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OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
GUIDELINES/MECHANICS FOR THE GRANT OF PERFORMANCE-BASED
BONUS (PBB) FY 2022

Pursuant to Administrative Order No. 25 s. 2011 (AO25) and Inter Agency Task Force (IATF) Memorandum Circular No. 2022-1 dated March 24, 2022, to be eligible for the grant of FY 2022 PBB, the Office of the Government Corporate Counsel (OGCC) must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen Client Satisfactory Results and attain a total score of at least seventy (70) points, and achieve at least a rating of four (4) for at least three (3) criteria based on the PBB Scoring System.

In view of the foregoing, and upon favorable assessment or determination of eligibility of the OGCC for PBB FY 2022. These guidelines and mechanics herein adopted shall govern the grant of PBB for FY 2022.

A. DELIVERY UNITS

In compliance with AO 25 IATF and MC No. 2022-1, hereunder are the OGCC's Delivery Units (DU) relative to the grant of the PBB for FY 2022:

1. Top Management: Government Corporate Counsel; Deputy

Government Corporate Counsel; Assistant Government Corporate Counsels; Chief Administrative Officer; and Section Heads;

2. Legal Unit; and
3. Administrative Unit

B. RATING AND RANKING OF DELIVERY UNITS

In the observance of the prescribed simplified PBB scheme for the grant of FY 2022 PBB, eligible agencies shall no longer be ranked. In case the OGCC fails to meet rating of 4 in at least 3 criteria, the unit/s most responsible including its head for the criteria with a performance rating of below 4 will be isolated from the grant of then FY 2022 PBB.

C. RATES OF THE 2022 PBB

Eligible DUs shall be granted FY 2022 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates based on the achieved total score as shown in the 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

D. ELIGIBILITY OF OFFICERS AND EMPLOYEES FOR FY 2022 PBB

1. The eligibility of the officers and employees will depend on the eligibility and performance of this Office. Their PBB will be based on the monthly basic salary as of 31 December 2022.
2. The OGCC shall use the Civil Service Commission (CSC) approved Strategic Performance Management System (SPMS) in rating and ranking the performance of the officers and employees.

Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2022 PBB

3. To be eligible for FY 2022 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 SPMS or the requirement prescribed by CESB, if applicable.
4. 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.
5. An official or employee who has rendered a minimum of nine (9) months of service in FY 2022, with at least a Very Satisfactory rating shall be eligible to the full grant of the PBB.
6. An official or employee who rendered a maximum of nine (9) months but a minimum of three (3) months of service and with at least a Very 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 AND PERCENTAGE OF PBB	
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%

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. Newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity and/or Paternity Leave
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and
 - h. Sabbatical Leave.
7. An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of PBB.
 8. Personnel found guilty of administrative and/or criminal cases in FY 2022 by formal and executory judgement shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not disqualify an employee to the PBB.
 9. Officials and employees who failed to submit their 2021 Statement of Assets Liabilities and Net worth (SALN) as prescribed 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 2022 PBB.

10. Officials and employees who failed to liquidate within the reglementary period, the Cash Advances received in FY 2022 as prescribed in the Commission on Audit (COA) Circular 97-002 dated 10 February 1997 and reiterated in COA Circular No. 2009-002 dated 18 May 2009.

The Government Corporate Counsel shall ensure that officials and employees covered by RA No. 6713 submitted their SALN to the respective SALN repository agencies; liquidated their FY 2022 Cash Advances; and completed the SPMS Forms, since these shall be the bases for the release of the FY 2022 PBB.

ACCORDINGLY, all officials and employees are enjoined to strictly comply with the performance targets and submission of the SPMS rankings and other documentary requirements.

February 27, 2023



MARILYN G. ESTARIS

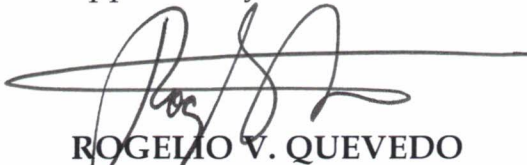
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