



REPUBLIC OF THE PHILIPPINES  
**NATIONAL PRINTING OFFICE**

📍 EDSA Corner NIA North Road, Diliman, Quezon City    ✉ yeswecanpo.nic@gmail.com    📘 facebook.com/OfficialNPO

**MEMORANDUM**

**TO :** ALL CONCERNED

**FROM :** DIRECTOR IV

**SUBJECT :** GUIDELINES OF AGENCY'S SYSTEM RANKING  
OF DELIVERY UNITS FY 2020

**DATE :** SEPTEMBER 23, 2020

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In compliance with Memorandum Circular No. 2020-1 issued on June 2, 2020 by the Inter-Agency Task Force (IAFT), please be informed that the following guidelines will be implemented:

**1.0 PURPOSE**

This memorandum is issued to prescribe the criteria and conditions on the grant of Performance-Based Bonus (PBB) for FY 2020 performance to be given in FY 2021. Essentially, the same criteria and conditions for FY 2019 PBB are being issued to support the Administration's focus on streamlining of government services, with the implementation of Republic Act (RA) No. 11032 known as the ***Ease of Doing Business (EODB) and Efficient Government Service Act of 2018*** in prompting integrity, transparency, accountability, proper management of public affairs and public property, as well as to establish effective practices, aimed at the efficient turnaround of the delivery of government service and the prevention of graft and corruption in government.

**2.0 COVERAGE**

2.1 All National Printing Office (NPO) Delivery Units;

2.1.1 Office of the Director (including the Office of the Superintendent, HRM Section, Bids and Awards Committee, I.T. Unit and Internal Control Unit)

2.1.2 Production Planning and Control Division

2.1.3 Composing Division

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- 2.1.4 Photolithographic Division
- 2.1.5 Press Division
- 2.1.6 Finishing Division
- 2.1.7 Sales and Marketing Division
- 2.1.8 Engineering Division
- 2.1.9 Administrative Division
- 2.1.10 Financial Management Division

- 2.2 All officials and employees holding regular, contractual, and casual position are covered by this memorandum. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

### 3.0 ELIGIBILITY CRITERIA

The following are the required eligibility for granting the PBB:

- 3.1 **Good Governance Conditions:** Satisfy 100 % of GGCs for FY 2020 as provided in Section 4.0. For FY 2020, the extent of validation of the achievement of a number of GGCs that the agencies should meet shall depend on their historical compliance and performance in previous PBB cycles.
- 3.2 **Performance Targets of Agency:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Service (GASS) requirements for FY 2020.
- 3.3 **Performance Rating System to be Used for Personnel in the First and Second Levels, and Career Executive Service (CES) positions.** The rating of the performance of the first and second level officials and employees of the National Printing Office, including managerial and director positions, but are not Presidential appointees, shall be consistent with the CSC-approved SPMS. For the CES officers and incumbents to CES positions, the rating of their performance shall be based on the guidelines issued by the CES Board (CESB).



#### 4.0 GOOD GOVERNANCE CONDITIONS (GGCs)

4.1 The following GGCs are set based on performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for 1) heightened transparency; 2) stronger public accountability; 3) more inclusive and people-centered public services:

- a. Maintain/Update the agency Transparency Seal (TS);
- b. Update the PhilGEPS posting of all invitations to bids and awarded contracts;
- c. Set-up Most Current and Updated Citizen's or Service Charter.

#### 5.0 FY 2020 PHYSICAL TARGETS

5.1 The National Printing Office shall satisfy the following FY 2020 performance targets supporting the Administration's focus on the streamlining of government services and seamless public service delivery.

5.2 **Streamlining and Process Improvement of the Agencies Critical Services** covering all government-to-citizens (G2C), government-to-business (G2B), and government-to-government (G2G) transactions as declared in the agency's Citizen's/Service Charter.

5.3 **Compliance of agencies under priority sectors concerned with Program NEHEMIA commitments** to Rule III, Section 3 of the Implementing Rules and Regulations of Republic Act (RA) No. 11032 and AO No. 23 s. 2020 or Eliminating Overregulation to Promote Efficiency of Government Processes.

5.4 **Citizen/Client Satisfaction** – to determine the effectiveness of the streamlining and process improvements and institutionalizing Service Quality Standards (SQS) in critical services in the government. The National Printing Office should embed feedback mechanisms and citizen/client

satisfaction measurement in their process improvement efforts.

5.5 **STO Target** – Initial Certification/Recertification of the National Printing Office Quality Management System (QMS) covering at least one (1) critical frontline service or core process as mandated under its existing pertinent laws.

5.6 **GASS Target** – The common GASS targets shall include the following:

- a. Improved Budget Utilization Rate (BUR) from the previous year's level of accomplishment;
- b. Sustained Compliance with Audit findings;
- c. Submission of Annual Procurement Plan (APP-non CSE);
- d. Submission of FY 2021 Annual Procurement Plan-Common Use Supplies and Equipment (FY 2021 APP-CSE);
- e. Undertaking of Early Procurement for at least 50% of the value of eligible Procurement Projects included in the proposed budget of the National Printing Office in the National Expenditures Program (NEP);
- f. Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System

5.7 **Other cross-cutting requirements**

- a. Establishment and Conduct of Agency Review and Compliance of Statements of Assets, Liabilities and Net worth (SALN);
- b. Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO).

5.8 To reinforce fairness in the assessment of the performance of



each delivery unit under operations with those under support services, the National Printing Office should also declare non-frontline services provided to units/employees performed by the latter delivery units.

## **6.0 ELIGIBILITY OF INDIVIDUALS**

- 6.1 Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, President of SUCs and non-ex officio Heads of GOCCs covered by DBM are eligible only if their respective departments/agencies/institutions are eligible. If eligible, their maximum PBB rate for FY 2020 shall be equivalent to 65% of their monthly basic salary as of December 31, 2020. They should not be included in the Form-1 on Ranking of Delivery Units.
- 6.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a rate equivalent to 65% of the monthly basic salary of the highest corporate official.
- 6.3 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the National Printing Office's CSC - approved SPMS or the requirement prescribed by the CESB.
- 6.4 Personnel in detail to another Division for six (6) months or more shall be included in the ranking of employees in the Division that rated his/her performance.
- 6.5 Personnel who transferred from one Delivery Unit to another shall be rated and ranked by the Delivery Unit where he/she served the longest. If equal months were served for each Delivery Units, he/she will be included in the recipient Delivery Unit.
- 6.6 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB 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, as stated in Section 6.2.

- 6.7 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 6.8 Eligibility to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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 the 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
- 6.9 Employee who is on vacation or sick leave, with or without pay for the entire year is not eligible for the grant of the PBB.
- 6.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2020 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.

- 6.11 Officials and employees who failed to submit their 2019 Statement of Assets, Liabilities and Net Worth (SALN) as prescribed in the rules provided under CSC MC. No.3, s. 2015; or those who are responsible for the the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not entitled to the FY 2020 PBB.
- 6.12 Officials and employees who failed to liquidate all Cash Advances received in FY 2020 within the reglementary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009, shall not entitled to the FY 2020 PBB.
- 6.13 Officials and employees who failed to submit their complete SPMS Forms, shall not entitled to the FY 2020 PBB.
- 6.14 The Director of the National Printin Office should ensure that the officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, liquidated the FY 2020 Cash Advances, or completed the SPMS Forms, as these will be the basis for the release of FY 2020 PBB to individuals.
- 6.15 Officials and employees responsible for the implementation of the prior years audit recommendations, QMS certification, or posting and dissemination of the National Printing Office system of ranking performance of delivery units, failure to comply with any of the requirements shall not be entitled to the FY 2020 PBB.

## **7.0 RANKING OF DELIVERY UNIT**

- 7.1 The National Printing Office and its corresponding delivery units that meet the criteria and conditions in Section 4.0 are

eligible to the FY 2020 Performance Based Bonus (PBB). Delivery units eligible to the PBB shall be forced ranked according to the following categories:

Office / Delivery Unit	
Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- 7.2 When identifying and determining delivery units, the National Printing Office must be guided by the Master List of Departments/Agencies and Prescribed Delivery Units.
- 7.3 Only the personnel belonging to eligible delivery units are qualified for the PBB. While individual ranking shall be the basis for a merit increase, promotion, further training, and/or disciplinary action, individual ranking shall no longer be included in Form 1.0.
- 7.4 To recognize the high performance of government employees to the achievement of agency targets and requirements for the grant of the FY 2020 PBB, the National Printing Office shall list the names of employees who belong in the Best Delivery Unit using the Form 1.0.
- 7.5 The GCG, the LWUA, the DILGn and the DepEd shall issue pertinent guidelines on the ranking of delivery units for GOCCs covered by GCG, LWDs, LGUs, and DepEd Delivery Units respectively.
- 7.6 To heighten transparency among delivery units and employees, the National Printing Office shall cascade to their employees the agency guidelines/mechanics in ranking delivery units for the grant of the FY 2020 PBB by establishing a **System of Agency Ranking of Delivery Units for FY 2020 PBB**. The duly completed and signed guidelines in



ranking of delivery unit shall be posted on the National Printing Office TS webpage on or before **October 1, 2020**.

## **8.0 RATES OF THE PBB**

The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020 based on the table below:

<b>Performance Category</b>	<b>Multiple of Basic Salary</b>
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

## **9.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS**

- 9.1 The National Printing Office should submit FY 2020 accomplishments using the Form A-Department/Agency Performance Report, Form A1-Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Survey, Form 1.0 and the PBB Evaluation Matrix.
- 9.2 Submission of the Agency physical accomplishments and other requirements will be until **February 26, 2021**, for small agencies, and August 31, 2021 for big departments. Agencies shall ensure that all explanation and justifications are already attached in their submission.
- 9.3 The COA Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Audit Report Letter and submit a report thereon, to the concerned Cluster Director.
- 9.4 Results of the validation showing non-compliant agencies shall be posted in the RBPMS website.

- 9.5 The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies on its submitted/posted reports and/or requirements.
- 9.6 The Department of Education shall have the same implementation timeline of GGCs, Physical Targets, STO, and GASS targeted.

#### **10.0 EFFECTS OF NON-COMPLIANCE**

- 10.1 For FY 2020, agencies that are unable to comply with the Good Governance Conditions shall be considered ineligible for the FY 2020 PBB.
- 10.2 Agencies that are unable to comply with a maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies shall be considered ineligible for the FY 2020 PBB.
- 10.3 In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of the concerned agency, such incident could be a cause to disqualify the agency in the succeeding cycle of the PBB.
- 10.4 Prohibited Acts:
  - a. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of this Circular; and
  - b. Evenly distributing PBB among employees in an agency, in violation of the policy of paying the PBB based on the ranking of the delivery units.



## **11.0 FEEDBACK AND CHANGE MANAGEMENT**

11.1 The Head of the Agency with the support of their Performance Management Groups should enhance the implementation of their internal control communications strategy on PBIS, and fulfill the following:

- a. Engage their respective employees in understanding the PBIS, the performance targets of their respective department/agencies, as well as the services and outputs that they will need to deliver to meet these targets.
- b. Disseminate the performance targets and accomplishments of their department/agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their department/agencies. The Help Desk may be a facility that is embedded in the respective websites of the National Printing Office.
- d. Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by officials and employees of their respective department/agencies. Such may be incorporated in the functions of their Grievance Committee.

11.2 The Director of the National Printing Office shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the Performance Management Group/Team and to recommend strategies to instill a culture of performance within the department/agency.

## **12.0 INFORMATION AND COMMUNICATION**

The head of the Agency shall confirm with the IATF the name, position, and contact details of the senior officials designated as the PBB focal person and the spokesperson, respectively. The Agency should also strengthen the communications strategy and ensure transparency and accountability in the implementation of the PBB.

The IATF shall maintain the following communication channels:

- a. AO 25 Secretariat at [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)
- b. RBPMS website [www.dap.edu.ph/rbpms](http://www.dap.edu.ph/rbpms)
- c. Telephone: (02) 8400-1469, (02) 8400-1490 (02) 8400-1582
- d. Facebook: [www.facebook.com/PBBsecretariat](https://www.facebook.com/PBBsecretariat)

### 13.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES

The Congress, the Judiciary, and the Constitutional Commissions are encouraged to follow the guidelines to be eligible for the FY 2020 PBB.

### 14.0 EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect immediately.

FOR YOUR INFORMATION AND STRICT COMPLIANCE

FRANCISCO V. VALES, JR.

