



Republika ng Pilipinas

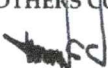
## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2022-1499

TO : UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM :   
WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : UPDATES AND DIRECTIVES FOR PERFORMANCE-BASED  
BONUS (PBB) 2020, 2021 AND 2022

DATE : 27 June 2022

This memo is to provide updates and directives about the Performance-Based Bonus of the Department for FY 2020, 2021, and 2022. Performance-Based Bonus (PBB) is an incentive given to government employees following their performance and contribution to the accomplishing of their agency's overall targets and commitments.

For DepEd employees to receive this incentive, DepEd must pass the Agency Eligibility Requirements first before the individual PBB requirements can be processed. Achieving these requirements is a shared responsibility of all offices across the DepEd Central, Regional, Schools Division Offices, and Schools.

### I. PBB 2020

Relative to the results of validation of PBB 2020, the Department of Education is **ELIGIBLE** for the grant of PBB for Fiscal Year 2020. (*Annex A - DepEd Final Validation Results*)



Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION




July 04, 2022

To: **Schools Division Superintendents**  
**BAC Chairperson**  
**BAC Secretariat/ Procurement Unit**

For information, guidance, and compliance.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

For the Regional Director:

  
**MAKSIM A. BOTILAS**  
Chief Administrative Officer  
Administrative Division



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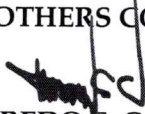
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Relative to the results of validation of PBB 2020, the Department of Education is **ELIGIBLE** for the grant of PBB for Fiscal Year 2020. (*Annex A - DepEd Final Validation Results*)

DepEd has successfully complied with fourteen (14) out of the fifteen (15) indicators set by the Inter-Agency Task Force (IATF). The indicator that the Department was not able to fully comply with is the **Undertaking of Early Procurement (EPA) for at least 50% of goods and services.** (*Annex B - Results of DepEd Appeal for EPA*)

The table below shows the Department's non-compliance with EPA:

OFFICE	STATUS
Central Office	Compliant
Region I	Compliant
Region II	Non-Compliant
Region III	Non-Compliant
Region IV-A	Compliant
Region IV-B	Compliant
Region V	Compliant
Region VI	Compliant
Region VII	Non-Compliant
Region VIII	Non-Compliant
Region IX	Non-Compliant
Region X	Non-Compliant
Region XI	Non-Compliant
Region XII	Compliant
CARAGA	Non-Compliant
CAR	Compliant
NCR	Compliant

Source: AO 25 Secretariat, DepEd Final Validation Results PBB 2020 for EPA

In the event that certain indicators were not complied with by the agency, those that are deemed responsible for the compliance of such indicators shall be isolated in the grant of the PBB. With this, the National Performance Management Team (NPMT) met last February 15, 2022, to decide which individuals/positions shall be isolated from the grant of PBB 2020.

In the concluded NPMT meeting and succeeding consultation with AO 25 Secretariat and DepEd ExeCom Members, the decision of the body on which positions from the Regional Office shall be isolated in the grant of the Performance-Based Bonus (PBB) 2020 are the following:

Governance Level	Position	Persons/Office
Regional Office	Regional Director as the Highest Accountable Official	<b>Assigned Regional Directors during the deadline - January 29, 2021 of the following Regions II, III, VII, VIII, IX, X, XI and CARAGA.</b>

The list of the names of the specific individual who will be included in the isolation shall be forwarded by the field offices to the Bureau of Human Resource and Organizational Development

- Personnel Division (BHROD-PD) through email at [pbb.secretariat@deped.gov.ph](mailto:pbb.secretariat@deped.gov.ph) and shall already be excluded in the Ranking of Delivery Units and Personnel / Form 1.0.

Further, please be reminded of the **submission/revision of Ranking of Delivery Units and Personnel (Form 1.0) on or before July 1, 2022**. Below is the summary of the submission for your reference:

OFFICE	STATUS AS OF JUNE 22, 2022
Schools	<ul style="list-style-type: none"><li>All school-based personnel already granted/given PBB</li></ul> <i>Note: with some additional request from Schools to be included in the succeeding submission of DepEd CO</i>
SDOs	<ul style="list-style-type: none"><li>Validated by DBM: Regions 1, 2, 3, 4A, 5, 6,7,8,10,11,12, CAR and NCR</li><li>For validation of DBM: Region 4B</li><li>For validation of DepEd CO: Regions 9 and CARAGA</li></ul>
ROs	<ul style="list-style-type: none"><li>Validated by DepEd CO: 1, 4A, 4B, 5, 6, 12, CAR, NCR</li><li>For revision of Form 1.0 (for exclusion of isolated position): Regions 2, 3, 7, 8, 9, 10, 11, CARAGA</li></ul> <i>Note: For finalized reports, please submit <b>on or before July 1, 2022</b></i>
CO	<ul style="list-style-type: none"><li>For finalization of reports</li></ul>

Please note that the release of FY 2020 PBB Payout will commence upon the endorsement/approval of the incoming administration.

## II. PBB 2021

Based on requirements stipulated in Memorandum Circular 2021-1, 2021-2 and DepEd Order 5, s. 2022, the Department has submitted the required reports.

Per coordination with AO 25 Secretariat, the validation for FY 2021 PBB is still ongoing. The committee will still deliberate on the score of each agency.

## III. PBB 2022

To ensure full compliance of the Department for FY 2022 PBB, we reiterate the criteria, requirements, and timelines per Memorandum Circular 2022-1 for your compliance.

For the Department to be eligible for the grant of the FY 2021 PBB, it must satisfy the following four (4) dimensions of accountability:

1. Performance Results,
2. Process Results,
3. Financial Results, and
4. Citizen/Client Satisfaction Results.

The Department should attain a total score of at least 70 points based on the PBB Scoring System shown below:

<b>Table 1: PBB SCORING SYSTEM</b>						
<b>Criteria and Conditions: Four Dimensions of Accountability</b>	<b>Weight</b>	<b>Performance Rating</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1. Performance Results</b> - refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA)	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>2. Process Results</b> - refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization e.g., through the ISO-certified QMS or its equivalent, digitization, systems and procedures reengineering, and other related improvements	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>3. Financial Results</b> - refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects 2 based on the FY 2022 GAA	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>4. Citizen/Client Satisfaction Results</b> - refer to the achievements in satisfying the quality expectations of the transacting public/client	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>TOTAL SCORE</b>	<b>MAXIMUM = 100 POINTS</b>					

Please be reminded of the following with regard to the Citizen Charter (CC) and Client/Citizen Satisfaction Survey (CCSS):

1. Continue using the Citizen Charter 2021 found on the DepEd Website;
2. Do not forget to post your corresponding unit/governance level CC through tarpaulin, printout, or social media;
3. Ensure that the CCSS form is being utilized especially for all frontline services;
4. Be more proactive in asking clients to answer the CCSS to have a higher satisfaction rate to balance out the high number of complaints; and
5. Continue implementing and improving the delivery of frontline service (streamlining/digitization) and always secure Means of verification (MoVs).

Since CCSS is now quantified as one of the indicators for compliance with PBB 2022 criteria, offices need to monitor 8888 and Contact Center ng Bayan (CCB) complaints more closely. Resolve complaints within the prescribed processing time prescribed by 8888 and CCB and inform them of the status of resolution.

All offices should regularly update the status of their monitoring of the issues and concerns they received. If a complaint gets repetitive, resolve the root cause. Escalate the matter to the next higher governance level if it cannot be resolved at your level.

**Other Agency Requirements**

REQUIREMENT	VALIDATING AGENCY	DEADLINE
<p>1. Submit a Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO.</p> <p><i>Note: Early Procurement Activities should be conducted in FY 2022</i></p>	Government Procurement Policy Board-Technical Support Office (GPPB-TSO)	before January 31 <sup>st</sup> of the fiscal year
2. Submit FY 2022 APP-non CSE to GPPB-TSO.	GPPB-TSO	March 31, 2022
3. Submit Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO	GPPB-TSO	June 30, 2022
4. Posting of Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage	Department of Budget and Management - Office of the Chief Information Officer (DBM-OCIO)	September 30, 2022
5. Submit the FY 2023 APP-CSE thru the PhilGEPS Virtual Store	Department of Budget and Management - Procurement Service (DBM-PS)	September 30, 2022
6. Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO	October 1, 2022
7. Post the agency's policy on the Establishment and Conduct of the Agency Review and	Civil Service Commission (CSC)	October 1, 2022

Compliance of SALN in the agency Transparency Seal for FY 2022.		
8. Submission of the National Competition Policy (NCP) requirements as stated in Section 5.2 of the FY 2022 PBB Guidelines	Philippine Competition Commission (PhCC)	November 30, 2022
9. Sustained Compliance w/ Audit Findings Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2020 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2022	Commission on Audit (COA)	December 31, 2022
10. Update all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022 in the PhilGEPS.	Procurement Service - Philippine Government Electronic Procurement System (PS-PhilGEPS)	January 30, 2023
11. Submit the following Freedom of Information (FOI) Program requirements to PCOO:  a. Updated People's FOI manual  b. Updated One-page FOI Manual  c. FOI reports: Agency Information Inventory,	Presidential Communications Operations Office (PCOO)	January 30, 2023

<p>2022 FOI Registry, and 2022 FOI Summary Report d. Link to the agency's dashboard in the electronic FOI (eFOI) portal (<a href="http://www.foi.aov.ph">www.foi.aov.ph</a>)</p> <p>d. Updated AID-FOI Tool</p> <p>e. FOI Client/Customer Satisfaction Report</p>		
<p>12. Designation of the Agency's Committee on Anti-Red Tape (CART)</p> <p>13. Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007.</p>	<p>Anti-Red Tape Authority) ARTA</p>	<p>February 28, 2023</p>

Based on the table above, procurement-related requirements, such as the *Early Procurement Activities*, *APP - Non-CSE*, *APP CSE*, *APCPI*, and *PhilGEPS*, have yet to be fully complied with. We would want to remind all concerned offices and individuals to submit and review the necessary documents to comply with these requirements. For more information on the submission and compliance of the procurement-related requirements, please email Procurement Management Service - Monitoring: [procms.monitoring@deped.gov.ph](mailto:procms.monitoring@deped.gov.ph) and [procms.od@deped.gov.ph](mailto:procms.od@deped.gov.ph) or through telephone number 8633-7232.

Meanwhile, for Sustained Compliance with Audit Findings, all ROs must fully implement 30% of the prior year's audit recommendations, except Property, Plant and Equipment (PPE)-related items. Kindly coordinate with your respective Regional Supervising Auditor for your compliance.

Further, an Online PBB Orientation will be conducted with the AO 25 Secretariat, Technical Working Group (TWG), and validating agencies to discuss the status and provide updates on DepEd's compliance to the eligibility requirement for FY 2021 PBB and to re-orient all concerned offices on the PBB Guidelines.

Meanwhile, please refer to Memorandum Circular No. 2022-1 for guidance with the PBB eligibility requirements and compliance with the PBB indicators. (*See attached Annex C - MC 2022-1*)

For clarifications, your office may contact the **Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED)** through email at [pbb.monitoring@deped.gov.ph](mailto:pbb.monitoring@deped.gov.ph).

For your information and guidance.

*[BHROD-OED/MBFabiani]*