



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 2020 UNDER EO NO. 80, s. 2012 and EO NO. 201, s. 2016

Date : June 22, 2020

Pursuant to Memorandum Circular No. 2019-01 dated June 2, 2020 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 2020, if the OSG is eligible:

1. the Solicitor General (PBB rate shall be equivalent to 65% of the monthly salary as of December 31, 2020)
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.

Those 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:

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 to another government agency for six months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of 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 he/she served the longest. If equal months were served for each government agency, he/she will be included in the recipient agency.

Employees who transferred from government agencies that are non-participants 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 participating agency.

The following employees are not eligible to receive the PBB:

- (a) those who assume office after October 2, 2020;
- (b) those who are on vacation or sick leave, with or without pay for the entire year
- (c) those who are found guilty by final and executory judgment in FY 2020 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 2019 Statement of Assets and Liabilities and Net Worth as prescribed in CSC Memorandum Circular No. 3, s.2015;
- (d) those who fail to liquidate cash advances received in FY 2020 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 fail to submit their complete SPMS Forms such as IPCR/DPCR/OPCR forms (including their attachments) for January to June 2020 and for July to December 2020 without a justifiable reason, unless they are on approved leave during the rating period;
- (f) those responsible for the failure to comply with the establishment and conduct of the review and compliance procedure of SALN;