

PHILIPPINE RETIREMENT AUTHORITY

Office Order No. PRA-ANF-2023-09 - 231
29 September 2023
Series of 2023

SUBJECT: GUIDELINES IN THE RANKING AND DISTRIBUTION OF THE PERFORMANCE-BASED BONUS FOR FY 2023

1. OBJECTIVE

To establish guidelines to ensure an objective and evidence-based system of rating the delivery units within Philippine Retirement Authority (PRA) relative to the grant of 2023 Performance-Based Bonus (PBB).

2. GENERAL GUIDELINES

2.1 Coverage

2.1.1 Eligibility of Agency. The eligibility of PRA to the grant of the 2023 PBB is dependent on its satisfaction of the four (4) criteria and conditions, namely:

2.1.1.1 Performance Results – refer physical targets reflected in the GCG-approved FY 2023 Performance Scorecard and eligibility requirements specified by the GCG.

2.1.1.2 Process Results – refer to the achievements in ease of doing business/ease of transactions with the agency as a result of streamlining, standardization, digitization and other related improvements in the delivery of services.

2.1.1.3 Financial Results – refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based of the FY 2023 GAA.

2.1.1.4 Citizen/Client Satisfaction Results – refer to the achievements in satisfying the quality expectations of the transacting public/client.

Each criterion is rated with a scale from 1 to 5. A rating of one (1) corresponds to five points, and five (5) corresponds to 25 points, with a five-point gradation per rating. Each criterion has an assigned weight. PRA must accumulate at least 70 points to qualify for the grant of PBB for FY 2023.

FY 2022 PBB Scoring System						
Criteria and Conditions	Weight	Performance Rating				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
TOTAL SCORE		= MAXIMUM 100 pts				

To be able to attain a total score of at least 70 points, PRA should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 shall not be entitled from the grant of 2023 PBB.

2.1.2 Eligibility of Delivery Units. A delivery unit is the primary subdivision of the agency performing substantive line functions, technical services or administrative support as reflected in the Agency's organizational structure/functional chart. In PRA, it refers to its Divisions and Offices.

PRA have seventeen (17) delivery units as follows:

- Office of the General Manager/CEO
- Office of the Deputy General Manager
- Office of the Board Secretary
- Internal Audit Division
- Information and Communications Technology Division
- Corporate Planning Division
- Administrative Support Division
- Financial Management Division
- Procurement Management Division
- Advertising and Promotions Division
- Client Relations and Program Development Division
- Processing Division
- Servicing Division
- Baguio Satellite Office
- Subic/Clark Satellite Office
- Cebu Satellite Office
- Davao Satellite Office

PBB for FY 2023, delivery units shall no longer be ranked. The corresponding rates of the PBB shall be based on the agency's achieved total score. The possible rate of PBB are as follows:

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% of monthly basic salary
95 points	61.75% of monthly basic salary
90 points	58.5% of monthly basic salary
85 points	55.25% of monthly basic salary
80 points	52% of monthly basic salary
75 points	48.75% of monthly basic salary
70 points	45.5% of monthly basic salary

However, the unit/s including the officials and staff most responsible for deficiencies or non-compliance with the requirements stated under Item 2.1.1 and other agency accountabilities as required by government-mandated laws and standards shall not be entitled to receive the 2023 PBB.

To sustain the institutionalization of compliance to existing government-mandated laws and standards, PRA and its Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements:

Agency Accountabilities

- a. Updating of Transparency Seal
- b. Compliance to Audit Findings and Liquidation of Cash Advances
- c. Compliance with the FOI Program
- d. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN)
- e. PhilGEPS posting of all invitations to Bids and Awarded Contracts
 - Notice of Award/Bid Results, Actual Approved/Awarded Contracts, and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P1,000,000.00)
- f. FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE)
- g. Posting of Indicative FY 2024 APP-non CSE
- h. FY 2024 Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE)
- i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System

- j. Undertaking of Early Procurement Activities covering 2024 Procurement Projects
- k. Designation of the Agency's Committee on Anti-Red Tape (CART)
- l. Compliance with the National Competition Policy (NCP)
- m. Continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process.
- n. Administered Client Satisfaction Measurement (CSM)
- o. Report on the digitalization initiatives or digital transformation of external and internal services

2.1.3 Eligibility of Individuals. PRA personnel holding regular, coterminous, contractual, and casual positions, who are funded from the Agency's Personnel Services Budget and with employer-employee relationship, are covered by these guidelines, subject to the following:

2.1.3.1 The eligibility of PRA General Manager/CEO shall depend on the eligibility of PRA. If eligible, the PBB rate for 2023 shall be the same as that of the rest of the agency. The maximum is equivalent to 65% of an individual as of 31 December 2023;

2.1.3.2 To be eligible for FY 2023 PBB, officials and employees belonging to the first, second and third levels should receive a rating of at least "Very Satisfactory" for both rating period based on the CSC-Approved Agency SPMS or the requirement prescribed by the Career Executive Service Board (CESB);

2.1.3.3 Personnel on detail in another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency;

2.1.3.4 Officials and employees, who transferred from government agencies that are non-participating in PBB implementation, shall be rated by the agency where he/she served the longest, the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.

2.1.3.5 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the grant of PBB. Those who have rendered less than nine (9) months but a minimum of three (3) months of actual length of service with at least a Very Satisfactory rating shall be eligible for the grant on a pro-rata basis:

LENGTH OF 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 are valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave and/or Paternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of PBB.

2.1.3.6 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 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.

2.1.3.7 Officials and employees who failed to submit the 2022 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the 2023 PBB.

2.1.3.8 Officials and employees who failed to liquidate all cash advances received in FY 2023 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, shall not be entitled to the FY 2023 PBB.

3. TIMELINE AND SUBMISSION

- 3.1 PRA should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results on or before February 29, 2024 through an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel file for use of the AO25 Secretariat). Late submission of complete PBB requirements of agencies that are assessed to be eligible to the grant of the FY 2023 PBB shall be subject to a penalty of 5% reduction in the rates of the incentives.
- 3.2 Beginning FY 2023 PBB, the submission of accomplishment reports shall be fully online through the Government Executive Information System (GEIS) platform. The GEIS serves as the main source of performance information for agencies including both the historical and current status of eligibility to the PBB and compliance with government standards.
- 3.3 PRA shall ensure that all explanations and justifications for deficiencies are already attached in the online submission.

4. EFFECTS OF NON-COMPLIANCE

An agency, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB.

The Administrative & Finance Services Department shall be responsible for the circulation of this Office Order via distribution of hard copies and cascading during the Flag Raising Ceremony.

5. COMMUNICATION AND CHANGE MANAGEMENT

PRA General Manager/CEO with the support of PRA Performance Management Team should enhance the implementation of internal communications strategy on the PBB and fulfill the following:

- 5.1 Engage the employees in understanding the PBB, the performance targets, as well as the services and outputs that they will need to deliver to meet these targets.
- 5.2 Disseminate the performance targets and accomplishments of the agency to the employees through the intranet and other means, as well as publish these on the agency website for public's information

5.3 Set-up a Complaints mechanism to respond to the PBB-related issues and concerns raised by the officials and employees of PRA. Such may be incorporated into the functions of PRA Grievance Committee.

5.4 PRA General Manager/CEO shall designate a senior official who shall serve as a PBB focal person.

6. CASCADING OF GUIDELINES

The Administrative & Finance Services Department shall be responsible for the circulation of this Office Order via distribution of hard copies and cascading to PRA employees.

7. EFFECTIVITY

This shall take effect upon approval by the undersigned.

Milagros R. Lisaca

ATTY. MARIA MILAGROS R. LISACA

Officer-in-Charge/

Deputy General Manager

[Handwritten initials]