



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
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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 (PBB) FOR FISCAL YEAR (FY) 2020 UNDER EXECUTIVE ORDER NO. 80, S. 2012, AND EXECUTIVE ORDER NO. 201, S. 2016

Pursuant to Memorandum Circular No. 2020-1 dated 2 June 2020 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 on the grant of the PBB for the FY 2020:

A. ELIGIBILITY

Employees who satisfy the following conditions are entitled to the full amount of the PBB for FY 2020:

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 2020. 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:

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:

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 2020, except those meted with the penalty of reprimand;
4. Those who failed to submit the 2019 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015;
5. Those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
6. Those who failed to liquidate all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular 97-002 dated 10 February 10 1997 and reiterated in COA Circular 2009-002 dated 18 May 2009;
7. Those who failed to submit their complete SPMS Forms; or
8. Those responsible for the non-compliance with the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the agency system of ranking performance of delivery units.

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. 2020-1 dated 2 June 2020 issued by the Task Force as follows:

