



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan

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MEMORANDUM

TO : ALL REGIONAL PUBLIC ATTORNEYS, REGIONAL OFFICERS-IN-CHARGE, SERVICE HEADS/OFFICERS-IN-CHARGE, DISTRICT PUBLIC ATTORNEYS, DISTRICT OFFICERS-IN-CHARGE AND OTHER PUBLIC ATTORNEYS AND PERSONNEL CONCERNED

SUBJECT : GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FY 2018 UNDER EXECUTIVE ORDER (EO) NO. 80, s. 2012

Pursuant to Memorandum Circular No. 2018-01 dated May 28, 2018 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, the Public Attorney's Office adopts the following guidelines in the grant of the PBB:

A. ELIGIBILITY

The following employees are entitled to the full amount of PBB for FY 2018:

1. Those who have achieved the Congress-approved performance targets;
2. Those belonging to the First and Second levels who have received at least a "Satisfactory" rating based on the PAO's Strategic Performance Management System (SPMS); and
3. Those who have rendered at least nine (9) months of actual service.

Those who have rendered a minimum of three (3) months but less than nine (9) months of actual service in the PAO and with at least Satisfactory rating shall be eligible for the grant of PBB on a *pro-rata* basis corresponding to the actual length of service rendered, as follows:

| LENGTH OF ACTUAL 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 employees are not eligible to receive PBB:

- a. Those who assumed office after October 1, 2018;
- b. Those who were found guilty of administrative and/or criminal cases by final and executory judgment in FY 2018. If the penalty imposed is only a reprimand, it shall not disqualify the employee from receiving the PBB;
- c. Those who failed to submit their 2017 Statement of Assets and Liabilities and Net Worth (SALN) as prescribed in CSC Memorandum Circular No. 3, s. 2015;
- d. Those who failed to liquidate cash advances received in FY 2018 within the period required by the Commission on Audit; and
- e. Those who failed to submit their complete SPMS Forms: IPCR/OPCR (including attachments) forms for January to June 2018 and IPCR/OPCR (including attachments) forms for July to December 2018 without justifiable reason, unless they are on approved leave during the rating period.

B. SYSTEM OF RANKING

1. Performance Evaluation

Employees shall be rated on the CSC-approved SPMS.

2. Delivery Units

Employees are grouped onto delivery units based on Memorandum Circular No. 2018-01 dated May 28, 2018 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems. The Delivery Units will be ranked based on the OPCR of the delivery units.

- a. Delivery Unit 1: Executive Support Staff
- b. Delivery Unit 2: Special and Appealed Cases Service
- c. Delivery Unit 3: Legal Research Service
- d. Delivery Unit 4: Field Operations and Statistics Service
- e. Delivery Unit 5: Financial Planning and Management Service
- f. Delivery Unit 6: Administrative Service
- g. Delivery Unit 7: National Capital Region - Regional Office
- h. Delivery Unit 8: National Capital Region - District Offices
- i. Delivery Unit 9: Cordillera Administrative Region - Regional Office
- j. Delivery Unit 10: Cordillera Administrative Region - District Offices
- k. Delivery Unit 11: Region I – Regional Office
- l. Delivery Unit 12: Region I – District Offices
- m. Delivery Unit 13: Region II – Regional Office
- n. Delivery Unit 14: Region II – District Offices
- o. Delivery Unit 15: Region III – Regional Office
- p. Delivery Unit 16: Region III – District Offices
- q. Delivery Unit 17: Region IV-A – Regional Office
- r. Delivery Unit 18: Region IV-A – District Offices
- s. Delivery Unit 19: Region IV-B – Regional Office
- t. Delivery Unit 20: Region IV-B – District Offices
- u. Delivery Unit 21: Region V – Regional Office
- v. Delivery Unit 22: Region V – District Offices
- w. Delivery Unit 23: Region VI – Regional Office
- x. Delivery Unit 24: Region VI – District Offices
- y. Delivery Unit 25: Region VII – Regional Office
- z. Delivery Unit 26: Region VII – District Offices
- aa. Delivery Unit 27: Region VIII – Regional Office
- bb. Delivery Unit 28: Region VIII – District Offices
- cc. Delivery Unit 29: Region IX-A – Regional Office
- dd. Delivery Unit 30: Region IX-A – District Offices
- ee. Delivery Unit 31: Region IX-B – Regional Office