



**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**
(Administrative Order No. 25 S. 2011)

January 30, 2023

ROGELIO V. QUEVEDO

Government Corporate Counsel

Office of the Government Corporate Counsel

3rd Floor, MWSS Administration Bldg., Katipunan Ave., Balara, Quezon City

ATTENTION: Mr. Marc Alexis M. Arabe
PBB Focal Person

Dear Government Corporate Counsel Quevedo:

We are pleased to inform you that the Office of the Government Corporate Counsel (OGCC) is **eligible** for the grant of the FY 2021 Performance-Based Bonus (PBB), as the agency obtained **75 points** for the PBB Criteria and Conditions as provided in Section 4.0 of the AO25 Inter-Agency Task Force Memorandum Circular No. 2021-1. The FY 2021 Final Eligibility Assessment is attached for your reference.

Since the agency achieved a performance rating of below 4 in two (2) out of four (4) PBB Criteria and Conditions and was found non-compliant in one (1) of the Agency Accountabilities under Section 5.0, the unit/s most responsible (including its head) for the non-compliances will be isolated from the grant of the FY 2021 PBB. Further, to be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's Strategic Performance Management System approved by the Civil Service Commission, or the requirement prescribed by the Career Executive Service Board.

To complete the PBB process, may we remind your office to publish the **FY 2021 Agency Scorecard** on your website or official publication. The agency is given thirty (30) working days to submit **Annex 2 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and release of your agency's FY 2021 PBB.

Again, we commend the OGCC management and staff, and we hope for your continued participation and support of the PBB implementation. Thank you very much.

Sincerely yours,

ACHILLES GERARD C. BRAVO

Assistant Secretary, DBM and
Chair, AO25 IATF TWG



**development academy
of the philippines**

Technical Secretariat and Resource Institution

FY 2021 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS
per the AO 25 Memorandum Circular (MC) No. 2021-1 and 2021-2

To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points.

TABLE 1: FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20 pts	25pts
TOTAL SCORE	MAXIMUM = 100 POINTS					

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2021 (all performance indicators)

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
a. For departments/agencies and GOCCs covered by the DBM				
No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services
b. For SUCs				
No demonstrated standardization/quality assurance	Achieved ISO-certification or its equivalent certification only for non-frontline services	Achieved ISO-certification or its equivalent certification for less than 80% of frontline services	Achieved ISO-certification or its equivalent certification for at least 80% of frontline services	Achieved ISO-certification or its equivalent certification for all frontline services

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursement BUR	20-39% Disbursement BUR	40-59% Disbursement BUR	60-79% Disbursement BUR	80-100% Disbursement BUR

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/Did not conduct CCSS	Low satisfaction rate with unresolved #8888/CCB complaints	Average to high satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved

FINAL ELIGIBILITY ASSESSMENT FOR FY 2021 PERFORMANCE-BASED BONUS

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

Overall Assessment: The Office of the Government Corporate Counsel (OGCC) achieved **75 points and is eligible** for the grant of FY 2021 PBB.

A. Physical Accomplishments

Criteria	Score	Points	Remarks
<p>1. Performance Results</p> <p>Achieved 75% (6 out of 8) of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors</p>	2	10	<p>The OGCC did not meet two (2) performance indicators.</p> <ol style="list-style-type: none"> 1. Percentage of cases handled during the year and won; and 2. Percentage of all contract reviews and legal opinions rendered within the prescribed period. <p>The OGCC explained that the agency has no control over the decision of the court. Also, the OGCC explained that the number of contracts reviewed depended on the complexity of the issues raised and on the quality of supporting documents from client Government-Owned and Controlled Corporations (GOCCs).</p> <p>The Department of Budget and Management-Budget and Management Bureau (DBM-BMB)-D considered the non-attainment of the targets to be due to uncontrollable factors, based on its Agency Performance Review (APR) report dated April 7, 2022.</p> <p>The agency is advised to continue the stringent acceleration of its operations, especially in safeguarding the legal interests of government-owned and controlled corporations and establish clear guidelines and policies requiring client GOCCs to submit documents on time to avoid delay in the discharge of the OGCC's functions.</p> <p>The OGCC is also advised to closely coordinate with the suppliers and creditors for the timely submission of required documentary requirements, e.g., billing statements, to avoid the accumulation of unpaid obligations. The agency may also consider furnishing the claimants with the checklist of requirements and information on the deadline or schedule for the processing of payments.</p>
<p>2. Process Results</p> <p>Achieved ease of transactions for 50% (2 out of 4) of its frontline services.</p>	3	15	<p>The OGCC was able to achieve ease of transaction for two (2) out of four (4) frontline services by retaining its ISO 9001:2015 certification for the provision of contract review and rendering of legal opinion certified by the IQNET - The International Certification Network.</p> <p>Though the OGCC cited various office orders as evidence of its streamlining, digitization and standardization efforts for the Litigation, and for the Mediation and Arbitration services, the</p>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			<p>agency did not provide tangible results to ease transaction from the point of view of the transacting public.</p> <p>The OGCC is encouraged to implement digitization initiatives, develop online systems, and transform its critical services from manual to contactless transactions in its streamlining efforts to shorten processes and improve public service delivery.</p>
3. Financial Results Achieved 96.59% Disbursement BUR	5	25	<p>The actual accomplishment of the OGCC for Disbursement Budget Utilization Rate (BUR) was 96.59% based on the DBM-BMB-D APR report dated April 7, 2022.</p> <p>The OGCC is advised to adhere to the timely and accurate submission of reportorial requirements.</p>
4. Citizen/Client Satisfaction Results Achieved a 98.83% overall satisfaction rating, with no complaints received from the #8888 and CCB platforms.	5	25	<p>The OGCC did not receive any complaints through the #8888 platform for the period of January 1, 2021 to December 31, 2021 based on the Office of the President (OP) report dated December 21, 2022.</p> <p>The OGCC did not receive any complaints through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2021 to December 31, 2021 based on the Civil Service Commission (CSC) report dated February 24, 2022.</p> <p>In addition, the OGCC achieved an overall satisfaction rating of 98.83% for its contract review, legal opinion, and litigation services for FY 2021. The OGCC observed the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) under Annex 4 of the AO25 MC 2021-1.</p>
Total	15	75	

B. Agency Accountabilities	Compliance Status
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Updating of Citizen's Charter	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Compliant
• Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Compliant
• Submission of FY 2021 Non-Common Use Supplies and Equipment (APP non-CSE)	Compliant
• Posting of Indicative FY 2022 APP non-CSE	Compliant
• Submission of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI)	Compliant
• Undertaking of Early Procurement Activities (EPA) covering FY 2022 Procurement Projects	Non-compliant

C. Eligibility of Delivery Units and Individuals/Rates

To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such a case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of MC 2021-1 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2021-1 will also be isolated from the grant of the FY 2021 PBB.

To be eligible for FY 2021 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 CESB.

For additional information, please refer to Section 6.0 (Eligibility of Delivery Units and Individuals) and Section 7.0 (Rates of the PBB) of MC 2021-01.