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PHILIPPINE INFORMATION AGENCY
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BY: *Liberty D. Aragon*
DATE/TIME: *15 February 2022*

PIA MEMORANDUM CIRCULAR No. 004

Series of 2022

TO : ALL PIA OFFICIALS AND EMPLOYEES

SUBJECT : REQUIREMENTS AND GUIDELINES ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2021

DATE : 15 FEBRUARY 2022

Relative to Memorandum Circular 2021-1 on the Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY 2021, please be guided on the following highlights of the new PBB scheme:

1. The FY 2021 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability, namely: PERFORMANCE RESULTS; PROCESS RESULTS; FINANCIAL RESULTS and CITIZENS/CLIENT SATISFACTION RESULTS;
2. The Good Governance Conditions (GCC) shall no longer be included in the criteria to access the overall eligibility of the Agency but shall be continued to be implemented, monitored and enforced in compliance of the GGC Agency Accountabilities;
3. A PBB Scoring System and Rating Scale in determining the eligibility of the agencies to the grant of the PBB shall be used;
4. The ranking of Delivery Units and incentivizing eligible officials and employees to receive PBB at uniform rates across the Agency shall be eliminated;
5. The PBB bar in the scoring matrices and individual requirements shall be raised, from Satisfactory to Very Satisfactory rating. Thus, an Agency must attain a total score of at least 70 points based on the PBB Scoring System.

Please refer to the PBB Agency Accountability Implementation Timelines below for the submission and posting of compliance reports and requirements, as well as responsible offices/divisions concerned:

TIMELINE FOR THE FOUR DIMENSIONS OF ACCOUNTABILITY

REQUIREMENT	RESPONSIBLE OFFICES/DIVISIONS	DEADLINE
Performance Results	Planning Office/All CO Divisions and Regional Offices	28 February 2022
Process Results	Planning Unit/ HRDD/All delivery units	28 February 2022
Financial Results	Finance and Management Division	28 February 2022
Citizens/ Client Satisfaction Results	Policy and Communications Research Division	28 February 2022

Likewise, please refer to the following attachments:

1. PowerPoint online presentation of the AO25 Inter Agency Task Force on the new FY 2021 PBB Guidelines, detailing the four dimensions of accountability, eligibility, good governance conditions and the new scoring system. (ANNEX 1).
2. Timelines for the compliance of agency accountabilities that shall be used as basis in determining the eligibility of responsible units/individuals. (ANNEX 2).

FOR YOUR INFORMATION AND GUIDANCE.



RAMON L. CUALOPING III
Director-General

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PIA RECORDS SECTION

TIMELINES FOR THE COMPLIANCE OF AGENCY ACCOUNTABILITIES THAT SHALL BE USED AS BASIS IN DETERMINING THE ELIGIBILITY OF RESPONSIBLE UNITS/INDIVIDUALS. THESE LEGAL REQUIREMENTS SHALL BE SUBMITTED DIRECTLY TO THE VALIDATING/ OVERSIGHT AGENCIES:

Deadline	Requirements	Validating Agency	Responsible Offices
Within thirty (30) days after the approval of the FY2022 GAA	Submit 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. <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB-TSO	Procurement Section
March 31, 2021	Submit FY 2021 APP-non CSE to GPPB-TSO.	GPPB-TSO	Procurement Section
June 30, 2021	Submit Results of the APCPI system for FY 2020 Procurement Transactions to GPPB-TSO.	GPPB-TSO	Procurements Section
August 31, 2021	Submit the FY 2021 APP-CSE thru the PhilGEPS Virtual Store.	DBM-PS	Procurement Section
September 30, 2021	Posting of Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage.	GPPB-TSO	Procurement Section
October 01, 2021	Maintain/Update the agency Transparency Seal (TS) under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO	Planning Unit/DDCU/MISD

Deadline	Requirements	Validating Agency	Responsible Offices
December 04, 2021	<p>Set-up the most current and updated Citizen’s or Service Charter, reflecting the agency’s improved and streamlined/reengineered system and procedure for all its government services to citizens, businesses, and government agencies.</p> <p>Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph on or before December 04, 2021.</p>	ARTA	ARTA Committee
December 31, 2021 <i>(validity of certificate)</i>	<p>ISO QMS Certification or its equivalent certification for frontline services, service delivery standards manual, and the like may be used as evidence to the standardization achievements of the agency.</p> <p>The ISO 9001:2015 certification(s)/recertification(s) or its equivalent certifications must be valid as of December 31, 2021, and must be posted on the agency TS webpage not later than December 31, 2021.</p>	DBM-SPIB	PIA Quality Council / All Divisions/All Regional Offices
December 31, 2021	<p>Sustained Compliance w/ Audit Findings</p> <p>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 2019 should also not recur. The objective is to improve the agency’s internal control processes, enhance operational effectiveness, and eliminate,</p>	COA	FMD

Deadline	Requirements	Validating Agency	Responsible Offices
	resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.		
January 29, 2022	Update all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the PhilGEPS .	PS-PhilGEPS	Procurement Section
October 1, 2021	Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2021.	CSC	HRDD
January 29, 2022	Submit the following Freedom of Information (FOI) Program requirements to PCOO: <ul style="list-style-type: none"> a. Updated People's FOI manual b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report c. Modified One-page FOI Manual d. Screenshot of agency's home page 	PCOO	