



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

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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 2015 UNDER EXECUTIVE ORDER (EO) NO. 80**

1. This Memorandum contains the criteria for the grant of Performance Based Bonus (PBB) in FY 2015.

2. Employees to become eligible for the FY 2015 Performance-Based Bonus, the following should be complied:

- 2.1. At least 90% of each of the Congress- approved performance targets should be achieved.
- 2.2. **The CSC- approved Strategic Performance Management System (SPMS) for ranking should be used;**
- 2.3. Employees belonging to the First and Second Levels Should receive a rating of **at least "Satisfactory"** based on the agency's CSC- approved SPMS;
- 2.4. An employee who has rendered a **minimum of nine (9) months of service** during the fiscal year who gets a minimum rating of "Satisfactory" may be eligible for the full grant of the PBB;
- 2.5. An employee who rendered a minimum of three (3) months but less than nine (9) months of service shall be eligible for the grant of PBB on a pro-rata basis. Personnel found **guilty of administrative and/ or criminal cases** filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB; and,