANDUM

To : ALL DIVISIONS AND SERVICES

From : SOLICITOR GENERAL JOSE C. CALIDA

Subject : GUIDELINES IN THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2019 UNDER EO NO. 80, s. 2012 and EO NO. 201, s. 2016

Date : September 19, 2019

Pursuant to Memorandum Circular No. 2019-01 dated September 3, 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems, the Office of the Solicitor General adopts the following guidelines in the grant of the PBB:

A. ELIGIBILITY

The following employees are entitled to the full amount of the PBB for FY 2019:

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

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

¹ CASES: Quantity = 97% of new cases are acted upon
Timeliness = 98% of new cases are acted upon within 30 days
Quality = 100 % of Client agencies gave the OSG at least a Very Satisfactory Rating

SCN : Quantity = 100% of SCN petitions are acted upon
Timeliness = 100% of SCN petitions are acted upon within the period prescribed under R.A. No.

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%

Employees on detail with another government agency for a period of six months or more shall be included in the rating and ranking of employees in the recipient agency that rated his/her performance. The PBB shall come from the mother agency.

Employees who transferred from one government agency to another government agency shall be rated and ranked by the agency where they served the longest. If the periods of service are equal in both agencies, the employee will be included in the ranking or rating of the recipient agency.

Employees who transferred from government agencies that do not participate in the implementation of the PBB shall be eligible for the grant of PBB on a pro-rata basis, corresponding to the actual length of service of the employee in the participating agency.

The following employees are not eligible to receive the PBB:

- (a) those who assumed office after October 2, 2019;
- (b) those who are on vacation or sick leave, with or without pay for the entire year;
- (c) those who were found guilty by final and executory judgment in FY 2019 in administrative or criminal cases, provided that if the penalty imposed is only a reprimand, the employee shall not be disqualified from receiving the PBB;
- (c) those who failed to submit their 2018 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 2019 within the period required by the Commission on Audit as prescribed in COA Circular 97-002 dated February 10, 1997 and iterated in COA Circular 2009-002 dated May 18, 2009;
- (e) those who, without justifiable reason, failed to submit their complete SPMS forms such as IPCR/DPCR/OPCR forms (including their

attachments) for January to June 2019 and July to December 2019, unless they were on approved leave during the rating period;

(f) those who are responsible for the non-compliance with the establishment and conduct of review and compliance procedure for SALN;

(g) those who are responsible for the non-compliance with audit recommendations of prior years;

(h) those responsible for the ISO Certification if the OSG fails to be certified by an International Certifying Body accredited by the International Accreditation Forum by December 31, 2019; and

(i) those responsible for the posting and dissemination of the OSG's system of ranking performance of delivery units, if the OSG fails to comply with it.

B. SYSTEM OF RANKING

1. Performance Evaluation

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

2. Delivery Units

The following delivery units will be ranked based on their OPCR's as required under Memorandum Circular No. 2019-01 dated September 3, 2019:

- a. Delivery Unit 1: Financial Management Service
- b. Delivery Unit 2: Case Management Service
- c. Delivery Unit 3: Docket Management Service including the Archives Section
- d. Delivery Unit 4: Human Resources Management and Administrative Service
- e. Delivery Unit 5: Secretariat (including the Internal Audit and Planning Divisions)
- f. Delivery Unit 6: Cesar Bengzon Division
- g. Delivery Unit 7: Gregorio Araneta Division
- h. Delivery Unit 8: Alexander Reyes Division
- i. Delivery Unit 9: Roman Ozaeta Division

- j. Delivery Unit 10: Antonio Villareal Division (including the Special Committee on Naturalization Technical Working Group)
- k. Delivery Unit 11: Ignacio Villamor Division
- l. Delivery Unit 12: Pompeyo Diaz Division
- m. Delivery Unit 13: Felicisimo Feria Division
- n. Delivery Unit 14: Querube Makalintal Division
- o. Delivery Unit 15: Ramon Avanceña Division
- p. Delivery Unit 16: Sixto Dela Costa Division
- q. Delivery Unit 17: Antonio Barredo Division
- r. Delivery Unit 18: Pedro Tuazon Division
- s. Delivery Unit 19: George Harvey Division
- t. Delivery Unit 20: Rafael Corpus Division
- u. Delivery Unit 21: Serafin Hilado Division
- v. Delivery Unit 22: Ricardo Galvez Division
- w. Delivery Unit 23: Sedfrey Ordoñez Division
- x. Delivery Unit 24: Manuel Lim Division
- y. Delivery Unit 25: Felix Antonio Division
- z. Delivery Unit 26: Felix Bautista Division
- aa. Delivery Unit 27: Lorenzo Tañada Division
- bb. Delivery Unit 28: Quintin Paredes Division
- cc. Delivery Unit 29: Felix Makasiar Division
- dd. Delivery Unit 30: Frank Chavez Division
- ee. Delivery Unit 31: Delfin Jaranilla Division
- ff. Delivery Unit 32: Raul Goco Division
- gg. Delivery Unit 33: Juan Liwag Division

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 2019. There will be a separate ranking for two clusters: Cluster 1: (legal divisions, including the Secretariat) and Cluster 2: (HRMAS, DMS, FMS, and CMS). The ranking distribution of the delivery units is as follows:

Ranking	Performance Category	Total Number of Delivery Units (Services)	Total Number of Delivery Units (Legal Divisions & Secretariat)	Total Number of Delivery Units
Top 10%	Best Delivery Unit	1	2	3
Next 25%	Better Delivery Unit	1	7	8
Next 65%	Good Delivery Unit	2	20	22

For a Service to qualify as a Best Delivery Unit, it must accomplish at least 98% of its targets. For it to qualify as a Better Delivery Unit, a Service must accomplish at least 95% of its targets. In case none of the Services qualifies as the Best or Better Delivery Unit, the respective slots allocated as shown in the ranking distribution above will be given to the cluster of legal divisions and the Secretariat.

In the case of a tie, the Solicitor General shall break the tie based on the Accomplishment Report submitted by the Heads of the Delivery Units.

There will be no individual ranking within a delivery unit. An employee who belongs to more than one delivery unit will be considered as part of the delivery unit where he or she 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, 2019. For employees separated from OSG due to transfer, resignation, or retirement, the rate shall be based on their monthly basic pay at the time they were separated from OSG:

Performance Category	PBB as % of Monthly Basic Pay as of December 31, 2019
Best Delivery Unit/Performer	65%
Better Delivery Unit/Performer	57.5%
Good Delivery Unit/Performer	50%

In case of disputes or perceived discrepancies, the PMT shall validate the final ratings in the OPCR or DPCR and rectify the final rating reflected in the IPCRs.

This memorandum supersedes all previous Memoranda on the matter.



JOSE C. CALIDA
Solicitor General

Cascading Activities:

1. OSG PBB Guidelines – System of Ranking of Delivery Units distributed to all OSG Employees for their information and guidance.
2. Announcement over the paging system that the OSG PBB Guidelines – System of Ranking of Delivery Units has been distributed.

For further questions/clarifications about OSG PBB Guidelines– System of Ranking of Delivery Units kindly contact :

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