



Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd-Division  
of Batangas  
SDS OFFICE

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**MEMORANDUM**  
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FOR: **UNDERSECRETARIES**  
**ASSISTANT SECRETARIES**  
**BUREAU AND SERVICE DIRECTORS**  
**REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**  
**HEADS OF OFFICES**  
**ALL OTHERS CONCERNED**

FROM:   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational  
Development*

SUBJECT: **FY 2021 AND FY 2022 PERFORMANCE BASED BONUS  
UPDATES**

DATE: 3 March 2023

This is to provide updates on the Performance-Based Bonus (PBB) of the Department for FY 2021 and FY 2022. The PBB is an incentive given to government employees following their performance and contribution in the accomplishment of their agency's overall targets and commitments.

For DepEd employees to receive this incentive, DepEd must pass the Agency Eligibility Requirements first before the individual PBB requirements can be processed. Achieving these requirements is a shared responsibility of all offices across the DepEd Central, Regional, Schools Division Offices, and Schools.

Pursuant to Memorandum Circular No. 2021 -1 entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2021 under the Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016" we reiterate the criteria, requirements, and timelines, to ensure full compliance of the Department for PBB.

For the Department to be eligible for the grant of the FY 2021 PBB, it must satisfy the following four (4) dimensions of accountability:

1. Performance Results,
2. Process Results,

3. Financial Results, and
4. Citizen/Client Satisfaction Results.

The Department should attain a total score of at least 70 points based on the PBB Scoring System shown below:

<b>Table 1: PBB SCORING SYSTEM</b>						
<b>Criteria and Conditions: Four Dimensions of Accountability</b>	<b>Weight</b>	<b>Performance Rating</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1. Performance Results</b> - refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA)	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>2. Process Results</b> - 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	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>3. Financial Results</b> - refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects 2 based on the FY 2022 GAA	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>4. Citizen/Client Satisfaction Results</b> - refer to the achievements in satisfying the quality expectations of the transacting public/client	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>TOTAL SCORE</b>	<b>MAXIMUM = 100 POINTS</b>					

For other agency accountabilities, the offices shall continue to implement, monitor, and enforce compliance with the following requirements:

1. Updating of Transparency Seal
2. Compliance with the Freedom of Information (FOI) Program
3. Updating of Citizen's or Service Charter
4. Compliance to Audit Findings and Liquidation of Cash Advances
5. Submission and Review of SALN
6. PhilGEPS posting of all invitations to bids and awarded contracts
7. Undertaking of Early Procurement Activities
8. Procurement related Requirements:
  - a. Submission of Annual Procurement Plan-Common Use Supplies and Equipment (APP CSE)
  - b. Indicative APP
  - c. Results of Agency Procurement Compliance and Performance Indicators (APCPI) Systems
  - d. Non-Common Use Supplies and Equipment (APP-non CSE)

## I. UPDATES ON FY 2021 PBB

Last January 26, 2023, DepEd received the congratulatory letter from the AO 25 Interagency Taskforce Technical Working Group (IATF TWG), declaring that **DepEd is eligible for the grant of FY 2021 PBB**, as we attained a total score of **70 points for the criteria and conditions**. (Attached as **Annex A – Congratulatory letter**).

Below is the summary of the eligibility criteria and score:

ELIGIBILITY CRITERIA	ACCOMPLISHMENT	SCORE	POINTS	REMARKS
<b>1. Performance Results</b>	Met 58.82% (10 out of 17) of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors.	2	10	With Isolation
<b>2. Process Results</b>  *Attached as <b>Annex B</b> is the DepEd Report for FY 2021 PBB Process Results	Achieved targets to ease transaction for 83.87% (26 out of 31) of its frontline services.	4	20	
<b>3. Financial Results</b>	Attained 93.32% Disbursement BUR	5	25	
<b>4. Citizen/Client Satisfaction Result</b>	Achieved 4.59 satisfaction rating with 100% #888/CCB complaints resolved	3	15	With Isolation
<b>Total Agency Score</b>			<b>70 points</b>	

Source: AO 25 Secretariat, DepEd Final Validation Results PBB 2021

On the other Agency Accountabilities, we have three (3) non compliances, detailed as follows:

Other Agency Accountabilities		Final Validation Results	Remarks
Updating of Transparency Seal		Compliant	
Compliance with the Freedom of Information (FOI) Program		Compliant	
Updating of Citizen's or Service Charter		Compliant	
Compliance to Audit Findings and Liquidation of Cash Advances		Compliant	
Submission and Review of SALN		Compliant	
Procurement related Requirements:	Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP CSE)	Compliant	

	Indicative FY 2022 APP	Compliant	
	Results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) Systems	Compliant	
	FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE)	Non-compliant	With isolation
	PhilGEPS posting of all invitations to bids and awarded contracts	Non-compliant	With isolation
	Undertaking of Early Procurement Activities covering 2022 Procurement Projects	Non-compliant	With isolation

Source: AO 25 Secretariat, DepEd Final Validation Results PBB 2021

The complete list of offices which are non-compliant is Attached as **Annex C**.

As an agency, we will be appealing the three non-compliances cited above. Please refer to the list of requirements below to be submitted to this email address [pbb.monitoring@deped.gov.ph](mailto:pbb.monitoring@deped.gov.ph) on or before **March 3, 2023**, please note that **we will no longer accept late submission**, for us to expedite the submission of the letter of appeal to AO 25 Secretariat and validating agencies concerned:

<b>PBB Requirements</b>	<b>Requirements/Proof</b>
Certificate on the conduct of Early Procurement Activities (EPA) for FY 2022	<ol style="list-style-type: none"> <li>1. EPA Certificate is submitted using the applicable prescribed template relative to the following: <ol style="list-style-type: none"> <li>a. If PE receives budgetary support from the National Government and</li> <li>b. If Eligible Procurement Projects (EPPs) are reflected in the PE's indicative Annual Procurement Plan based on the National Expenditure Program (NEP);</li> </ol> </li> <li>2. Submitted applicable EPA Certificate is signed by the HoPE or his/her duly authorized official;</li> <li>3. Submitted applicable EPA Certificate is duly notarized;</li> <li>4. EPA Certificate is sent to <a href="mailto:earlyprocurement@gppb.gov.ph">earlyprocurement@gppb.gov.ph</a>; and 5. EPA Certificate is submitted on or before 31st of January of the fiscal year.</li> <li>5. Justification letter</li> </ol>
Annual Procurement Plan – Non-common Use Supplies and Equipment (APP –	<ol style="list-style-type: none"> <li>1. APP is compliant with the GPPB prescribed format.</li> <li>2. APP is duly approved and signed by Head of the Procuring Entity or his/her duly designated second ranking official.</li> </ol>

Non CSE) for Fiscal Year (FY) 2021	<p>3. APP mandatory electronic submission is through electronic mail contained in both Microsoft Excel and Portable Document Format (PDF) file.</p> <p>4. APP includes a Posting Certification attesting that the document submitted is posted on the agency's website or in absence of website, in a conspicuous place within the agency's premises.</p> <p>5. APP has been submitted on or before the set deadline.</p> <p>6. Justification letter</p>
PhilGEPS	<p>1.Updated and Posting of all invitations to bids and awarded contracts</p> <p>2.Justification letter</p>

The list of positions to be isolated is yet to be discussed with the National Performance Management Team (NPMT). Thus, all concerned offices are required to fast track the **submission of Form 1.0** to BHROD-Personnel Division at email address: **pbb.secretariat@deped.gov.ph**.

Also, please note that the **release of FY 2021 PBB payout is subject to availability of funds**.

## II. UPDATES ON FY 2022 PBB

ELIGIBILITY CRITERIA	Status	Deadline
1. Performance Results	Submitted, February 1, 2023	February 28, 2023
2. Process Results	Ongoing compliance	
3. Financial Results	Submitted, January 30, 2023	
4. Citizen/Client Satisfaction Result	Ongoing compliance	

AGENCY REQUIREMENT	VALIDATING AGENCY	STATUS	DEADLINE
Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO.  Note: Early Procurement Activities should be conducted in FY 2022	GPPB-TSO	Ongoing validation	Before January 31 <sup>st</sup> of the fiscal year
Submit FY 2022 APP-non CSE to GPPB-TSO	GPPB-TSO	Ongoing validation	March 31, 2022
Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO.	GPPB-TSO	Ongoing validation	June 30, 2022

Posting of Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage.	DBM-OCIO	Ongoing validation	September 30, 2022
Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store.	PS-DBM	Ongoing validation	September 30, 2022
Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO	Ongoing validation	October 1, 2022
Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2022.	CSC	Ongoing validation	October 1, 2022
Sustained Compliance w/ Audit Findings Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2020 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2022	COA	Ongoing validation	December 31, 2022
Update all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022 in the PhilGEPS.	PhilGEPS	Ongoing validation	January 30, 2023
Submit the following Freedom of Information (FOI) Program requirements to PCOO: a. Updated People's FOI Manual b. Updated one-page FOI Manual c. FOI reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report	Presidential Communications Operations Office (PCOO)	Ongoing validation	January 30, 2023

<ul style="list-style-type: none"> <li>d. Link to the agency's dashboard in the electronic FOI (eFOI) portal (<a href="http://www.foi.gov.ph">www.foi.gov.ph</a>)</li> <li>e. Updated AID-FOI Tool</li> <li>f. FOI Client/Customer Satisfaction Report</li> </ul>			
<p>Designation of the Agency's Committee on Anti-Red Tape (CART)</p> <p>Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007</p>	<p>Anti-Red Tape Authority (ARTA)</p>	<p>Submitted, December 2022</p>	<p>February 28, 2023</p>

For clarifications, your office may contact **Ms. Maricarl B. Fabian** or **Ms. Hannah Hasmin Caña** of the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email at [pbb.monitoring@deped.gov.ph](mailto:pbb.monitoring@deped.gov.ph).

For your information and guidance.

*BHROD-OED / MBFabian*