



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

March 4, 2021

**DIVISION MEMORANDUM**  
DM No. 105, s. 2021

**MULTIYEAR GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS FOR  
THE DEPARTMENT OF EDUCATION EMPLOYEES AND OFFICIALS**

**To: OIC – Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Public Schools District Supervisors, Public School Heads, Division and School Performance Management Team, PBB Coordinators, All Others Concerned**

1. The Department of Education issues DepEd Order 7, s. 2021 which shall guide all DepEd schools and offices in evaluating the performance of each delivery unit and personnel, and determining the level of personnel incentive corresponding to the level of achievement of their expected outputs. Please see attached DepEd Order for reference.
2. Strict compliance and widest dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer – In – Charge  
Office of the Schools Division Superintendent

DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: <u>3/4/2021</u>
By: <u>Rommel</u>
Ref. no. <u>PH105, 3. 2021</u>

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Republic of the Philippines  
**Department of Education**

17 FEB 2021

DepEd ORDER  
No. **007**, s. 2021

**MULTIYEAR GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS  
FOR THE DEPARTMENT OF EDUCATION EMPLOYEES AND OFFICIALS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers, and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Multiyear Guidelines on the Grant of Performance-Based Bonus to the Department of Education Employees and Officials**, which aims to provide a systematic, credible, and evidence-based policy of linking organizational and individual performance to personnel incentives, and recognizing and rewarding exemplary accomplishment to foster teamwork and meritocracy.
2. The process, mechanism, and criteria on the grant of Performance-Based Bonus (PBB) shall guide all DepEd schools and offices in evaluating the performance of each delivery unit and personnel, and determining the level of personnel incentive corresponding to the level of achievement of their expected outputs.
3. All DepEd Orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. This policy shall take effect immediately upon its issuance. It shall be effective and in full force starting Fiscal Year (FY) 2020 and the years thereafter, unless otherwise repealed, rescinded, or modified accordingly.
5. For more information, please contact any of the following:

a. **For policy guidelines and system of rating and ranking:**

**Bureau of Human Resource and Organizational  
Development-Human Resource Development Division**  
4th Floor, Mabini Building  
Department of Education Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone Number: (02) 8470-6630  
Email Address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)

b. **For agency eligibility requirements:**

**Bureau of Human Resource and Organizational  
Development-Organization Effectiveness Division**

4th Floor, Mabini Building  
Department of Education Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone Number: (02) 8633-5375  
Email Address: bhrod.oed@deped.gov.ph

c. **For PBB rating and ranking reports:**

**Bureau of Human Resource and Organizational  
Development-Personnel Division**

Ground Floor, Teodora Alonzo Building  
Department of Education Central Office  
DepEd Complex, Meralco Avenue, Pasig City  
Telephone Numbers: (02) 8633-9345; 8636-6546  
Fax Number: (02) 8633-8682  
Email Addresses: bhrod.pd@deped.gov.ph; pbb.secretariat@deped.gov.ph

6. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.:  
As stated

Reference:  
DepEd Order No. 28, s. 2019

To be indicated in the Perpetual Index  
under the following subjects:

BENEFITS  
EMPLOYEES  
FUNDS  
OFFICIALS  
PERFORMANCE

POLICY  
RATING  
RULES AND REGULATIONS  
TEACHERS



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DEPED-OSEC-435549

**MULTIYEAR GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS  
FOR THE DEPARTMENT OF EDUCATION EMPLOYEES AND OFFICIALS**

**I. Rationale**

1. With the thrust to tighten the advocacy for intensified public accountability, heightened transparency, stronger fiscal discipline, and more efficient government processes, the government, including the Department of Education (DepEd), is leveraging the priorities of its Results-Based Performance Management System (RBPMS) and its people-centered Performance-Based Incentive System (PBIS). These are requirements and conditions, which aim to fight corruption, achieve higher citizen satisfaction, and implement a firmer validation process to recognize outstanding performance in government service.
2. Every year, the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems under Administrative Order (AO) No. 25 s. 2011 issues through a Memorandum Circular (MC) the *Guidelines on the Grant of the Performance-Based Bonus under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016*, which governs the implementation of the Performance-Based Bonus (PBB) in all government entities. The said guidelines lay down the requirements, conditions, and mechanisms on the grant of the PBB to government offices and personnel.

EO No. 80, s. 2012 directs the adoption of the PBIS for government employees, consisting of the Productivity Enhancement Incentive (PEI) and the PBB. It is based on the principle that service delivery by the bureaucracy can be improved by linking personnel incentives to the office or delivery unit's performance, and by recognizing and rewarding exemplary performance.

EO No. 201, s. 2016 provides that the compensation and position classification shall be revised or updated to strengthen the PBIS in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and in delivering results. It also reiterates that the AO25 IATF shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize different levels of performance. One of the said criteria is the agency submission of a System of Ranking Delivery Units.

3. In view of the above, this Order aims to establish a PBB system by which this Department's performance as an organization and its personnel are evaluated and incentivized in a verifiable, credible, and standardized manner. It seeks to give monetary incentive to individual personnel based on their performance in achieving the expected outputs of their functions. Ultimately, the aim of the grant of PBB in DepEd is to motivate higher performance and greater accountability, and to ensure the achievement of education targets and commitments under the five Key Result Areas (KRAs) laid down in EO No. 43, s. 2011 and the Philippine Development Plan (PDP).



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DEPED-OSEC-435549

## II. Scope of Policy

4. This DepEd Order (DO) provides the multiyear policy guidelines on the grant of PBB to all DepEd employees and officials in all governance levels for FY 2020 and the years thereafter.
5. Delivery units in each governance level of the Department as identified and specified below shall be covered by this DO.
  - a. **Central level.** DepEd Office of the Secretary (OSEC), all bureaus and services, and the National Educators Academy of the Philippines (NEAP) comprise the central level. DepEd OSEC shall include the OSEC Proper, Offices of the Undersecretaries and Assistant Secretaries, including the Legislative Liaison Office and Sites Titling Office, Teacher Education Council (TEC) Secretariat, Literacy Coordinating Council (LCC) Secretariat, Early Childhood Care and Development (ECCD) Council, and National Council for Children's Television (NCCT). The Adopt-a-School Program Coordinating Council shall be under the External Partnerships Service (EPS), while the Baguio Teachers Camp (BTC) shall be under the Administrative Service (AS).
  - b. **Regional level.** All 16 Regional Offices (ROs) shall be treated as separate delivery units. The Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) shall not be covered by this Order.
  - c. **Division level.** All Schools Division Offices (SDOs) of the 16 regions that have completed the current rating period, and are included in the General Appropriations Act (GAA) of the current year shall be treated as separate delivery units. All SDOs that do not satisfy these parameters shall be included in the mother division.
  - d. **School level.** All public elementary and secondary schools of the 16 regions that have a school ID registered in the Enhanced Basic Education Information System (EBEIS), and have completed the current rating period shall be treated as separate delivery units. Annex and extension schools that do not have school ID at the start of the current school year shall be included in the mother schools.
6. Except for ECCD Council and NCCT, DepEd attached agencies shall not be covered by this Order and shall be treated as separate entities. They shall satisfy the conditions for agency eligibility and implement the rating and ranking of delivery units and personnel within their respective agencies. Due to limited number of personnel and until such time that ECCD and NCCT have enough number of personnel to implement the rating and ranking of delivery units and personnel, they shall be included in the ranking of the DepEd OSEC Proper, provided that they satisfy the conditions for agency eligibility.
7. All officials and employees in the Department holding regular plantilla positions and provisional, contractual, and casual personnel having an employer-employee relationship with the Department, and whose compensation is charged to the lump sum appropriation under Personnel Services (PS), as well as those occupying positions in the Department of Budget and Management (DBM)-approved contractual staffing pattern of the Department, shall be covered by this Order.



8. Consultants, experts, and/or technical assistants who are hired under Contract of Service (COS) or job order in the absence of an employer-employee relationship shall not be covered by this Order.

### III. Definition of Terms

9. For purposes of this Order, the following terms are defined as follows:
  - a. **Accountable Office** refers to the office in any governance level in-charge of the achievement of a specific PBB target or implementation of and compliance with a specific PBB requirement.
  - b. **Attached Agencies** refer to agencies attached to a specific department or agency, which contribute to its overall mandate but have fiscal and administrative autonomy. Attached agencies of DepEd are the following:
    - i. Early Child Care and Development (ECCD) Council;
    - ii. National Book Development Board (NBDB);
    - iii. National Council for Children's Television (NCCT);
    - iv. National Museum; and
    - v. Philippine High School for the Arts (PHSA).
  - c. **Delivery Unit** refers to the primary subdivision of the Department performing substantive line functions, technical services, or administrative support, as reflected in the Department's organizational structure or functional chart. In DepEd, delivery units refer to the bureaus, services, and offices of the CO, the ROs, the SDOs, and the public schools.
  - d. **Highest Accountable Official** refers to the Executive Committee (ExeCom) member in-charge of the achievement of a specific PBB target or implementation of and compliance with a specific PBB requirement
  - e. **Highest Reporting Official** refers to the ExeCom member in-charge of reporting and submission of the required reports to the AO25 Secretariat and/or validating agencies.
  - f. **Non School-Based Personnel** include the teaching, school administration, related teaching, and non-teaching personnel assigned and/or detailed in DepEd offices, from central to SDOs performing functions that are directly related to the teaching and learning process.
  - g. **Performance-Based Incentive System (PBIS)** is a system of incentives for government employees, which was introduced in FY 2012 through EO No. 80. The PBIS consists of the PEI and PBB.
  - h. **Productivity Enhancement Incentive (PEI)** is the across-the-board bonus equivalent to P5,000 to be given not earlier than December 15 of every year to all qualified government personnel for the purpose of improving the government employees' productivity as stipulated under Section 6 of EO No. 201, s. 2016.
  - i. **Performance-Based Bonus (PBB)** is a top-up bonus in an amount equivalent to a percentage of the employees' monthly basic salary to be granted to government personnel in accordance with their contribution to the accomplishment of the department's overall targets and commitments.



- j. **Ranking** refers to the process by which the performance category of delivery units and personnel is determined based on the conduct of performance review and evaluation as stipulated in this Order.
- k. **Rating Period** is the period covering one (1) year performance defined as performance cycle under the Results-Based Performance Management System (RPMS) guidelines. The rating period or performance cycle of school-based personnel covers the period from April of the current year to March of the following year; while the rating period of non school-based personnel covers the performance from January to December of the current year.
- l. **Reporting Office** refers to the office in any governance level in-charge of reporting and submission of the required reports to the AO25 Secretariat and/or validating agencies.
- m. **School-Based Personnel** include the teaching, school administration, related teaching, and non-teaching personnel assigned and/or detailed in the schools and community learning centers (CLCs) or cluster of schools and/or CLCs.

These include Alternative Learning System (ALS)/mobile teachers, District ALS Coordinators (DALSCs), medical personnel, nurses, administrative and finance personnel, including SDO personnel who are officially designated as concurrent and/or officer-in-charge in schools/CLCs, who are directly servicing the schools/CLCs and/or whose services are shared by a cluster of schools/CLCs. These are personnel whose plantilla may be lodged in the SDO and/or are stationed in the SDO or in multiple schools/CLCs, but whose nature of work or functions involve learning delivery or support to school operations and management.

#### IV. Policy Statement

- 10. This Department issues these multiyear guidelines on the grant of PBB to its employees and officials for FY 2020, and the years thereafter. This policy establishes a systematic, credible and evidence-based policy that links organizational and individual performance to personnel incentives, and recognizes and rewards exemplary accomplishment to foster teamwork and meritocracy, that is aligned with the government's commitment to intensified public accountability, heightened transparency, stronger fiscal discipline, and more efficient government processes.

Once DepEd, as an agency, qualifies or acquires eligibility based on the criteria and conditions prescribed by the IATF, the delivery units within the agency shall be ranked. The performance category of the delivery unit shall determine the percentage of PBB that each personnel within the delivery unit shall receive.

#### V. Procedures

##### A. Agency Eligibility

- 11. To be eligible for the PBB, DepEd, as an agency, must satisfy the following criteria and conditions:
  - a. **Good Governance Conditions (GGCs).** Satisfy 100% of the Good Governance Conditions (GGCs) set by the AO25 IATF based on the



performance drivers of the RBPMS and the priorities of the government for heightened transparency, stronger public accountability, and more inclusive and people-centered public service. The historical compliance and performance in the previous PBB cycles shall be taken into consideration in the validation of GGCs.

- i. **Maintain/Update the Agency Transparency Seal (TS)** as mandated in the General Provisions of the GAA to enhance transparency and enforce accountability. The Agency TS page should be accessible by clicking on the TS logo on the home page. All documents required to be posted in the TS page shall be updated in accordance with the Guidelines on Transparency Seal set by the IATF.
- ii. **Post/Update the posting of all Invitations to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS)** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php one (1) million from January 1 to December 31 of the current year, including the Early Procurement of the following year's Non-Common-Use Supply and Equipment (CSE) items, in accordance with the Guidelines on PhilGEPS Posting set by the IATF. Procuring entities should track the status of their posting compliance through the **PhilGEPS microsite**: <https://data.philgeps.gov.ph/pbbweb/pbbwebapp.aspx>.
- iii. **Set-Up Most Current and Updated Citizen's or Service Charter**, reflecting the Agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies, pursuant to Section 6 of Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA No. 11032) to reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public. The Department's Certificate of Compliance (CoC) shall be submitted to the Anti-Red Tape Authority (ARTA) and the AO25 Secretariat in accordance with the guidelines set by the IATF.

Non-compliance with the GGCs shall render the entire agency ineligible for the grant of PBB.

- b. **Performance Targets.** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for the current year set by the IATF.

To align performance with the priorities of the government toward the efficient delivery of citizen-centric public services, the Department shall be required to streamline its processes and requirements, achieve higher citizen/client satisfaction, and sustain fiscal discipline.

To reinforce fairness in the assessment of the performance and ensure equitable ranking, the Department shall also declare non-frontline services provided by delivery units under support services to internal units/personnel.

Inability to meet any of the performance targets may render ineligibility for the grant of PBB. The Department may submit to the IATF justifications/explanations and supporting documents to warrant



reconsideration on its eligibility. For validation purposes, justifiable reasons are factors that are considered outside the control of the Department. Acceptance of justifications/explanations shall be subject to the recommendation of the validating agencies.

- c. **Performance Rating of Employees and Career Executive Service (CES) positions.** The performance of the First and Second level employees and officials, including officials holding managerial and director positions but are not presidential appointees shall be rated using the RPMS. The rating of the performance of CES officers and incumbents of CES positions<sup>1</sup> shall be based on the Career Executive Service Performance Evaluation System (CESPES) in accordance with the guidelines set by the CES Board.
12. In cases wherein a specific delivery unit is deemed non-compliant for any of the above conditions and/or other conditions that may be set by the IATF beyond the issuance of this Order, the Performance Management Team (PMT) where the non-compliance exists shall meet to determine the highest accountable official, and all personnel responsible for the non-compliance. The highest accountable official must be Section Chief, Unit Head, or higher. The names of the highest accountable official and all personnel responsible will be transmitted to the National PMT. The said officials and personnel will be included in the isolation list for the current year's PBB, and will be ineligible for the grant of PBB, subject to the approval of the IATF.
13. Inconsistency and inaccuracy of the compliance reports/certifications made by the Department may be grounds for disqualification to the grant of PBB. Any agency, which, upon the proper determination and due process by the oversight agencies, has been proven to have committed any of the following prohibited acts shall be disqualified from the grant of the PBB in the succeeding year of its implementation. Moreover, the Civil Service Commission (CSC) or Office of the Ombudsman shall file the appropriate administrative cases:
- a. Misinterpretation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of PBB, and violation of the provisions of appropriate Circulars issued by the IATF; and
  - b. Evenly distributing the PBB among employees in an agency, in violation of paying the PBB based in the ranking of delivery units.
14. The PMTs in each governance level shall be constituted to ensure that the Department qualifies for the grant of PBB and implements the performance ranking in accordance with this Order.

## **B. Individual Eligibility**

15. The eligibility of the Department Secretary shall be dependent on the eligibility and performance of the agency. The Department Secretary shall only be eligible if the Department is eligible. If eligible, they shall receive a PBB equivalent to 65% of their monthly basic salary as of December 31 of the current year or as may be set by the IATF. They should not be included in the Form 1 – Report on Ranking of Delivery Units.

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<sup>1</sup> CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months



16. Employees and officials belonging to the First, Second, and Third levels should receive a rating of at least "Satisfactory" under the RPMS or the requirement prescribed by the CES Board. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
17. An official or employee who has rendered a minimum of nine (9) months of actual service during the current rating period, and with at least "Satisfactory" performance rating may be eligible for the full grant of the PBB.

An official or employee who rendered less than nine (9) months but a minimum of three (3) months of actual service during the current rating period, and with at least "Satisfactory" performance rating may be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

*Table 1: Criteria for Pro-rating*

<b>Length of Service</b>	<b>% of PBB Rate</b>
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 grant of the PBB on a pro-rata basis shall only be applicable for the following valid reasons:

- i. Being a newly hired employee
- ii. Retirement
- iii. Resignation
- iv. Rehabilitation Leave
- v. Maternity Leave and/or Paternity Leave
- vi. Vacation or Sick Leave with or without pay
- vii. Scholarship/Study Leave
- viii. Sabbatical Leave
- ix. Special Leave for Women (RA 9710 or Magna Carta for Women)
- x. Parental Leave (RA 8972 or Solo Parent Welfare Act)

An employee who is on a vacation or sick leave, with or without pay, for the entire year shall not be eligible for the grant of the PBB.

In the determination of the length of service, the variation in the RPMS cycle between school-based and non-school-based personnel as stipulated in the RPMS guidelines shall be applied.

18. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated their performance. Payment of PBB shall come from the parent agency.

Personnel who transferred from one government agency to another shall be rated and ranked by the agency where they served the longest. If equal months were served for each agency, they shall be included in the rating and ranking of the recipient agency.



Personnel who transferred to/from government agencies that are non-participating in the implementation of the PBB or have been rendered ineligible for the grant of the PBB, shall be rated by the agency where they served the longest; the personnel shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating or eligible implementing agency as stated in Section 17 of this Order.

Personnel who are reassigned or transferred to other delivery units within DepEd shall be rated and ranked by the delivery unit where they served the longest. If equal months were served for each delivery unit, they shall be included in the rating and ranking of the recipient delivery unit. Payment of PBB shall come from the delivery unit where they are rated and ranked.

**Other school-based personnel such as ALS/mobile teachers, DALSCs, medical personnel, nurses, and administrative and finance personnel, including SDO-based personnel who are officially designated as concurrent and/or officer-in-charge in schools, shall be included in the school where they are assigned. In case the personnel are servicing a cluster of schools (shared services), said personnel shall be included in the ranking of the school with the highest PBB ranking/rate.**

19. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in the current rating period shall not be entitled to the PBB for the current year. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the grant of PBB. For purposes of determining the disqualification, the reckoning date shall be the date the decision was promulgated, which should be within the current rating period.
20. An official or employee who failed to submit the Statement of Assets, Liabilities and Net Worth (SALN) of the previous year as prescribed in the rules provided under CSC MC No. 3, s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the PBB for the current year.

The filing of SALN is in accordance with the *Code of Conduct and Ethical Standards for Public Officials and Employees* (RA No. 6713), which states that SALN must be filed: (i) within 30 days after assumption of the office; (ii) on or before April 30 of every year thereafter; and (iii) within 30 days after separation from the service. Failure of an official or employee to submit their SALN in accordance with the procedure and within the given period shall be grounds for disciplinary action. The offense of failure to file SALN is punishable with the following penalties: (i) first offense – suspension for one month and one day to six months; and (ii) second offense – dismissal from the service.

In the event the AO25 IATF conducted a random check of submitted SALN of employees and found non-compliance with the guidelines set by the CSC and the posted Review and Compliance Procedure of the Department, such incident may cause disqualification of the entire Department in the succeeding PBB cycle.

21. An official or employee who failed to liquidate all Cash Advances received in the current year within the reglementary period, as prescribed in Commission of 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 for the current year.



22. An official or employee who failed to submit their complete RPMS Forms for the current rating period on or before the deadline set by the Personnel Division/Section/Unit shall not be entitled to the PBB for the current year.
23. Officials and employees responsible for the compliance, implementation, achievement, reporting, and submission of any of the agency eligibility requirements set by the IATF for the current year shall not be entitled to the PBB if the Department fails to comply with the said requirements.

If the agency ineligibility is caused by the non-compliance, non-implementation or non-achievement of target for a specific condition, the highest accountable official, bureau/service director of the accountable office/s, chief/s of the accountable office/s, and specific employee/s responsible for the non-compliance, non-implementation, non-achievement shall not be entitled to the PBB of the current year.

If the agency ineligibility is caused by the non-submission or late submission of specific PBB requirement/s by the reporting office/s, the highest reporting official, bureau/service director of the reporting office/s, chief/s of the reporting office/s, and specific employee/s responsible for the non-submission or late submission shall not be entitled to the PBB of the current year.

The list of the accountable and reporting officials and offices for each of the PBB requirements is found attached in the PBB Accountability Matrix (*Annex A*).

24. The Department Secretary, through the Executive Committee and PMTs, shall ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies, liquidated their Cash Advances, completed the RPMS forms, and complied with the PBB requirements set by the IATF, as these will be the basis for the release of PBB to individuals.

### **C. Performance Review and Evaluation**

25. The performance ranking of the delivery units in each governance level shall be primarily based on the RPMS rating as reflected in the Office Performance Commitment and Review (OPCR) Form. In addition, specific performance indicator/s shall be identified to reflect the delivery units' performance in the delivery of the Department's priorities as aligned with the government's advocacy for heightened transparency, stronger public accountability, citizen-centered public service, and sustained fiscal discipline.
26. A separate ranking shall be conducted for each governance level, to wit:
  - a. School Level
  - b. Schools Division Level
  - c. Regional Level
  - d. Central Level
27. Delivery units eligible for the grant of PBB, those that meet the criteria and conditions stipulated in Section 11 of this Order, shall be ranked according to the following performance categories:



**Ranking**  
 Top 10%  
 Next 25%  
 Next 65%

**Performance Category**  
 Best Delivery Units  
 Better Delivery Units  
 Good Delivery Units

28. Only personnel belonging to the eligible delivery units shall be qualified for the grant of PBB. There shall no longer be a ranking of individuals within the delivery unit.

The **PBB rates** of each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive computed as a multiple of the individual's monthly basic salary as of December 31 of the current year, as follows, but not lower than P5,000.00:

*Table 2: PBB Rates of Individuals*

<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

29. **School Level Ranking**

- a. All public elementary and secondary schools (both junior and senior high schools) shall be ranked at the regional level.
- b. Using the same set of performance indicators as identified in this Order, school level ranking shall be classified based on level such that a separate ranking be conducted for elementary and secondary. SHSs shall be ranked together with JHSs.
- c. Further classification of schools shall be applied per level (elementary and secondary) based on school size such that a separate ranking be conducted for schools with the number of nationally-funded teaching personnel (warm bodies) as of the end of the current rating period specified in Table 3 below:

*Table 3: Criteria on the Classification of Schools*

<b>Elementary</b>	<b>Secondary</b>
NCR: Small - 29 and below Medium - 30 to 59 Large - 60 and above	NCR: Small - 25 and below Medium - 26 to 99 Large - 100 and above
Non-NCR: Small - 9 and below Medium - 10 to 29 Large - 30 and above	Non-NCR: Small - 9 and below Medium - 10 to 25 Large - 26 and above

- d. Using the same set of performance indicators as identified in this Order, a separate ranking shall be conducted for Regional Science High Schools (RSHS). The 16 RSHSs shall be ranked nationally. No further classification based on school size shall be applied.



e. All schools shall be measured and ranked based on the following indicators:

Indicator	Points	Computation				
i. <b>OPCR overall score in the current rating period</b>	<b>80</b>	<p>The points for this item will be computed by dividing the OPCR overall score by the highest possible OPCR score (5 points), then multiplying the quotient by the maximum points.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>School1</sub> = (OPCR overall score / 5) x 80</b></p> <p><i>Illustrative example:</i>  Points<sub>School1</sub> = (3.675 / 5) x 80 = 58.8 points</p> <p>Where:  OPCRF overall score = 3.675</p> </div>				
ii. <b>Liquidation of school Maintenance and Other Operating Expenses (MOOE) from January 1 to December 31 of the current year, and timeliness of submission of liquidation reports as of the 5<sup>th</sup> working day of the succeeding month</b>	<b>20</b>	<p>Distribution of points:</p> <table border="1" data-bbox="775 707 1343 763"> <tr> <td><b>%Liquidation of school MOOE</b></td> <td><b>15 points</b></td> </tr> <tr> <td><b>Timeliness</b></td> <td><b>5 points</b></td> </tr> </table> <ul style="list-style-type: none"> <li>• %Liquidation of school MOOE:</li> </ul> <p>% liquidation of 90% and below will automatically be given 0 points for this item. The points for % liquidation of MOOE will be computed by subtracting 90% from the % liquidation, multiplying the difference by 10, and further multiplying the product by 15%. % liquidation will be computed based on the total amount of MOOE allocated to the school for the year.</p> <ul style="list-style-type: none"> <li>• Timeliness</li> </ul> <p>The points assigned for timeliness will be computed by subtracting 0.417 points for every month of late submission from the 5 points assigned for this item.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>School1</sub> = [((%Liquidation - 90) x 10) x 0.15] + [5 - (no. of late submissions x 0.417)]</b></p> <p><i>Illustrative example:</i>  Points<sub>School1</sub> = [((98 - 90) x 10) x 0.15] + [5 - (4 x 0.417)] = 15.332 points</p> <p>Where:  %Liquidation = 98%  No. of late monthly submission = 4</p> </div> <p>Notes:</p> <p>For Implementing Units (IUs), use the Disbursements Budget Utilization Rate (BUR) for MOOE as of December 31 of the current year, and timeliness of submission of Budget and Financial Accountability Reports (BFAR) as variables for this indicator.</p> <p>Schools with no MOOE allocation due to failure of liquidating the school MOOE in the previous year will automatically receive 0 points for this indicator.</p>	<b>%Liquidation of school MOOE</b>	<b>15 points</b>	<b>Timeliness</b>	<b>5 points</b>
<b>%Liquidation of school MOOE</b>	<b>15 points</b>					
<b>Timeliness</b>	<b>5 points</b>					



		<p>For newly established schools with no MOOE allocation yet, use the liquidation data of the Local Government Unit (LGU) funds provided for the school (certification from LGU required).</p> <p>For school annexes and extensions with school IDs, but with MOOE still attached to the mother school, use the liquidation data of the mother school.</p>
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- f. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each school shall be determined.
- g. In case of a tie, the schools with the same total scores shall be ranked based on the improvement from previous year's performance in OPCR overall score, the improvement from previous year's % liquidation of school MOOE, and current year's timeliness of submission of school MOOE liquidation reports, in that order.

If after the above cited criteria have been considered and there is still a tie, all schools with equal total scores will be moved to the next performance category.

### 30. Division Level Ranking

- a. All SDOs shall be ranked at the regional level.
- b. All SDOs shall be measured and ranked based on the following indicators:

Indicator	Points	Computation
i. OPCR overall score in the current rating period	70	<p>The points for this item will be computed by dividing the OPCR overall score by the highest possible OPCR score (5 points), then multiplying the quotient by the maximum points.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>SDO1</sub> = (OPCR overall score / 5) x 70</b></p> <p><i>Illustrative example:</i> Points<sub>SDO1</sub> = (3.675 / 5) x 70 = 51.45 points</p> <p><i>Where:</i> OPCRF overall score = 3.675</p> </div>
ii. Average OPCR ratings in the current rating period of all schools within the SDO	5	<p>The points for this item will be the average OPCR ratings in the current rating period of all schools (elementary, JHS, SHS) within the SDO.</p>
iii. Current year's obligations BUR as of December 31 of the current year	10	<p>Obligations BUR computed as obligation rates of MOOE and Capital Outlays of all programs, activities, and projects funded in the current year under the GAA as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures.</p> <p>BUR or % of accomplishment/utilization vis-à-vis Annual Work and Financial Plan (AWFP) of 90% and below will automatically be given 0 points.</p>



		<p>The points for this item will be computed by subtracting 90% from the BUR, multiplying the difference by 10, and further multiplying the product by 10%.</p> <p><b>Points<sub>SDO1</sub> = ((%Utilization - 90) x 10) x 0.10</b></p> <p><i>Illustrative example:</i> Points<sub>SDO1</sub> = ((95 - 90) x 10) x 0.10 = 5 points</p> <p><i>Where:</i> %Accomplishment/Utilization = 95%</p>				
iv. % liquidation of all Cash Advances received in the current year	5	<p>The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in the current year by the maximum number of points.</p> <p><b>Points<sub>SDO1</sub> = %Liquidation x 5</b></p> <p><i>Illustrative example:</i> Points<sub>SDO1</sub> = 90 x 0.05 = 4.5 points</p> <p><i>Where:</i> %Liquidation = 90%</p>				
v. Compliance with the following Good Governance Conditions: <ul style="list-style-type: none"> <li>• PhilGEPS Posting</li> <li>• Citizen's or Service Charter</li> </ul>	10	<p>The points for this item will be all or nothing. If the specific good governance conditions under Section 11(a)(ii and iii) of this Order are met by the delivery unit, 10 points are provided. If the delivery unit is deemed non-compliant in any of the two identified good governance conditions, it gets 0 points.</p> <table border="1"> <tr> <td><b>Compliant</b></td> <td><b>10 points</b></td> </tr> <tr> <td><b>Non-Compliant</b></td> <td><b>0 points</b></td> </tr> </table>	<b>Compliant</b>	<b>10 points</b>	<b>Non-Compliant</b>	<b>0 points</b>
<b>Compliant</b>	<b>10 points</b>					
<b>Non-Compliant</b>	<b>0 points</b>					

- c. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each SDO shall be determined.
- d. In case of a tie, the SDOs with the same total scores shall be ranked based on the improvement from previous year's performance in OPCR overall score, BUR, % liquidation of Cash Advances, and average OPCR ratings of schools, in that order.

If after the above cited criteria have been considered and there is still a tie, all SDOs with equal total scores will be moved to the next performance category.

### 31. Regional Level Ranking

- a. All regions shall be ranked at the national level.



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- b. All regions shall be measured and ranked based on the following indicators:

Indicator	Points	Computation
i. OPCR overall score in the current rating period	70	<p>The points for this item will be computed by dividing the OPCR overall score by the highest possible OPCR score (5 points), then multiplying the quotient by the maximum points.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>ROI</sub> = (OPCR overall score / 5) x 70</b></p> <p><i>Illustrative example:</i> Points<sub>ROI</sub> = (3.675 / 5) x 70 = 51.45 points</p> <p><i>Where:</i> OPCRF overall score = 3.675</p> </div>
ii. Average OPCR ratings in the current rating period of all SDOs within the region	5	<p>The points for this item will be the average OPCR ratings in the current rating period of all SDOs within the region.</p>
iii. Current year's obligations BUR as of December 31 of the current year	10	<p>Obligations BUR computed as obligation rates of MOOE and Capital Outlays of all programs, activities, and projects funded in the current year under the GAA as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures.</p> <p>BUR or % of accomplishment/utilization vis-à-vis Annual Work and Financial Plan (AWFP) of 90% and below will automatically be given 0 points.</p> <p>The points for this item will be computed by subtracting 90% from the BUR, multiplying the difference by 10, and further multiplying the product by 10%.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>ROI</sub> = ((%Utilization - 90) x 10) x 0.10</b></p> <p><i>Illustrative example:</i> Points<sub>ROI</sub> = ((95 - 90) x 10) x 0.10 = 5 points</p> <p><i>Where:</i> %Accomplishment/Utilization = 95%</p> </div>
iv. % liquidation of all Cash Advances received in the current year	5	<p>The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in the current year by the maximum number of points.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>ROI</sub> = %Liquidation x 5</b></p> <p><i>Illustrative example:</i> Points<sub>ROI</sub> = 90 x 0.05 = 4.5 points</p> <p><i>Where:</i> %Liquidation = 90%</p> </div>



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<p>v. <b>Compliance with the following Good Governance Conditions:</b></p> <ul style="list-style-type: none"> <li>• PhilGEPS Posting</li> <li>• Citizen's or Service Charter</li> </ul>	<p><b>10</b></p>	<p>The points for this item will be all or nothing. If the specific good governance conditions under Section 11(a)(ii and iii) of this Order are met by the delivery unit, 10 points are provided. If the delivery unit is deemed non-compliant in any of the two identified good governance conditions, it gets 0 points.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;"><b>Compliant</b></td> <td style="text-align: right;"><b>10 points</b></td> </tr> <tr> <td><b>Non-Compliant</b></td> <td style="text-align: right;"><b>0 points</b></td> </tr> </table>	<b>Compliant</b>	<b>10 points</b>	<b>Non-Compliant</b>	<b>0 points</b>
<b>Compliant</b>	<b>10 points</b>					
<b>Non-Compliant</b>	<b>0 points</b>					

- c. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each region shall be determined.
- d. In case of a tie, the regions with the same total scores shall be ranked based on the improvement from previous year's performance in OPCR overall score, BUR, % liquidation of Cash Advances, and average OPCR ratings of SDOs, in that order.
- e. If after the above cited criteria have been considered and there is still a tie, all regions with equal total scores will be moved to the next performance category.

**32. Central Level Ranking**

- a. The delivery units in the CO are of two (2) types:
  - i. Type A – delivery units identified as accountable offices in the PBB Accountability Matrix; and
  - ii. Type B – delivery units identified as both accountable and reporting offices in the PBB Accountability Matrix.
- b. The delivery units in the CO specified in Section 5(a) shall be measured and ranked according to the following indicators:

Indicator	Points	Computation
<p><b>i. OPCR overall score in the current rating period</b></p>	<p><b>70</b></p>	<p>The points for this item will be computed by dividing the OPCR overall score by the highest possible OPCR score (5 points), then multiplying the quotient by the maximum points.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Points<sub>Bureau 1</sub> = (OPCR overall score / 5) x 70</b></p> <p><i>Illustrative example:</i>  <math>Points_{Bureau 1} = (3.675 / 5) \times 70 = 51.45 \text{ points}</math></p> <p>Where:            OPCR overall score = 3.675</p> </div>
<p><b>Average OPCR ratings in the current rating period of all divisions/offices/units within the bureau/service</b></p>	<p><b>5</b></p>	<p>The points for this item will be the average OPCR ratings in the current rating period of all divisions/offices/units within the bureau/service.</p>



<p>ii. <b>Current year's obligations BUR as of December 31 of the current year</b></p>	<p><b>10</b></p>	<p>Obligations BUR computed as obligation rates of MOOE and Capital Outlays of all programs, activities, and projects funded in the current year under the GAA as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures.</p> <p>BUR or % of accomplishment/utilization vis-à-vis Annual Work and Financial Plan (AWFP) of 90% and below will automatically be given 0 points.</p> <p>The points for this item will be computed by subtracting 90% from the BUR, multiplying the difference by 10, and further multiplying the product by 10%.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>Bureau 1</sub> = ((%Utilization - 90) x 10) x 0.10</b></p> <p>Illustrative example: Points<sub>Bureau 1</sub> = ((95 - 90) x 10) x 0.10 = 5 points</p> <p>Where: %Accomplishment/Utilization = 95%</p> </div>								
<p>iii. <b>% liquidation of all Cash Advances received in the current year</b></p>	<p><b>5</b></p>	<p>The points for this item will be computed by multiplying the % liquidation of all Cash Advances received in the current year by the maximum number of points.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Points<sub>Bureau 1</sub> = %Liquidation x 5</b></p> <p>Illustrative example: Points<sub>Bureau 1</sub> = 90 x 0.05 = 4.5 points</p> <p>Where: %Liquidation = 90%</p> </div>								
<p>iv. <b>Compliance with Agency Eligibility Requirements</b></p> <p><i>*Points vary based on the type of delivery units based on the PBB Accountability Matrix (Annex A)</i></p>	<p><b>10</b> (Type A)</p> <p><b>5</b> (Type B)</p>	<p>The points for this item will be all or nothing. If the specific agency eligibility requirement/s identified in PBB Accountability Matrix are met by the delivery unit, the corresponding points are provided. If the delivery unit is deemed non-compliant with the identified agency eligibility requirement, it gets 0 points.</p> <p>Type A Delivery Units:</p> <table border="1" data-bbox="772 1357 1342 1413"> <tr> <td><b>Compliant</b></td> <td><b>10 points</b></td> </tr> <tr> <td><b>Non-Compliant</b></td> <td><b>0 points</b></td> </tr> </table> <p>Type B Delivery Units:</p> <table border="1" data-bbox="772 1480 1342 1536"> <tr> <td><b>Compliant</b></td> <td><b>5 points</b></td> </tr> <tr> <td><b>Non-Compliant</b></td> <td><b>0 points</b></td> </tr> </table>	<b>Compliant</b>	<b>10 points</b>	<b>Non-Compliant</b>	<b>0 points</b>	<b>Compliant</b>	<b>5 points</b>	<b>Non-Compliant</b>	<b>0 points</b>
<b>Compliant</b>	<b>10 points</b>									
<b>Non-Compliant</b>	<b>0 points</b>									
<b>Compliant</b>	<b>5 points</b>									
<b>Non-Compliant</b>	<b>0 points</b>									
<p>v. <b>Submission of Agency Eligibility Requirements to AO25 IATF and/or Validating Agencies</b></p> <p><i>*Applicable to Type B only</i></p>	<p><b>5</b> (Type B)</p>	<p>The points for this item will be all or nothing. If the specific agency eligibility requirement(s) identified in PBB Accountability Matrix are reported or submitted by the delivery unit to the AO25 IATF and/or validating agencies on or before the set deadline, 5 points are provided. If the delivery unit failed to report or submit the identified agency eligibility requirement, it gets 0 points.</p> <table border="1" data-bbox="772 1783 1342 1839"> <tr> <td><b>Compliant</b></td> <td><b>5 points</b></td> </tr> <tr> <td><b>Non-Compliant</b></td> <td><b>0 points</b></td> </tr> </table>	<b>Compliant</b>	<b>5 points</b>	<b>Non-Compliant</b>	<b>0 points</b>				
<b>Compliant</b>	<b>5 points</b>									
<b>Non-Compliant</b>	<b>0 points</b>									



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- c. The total accumulated scores from all the indicators shall be ranked from highest to lowest. Based on this ranking, the performance category of each office shall be determined.
  - d. In case of a tie, the delivery units with the same total scores shall be ranked based on the improvement from previous year's performance in OPCR overall score, BUR, % liquidation of Cash Advances, and average OPCR ratings of divisions/offices/units, in that order.
  - e. If after the above cited criteria have been considered and there is still a tie, all delivery units with equal total scores will be moved to the next performance category.
33. Delivery units that fail to submit complete RPMS Forms (i.e. OPCR Form) for the current rating period on or before the deadline set by the Personnel Division/Section/Unit shall not be included in the ranking of delivery units, and therefore be deemed ineligible to the grant of PBB. Delivery units which acquired an OPCR rating of "Unsatisfactory" and "Poor" performance shall be given 0 points in the performance criterion requiring the OPCR rating.
34. Inability to utilize the allotted budget due to valid reasons that are uncontrollable to the delivery unit concerned has to be accompanied by a justification duly signed by the head of office subject for approval of the concerned PMT. In cases when a justification is approved, for the purposes of providing points for the MOOE liquidation or BUR, the calculation for MOOE liquidation or budget utilization rate shall not include the justified items.
35. All delivery units that are affected by major calamities in the current year shall be ranked using the previous year's data; provided however, that the delivery unit submits to the National PMT a request for exemption for onward verification and approval of the Disaster Risk Reduction and Management Service (DRRMS). The letter of request shall be accompanied by the following:
- a. List of calamity-affected DepEd offices and/or schools;
  - b. Preventive measures/initiatives in times of calamity to show that the region, division and/or schools have established necessary precautions even prior to the calamity;
  - c. Proof of damage (if available); and
  - d. For schools, weekly attendance of learners from the first to fourth Friday following date of resumption, as submitted by schools and consolidated by the divisions and region.

#### **D. Performance Management Groups**

##### **36. Executive Committee**

- a. The Executive Committee shall be the champions of meritorious performance. They shall uphold and promote the principles of the RBPMS and PBIS to ensure public accountability, transparency, fiscal discipline, streamlined government processes, and people-centered public services.
- b. They shall perform the following functions:
  - i. Take primary responsibility and accountability for the overall implementation of the PBB;



- ii. Ensure the Department's achievement of organizational outcomes and PBB targets, and compliance with agency eligibility requirements;
- iii. Ensure proper cascading of the PBB to all DepEd offices and personnel;
- iv. Delegate specific accountabilities and tasks to each ExeCom member to ensure achievement of PBB targets and proper implementation of the PBB; and
- v. Constitute internal policies and guidelines, and establish working committees, as necessary, to ensure proper implementation of the PBB in the Department.

**37. The National Performance Management Team**

- a. The National PMT shall be comprised of the following:

Chairperson:	Undersecretary in-charge of Planning and Human Resource and Organizational Development
Co-Chairperson:	Undersecretary in-charge of Finance
Core Members:	Director of BHRD Director of Planning Service Director of Finance Service Director of NEAP One (1) DepEd National Employees Union (NEU) or Central Office Chapter representative <i>(as may be appropriate)</i>
Regular Members:	Directors of Bureaus and Services
Secretariat:	BHRD

- b. Each member of the National PMT shall have a designated alternate. The Secretary shall issue an official designation of the members of the National PMT and their alternates.
- c. The roles and responsibilities of the National PMT shall include the following:
  - i. Lead and supervise the overall implementation of the PBB;
  - ii. Oversee the Department's achievement of PBB targets and compliance with the agency eligibility requirements, and ensure regular and timely reporting and submission of necessary documents and requirements to the AO25 IATF and other validating agencies, as necessary;
  - iii. Establish and adopt an effective and efficient advocacy and communication strategy to ensure proper cascading of the PBB requirements, internal guidelines or system of rating and ranking, and other related issuances across all governance levels, and conduct information dissemination and orientation activities on the internal criteria, processes, and payout of the PBB;
  - iv. Assign and discuss the specific accountabilities and tasks of each member to ensure proper implementation of the PBB;



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- v. Establish and adopt internal mechanisms, rules, and regulations, as necessary, to ensure proper conduct of the performance review and evaluation, and timely grant of the PBB to all eligible personnel;
- vi. Convene, as necessary, to ensure proper implementation of the PBB in accordance with specific guidelines and other related issuances;
- vii. Address pressing issues related to the grant of the PBB in the Department;
- viii. Regularly report to the Department Secretary and the Executive Committee regarding the status of compliance with agency eligibility requirements;
- ix. Assume the roles and responsibilities of the Central Office PMT to include the following:
  - Gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;
  - Conduct the performance review and evaluation for Central Office delivery units and personnel in accordance with the specific guidelines and other related issuances;
  - Submit the necessary forms and reports to the AO25 IATF and other validating agencies to ensure timely release of the PBB for Central Office personnel;
  - Act as deciding authority in the Central Office regarding appeals of individual eligibility for the grant of the PBB; and
  - Address all queries and clarifications related to the implementation of PBB in the Central Office.
- x. In-charge of consolidation of the performance review and evaluation reports for regional, schools division, and school levels, and onward transmittal thereof to the AO25 IATF and other validating agencies;
- xi. Regularly report to the Department Secretary and the Executive Committee the status of the conduct of the performance review and evaluation in all governance levels, and discuss pressing issues and concerns, as necessary.
- xii. Act as final deciding authority regarding appeals for the grant of the PBB;
- xiii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with the Department Secretary, the Executive Committee and relevant offices, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future; and



- xiv. Formulate, review, and recommend the issuance of national policies, as necessary.

**38. The Regional Office Performance Management Team (RO PMT)**

- a. The RO PMT shall be comprised of the following:

Chairperson:	Assistant Regional Director
Members:	Regional Planning Officer Chief Finance Officer Chief Administrative Officer Chief Education Program Supervisor for Human Resource Development Division (HRDD) Chief Education Program Supervisor for Field Technical Assistance Division (FTAD) Chief Education Program Supervisor for Quality Assurance Division (QAD) One (1) DepEd NEU – Regional Chapter representative One (1) Philippine Association of School Superintendents (PASS) representative One (1) Philippine Elementary School Principals Association (PESPA) representative One (1) National Association of Public Secondary Schools of the Philippines (NAPSSPHIL) or National Association of Public Secondary School Heads, Inc. (NAPSSHI) representative One (1) Accredited Teacher's Association representative
Secretariat:	Administrative Division

- b. Each member of the RO PMT shall have a designated alternate. The Regional Director shall issue an official designation of the members of the RO PMT and their alternates.
- c. The roles and responsibilities of the RO PMT shall include the following:
- i. Ensure regular and timely submission of necessary regional level reports and requirements for the grant of the PBB, and supervise the compliance of SDOs and schools under its jurisdiction;
  - ii. Regularly report to the National PMT the status of compliance with regional level reports and requirements on agency eligibility;
  - iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the regional office, and provide technical assistance to SDOs under its jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB;
  - iv. Gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;



- v. Regularly report to the National PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the National PMT;
- vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
- vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the regional office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
- viii. Act as initial deciding authority at the regional office regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority in the SDOs and schools under its jurisdiction, regarding appeals of individual eligibility for the grant of the PBB; and
- ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

**39. The Schools Division Office Performance Management Team (SDO PMT)**

- a. The SDO PMT shall be comprised of the following:

Chairperson:	Assistant Schools Division Superintendent (ASDS)
Members:	Division Planning Officer Chief Accountant Administrative Officer V Chief Education Program Supervisor for School Governance and Operations Division (SGOD) Chief Education Program Supervisor for Curriculum Implementation Division (CID) One (1) DepEd NEU – SDO Chapter representative
Secretariat:	Administrative Division

- b. In case there is more than one ASDS, the chairmanship shall be designated by the Schools Division Superintendent (SDS).
- c. Each member of the SDO PMT shall have a designated alternate. The SDS shall issue an official designation of the members of the SDO PMT and their alternates.
- d. The SDS shall issue an office order/designation, which shall bear the names and positions of the official and alternate members of the SDO PMT.
- e. The roles and responsibilities of the SDO PMT shall include the following:
  - i. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;



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- ii. Regularly report to the SDO PMT the status of compliance with school level reports and requirements on agency eligibility;
- iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale, criteria, and process for the grant of PBB;
- iv. Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
- v. Regularly report to the SDO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT;
- vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
- vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and that the results are used as a tool in strategic planning and encouraging better performance in the future;
- viii. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
- ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

**E. Performance Reporting and Validation**

- 41. Performance review and evaluation templates (PRETs) are tools that shall be used by the respective PMTs to determine the performance category and level of PBB of delivery units and personnel. These PRETs are formula-based MS Excel files, which will automatically compute for the scores of each delivery unit and personnel based on the criteria stipulated in this Order. These PRETs shall be provided by the National PMT Secretariat in a supplemental memorandum. PRETs for different organizational levels and personnel are enumerated below:
  - a. School Level PRET
  - b. Division Level PRET
  - c. Regional Level PRET
  - d. Central Level PRET
- 42. Final reports duly signed by the authorized signatories shall be submitted using Form 1.0: Report on Ranking of Offices/Delivery Units. The National PMT shall disseminate the prescribed form/template for the Form 1.0 in a supplemental memorandum.
- 43. **School Level Ranking**
  - a. Separate rankings shall be conducted for elementary and secondary levels. The RO PMT shall conduct the ranking of elementary and secondary



**44. Division Level Ranking**

- a. A separate ranking shall be conducted for SDOs within the region. No further classification based on size shall be applied. The RO PMT shall conduct the ranking of SDOs within the region.
- b. The SDO PMT shall provide the RO PMT with all the required SDO data/information (i.e. OPCR rating, average OPCR ratings of schools within the SDO, BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The SDO PMT shall ensure the correctness and accuracy of the data/information submitted to the RO PMT.
- c. Using the Division Level PRET (Form 1.3 tab), the RO PMT shall consolidate the reports submitted by the SDOs, and determine the total score of each SDO. The RO PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e. Best, Better, Good) of each SDO. The RO PMT shall ensure the correctness and accuracy of the division level ranking, and address issues such as tie breaking.
- d. Duly signed result of the division level ranking (Form 1.3) must be returned to the SDOs for the determination of individual PBB rates.
- e. Using the Division Level PRET (Form 1.2 tab), the SDO PMTs shall identify and list all the eligible employees in their respective SDOs, including all other necessary data/information (i.e. salary grade, salary step, monthly basic salary, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e. did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.
- f. Duly signed list of SDO personnel (Form 1.2) must be submitted to and validated by the RO PMT.
- g. The RO PMT shall consolidate the Forms 1.2, and summarize the results of division level ranking using the Form 1.0: Report on Ranking of Offices/Delivery Units.
- h. Two (2) copies of duly signed Report on Ranking of Offices/Delivery Units (Form 1.0) must be submitted to the National PMT for onward transmittal to the AO25 Secretariat and the DBM. Deadline of submission shall be announced on a separate memorandum.

**45. Regional Level Ranking**

- a. A separate ranking shall be conducted for ROs. The National PMT shall conduct the regional level ranking.
- b. The RO PMT shall provide the National PMT with all the required RO data/information (i.e. OPCR rating, average OPCR ratings of SDOs within the RO, BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The RO PMT shall ensure the correctness and accuracy of the data/information submitted to the National PMT.



- c. Using the Regional Level PRET (Form 1.3 tab), the National PMT shall consolidate the reports submitted by the ROs, and determine the total score of each RO. The National PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e. Best, Better, Good) of each RO. The National PMT shall ensure the correctness and accuracy of the regional level ranking, and address issues such as tie breaking.
- d. Duly signed result of the regional level ranking (Form 1.3) must be returned to the ROs for the determination of individual PBB rates.
- e. Using the Regional Level PRET (Form 1.2 tab), the RO PMTs shall identify and list all the eligible employees in their respective ROs, including all other necessary data/information (i.e. salary grade, salary step, monthly basic salary, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e. did not meet the minimum performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.
- f. Duly signed list of RO personnel (Form 1.2) must be submitted to and validated by the National PMT.
- g. The National PMT shall consolidate the Forms 1.2, and shall summarize the results of regional level ranking using the Form 1.0: Report on Ranking of Offices/Delivery Units for onward transmittal to the AO25 Secretariat and the DBM.

**46. Central Level Ranking**

- a. A separate ranking shall be conducted for central level ranking. The National PMT shall conduct the central level ranking.
- b. The National PMT shall gather all the required CO data/information (i.e. OPCR rating, average OPCR ratings of division/offices/units within the bureau/service/delivery unit, BUR, percentage liquidation of cash advances, etc.) to be used as bases for ranking. The CO PMT shall ensure the correctness and accuracy of the data/information.
- c. Using the Central Level PRET (Form 1.3 tab), the National PMT shall determine the total score of each bureau/service/delivery unit. The National PMT shall rank or sort the total scores from highest to lowest to determine the performance category (i.e. Best, Better, Good) of each bureau/service/delivery unit. The National PMT shall ensure the correctness and accuracy of the central level ranking, and address issues such as tie breaking.
- d. Using the Central Level PRET (Form 1.2 tab), the National PMTs shall determine the individual PBB rates of CO personnel. The National PMT shall identify and list all the eligible employees in each bureau/service, including all other necessary data/information (i.e. salary grade, salary step, monthly basic salary, months in service, amount of PBB). The Form 1.2 must also include all the non-eligible employees, indicating the reason for not qualifying for the grant of the PBB (i.e. did not meet the minimum



performance rating, did not submit SALN, did not liquidate cash advance within the reglementary period, did not submit IPCRF, etc.) based on the criteria stipulated in Part V.B (Individual Eligibility) of this Order.

- e. Duly signed list of CO personnel (Form 1.2) must be validated by the heads of bureaus/services and submitted to the National PMT.
  - f. The National PMT shall consolidate the Forms 1.2, and shall summarize the results of central level ranking using the Form 1.0: Report on Ranking of Offices/Delivery Units for onward transmittal to the AO25 Secretariat and the DBM.
47. Only the submissions duly signed by the authorized signatories shall be considered final. Retrieval and/or revisions of submitted forms must be accompanied by a justification.
  48. Inaccuracy and incompleteness of reports submitted, and inability to comply with the requirements and deadlines shall be ground for administrative action against the concerned PMT and authorized signatories, in accordance with Section 46(F) of the Revised Rules on Administrative Cases in the Civil Service, unless proper justification is provided.
  49. The National PMT shall transmit to AO25 Secretariat and DBM all Forms 1.0 of the school, division, regional and central level rankings for onward funding and release of PBB.
  50. The National PMT shall issue a Notice of Ranking once the Forms 1.0 are approved by the AO25 IATF and the DBM.

#### **F. Appeals Process**

51. The PMTs in the different governance levels shall serve as the body that reviews, assesses, and shall decide on appeals regarding the ranking of delivery units and individual eligibility for the grant of the PBB. Resolutions issued by the PMT in any governance level can be appealed up to the National PMT, following the appeals process detailed in this Order. Resolutions issued by the National PMT shall be deemed final.
52. All appeals filed before the PMTs shall be acted upon within 15 calendar days upon receipt of the committee. Non-compliance to the appeal timelines and procedures detailed in this Order shall render the appeal void in the governance level where the appeal is non-compliant. In those cases, all resolutions for previous appeals in lower governance levels where the appeals were compliant still stand.
53. The scope of appeals are as follows:
  - a. National PMT
    - i. Appeals on ranking of delivery units in the CO Bureaus and Services, and ROs, and those elevated from the SDOs and schools; and
    - ii. Appeals on individual eligibility of personnel from Bureaus and Services in CO, and those elevated from the ROs, SDOs and schools.
  - b. RO PMT
    - i. Appeals on ranking of SDOs and schools within their jurisdiction; and



- ii. Appeals on individual eligibility of personnel from RO Proper, and those elevated from the SDOs and schools within their jurisdiction.
- c. SDO PMT
  - i. Appeals on individual eligibility of personnel from SDO Proper, and those elevated from schools within their jurisdiction.

54. In cases of appeals regarding the ranking of schools, the process is as follows:

- a. Appeal must be done through a letter from the School PMT addressed to the Chairperson of the RO PMT, with a copy sent to the SDO PMT, stating the basis for their appeal in ranking.
- b. It must include supporting documents as proof, attesting to said basis for appeal.
- c. It must be submitted within 15 calendar days upon receipt of Notice of Ranking.
- d. Once the resolution from the RO PMT has been released, the school/s involved shall have 15 calendar days upon receipt of the resolution to appeal the decision to the National PMT.
- e. Appeal to the National PMT is through a letter from the School PMT addressed to the Chairperson of the National PMT, with a copy sent to the SDO PMT and RO PMT.
- f. The letter must state their basis for their appeal in ranking; and any additional responses to issues raised in the resolution of the RO PMT;
- g. Must include supporting documents as proof, attesting to said basis; and the resolution from the RO PMT.
- h. The resolution from the National PMT is deemed final.
- i. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB.

55. In cases of appeals regarding the ranking of SDOs, the process is as follows:

- a. Appeal is through a letter from the SDO PMT addressed to the Chairperson of the RO PMT, stating the basis for their appeal in ranking.
- b. It must include supporting documents as proof, attesting to said basis for appeal; and
- c. It must be submitted within 15 calendar days upon receipt of Notice of Ranking.
- d. Once the resolution from the RO PMT has been released, the SDO/s involved have 15 calendar days upon receipt of the resolution to appeal the decision to the National PMT.
- e. Appeal to the National PMT is through a letter from the SDO PMT addressed to the Chairperson of the National PMT, with a copy sent to the RO PMT.
- f. The letter must state their basis for their appeal in ranking and any additional responses to issues raised in the resolution of the RO PMT;
- g. It must include supporting documents as proof, attesting to said basis; and the resolution from the RO PMT.
- h. The resolution from the National PMT is deemed final.
- i. Any misrepresentation in documents provided will render the PMT members and chairperson ineligible for the grant of PBB.

56. In cases of appeals regarding the ranking of ROs, the process is as follows:

- a. Appeal is through a letter from the RO PMT addressed to the Chairperson of the National PMT, stating the basis for their appeal in ranking.

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- m. The resolution from the National PMT is deemed final.
  - n. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB.
59. An individual or group of individuals in the SDO proper who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:
- a. Appeal is through a letter addressed to the Chairperson of the SDO PMT, stating their reasons why they should be eligible.
  - b. It must include supporting documents as proof, attesting to said reasons.
  - c. It must be submitted within 15 calendar days of receipt of Notice of non-eligibility for PBB.
  - d. Once the resolution from the SDO PMT has been released, the individual/s involved have 15 calendar days to appeal the decision to the RO PMT.
  - e. Appeal to the RO PMT is through a letter addressed to the Chairperson of the RO PMT, stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the SDO PMT.
  - f. It must include supporting documents as proof, attesting to said reasons; and the resolution from the SDO PMT.
  - g. Once the resolution from the RO PMT has been released, the individual/s involved have 15 calendar days to appeal the decision to the National PMT.
  - h. Appeal to the National PMT is through a letter addressed to the Chairperson of the National PMT, stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the SDO PMT, and RO PMT.
  - i. It must include supporting documents as proof, attesting to said reasons; and the resolution from the SDO PMT, and RO PMT.
  - j. The resolution from the National PMT is deemed final.
  - k. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB.
60. An individual or group of individuals in the RO proper who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:
- a. Appeal is through a letter addressed to the Chairperson of the RO PMT, stating their reasons why they should be eligible.
  - b. It must include supporting documents as proof, attesting to said reasons.
  - c. It must be submitted within 15 calendar days of receipt of Notice of non-eligibility for PBB.
  - d. Once the resolution from the RO PMT has been released, the individuals involved have 15 calendar days to appeal the decision to the National PMT.
  - e. Appeal to the National PMT is through a letter addressed to the Chairperson of the National PMT stating their reasons why they should be eligible, and any additional responses to issues raised in the resolution of the RO PMT.
  - f. It must include supporting documents as proof, attesting to said reasons, and the resolution from the RO PMT.
  - g. The resolution from the National PMT is deemed final.
  - h. Any misrepresentation in documents provided will render the individual or group ineligible for the grant of PBB.
61. An individual or group of individuals in the CO who have been deemed ineligible for the grant of the PBB may file an appeal. The process of appeal is as follows:



*"Gross benefits received by officials and employees of public and private entities: Provided, however, That the total exclusion under this subparagraph shall not exceed eighty-two thousand pesos (P82,000) which shall cover."*

*"Other benefits such as productivity incentives and Christmas bonus: Provided, That every three (3) years after the effectivity of this Act, the President of the Philippines shall adjust the amount herein stated to its present value using the Consumer Price Index (CPI), as published by the National Statistics Office (NSO)."*

## **VI. Monitoring and Evaluation**

70. The National PMT shall oversee the overall implementation of the PBB. It shall ensure the compliance of the agency with the requirements set by the IATF, and ensure that ranking in all governance levels is conducted in a timely manner and in accordance with the provisions of this Order.
71. The PMTs in all governance levels shall continuously disseminate information and detailed instructions and gather feedback on the implementation of the PBB. The RO PMT shall ensure that the implementation, particularly of the submission of required reports, of their respective regions and divisions is on track in terms of timeline and in adherence to the provisions stipulated in this Order. The PMTs in all governance levels shall regularly report to the head of office (i.e. Secretary, Regional Director, Schools Division Superintendent, School Head) on the status of performance review and evaluation, and discuss pressing issues and concerns. Documentation thereof is required. Post-evaluation review of this policy shall be conducted to further enhance its provisions and effectiveness.

## **VII. References**

72. This Order is formulated on the basis of provisions stipulated in the following issuances:
  - a. Executive Order (EO) No. 80, s. 2012, *"Directing the Adoption of a Performance-based Incentive System for Government Employees"*
  - b. Executive Order (EO) No. 43, s. 2011, *"Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters"*
  - c. Administrative Order (AO) No. 25, s. 2011, *"Creating an Interagency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems"*
  - d. Executive Order (EO) No. 201, s. 2016, *"Modifying the Salary Schedule of Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel"*
  - e. AO25 IATF Memorandum Circular No. 2020-1, *"Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016"*
  - f. Republic Act (RA) No. 9184, *"An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes"*



- g. Republic Act (RA) No. 11032, *"An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending for the Purpose Republic Act No. 9485, Otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes"*
- h. Executive Order (EO) No. 2, s. 2016, *"Operationalizing in the Executive Branch the People's Constitutional Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor"*
- i. Civil Service Commission (CSC) MC No. 3, s. 2015, *"Amendment to CSC Memorandum Circular No. 2, s. 2013 (Revised Statement of Assets, Liabilities and Net Worth [SALN] Form)"*
- j. Republic Act (RA) No. 6713, *"Code of Conduct and Ethical Standards for Public Officials and Employees"*
- k. Revised Rules on Administrative Cases in the Civil Service
- l. Republic Act (RA) No. 10653, *"An Act Adjusting the 13<sup>th</sup> Month Pay and Other Benefits Ceiling Excluded from the Computation of Gross Income for Purposes of Income Taxation, Amending for the Purpose Section 32(B), Chapter VI of the National Internal Revenue Code of 1997, as Amended"*

#### **VIII. Transitory Provision**

- 73. All DepEd Orders and other related issuances, rules and regulations, and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.

#### **IX. Effectivity**

- 74. This DepEd Order shall take effect immediately after its registration with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.
- 75. These guidelines, or any provision of this guidelines, shall remain in effect and full force starting FY 2020 and the years thereafter, unless otherwise repealed, rescinded, amended, or modified accordingly.
- 76. Supplemental guidelines, amendments, and other issuances may be released as may be necessary pursuant to national directives by the IATF and other oversight agencies.



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PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
<b>GOOD GOVERNANCE CONDITIONS</b>							
1	Maintain/Update the Agency Transparency Seal	Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA)  Section 4.1(a) of MC No. 2020-1 Annex 2 of MC 2020-1 (Guideline on Transparency Seal)	*Please refer to Annex A1 below	*Please refer to Annex A1 below	*Please refer to Annex A1 below	N/A	N/A
2	Post/Update the PhilGEPS Posting of All Invitations to Bids and Awarded Contracts	RA 9184 (Government Procurement Reform Act)  Section 4.1 (b) of MC No. 2020-1 Annex 6 of MC 2020-1 (Guideline on PhilGEPS Posting)	ExeCom-in-Charge of Procurement	Procurement Service-Office of the Director	Procurement Service-Office of the Director	Administrative Division	Administrative Unit



PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
3	Maintain/Update the Citizen's or Service Charter or its equivalent	RA No. 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 of Anti-Red Tape Authority  Section 4.1 (c) of MC No. 2020-1	ExeCom-in-Charge of Human Resource and Organizational Development (HROD)	BHROD-OED	All Units with Internal & External Services	All Units with Internal & External Services	All Units with Internal & External Services



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PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
	<b>PERFORMANCE TARGETS</b>						
4	Streamlining and Process Improvement of the Agency's Critical Services (Modified Form A - Department/Agency Performance Report)	RA No. 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 of Anti-Red Tape Authority  Annex 3A of MC 2020-1 Modified Form A - Department/Agency Performance Report and List of FY 2020 Digitization Initiatives/ Guidelines in accomplishing / Details of Bureau/Office Performance Report	ExeCom-in-Charge of HROD	BHROD-OED	All Units with Frontline and Non-frontline services	All Units with Frontline and Non-frontline services	All Units with Frontline and Non-frontline services



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PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
5	Citizen/Client Satisfaction Surveys	RA No. 11032 or Ease of Doing Business and Efficient Government Service Delivery Act of 2018 of Anti-Red Tape Authority  Annex 4 of MC 2020-1 Guide for conducting Citizen/Client Satisfaction Surveys	ExeCom-in-Charge of Public Affairs	Public Affairs Service (PAS)	All Units with Frontline and Non-frontline services	All Units with Frontline and Non-frontline services	All Units with Frontline and Non-frontline services
6	QMS Certification: a) Post QMS Certification in TS page b) Submit certified true copy of QMS certificate to GQMC through DBM-SPIB	Section 5.5 of MC No. 2020-1	ExeCom-in-Charge of HRD	BHROD-OED	BHROD-OED	Office of the Regional Director	Office of the Superintendent



PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
7	Budget Utilization Rate (BUR) a) Obligations BUR	Section 5.6 (a) of MC No. 2020-1 Annex 2. Guidelines on Transparency Seal. Item 2-II	ExeCom-in-Charge of Finance	Finance Service-Budget Division	All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
					All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
					All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
8	Sustained Compliance with Audit Findings	Section 5.6 (a) of MC No. 2020-1 Annex 2. Guidelines on Transparency Seal. Item 2-II	ExeCom-in-Charge of Finance	Finance Service-Accounting Division	All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
					All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
					All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions



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PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
9	Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using DBM's Unified Reporting System (URS)	Section 5.6 (a) of MC No. 2020-1 Annex 2. Guidelines on Transparency Seal. Item 2-II	ExeCom-in-Charge of Finance and Planning	Finance Service-Accounting Division/ Budget Division  Planning Service-PPD	All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
10	Annual Financial Reports	Section 5.6 (d) of MC No. 2020-1 Annex 2. Guidelines on Transparency Seal. Item 2-II	ExeCom-in-Charge of Finance	Finance Service-Accounting Division	Finance Service-Accounting Division	Finance Division	Accounting Service



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## PBB Accountability Matrix

PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
				Central Office	Regional Office	School Division Office
Procurement Documents a) FY 2020 APP-Non CSE	Section 5.6 (c) of MC No. 2020-1	ExeCom-in-Charge of Procurement	Procurement Service-Office of the Director	Procurement Service-Office of the Director	Administrative Division	Administrative Unit
b) Indicative FY 2021 APP-Non CSE	Section 5.6 (d) of MC No. 2020-1	ExeCom-in-Charge of Procurement	Procurement Service-Office of the Director	Procurement Service-Office of the Director	Administrative Division	Administrative Unit
c) FY 2020 APP-CSE	Section 5.6 (d) of MC No. 2020-1	ExeCom-in-Charge of Administration	Administrative Service-Asset Management Division	Asset Management Division	Administrative Division	Administrative Unit
d) Undertaking of Early Procurement for at least 10% of goods and services	Section 5.6 (e) of MC No. 2020-1 Annex 10 of MC No. 2020-1 Certification Undertaking of Early Procurement Activities	ExeCom-in-Charge of Procurement	Procurement Service-Office of the Director	Procurement Service-Office of the Director	Administrative Division	Administrative Unit



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PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
	e) Results of FY 2019 APCPI System	Section 5.6 (f) of MC No. 2020-1	Execom-in-Charge of Procurement	Procurement Service-Office of the Director	Administrative Division	Administrative Unit	
12	Submission of SALN of employees	Section 5.7 (a) of MC No. 2020-1	Execom-in-Charge of HRD	BHROD-PD	Administrative Division	Administrative Unit	
13	Agency Review and Compliance Procedure of Statement and Financial Disclosures. Note: Departments/Agencies shall submit a list of SALN non-filers using Form 1	Section 10 of the RA No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) CSC Memorandum Circular No. 3 s. 2015 CSC Resolution Nos. 1300455 and 1500088 Section 5.7 (a) of MC No. 2020-1 of MC 2020-1 (for posting in the agency TS)	Execom-in-Charge of HRD	BHROD-PD	Administrative Division	Administrative Unit	



PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXECOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
14	FOI Compliance						
	a) People's FOI Manual	Section 5.7 (b 1) of MC No. 2020-1	ExeCom-in-Charge of Public Affairs	PAS-Communication Division	All Units with Reportorial Functions	All Units with Reportorial Functions	All Units with Reportorial Functions
	b) Agency Information Inventory	Section 5.7 (b 2) of MC No. 2020-1					
	c) 2019 FOI Registry and 2020 FOI Summary Report	Section 5.7 (b 4) of MC No. 2020-1					



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PBB Accountability Matrix

No.	PBB REQUIREMENT	LEGAL BASIS	REPORTING EXCOM	REPORTING OFFICE	ACCOUNTABLE OFFICE		
					Central Office	Regional Office	School Division Office
<b>OTHER CROSS-CUTTING REQUIREMENTS</b>							
15	Posting of System of Rating and Ranking (i.e. PBB Guidelines)	Section 7 of MC No. 2020-1	ExeCom-in-Charge of HROD	BHROD-HRDD (Policy)	BHROD-HRDD (Policy)	N/A	N/A
16	Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix)	Section 7.12 of MC No. 2020-1 Annex 7 of MC No. 2020-1 Form 1.0 Report on Ranking of Offices/ Delivery Units Annex 8 of MC No. 2020-1 Guidelines/ Mechanics in Ranking Offices/ Delivery Units	ExeCom-in-Charge of HROD	BHROD-PD (Cascading)	BHROD-PD (Cascading)	N/A	N/A



## PBB Accountability Matrix

TRANSPARENCY SEAL

PBB Requirement	Accountable Execom	Accountable Office
I. Agency's Mandate, Functions Names of its Officials, Positions, and Designation; and Contact Information (Directory)	Execom-in-Charge of HROD	BHROD-OED BHROD-Personnel Division
II. Annual Financial Reports		
a. FAR-1 (SAAOBDB as of end-of-year)	Execom-in-Charge of Finance	Finance Service-Budget Division
b. FAR-4 (Summary Report on Disbursements)	Execom-in-Charge of Finance	Finance Service-Accounting Division
c. BAR-1 (Quarterly Physical Report of Operations/Physical Plan)	Execom-in-Charge of Planning	Planning Service-PPD
d. FAR-5 (Quarterly Report of Revenue and Other Receipts)	Execom-in-Charge of Finance	Finance Service-Accounting Division
e. BED-1 (Financial Plan - Detailed Statement of Current Year's Obligations, Disbursements, and Unpaid Obligations)	Execom-in-Charge of Finance	Finance Service-Budget Division
III. DBM Approved Budget and Corresponding Targets	Execom-in-Charge of Planning and Finance	Planning Service Finance Service



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**PBB Accountability Matrix**

IV. Projects, Programs, and Activities, Beneficiaries, and Status of Implementation	ExeCom-in-Charge of Planning	Planning Service-PPD
<b>PBB Requirement</b>	<b>Accountable ExeCom</b>	<b>Accountable Office</b>
V. Procurement Requirements		
a. FY 2019 APP Non-Common Used Supplies and Equipment	ExeCom-in-Charge of Procurement	Procurement Service-PPMD
b. Indicative FY 2020 APP Non-Common Used Supplies and Equipment	ExeCom-in-Charge of Procurement	Procurement Service-PPMD
c. FY 2020 APP Common Used Supplies and Equipment	ExeCom-in-Charge of Administration	Administrative Service-Asset Management Division
VI. QMS Certification of at least one (1) core process	ExeCom-in-Charge of HROD	BHROD-OED
VII. System of Rating and Ranking (i.e. PBB Guidelines)	ExeCom-in-Charge of HROD	BHROD-HRDD (Policy)  BHROD-PD (Cascading)  BHROD-PD
VIII. Agency Review and Compliance Procedure of SALN	ExeCom-in-Charge of HROD	
VIII. Compliance with FOI Program	ExeCom-in-Charge Public Affairs	PAS-Communication Division
a. FOI Manual		



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**PBB Accountability Matrix**

b. Agency Information Inventory		
c. FOI Registry		
d. FOI Summary Report		



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