



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

6 December 2023

**ROGELIO V. QUEVEDO**

Government Corporate Counsel  
Office of the Government Corporate Counsel  
3<sup>RD</sup> Floor, MWSS Administration Building  
Katipunan Avenue, Balara, Quezon City

**Attention: Mr. Mario R. Pilaspilas**  
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 2022 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. 2022-1. The FY 2022 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, it is important to note that the unit(s) primarily responsible for this non-compliance, including its head, will be excluded from receiving the FY 2022 PBB.

Furthermore, in order to qualify for the FY 2022 PBB, employees at the First, Second, and Third Levels are required to attain a performance rating of at least "Very Satisfactory." This rating should align with the agency's Strategic Performance Management System, which has been duly approved by the Civil Service Commission. Meanwhile, members of the Career Executive shall adopt the Career Executive Service Performance Evaluation System prescribed by the Career Executive Service Board.

In order to finalize the PBB process, we kindly request your office to publish the **FY 2022 Agency Scorecard** on your official website or publication. The agency has a thirty (30) working day window to submit **Annex 10 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and subsequent release of your agency's FY 2022 PBB.



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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.

Very truly yours,

  
**ACHILLES GERARD C. BRAVO**  
Assistant Secretary, DBM and  
Chair, AO25 IATF TWG



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# **FY 2022 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT**

## **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**



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**FY 2022 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS**  
per the AO 25 Memorandum Circular (MC) No. 2022-1

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points

TABLE 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met <b>less than 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to controllable factors</b>	Met <b>less than 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to uncontrollable factors</b>	Met <b>at least 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to controllable factors</b>	Met <b>at least 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to uncontrollable factors</b>	Met <b>each one</b> of the Congress-approved performance targets for FY 2022 (all performance indicators)

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
<b>No substantial improvement</b> in ease of transaction in both external core and internal services	Achieved substantial improvement in ease transaction in <b>internal service</b>	Achieved substantial improvement to ease transaction in <b>external service</b>	Achieved substantial improvements to ease transaction in <b>external but non priority core service and internal service</b>	Achieved substantial improvements to ease transaction in <b>priority core service (external) and internal service</b>

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

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
<b>No submission/Did not conduct CCSS</b>	<b>Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB</b>	<b>More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB</b>	<b>High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB</b>	<b>High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB</b>

**FINAL ELIGIBILITY ASSESSMENT FOR FY 2022 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 2022 PBB.

<b>A. Physical Accomplishments</b>			
<b>Criteria</b>	<b>Score</b>	<b>Points</b>	<b>Remarks</b>
<p><b>1. Performance Results</b></p> <p>Achieved 57.14% (4 out of 7) of its Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors.</p>	2	10	<p>The OGCC did not meet three (3) Congress-approved performance targets for FY 2022:</p> <ol style="list-style-type: none"> <li>1. Percentage of contracts reviewed within the prescribed period;</li> <li>2. Percentage of legal opinions rendered within the prescribed period; and</li> <li>3. Percentage of all contract reviews and legal opinions rendered within the prescribed period.</li> </ol> <p>The OGCC explained that the non-attainment is due to the following:</p> <ul style="list-style-type: none"> <li>• Lack of necessary supporting documents from client GOCCs;</li> <li>• Complexity of issues raised in the requests requiring the conduct of thorough analysis of lawyers;</li> <li>• Requests involved difficult questions of laws and commercial transactions; thus, require several meetings with client corporations; and</li> <li>• Voluminous transactions vis-à-vis the available manpower.</li> </ul> <p>The Department of Budget and Management- Budget and Management Bureau (DBM-BMB)-D considered the non-attainment to be due to <b>uncontrollable factors</b> based on the DBM-BMB-D Agency Performance Review (APR) report dated March 29, 2023.</p>
<p><b>2. Process Results</b></p> <p>Achieved substantial improvements in external service only.</p>	3	15	<p>The OGCC reported the following improvement initiatives for the external service "Contract Review" concerning access, reduced processing time, minimized transaction costs, and streamlined documentary requirements:</p> <p><b><u>Access:</u></b></p> <ul style="list-style-type: none"> <li>• The result of the survey conducted to monitor the accessibility of the contract review service shows that client government corporations remain satisfied.</li> </ul> <p><b><u>Processing Time:</u></b></p> <ul style="list-style-type: none"> <li>• The OGCC reported that the agency maintained the number of steps and processing time. The stability is attributed to the inherent complexity of the external</li> </ul>

**A. Physical Accomplishments**

Criteria	Score	Points	Remarks
			<p>services it delivers. These services involve highly technical processes that necessitate thorough research, review, and consultation. Reducing the processing time would likely compromise the quality of the service, given its non-ministerial nature.</p> <ul style="list-style-type: none"> <li>The OGCC released guidelines that included a list of documents which must be submitted together with the requests for contract review to address the delays in the evaluation and drafting stage due to incomplete documents.</li> </ul> <p><b><u>Transaction Cost:</u></b></p> <ul style="list-style-type: none"> <li>The OGCC reported that No transaction cost is associated with the "Issuance of a contract review by the OGCC." The agency acknowledges the expenses borne by its clients, including costs related to printing and transportation. To streamline the process, the OGCC guidelines have been revised to enumerate the necessary attachments for requests, minimizing logistical demands such as the excessive use of paper and other resources.</li> <li>Moreover, the OGCC has established a minimum expense threshold of Php550.00 for a client's request, ensuring transparency and consistency in managing client-incurred expenses.</li> </ul> <p><b><u>Documentary and Other Requirements:</u></b></p> <ul style="list-style-type: none"> <li>The OGCC Guidelines streamlined the documentation by listing the required attachments depending on the nature, kind, or type of contract submitted for review.</li> </ul> <p>Based on the Anti-Red Tape Authority (ARTA) report dated November 30, 2023, the OGCC's Means of Verification (ISO Certificate covering Provision of Contract Review and Rendering of Legal Opinion, Office Order No. 368 series 2022 on Submission of Documents for Review/Signature) presented standardization initiatives that demonstrated improvements in processing time of its external service.</p> <p>The OGCC reported the following improvement initiatives for the internal service, "Monitoring and Tracking of R2R," the OGCC also highlighted the improvement in terms of access, processing time, transaction cost, and documentary requirements:</p> <p><b><u>Access:</u></b></p> <ul style="list-style-type: none"> <li>The OGCC reported that the initial review of clients' requests by the Government Corporate Counsel's</li> </ul>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			<p>(GCC) Office was no longer required. Lawyers are immediately assigned and, consequently, issue the official review of the contract earlier and within the retained 20-day period to review and release a contract review.</p> <p><b>Processing Time:</b></p> <ul style="list-style-type: none"> <li>The OGCC reported that it optimized its operations by transitioning from traditional hard copy submissions to utilizing electronic mail for draft submissions. This shift not only reduced the time required for review but also ensured a more effective and efficient adherence to the government's hierarchy of approvals.</li> </ul> <p><b>Transaction Cost:</b></p> <ul style="list-style-type: none"> <li>The OGCC reported the reduction in the utilization of paper and other government resources, encompassing manpower, printing, photocopying, and draft preparation, through the online submission of drafts for review as an improvement initiative. This streamlined approach at the OGCC aligns with judicial pronouncements emphasizing the efficient use of paper, aiming to minimize the government's logistical expenses and contribute to environmental preservation.</li> </ul> <p>Based on the ARTA report dated November 30, 2023, it has been noted that the OGCC nominated a function rather than a service. According to the guidelines outlined in ARTA Memorandum Circular No. 2019-002-A, a function is characterized by being performed by a government agency or office without any prior request from clients. In contrast, a service is initiated in response to a specific request from clients. This distinction is crucial for understanding the nature of the activities undertaken by the agency.</p> <p>Hence, there is a <b>substantial improvement</b> only in the <b>external service</b> of the OGCC.</p>
<p><b>3. Financial Results</b></p> <p>Achieved 97.60% Disbursement BUR.</p>	5	25	<p>The actual accomplishment of the OGCC for Disbursement Budget Utilization Rate (BUR) was 97.60% based on the DBM BMB-D APR report dated March 29, 2023.</p>
<p><b>4. Citizen/Client Satisfaction Results</b></p> <p>Achieved an excellent satisfaction rate; no #8888 and CCB complaints received.</p>	5	25	<p>The OGCC reported an overall client satisfaction rating of excellent and observed the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) pursuant to Annex 5 of the AO 25 MC 2022-1.</p> <p>The OGCC did not receive any complaints through the #8888 platform for the period of January 1, 2022 to December 31, 2022, based on the OP report dated May 3, 2023.</p>

<b>A. Physical Accomplishments</b>			
<b>Criteria</b>	<b>Score</b>	<b>Points</b>	<b>Remarks</b>
			In addition, the agency did not receive any complaints through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2022 to December 31, 2022, based on the Civil Service Commission (CSC) report dated June 15, 2023.
<b>Total</b>	<b>15</b>	<b>75</b>	

<b>B. Agency Accountabilities</b>	<b>Compliance Status</b>
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Compliant
• Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Compliant
• Submission of FY 2022 APP Non-Common Use Supplies and Equipment (APP non-CSE)	Compliant
• Posting of Indicative FY 2023 APP non-CSE	Compliant
• Submission of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI)	Non-compliant
• Undertaking of Early Procurement Activities (EPA) covering FY 2023 Procurement Projects	Compliant
• Designation of the Agency's Committee on Anti-Red Tape (CART)	Compliant
• Compliance with the National Competition Policy (NCP)	Not applicable

**C. Eligibility of Delivery Units and Individuals/Rates**

To be eligible for the FY 2022 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 2022-1 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2022-1 will also be isolated from the grant of the FY 2022 PBB.

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 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 2022-01.