



September 23, 2019

MEMORANDUM CIRCULAR

NO: 2019-001

SUBJECT : GUIDELINES IN THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FY 2019 FOR LGA PERSONNEL

The Local Government Academy (LGA) shall adopt the following implementing guidelines in the grant of the Performance-Based Bonus (PBB) FY 2019 for LGA Personnel, viz:

1.0 Legal Basis

Inter-Agency Task Force (IATF) MC No. 2019-1 dated September 3, 2019, entitled "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2019 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016".

2.0 Coverage

All officials and personnel of LGA holding plantilla positions who have rendered at least three months of an uninterrupted service in LGA for the year 2019.

3.0 Eligibility of Personnel

- 3.1 The eligibility of the Executive Director (ED) will depend on the eligibility and performance of the LGA. If LGA is eligible, the Executive Director's PBB rate for FY 2019 shall be equivalent to 65% of ED monthly basic salary as of December 31, 2019.

The ED shall not be included in the Form 1 – Report on Ranking of Delivery Units.

- 3.2 Personnel belonging to the **First, Second and third Levels** should receive a rating of at least "**Satisfactory**" based on the LGA's Strategic Performance Management System (SPMS) and/or the requirement prescribed by CESB.
- 3.3 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the LGA as mother agency.
- 3.4 Personnel who transferred from one agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 3.5 Officials and personnel who transferred from one government agency that are non-participating in the implementation of the PBB, shall be rated by

the agency where she/he served the longest; the official or personnel 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 3.7.

- 3.6 Personnel who have rendered a **minimum of nine (9) months** of service in LGA during the Fiscal Year 2019 and with at least **“Satisfactory”** rating **shall be eligible** to the full grant of PBB.
- 3.7 Personnel who have rendered at **least three (3) months but less than nine (9) months** of service in LGA for the Fiscal Year 2019 and with at least **“Satisfactory”** rating shall be eligible for the PBB on a **pro-rata basis** corresponding to the actual length of service rendered, as follows:

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 %

Personnel who do not meet the minimum service requirement of nine (9) months may be eligible for PBB grant on pro-rata basis, based on the following grounds:

- 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

4.0 Disqualification to the PBB

- 4.1 Personnel who is on vacation or sick leave (with or without pay) for the entire year.
- 4.2 Personnel found guilty of administrative and /or criminal cases by final and executor judgment in FY 2019 shall not be entitled to the PBB. However, if penalty meted out is only a reprimand, such penalty shall not cause the disqualification to receive PBB.
- 4.3 Personnel who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
- 4.4 Officials and personnel who failed to liquidate all cash advances received in FY 2019 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.
- 4.5 Officials and personnel who failed to submit their complete Personnel Performance Commitment and Review (PPCR) Forms for the FY 2019.

- 4.6 Officials and personnel responsible for the implementation of the prior year's audit recommendations, ISO/QMS certification, or posting and dissemination of the LGA's system of ranking performance of operating units shall not be entitled to the FY 2019 PBB if the LGA fails to comply with any of these requirements.

5.0 Ranking of Categories/Clusters and Individuals

- 5.1 There are four (4) operating units contributing towards the achievement of common major final output:

- a. Local Governance Training and Development Division (LGTDD)
- b. Human Resource Development Division (HRDD)
- c. Research and Policy Development Division (RPDD)
- d. Administrative, Financial and Management Division (AFMD)

Director III shall be included in the best operating unit.

- 5.2 The LGA operating units shall be forced ranked based on the indicators as recommended by the LGA Performance Management Team (LGA PMT) and approved by the Executive Director.

The PBB rates of personnel shall depend on the performance ranking of the operating unit wherein the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Number of Operating Unit/s	Multiple of Basic Salary
Best Operating Unit (10%)	1	0.65
Better Operating Unit (25%)	1	0.575
Good Operating Units (65%)	2	0.50

- 6.0 The LGA PMT shall submit, for consideration, the PBB FY 2019 ranking to the Executive Director. Upon approval of the Executive Director, the LGA PMT shall release the PBB ranking to all concerned operating units to report results and provide feedback regarding strengths and areas for improvement.

These guidelines shall be enforced for the grant of PBB for FY 2019.

Thelma T. Vecina
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 Executive Director *for M d*

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