



Republic of the Philippines  
**PUBLIC ATTORNEY'S OFFICE**

**Tanggapan ng Manananggol Pambayan**  
**Kagawaran ng Katarungan**

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October 05, 2021

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**THRU: Dir. MARILYN S. BOONGALING**  
Director II/Officer-in-Charge  
Administrative Service

**REPORT ON THE DISTRIBUTION OF MEMORANDUM CIRCULAR NO. 003 SERIES OF 2021**

The Office issued **Memorandum Circular No. 003 Series of 2021**, on September 21, 2021, with the subject "**GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2021 UNDER EXECUTIVE ORDER NO. 80, S. 2021, AND EXECUTIVE ORDER NO. 201, S. 2016**".

The objectives are to keep the Public Attorney's Office (PAO) employees informed and guided on the said Guidelines on the Grant of PBB for FY 2021.

The said Memorandum Circular was immediately circulated/disseminated by the Records Section, Administrative Service to all Regional Public Attorney's, Regional Officer-In-Charge, Service Officers-In-Charge, Directors II, District Public Attorneys/District Officers-In-Charge, Public Attorneys and personnel concerned.

The dissemination tools used by the Records Section, Administrative Service, to accomplish this task are as follows:

<b>Tools used for Cascading</b>	<b>Concerned Parties</b>	<b>Dissemination Dates</b>
<b>Electronic Mail</b>	All Regional Offices All District Offices	September 20, 2021 September 21-28, 2021
<b>Routing of hard copies</b>	All PAO Central Office Services/Sections and concerned employees	September 22, 2021 September 22 to October 04, 2021
<b>Registered Mail</b>	All Regional Offices	September 21, 2021
<b>Website</b>	All Public Attorney's and Personnel Concerned General Public	For posting

For inquiries concerning the dissemination of the subject Memorandum Circular No. 003 Series of 2021, you may contact the undersigned at (02) 89208423 or (02) 89299436 loc. 154, Public Attorney's Office, DOJ Agencies Bldg., NIA Road, corner East Avenue, Diliman, 1104 Quezon City.

Respectfully yours,

(Sgd.)

**ARLENE C. MENDIOLA**

Administrative Officer V/ OIC-Records Section  
Administrative Service