



Republic of the Philippines
Professional Regulation Commission
Manila

PROFESSIONAL REGULATION COMMISSION

MEMORANDUM CIRCULAR NO. 2017- 02
Series of 2017

TO : ALL PRC OFFICIALS AND EMPLOYEES

SUBJECT : GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2017 INCLUDING THE PROCESS AND CRITERIA ON RANKING DELIVERY UNITS

DATE : MARCH 27, 2017

Pursuant to Memorandum Circular No. 2017-1 dated March 9, 2017 issued by AO 25 Inter-Agency Task Force (IATF) under EO no. 80 series of 2012 and EO no. 201 series of 2016 that specifies the criteria and conditions for the grant of 2017 PBB, the following are the guidelines in granting the Performance-Based Bonus (PBB) to all PRC officials and employees for Fiscal Year 2017.

1. OBJECTIVES

The herein guidelines are hereby issued to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2017 performance to be given in FY 2018.

2. COVERAGE

2.1. Hereunder are the identified PRC delivery units:

- **COMMISSION'S OFFICE** – Commission Proper (*Office of the Chairman, Office of the Commissioner I, Office of the Commissioner II, Office of the Assistant Commissioner*) Office of the Secretary to the PRBs, Planning and Monitoring Division, Public Information and Media Relations Section, PRB Selection, Internal Audit Services, Medical and Dental Unit)
- **LICENSURE OFFICE** – Office of the Director, Application Division, Examination Division, Rating Division, Educational Statistics Division, Test Development and Research Statistics Office
- **REGULATIONS OFFICE** – Registration Division, Legal and Investigation Division, Standards and Inspection Division, International Affairs Division
- **OFFICE OF FINANCIAL AND ADMINISTRATIVE SERVICES** – Office of the Director, Human Resource Management Division, Accounting Division, Budget and Management Division, Administrative Division,

Supply and Property Division, Records Management Division, Cash Division, ICT Division

- **REGIONAL OFFICES** – Tuguegarao, Baguio, Lucena, Legazpi, Tacloban, Iloilo, Cebu, Cagayan De Oro, Davao, Pagadian

2.2. All officials and employees of delivery units holding regular plantilla positions.

3. ELIGIBILITY REQUIREMENTS FOR THE GRANT OF PBB

The following are the PBB eligibility requirements:

- 3.1. Compliance with the **Good Governance Conditions** for FY 2017 set by AO 25;
 - a. Maintain/Update Agency Transparency Seal pursuant to Section 93 of the general provisions of the FY 2017 GAA, and should contain the following:
 - a.1 Agency's mandates and functions, names of its officials with their position and designation, and contact information;
 - a.2 DBM-approved budget and corresponding targets for FY 2017;
 - a.3 Budget and Financial Accountability Reports;
 - FY 2013 to FY 2017 FAR No. 1: SAAOBDB
 - FY 2013 to FY 2017 Summary Reports on Disbursement
 - FY 2013 and FY 2017 BAR No. 1-Quarterly Physical Reports of Operations/Physical Plan
 - a.4 Projects, Programs and Activities
 - a.5 FY 2017 Annual Procurement Plan in the format prescribed under GPPB Circular No. 07-2015 and FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment
 - a.6 QMS ISO Certification of at least one core processes by any international certification body (ICN) accredited by an International Accreditation Forum (IAF)
 - a.7 System of Ranking Delivery Units
 - a.8 The Freedom of Information (FOI) Manual
 - b. Maintain/Update the PhilGEPS posting pursuant to the Government Procurement Reform Act (Republic Act No. 9184);
 - c. Compliance with the President's directive on improving all frontline services consistent with the objectives of the ARTA of 2007 and cut down processing time;
 - d. Maintain/Update Citizen's Charter
 - e. Self-assessment and reporting of improvements made by the agency in compliance to CSC Memorandum Circular No. 14 s. 2016
 - f. Posting of the agency's Freedom of Information (FOI) Manual pursuant to Executive Order No. 02, series of 2016.
- 3.2. Accomplishment of all **Major Final Outputs** (MFOs) Indicators and targets under the Performance Informed Budget of the FY 2017 General

Appropriations Act and shall be monitored through the use of the quarterly agency accountability reports uploaded in the DBM Unified Reporting System (URS):

Performance Indicators	Target 2017
No. of license registration and certification applications acted upon (initial registration)	193,789
Percentage of licensed professionals with one or more complaints in the last three (3) years	.0022% or less than 1%
Percentage of applications acted upon within two (2) days of filing	100%
Investigation on administrative complaints	1,768
Number of licensed, registered or certified professionals with three (3) or more recorded complaints or breaches over the last three (3) years as a percentage of the total number of professionals with one or more recorded breaches or complaints	0%
Percentage of complaints against professionals responded to within two (2) day after filing of complaint	100%
Percentage of cases resolved within three (3) months	4%

- 3.3
Achievement of targets under **Support to Operations** (STO);
 - Certification/Continuing Certification of agency Quality Management System.
 - STO target based on the priority of the Chairman
- 3.4.
Achievement of targets under **General Administration and Support Services** (GASS);
 - Budget Utilization Rate (BUR)
 - Obligations BUR
 - Disbursements BUR
- 3.5.
Complete and timely submission of Public Financial Management reporting requirements of COA and DBM through the DBM's Unified Reporting System (URS);
 - Budget and Financial Accountability Reports

3. ELIGIBILITY CRITERIA FOR PRC OFFICIALS AND EMPLOYEES

- 4.1. The eligibility of the Chairman, as Head of the Agency, will depend on the performance of the Agency, as follows:

Performance of the Agency	% of PBB Rate
Achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Achieved all GGCs, and has deficiency/ies in some sort of its physical targets due to uncontrollable reasons	57.5%
Achieved all GGCs, and has deficiency in one of its physical targets due to controllable reasons	50%

- 4.2. Employees belonging to the first and second level positions should receive a rating of at least “Satisfactory” based on the SPMS.
- 4.3. Eligible first and second level employees shall be rated on the basis of the following criteria and percentage score weights:

Performance Rating	90%	4	Meeting the success indicators -Outstanding (O)
		3	90% to 99% of the success indicators -(VS)
		2	80% to 89% of the success indicators - (S)
		1	79% or below the success indicators - Unsatisfactory (US) Not Entitled to PBB
Behavior and Attendance	10%	3%	Integrity
		4%	Work Attitude
		1.5%	Punctuality
		1.5%	Attendance

- 4.4. Employees should have rendered a minimum of nine (9) months government service during the FY 2016 and with at least “Satisfactory” ratings in both rating periods.
- 4.5. An employee who rendered a minimum period of three (3) months but less than the period of nine (9) months government service, and with at least “Satisfactory” rating(s), shall be eligible for the grant of PBB on a pro-rata basis, 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%

- 4.6. An employee who will not meet the nine-month actual service requirement in view of the following reasons may be considered eligible for the CY 2016 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.
- 4.6. An employee who transferred from one government agency to another shall be rated by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in rating of the recipient agency.

5. EXCLUSIONS FROM THE FY 2017 GRANT OF PBB

- 5.1. An employee who is on vacation or sick leave, with or without pay, for the entire year.
- 5.2. An employee found guilty of administrative and/or criminal case filed against him/her and meted penalty in 2017. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 5.3. Officials and employees who failed to submit their FY 2016 Statement of Assets, Liabilities and Net worth (SALN) prescribed under CSC M.C. No.3, series of 2016.
- 5.4. Officials and employed who failed to liquidate Cash Advances received in FY 2017 within the required reglementary period.
- 5.5. Officials and employees who failed to submit their duly accomplished individual Performance Commitment Review (IPCR) Forms to the Human Resource Management Section (HRMS) within prescribed deadline.
- 5.6. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to FY 2017 PBB if the Commission fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
- 5.7. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the agency fails to submit the following:

- a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015
 - b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017
 - c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on before March 31, 2017.
- 5.8. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.
 - 5.9. Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement
 - 5.10. Officials and employees responsible for posting and dissemination of the agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the agency fails to comply.

6. RATING AND RANKING OF DELIVERY UNITS

The Commission will adopt the Memorandum Circular No. 2017-1 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017) on the eligibility criteria and ranking of delivery units. Delivery units eligible to the PBB shall be forced-ranked based on the accomplishment on the physical targets/core functions, financial performance (funds utilization and funds accountability), ARTA Compliance and PhilGEPS posting, according to the following:

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

The Commission offices shall be ranked according to the following classifications:
Frontline and Support.

The distribution of slots for PBB Ranking of five (5) Delivery Units is as follows:

Delivery Units	Best (10%)	Better (25%)	Good (65%)
SLOTS	4	10	25

20 Frontline Ranking Units (RUs)	2	4	14
(6) Licensure			
(4) Regulations Office	1	2	7
(10) Regional Offices	1	2	7
16 Support RUs	2	4	10
(7)			
Commission's Office	1	2	4
(9) Office of Financial and Administrative Services	1	2	6

7. RATES OF THE PBB

The PBB to be received by individual employee shall depend on the performance ranking of the Office where they belong and will be based on the individual's monthly basic salary as of December 31, 2017, as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Unit	65%
Better Delivery Unit	57.5%
Good Delivery Unit	50%

8. COMPLIANCE IN-CHARGE OF REPORTS

The following offices are tasked to submit compliance with the PBB requirement:

PBB Requirement	In-Charge
Transparency Seal	Performance Management Team
PhilGEPS Posting	Bids and Awards Secretariat

Citizen's Charter	ARTA Committee
Assessment of Agency Frontline Services	ARTA Committee
FOI Manual	FOI Committee
SALN of employees	Human Resource Management Division
Annual Financial Statements and Report on Ageing of Cash Advances	Accounting Division
Annual Procurement Plan, Annual Procurement Plan for Common-Use Supplies and Equipment	Bids and Awards Committee
Form A and Form A1 Agency Performance Accomplishment, Details of Performance Indicators and Accomplishments	Planning and Monitoring Division
Major Final Output (MFO) – Physical Accomplishment Indicators	Planning and Monitoring Division
QMS Certification or ISO-aligned QMS documentation	QMS Section
General Administrative Support Service (GASS) <i>Obligation BUR</i> <i>Disbursement BUR</i> <i>Budget and Financial Accountability (BFARs)</i> <i>Report on Ageing of Cash Advances</i> <i>COA Financial Reports</i> <i>Agency Procurement Compliance & Performance Indicators System (APCPI)</i> <i>Annual Procurement Plan (APP)</i>	Budget and Management Division, Accounting Division, Cash Division, all Regional Offices, BAC Secretariat
Ranking Report /Payroll PBB (Form 1)	Human Resource Management Division

9. TIMELINE FOR FY 2017 IMPLEMENTATION

Activity	Deadline for Submission IATF
<ul style="list-style-type: none"> Submission to COA and DBM of 4th Quarter BFARs (previous year) thru online URS 	On or before January 31, 2017
<ul style="list-style-type: none"> Submission of FY 2017 APP-non CSE approved by the HOPE to GPPB-TSO 	Within one month after the issuance of MC
<ul style="list-style-type: none"> Submission of FY 2016 Financial reports to COA Submission of APCPI-Self-Assessment Results for FY 2016 to GPPB-TSO 	On or before March 31, 2017
<ul style="list-style-type: none"> Submission of FY 2016 Financial Reports to COA 	On or before April 30, 2017

<ul style="list-style-type: none"> • Submission to COA and DBM of 1st Quarter BFARs (current year) thru online URS • Submission of 2016 SALN 	
<ul style="list-style-type: none"> • Submission to COA and DBM of 2nd Quarter BFARs (current year) thru online URS 	On or before July 31, 2017
<ul style="list-style-type: none"> • Validation of Transparency Seal Compliance • Validation of Citizen's Charter Compliance • Validation of FOI Manual • Posting of Agency System of Ranking Delivery Units 	October 1, 2017
<ul style="list-style-type: none"> • Submission to COA and DBM of 3rd Quarter BFARs (current year) thru online URS 	On or before October 31, 2017
<ul style="list-style-type: none"> • Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2017 as cut-off) • Submission of Letter of explanation/ justification if unable to post in PhilGEPS (for transactions above P1,000,000 with November 15, 2017 as cut-off) 	On or before December 1, 2017
<ul style="list-style-type: none"> • Posting of QMS Certification in the Agency Transparency Seal • Submission of report on compliance with 30% of the audit recommendations as shown in the Status of Implementation of Prior Year's Recommendations in the Annual Audit Report • Submission of report on all improvements made by the agency to implement CSC Memorandum Circular No. 14 s. 2016 	On or before December 31, 2017
<p>Submission of FY 2017 accomplishments using Form A, A-1 and Form 1.0</p> <p>Validation of QMS Certification</p>	On or before January 31, 2018

10. EFFECTIVITY

This Memorandum Circular shall take effect immediately.



TEOFILO S. PILANDO, JR.
Chairman

O-OCH/O-OCI/OCII/Performance Management Team/PMD
TSP/ATCC/YDR/RVC/ARR/JRS/GLA/JJS/TVM/rgc