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Department of Agriculture
AGRICULTURAL CREDIT POLICY COUNCIL
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OFFICE ORDER

No. 02

September 29, 2023

Subject : Guidelines in Ranking Delivery Units and Individuals as Basis for Granting the Performance-Based Bonus (PBB) for FY 2023

Consistent with Inter-Agency Task Force (IATF) Memorandum Circular No. 2023-01 dated August 22, 2023, the Agricultural Credit Policy Council issues this Office Order on the Guidelines on ranking delivery units and individuals as Basis for granting the PBB for FY 2023.

I. ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2023 PBB, the ACPC must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/ Client Satisfaction Results and attain a total score of 70 points, and achieve at least a rating of 4 for at least three (3) criteria based on the PBB Scoring System as discussed in detailed in Section 4.0 of Memorandum Circular No. 2023-01.

Similar to FY 2022 PBB, the Performance Results refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2023 General Appropriations Act (GAA). The Process Results refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization e.g. through the ISO-Certified QMS or its equivalent, digitization, systems and procedures reengineering, and other related improvements. The Financial Results refer to the actual spending of the agency's budget allotment vis-à-vis the realization of the committed programs and projects based on the FY 2023 GAA. The Citizen/ Client Satisfaction Results refer to the achievements in satisfying the quality expectations of the transacting public/client.

For FY 2023 PBB, the Agency Accountability requirements as discussed in Section 5.0 are retained and shall be used as the basis in determining the eligibility of responsible units and individuals.

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II. FY 2023 PBB RATING SCALE

CRITERIA AND CONDITIONS	PERFORMANCE RATINGS				
	1	2	3	4	5
1. Performance Results	Met less than 80% of performance indicators of the Congress-Approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-Approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-Approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-Approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of performance indicators of the Congress-Approved performance targets for FY 2022 (all performance indicators)
2. Process Results	No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transactions in internal service	Achieved substantial improvements to ease transactions in external service only	Achieved substantial improvements to ease transactions in external but non-priority core service and internal service	Achieved substantial improvements to ease transactions in priority core service (external) and internal service
3. Financial Results	1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR
4. Citizen/Client Satisfaction Results	No submission/ Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average satisfaction rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

III. ELIGIBILITY CRITERIA FOR ACPC OFFICIALS AND EMPLOYEES

- A. For FY 2023 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
1. To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve a performance rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of the memorandum with a performance rating of below 4 will be isolated from the grant of the FY 2023 PBB.
 2. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of the said Memo will also be isolated from the grant of the FY 2023 PBB.
- B. Eligible DUs shall be granted FY 2023 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score.
- C. To be eligible for FY 2023 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- D. The Head of ACPC is eligible only if the agency is eligible. If eligible, her PBB rate for FY 2023 shall be equivalent to the rates as stated in Section 7.0 and shall be based on her monthly basic salary (MBS) as of December 31, 2023.
- E. 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 his/her performance. Payment of the PBB shall come from the mother agency.
- F. Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- G. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where h/she served the longest; the official/employee shall be

eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.12.

- H. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB
- I. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

- J. The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on pro-rata basis:
 1. Being a newly hired employee;
 2. Retirement;
 3. Resignation;
 4. Rehabilitation Leave;
 5. Maternity Leave and/or Paternity Leave;
 6. Vacation or Sick Leave with or without pay;
 7. Scholarship/Study Leave;
 8. Sabbatical Leave.

I. EXCLUSION FROM THE GRANT OF THE PBB FOR FY 2023

- A. An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
- B. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2022 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- C. Officials and employees who failed to submit the 2022 SALN as prescribed in the rules provided under CSC Memorandum Circular 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 FY 2023 PBB.

- D. Officials and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2023 PBB.

IV. RATES OF THE PBB

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB the ACPC shall be eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% MBS of an individual as of December 31, 2023. For illustration, see table below.

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% 100% of the 65% monthly basic salary
95 points	61.75% 95% of the 65% monthly basic salary
90 points	58.5% 90% of the 65% monthly basic salary
85 points	55.25% 85% of the 65% monthly basic salary
80 points	52% 80% of the 65% monthly basic salary
75 points	48.75% 75% of the 65% monthly basic salary
70 points	45.5% 70% of the 65% monthly basic salary

II. INFORMATION DISSEMINATION

Copies of this guideline shall be distributed to all ACPC permanent employees. For questions and other clarifications, employees may contact the Human Resource Management Section through the email of the Human Resource Management Officer (galsalanio@acpc.gov.ph) or by calling the 8634-3320.

III. EFFECTIVITY

This Office Order shall take effect immediately.



JOCELYN ALMA R. BADIOLA
Executive Director


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