

**University of the Philippines
Diliman, Quezon City**

**GUIDELINES IN DETERMINING THE ELIGIBILITY OF DELIVERY UNITS AND
INDIVIDUALS FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FOR FISCAL YEAR (FY) 2023 ¹**

Delivery Units (DUs) of the Constituent Universities/Units (CUs), the Philippine General Hospital (PGH), UP System Offices (CU-equivalent), and UP Tacloban (CU-equivalent) shall observe these guidelines. A CU/CU-equivalent PBB Committee shall be constituted for this purpose.

For FY 2023 PBB, the DUs shall no longer be ranked. However, the CU/s or unit/s most responsible for deficiencies shall be isolated and considered ineligible to the grant of PBB 2023.

Part I. Guidelines in Determining the Eligibility of the DUs and Individuals

1. The CU's/Unit's PBB Committee shall implement the guidelines to determine the eligibility of delivery units and individuals.
2. The CUs/DUs that meet the criteria and conditions under the four dimensions of accountability: (i) Performance Results; (ii) Process Results; (iii) Financial Results; and (iv) Citizen/Client Satisfaction Results and attain a total score of at least 70 points based on the PBB scoring system and achieve a performance rating of at least 4 in at least three (3) criteria/dimensions (*Section 4.0*), are eligible for PBB 2023.
3. The CUs/DUs most responsible for any deficiency (i.e. performance rating of below 4 in any of the criteria/dimensions or non-compliance with the agency accountabilities, shall be isolated (*Section 6.1*).

Part II. Guidelines on the Inclusion of Administrators, Faculty Members, Research, Extension and Professional Staff (REPS) and Administrative Staff

The eligibility of individual employees shall comply with Section 6.0 of IATF MC No. 2023-1

The IATF MC 2023-1 requires the use of the CSC–approved Strategic Performance Management System (SPMS) instrument in rating the performance of first and second level officials and employees. Eligible employees to be entitled for the full

¹In compliance with *IATF Memorandum Circular No. 2023-1* issued on 22 August 2023 “Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016”.

The specific details, requirements and mechanics for PBB targets, assessment and scoring system shall be discussed in the PBB committee and other related group meetings. Pertinent memoranda shall be issued to the CUs/Units.

PBB grant should render at least a minimum of nine (9) months of service during FY 2023 and with an average of at least “Very Satisfactory” rating based on the CSC-approved SPMS. Furthermore, employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2023 PBB (*Section 6.3*).

1. The inclusion of the administrative staff and the REPS shall be based on the average of the performance rating (PR) scores for the two rating periods (**01 January to 30 June 2023** and **01 July to 31 December 2023**). Ratings shall be based on the Individual Performance Commitment Review (IPCR) of the UP Strategic Performance Management System (SPMS) for administrative staff and the Performance Evaluation System for REPS.

2. Only employees with an average of at least “Very Satisfactory” performance rating for FY 2023 shall be eligible for PBB 2023.

3. Faculty members shall be included based on existing performance measures of their respective CUs/Units.

4. Employees with only one performance rating on record (e.g. due to early separation, new hire, etc.) and similar borderline cases shall be included in the list, provided there is at least a “Very Satisfactory” performance and they have satisfied the minimum required number of months in service. The amount of PBB will be subject to no. 10.

5. Employees who are **not eligible** for PBB 2023 are the following:

- a) Those with an “Unsatisfactory” or “Poor” performance rating in any of the two (2) rating periods in FY 2023;
- b) Those with no performance rating in at least one (1) rating period in FY 2023, except those cited in no. 4.
- c) Newly hired employees and those who retired, resigned, on vacation or sick leave with or without pay, rehabilitation leave, maternity or paternity leave, scholarship/study leave with or without pay and sabbatical leave with less than three (3) months of service in the University for FY 2023;
- d) Employees on vacation or sick leave, with or without pay, for the entire FY 2023;
- e) Those found guilty of administrative and/or criminal case filed against them and meted the penalty in FY 2023; provided that those whose penalty involves only a reprimand shall not be disqualified from PBB 2023
- f) Those who failed to submit their 2022 SALN or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN ; and
- g) Those who were not able to liquidate their cash advances within the reglementary period.

6. The Chancellors, Deans, Directors, Vice Presidents and Secretary of the University shall exercise discretion to cluster together offices and units as a Delivery Unit. The CU/Unit and System PBB committees shall determine their eligibility prior to the submission of the PBB 2023 payroll.

7. Employees on detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. Payment of the PBB shall come from the University of the Philippines (*Section 6.8*). Payrolls for employees in detail shall be submitted separately.

Employees on secondment to another government agency for six (6) months or more shall be included in the recipient agency. Payment of PBB shall be borne by the recipient agency.

8. Employees who transferred to another agency shall be included by the agency where they served longer. If equal months were served in each agency, payment will come from the recipient agency (*Section 6.9*)

9. Employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where they served the longest. Employees shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in no. 10 (*Section 6.10*).

10. Employees who rendered less than nine (9) months but a minimum of three (3) months of service and with an average of at least “Very Satisfactory” rating shall be eligible for the grant of the PBB 2023 on a pro-rata basis corresponding to the actual length of service rendered as follows (*Section 6.12*):

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 the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a prorated 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. Vacation or Sick Leave with or without pay;
- h. Sabbatical Leave.

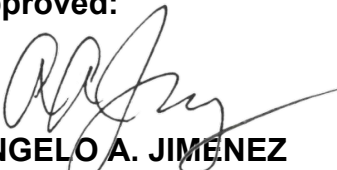
11. The PBB rates of individual employees shall depend on the total score of the agency as follows (Section 7.0) :

TOTAL SCORE OF THE AGENCY	PBB RATE
100 points	65% (100% of the 65% monthly basic salary*)
95 points	61.75% (95% of the 65% monthly basic salary*)
90 points	58.5% (90% of the 65% monthly basic salary*)
85 points	55.25% (85% of the 65% monthly basic salary*)
80 points	52% (80% of the 65% monthly basic salary*)
75 points	48.75% (75% of the 65% monthly basic salary*)
70 points	45.5% (70% of the 65% monthly basic salary*)

*as of 31 December 2023

The IATF MC 2023-1 Section 8.2 requires the electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files) of evidence of the University's accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results on or before 29 February 2024 (Thursday). Additional information shall be provided to the CUs on the deadline for submission to the OVPA/OVPPF for each requirement.

Approved:



ANGELO A. JIMENEZ
President