



Department of Agriculture
BUREAU OF SOILS AND WATER MANAGEMENT

**SYSTEM OF RANKING
FOR THE GRANT OF THE PERFORMANCE BASED BONUS FOR 2021**

A. SCOPE

The Bureau of Soils and Water Management shall adopt the following policies and procedures relative to the grant of Performance Based Bonus (PBB) based on the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring Information and Reporting System Memorandum Circular 2021-1 dated June 3, 2021.

B. COVERAGE

All officials and employees of the BSWM holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the BSWM, and whose compensation are charged to the Personnel Services budget.

C. PERFORMANCE RATING OF EMPLOYEES AND OFFICIALS

The BSWM shall use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

D. ELIGIBILITY CRITERIA - AGENCY LEVEL

To be eligible for the grant of the FY 2021 PBB, the following criteria and conditions under the four dimensions of accountability must be satisfied:

Performance Results - refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act (GAA). This physical target is an existing eligibility criterion for SUCs and is only reinstated in the case of the national government agencies (NGAs).

Process Results - refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization i.e., through the ISO-certified QMS or its equivalent, digitization, and related improvements in the delivery of services. This is an existing criterion for NGAs and the GOCCs covered by the DBM: achieve each one of the Congress-approved performance targets under the PIB of the FY 2021 GAA.

Financial Results - refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2021 GAA. The Disbursements BUR as well is a prevailing common target of all agencies. Another existing criterion for all agencies

Citizen/Client Satisfaction Results - refer to the achievements in satisfying the quality expectations of the transacting public.

A total score of at least 70 points based on the PBB Scoring System must be attained per Section 4.0. (FY 2021 PBB Targets, Assessment and Scoring System) of the IATF Memorandum Circular no. 2021-1 dated June 3, 2021.

EVALUATION OF DELIVERY UNITS

The Department of Agriculture shall evaluate the BSWM as a delivery unit based on the criteria and conditions for eligibility to the FY 2021 PBB.

There shall no longer be a ranking of individuals within the BSWM. The PBB rates of individual employees shall depend on the performance rating of the BSWM by the Department of Agriculture based on the IATF-prescribed PBB Targets, Assessment and Scoring System.

E. ELIGIBILITY OF INDIVIDUALS

1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
2. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency
3. Personnel who transferred from one government 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.
4. 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 item 6.
5. 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. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of 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%

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:

- Being a newly hired employee
- Retirement
- Resignation
- Rehabilitation Leave
- Maternity Leave and/or Paternity Leave
- Vacation or Sick Leave with or without pay
- Scholarship/Study Leave

F. PERSONNEL NOT ENTITLED TO THE GRANT OF PBB

1. An employee who is on vacation or sick leave, with or without pay, for the entire year.
2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
3. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided by CSC, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.
4. Officials and employees who failed to liquidate all cash advances received in FY 2021 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.

G. RATES OF THE PBB

The total resulting score from the assessment scoring system shall be the basis in determining the amount of PBB an agency is eligible for. The maximum rate of the PBB for and The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31,2021. For illustration, see Table below:

RATES OF THE PBB	
TOTAL SCORE	PBB RATES
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)

H. RATING PERIOD

The Rating Period shall be 1st and 2nd semesters of 2021. Minimum appraisal period is at least ninety (90) days or three (3) months.

I. EFFECTS OF NON-COMPLIANCE

A Department/Agency/GOCC/LWD/LGU, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of this Circular

J. COMMUNICATION AND CHANGE MANAGEMENT

The Director, with the support of the BSWM Performance Management Team shall:


- Engage the employees in understanding the Performance-Based Incentive System (PBIS), the performance targets, as well as the services and outputs that they are needed to meet the targets.
- Disseminate the performance targets and accomplishments to employees through the intranet and other means, as well as publish these on the website for the public's information.
- Set up a Help Desk/Clients' Center to respond to queries and comments on the targets and accomplishments.
- Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee.

The Chairperson of the BSWM Performance Management Team, shall serve as the BSWM's **PBB Focal Person**.

K. EFFECTIVITY

This System of Ranking shall take effect JAN 03 2022.

Recommending Approval:


GINA F. NILO, PH. D.
Chairperson, Performance Management Team

Approved:


ENGR. PABLO M. MONTALLA
Director