

Department of Science and Technology  
PHILIPPINE TEXTILE RESEARCH INSTITUTE

GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2017  
AND SYSTEM OF RANKING OF DELIVERY UNITS/INDIVIDUALS

1.0 PURPOSE

The guidelines shall contain the criteria and conditions for granting the Performance-Based Bonus (PBB) and system of ranking of delivery units and individuals for FY 2017 under Inter-Agency Task Force (IATF) Memorandum Circular No. 2017-1 dated March 9, 2017.

2.0 COVERAGE

2.1 All officials and employees of PTRI holding regular plantilla positions.

3.0 ELIGIBILITY CRITERIA FOR PTRI

PTRI and its corresponding delivery units shall:

3.1 Achieve agency performance targets under Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2017 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS). (IATF MC 2017-1 Section 4.1)

- a. **Good Governance Conditions:** Satisfy 100% of Good Governance Conditions for FY 2017 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0.
- b. **Performance Targets:** Achieve each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget of the FY 2017 General Appropriations Act, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) (IATF MC 2017-1 Sec. 6.0)
- c. Use of Civil Service Commission (CSC) approved PTRI Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees (IATF MC 2017-1 Section 4.1.c)

4.0 GOOD GOVERNANCE CONDITIONS (GGCs)

4.1 The following good governance conditions are based on the existing performance drivers of the Results-Based Performance Management System (RBPMS) and the thrusts of the Duterte Administration for transparency, accountability and people-focused public service. (IATF MC 2017-1 Section 5.1)

- a. Maintain/Update the PTRI Transparency Seal to enhance transparency and enforce accountability. The PTRI Transparency Seal page should be accessible by clicking TS logo on the Home Page, and should contain the following documents: (IATF MC 5.1.a).

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- a.1. Mandates, functions and names of PTRI officials with their position/designation and contact information;
- a.2. DBM-Approved Budget and Targets for FY 2017;
- a.3. Budget and Financial Accountability Reports;
  - a.1 FY 2013 to FY 2017 FAR No. 1 : SAAOBDB
  - a.2 FY 2013 to FY 2017 Summary Report on Disbursements
  - a.3 FY 2013 to FY 2017 BAR No. 1 Quarterly Physical Reports of Operations/Physical Plan
- a.4 Status of Programs, Projects and Activities for FY 2017 implementation.
- a.5 FY 2017 Annual Procurement Plan (APP-non CSE)  
FY 2018 Annual Procurement Plan for common use of supplies and equipment (APP- CSE)
- a.6. Quality Management System ISO Certificate from an international certifying body accredited by an International Accreditation Forum (IAF).
- a.7. System of Ranking of Delivery Units
- a.8. The (Freedom of Information) FOI Manual
- b. Maintain/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 from November 16, 2016 to November 15, 2017 (IATF MC 5.1.b)
- c. Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No. 9485) and the President's directive to cut down processing time of all applications from submission to release, and ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular No. 14 s-2016, IATF MC 5.1.c.
  - c.1. Maintain/update the Citizen's Charter;
  - c.2 Self-assessment and reporting of improvements made by the PTRI to implement the CSC Memorandum Circular No. 14, s.2016.
- d. Develop the PTRI's FOI Manual pursuant to requirements and provisions of EO No. 2, s. 2016 and should be uploaded in the PTRI Transparency Seal on or before October 1, 2017, for validation by the Presidential Communications Operations Office (PCOO). (IATF MC 5.1.d)
- 4.2 Non-compliance with any Good Governance Conditions will render the entire PTRI ineligible for the PBB. (IATF MC 5.2)
- 4.3 Assessment of PTRI compliance with the GGCs requirements shall be conducted by the PTRI designated focal person starting October 1, 2017.

Approved by: *[Signature]*  
 Date: *[Signature]*  
 Title: *[Signature]*

**5.0 FY 2017 PERFORMANCE TARGETS**

- 5.1 **MFO Targets.** All MFO indicators and targets in the FY 2017 Performance-Informed Budget approved Congress shall be the basis for assessing eligibility for the PBB.
- 5.2 **STO Targets.** The STO indicators and targets shall include the following:
  - a). Quality Management System (QMS) Certification
  - b). Information and Communication Technology (ICT)
- 5.3 **GASS Targets.** The PTRI GASS targets shall include the following:
  - a. Budget Utilization Rate (BUR)
    - a.1 Obligations BUR computed as obligations against all allotments, both continuing and current year from all appropriation sources, including those released under the \*GAA as the allotment order policy, for Maintenance and Operating Expenses (MOOE) and Capital Outlay (CO) in FY 2017; and
    - a.2 Disbursements BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for MOOE and CO in FY 2017.
  - b. Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's Unified Reporting System (URS) 30 days after end of each quarter.
  - c. The PTRI shall have fully complied with at least 30% of the prior years' audit recommendations of the Annual Audit Report (AAR).
- 5.4 In case PTRI is assessed to have deficiencies in meeting its performance commitments the Head of Agency (HoA) may request for re-evaluation and submit justifications on factors that are considered outside of the control of the PTRI.

**6.0 ELIGIBILITY OF INDIVIDUALS**

- 6.1 The HoA is eligible only if PTRI is eligible. If eligible, the PBB rate for FY 2017 shall be equivalent to 65% of the monthly basic salary. The HoA shall not be included in the form 1.0 – Report on Ranking of Delivery Units.
- 6.2 Employees belonging to First, Second and Third Levels should receive a rating of at least "Satisfactory" based on PTRI's CSC-approved Strategic Performance Management System (SPMS) or CESPES. Payment of the PBB to Third level official shall be contingent on the release of results of the CESPES.
- 6.3 Personnel who transferred from one government agency to another 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.

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- 6.4 An official or employee who has rendered a minimum of nine (9) months of service in FY 2017 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 6.5 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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 following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation Leave;
  - e. Maternity Leave and/or Paternity Leave;
  - f. Vacation or Sick Leave;
  - g. Scholarship/Study Leave;
  - h. Sabbatical Leave
- 6.6 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.
- 6.7 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017 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.
- 6.8 Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
- 6.9 Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period shall not be entitled to the FY 2017 PBB.
- 6.10 Officials and employees who failed to submit their IPCRs shall not be entitled to the FY 2017 PBB.
- 6.11 The HoA should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agency, liquidated their FY 2017 Cash Advances, and completed the IPCRs, as these will be the basis for the release of FY 2017 PBB to individuals.
- 6.12 Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual

Financial Reports and Annual Audit Reports (AARs) shall not be entitled to the FY 2017 PBB if PTRI fails to comply with the said reporting requirements.

- 6.13 The HoA/Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if PTRI fails to submit the following:
- a. FY 2017 Annual Procurement Plan (APP-non CSE) to the GPPB not later than one month after the issuance of IATF MC 2017-1 dated March 9, 2017.
  - b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017.
  - c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012 complete with 1.) APCPI Self-Assessment Form 2) APCPI Consolidated Procurement Monitoring Report 3) APCPI Procurement Capacity Development Action Plan and the Questionnaire on or before March 31, 2017. (IATF MC. 7.15.c)
- 6.14 Officials and employees responsible for the non-compliance of prior years audit recommendations shall not be entitled to the FY 2017 PBB. (AITF Sec. 5.3c)
- 6.15 Officials and employees responsible for the QMS certification shall not be entitled to the FY 2017 PBB if PTRI fails to comply with the said requirement.
- 6.16 Officials and employees responsible for posting and dissemination of the PTRI system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if PTRI fails to comply.

## 7.0 RANKING OF DELIVERY UNITS

- 7.1 Based on IATF Memorandum Circular 2017-1 dated March 9, 2017, PTRI and its corresponding delivery units eligible to the PBB shall be forced ranked according to the following:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

- 7.2 The delivery units of PTRI are as follows:

- 7.2.1 Office of the Director
- 7.2.2 Finance and Administrative Division
- 7.2.3 Research and Development Division
- 7.2.4 Technical Services Division

- a. One delivery unit each will be categorized as Best and Better and the rest as Good Delivery Units.

- 7.3 The resulting ranking of delivery units shall be indicated in Form 1.0 – Report on Ranking of Delivery Units.

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- 7.4 Only the personnel belonging to eligible delivery units are qualified for the PBB. Refer also to exclusion of individuals as cited in Sec. 6 of this guidelines. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0

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## 8.0 RATES OF THE FY 2017 PBB

The PBB rates of individual/employees shall be based on the performance ranking of their respective delivery unit with the rate of incentives as a multiple of one's monthly basic salary of December 31, 2017 as follows.

Performance Category	Multiple of basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

*and*

## 9.0 SUBMISSION OF REPORTS

- 9.1 PTRI should submit FY 2017 accomplishments using Forms A, A-1, and Form 1.0 (Annexes A, B, D, respectively) on or before January 31, 2018 through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for review/evaluation. All forms and reports should be signed by the HoA or the duly designated official.
- 9.2 PTRI should submit to COA the Report on Ageing of Cash Advance with a cut-off date of November 15, 2017 to PTRI COA resident auditor in accordance with the mandated period of submission.
- 9.3 COA Annual Financial Reports and Statements shall be submitted directly to COA in accordance with the mandated period of submission.
- 9.4 The Accountant shall monitor compliance of PTRI to the audit recommendations in the AAR and management letter.
- 9.5 DBM financial reports including BFARs shall be submitted directly to DBM online through the TS or to the URS as appropriate.
- 9.6 Certificate of compliance to the Transparency Seal and PhilGEPS are no longer necessary since the concerned oversight agency shall be conducting validation based on the agreed monitoring schedule.
- a. PTRI should ensure that the status of notices in their PhilGEP-System for all transactions for the period November 16, 2016 to November 15, 2017 is **updated** on or before December 1, 2017. Failed or cancelled bid status should still be updated in the PhilGEPS.

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If PTRI is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for transactions above One Million (Php 1,000,000) in the PhilGEPS due to factors that are

outside of the control of PTRI, PTRI should submit a report to or inform PhilGEPS and submit a letter of explanation (see Annex C for sample letter) addressed to the AO25 IATF on or before December 1, 2017. Acceptance of the explanation/reasons shall be subject to the recommendation of PhilGEPS.

- b. To comply with Transparency Seal Guidelines.
  - c. Once PTRI is found Non-Compliant with the ARTA requirement stated in Section 4.1.c1, the PTRI will be required to submit a Certificate of Compliance directly to the concerned CSC Regional/Field Office.
  - d. To comply with the requirement on Section 4.1.c.2, PTRI with frontline services should submit their Certificate of Compliance (CoC) with the Anti-Red Tape Law and their self-assessment and report of improvements indicating all frontline transactions, current processing time standards of each transaction, actions that the PTRI has taken to improve each transaction, and substantial results as proof of successfully demonstrating each action taken. For this purpose, the CSC shall provide enrolled agencies with frontline services a copy of the Validation Guidelines and the corresponding Certificate of Compliance.
  - e. PTRI compliance on substantial improvement of frontline services shall be assessed through actual audits by the oversight agencies to determine the consistency with PTRI submissions. The CSC shall establish guidelines relative to compliance with this requirement.
- 9.7 The FY 2017 Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) shall be submitted to the GPPB within one month after issuance of this Circular/IATF MC 2017-1 dated March 9, 2017.
- 9.8 FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-PS on or before November 30, 2017.
- 9.9 The APCPI results should be submitted on or before March 31, 2017 to GPPB.
- 9.10 A certified-true copy of the PTRI's ISO QMS Certificate/s shall be submitted to the GQMC thru the DBM Secretariat-Systems and Productivity Improvement Bureau not later than December 31, 2017. The IATF shall conduct spot-check to validate claims and certifications made by PTRI.

#### 10.0 COMPLIANCE VALIDATION

The following oversight agencies are tasked to conduct the compliance validation of the PBB requirements.

PBB REQUIREMENT	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS
Citizen's Charter	CSC
Assessment of Agency Frontline Services	OP, PMS, CSC
FOI Manual	PCOO

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PBB REQUIREMENT	VALIDATING AGENCY
Submission of SALN of employees	Office of the President, Ombudsman, CSC <i>Note: the Agency shall submit the list of SALN non-filers</i>
Submission of Annual Financial Statements and Reports on Ageing of Cash Advances	COA
Submission of APP-CSE and APP non CSE Approved by the HOPE and APCPI results	GPPB-TSO-DBM-PS
MFO Physical Accomplishments	DBM-Bureau E
STO Accomplishments <ul style="list-style-type: none"> <li>- QMS Certification</li> <li>- ICT</li> </ul>	GQMC DBM-Bureau E
GASS <ul style="list-style-type: none"> <li>- Budget Utilization Rate</li> <li>- Public Financial Management Report</li> <li>- Financial Statements</li> <li>- Ageing of Cash Advances Report</li> <li>- Budget and Financial Accountability Reports</li> <li>- Report on Status of implementation of Prior years Recommendations in the Annual Audit Report</li> </ul>	DBM-Bureau E DBM-Bureau E COA COA DBM-Bureau E and COA  COA
PTRI Ranking of Delivery Units	DBM-OPCPB

## 11.0 EFFECTS OF NON-COMPLIANCE

- 11.1 If PTRI is unable to comply with all the good governance conditions it shall be considered ineligible for the PBB FY 2017.
- 11.2 Prohibited Acts: PTRI, which, after due process by the oversight agency, has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the **succeeding year** of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.
- a. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB, and violation of the provisions of IATF MC 2017-1, and
  - b. Evenly distributing the PBB among employees in PTRI, is violation of the policy of paying the PBB based on the ranking of delivery units.

## 12.0 FEEDBACK AND CHANGE MANAGEMENT

- 12.1 The HoA with the support of the Performance Management Team (PMT) shall develop and implement an internal communications strategy on Performance Based Incentive System (PBIS), and fulfil the following:
- a. Engage its employees in understanding the PBIS, the performance targets of PTRI, as well as the services and outputs that it will need to deliver in order to meet these targets.

Ombudsman  
 CSC  
 DBM-OPCPB  
 DBM-Bureau E  
 DBM-Bureau E  
 COA  
 COA  
 DBM-Bureau E and COA  
 COA



- b. Disseminate the PTRI performance targets and accomplishments through the intranet and other means, as well as publish these on PTRI website for public's information.
- c. Planning and ICT Staff (PICTS) shall respond to queries and comments on the targets and accomplishments of PTRI. Help Desk can be accessed through PTRI website (<http://www.ptri.dost.gov.ph/helpdesk>)
- d. PMT shall respond to the PBIS-related issues and concerns raised by officials and employees of PTRI

12.2 The HoA shall designate the Chief, FAD as PBB Focal Person.

### 13.0 INFORMATION AND COMMUNICATION

- 13.1 The HoA shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the PBB Focal Person.
- 13.2 PTRI shall conduct general assembly to orient employees on the implementation of the FY 2017 PBB Guidelines.
- 13.3 PTRI shall maintain the following communication channels:

- a. PTRI Bulletin Board
- b. PTRI Help Desk (<http://www.ptri.dost.gov.ph/help-desk>)
- c. PTRI Email: [ptri@ptri.dost.gov.ph](mailto:ptri@ptri.dost.gov.ph)/[ptridost47@gmail.com](mailto:ptridost47@gmail.com)
- d. PTRI Facebook (<http://www.facebook.com/ptridost>)
- e. PBB Focal Person Email: [citapulgo@ptri.dost.gov.ph](mailto:citapulgo@ptri.dost.gov.ph) | [citapulgo@yahoo.com](mailto:citapulgo@yahoo.com))

### 14.0 TIMELINE FOR FY 2017 IMPLEMENTATION

Particulars	Division/Section Responsible	Deadline	Recipient Agency
a. Submission to COA and DBM of 4 <sup>th</sup> Quarter BFARs (previous year) thru online URS	FAD-Accounting	On or before January 31, 2017	COA
b. Submission of FY 2017 APP-non-CSE approved by the HOPE to GPPB-TSO	FAD-PPGSS	Within one month after the issuance of ITFC	DBM-PS
c. Submission of FY 2016 Financial Reports	Acctg. BTS	On or before March 31, 2017	COA
d. Submission of APCPI Self-Assessment Results for FY 2016	PPGSS	On or before March 31, 2017	GPPB
e. Submission of 1 Quarter BFARs (current year) thru online URS	Acctg/BTS	On or before April 30, 2017	COA/DBM
f. Submission of 2016 SALN	HRRMS	On or before April 30, 2017	CSC
g. Submission of 2 <sup>nd</sup> BFARs	BTS/Acctg	On or before July 31, 2017	COA/DBM

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Particulars	Division/Section Responsible	Deadline	Recipient Agency
h. Validation of Transparency Seal compliance i. Validation of Citizen's Charter compliance j. Validation of FOI Manual k. Posting of Agency system of Ranking delivery units	PBB focal person  HRRMS  PICTS	  October 31, 2017	
l. Submission of 3 <sup>rd</sup> Quarter BFARs	BTS/Acctg.	On or before October 31, 2017	COA/DBM
m. Submission of FY 2018 APP-CSE as prescribed	PPGSS	On or before Nov. 30, 2017	DBM-PS
n. Submission of Report on Ageing of Cash advance Liquidation (with Nov. 15, 2017) as cut-off o. Submission of Letter of explanation/ justification if unable to post in PhilGEPS (for transactions above P1,000,000 with November 15, 2017 as cut-off)	Acctg.  PPGSS	On or before Dec. 1, 2017	COA
p. Posting of QMS Certification in Agency Transparency Seal. q. Submission of report on compliance with 30% of the audit recommendations as shown in the Status of Implementation of Prior Year's Recommendations in the Annual Audit Report. r. Submission of report on all improvements made by the agency to implement CSC Memorandum Circular No. 14 s. 2016.	QMR  Acctg.  HRRMS	On or before December 31, 2017  On or before December 31, 2017	GQMC  COA  CSC
s. Submission of physical accomplishments using Forms A, A1 and Form 1.0 (with December 31, 2017 as cut-off date) – see Annexes 2, 3, 4, 5  t. Validation of STO Indicator as identified by Head of Agency  u. Validation of QMS Certification	HRRMS/PICTS  PICTS  QMR	On or before January 31, 2018	AO 25/DBM

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**15.0 EFFECTIVITY**

The guidelines shall take effect immediately.

**Performance Management Team:**

  
**CORAZON I. TAPULGO**  
Chief, FAD & Chairperson

  
**MAY S. RICO**  
Chief, TSD, Member

  
**REMEDIOS O. NOGUERA**  
AO V, BTS, Member

On Leave  
**MARNIE B. DONES**  
PO III, PICTS, Member

**JEANNIE LYNN C. PEREZ**  
Sr. SRS, RDD, Member

  
**ELEONOR V. DAYAWON**  
AO V, HRRMS, Member

  
**AGUSTIN A. BORDALLO, JR.**  
President, PTRI-EA, Member

OB  
**NORLY B. VILLAR**  
Supervising SRS, TIPS, Member

**Approved by:**

  
**CELIA B. ELUMBA**  
Director IV