



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**  
Tanggapan ng Manananggol Pambayan  
Kagarawan ng Katarungan  
DOJ Agencies Building, NIA Road, Diliman, 1101 Quezon City  
Telephone Nos. 929-90-10 / 929-94-38 ; Fax Nos. 927-68-10 / 926-28-78

**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 (PBB) FOR FISCAL YEAR (FY) 2019 UNDER EXECUTIVE ORDER NO. 80, S. 2012, AND EXECUTIVE ORDER NO. 201, S. 2016

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Pursuant to Memorandum Circular No. 2019-1 dated 3 September 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems ("Task Force"), the Public Attorney's Office adopts the following guidelines in the grant of the PBB for the FY 2019:

**A. ELIGIBILITY**

Employees who satisfy the following conditions are entitled to the full amount of the PBB for FY 2019:

1. Those who achieved at least a "Satisfactory" rating based on the agency's CSC-approved Strategic Performance Management System (SPMS) for First & Second Level employees, or the requirement prescribed by the Career Executive Service Board (CESB) for the Career Executive Service (CES) position holders; and
2. Those who rendered a minimum of nine (9) months of actual service during the fiscal year 2019. Leaves of absence, with or without pay, are excluded from the period of actual service.

Those who have rendered a minimum of three (3) months but less than nine (9) months of 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:

| <b>Length of Actual Service</b> | <b>% of PBB</b> |
|---------------------------------|-----------------|
| 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:

1. Those who rendered less than three (3) months of actual service for FY 2019;
2. Those who are on vacation or sick leave, with or without pay, for the entire year;
3. Those found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019, except those meted with the penalty of reprimand;
4. Those who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015;
5. Those who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
6. Those who failed to submit their complete SPMS Forms; or
7. Those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;

## **B. SYSTEM OF RANKING**

### **1. Performance Evaluation**

The performance reports of the responsible delivery units in the completion of each critical service or other key processes shall be the basis for the equitable performance ranking of delivery units. Particularly, the delivery units will be evaluated based on their respective Office Performance Commitment and Review (OPCR).

### **2. Delivery Units**

Employees are grouped into delivery units based on Memorandum Circular No. 2019-1 dated 3 September 2019 issued by the Task Force as follows:

- 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