



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp BGen Rafael T Crame, Quezon City

COMMAND MEMORANDUM CIRCULAR

NO. ~~4~~ - 2020

JUL 21 2020

SUBJECT : PNP Performance-Based Bonus for FY 2020

TO : See Distribution

DATE : JUL 21 2020

1. REFERENCES:

- a. Presidential Administrative Order No. 25 (AO No. 25), S. 2011 entitled "Creating an Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring Information and Report Systems" dated December 21, 2011;
- b. Executive Order No. 80 (EO No. 80), S. 2012 entitled "Directing the Adoption of a Performance Based Incentive System for Government Employees" dated July 20, 2012; and
- c. Memorandum Circular No. 2020-1 (MC No. 2019-1) from the IATF on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems dated June 2, 2020 entitled "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2020 under Executive Order No. 80 s. 2012 and EO No. 201 s. 2016" (Annex A).

2. RATIONALE:

This Command Memorandum Circular (CMC) sets forth the guidelines and procedures to be undertaken by tasked PNP offices/units to ensure the successful implementation of the Performance Based Incentive System for PNP personnel in consonance with the specified criteria and conditions for the grant of Performance-Based Bonus (PBB).

3. SITUATION:

In consonance with AO 25 issued on December 21, 2011 and other issuances, the government will once again implement the granting of PBB to all the qualified personnel of all the eligible agencies in the bureaucracy.

On February 19, 2016, EO No. 201, s. 2016 was signed into law in view of the periodic review of the Compensation and Position Classification System (CPCS) considering the changes in skills and competency requirements in the bureaucracy.

EO No. 201 s. 2016 also stipulated that the IATF on the Harmonization of National Government Performance Monitoring, Information and Reporting System

created under AO No. 25, s. 2011 shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize difference in levels of performance.

To facilitate the implementation, the IATF on the Harmonization of National Government Performance Monitoring, Information and Reporting System issued on June 2, 2020 Memorandum Circular Number 2020-01 with title "Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under EO No. 80 s. 2012 and EO No. 201 s. 2016".

The Philippine National Police, like any other agencies of the government, must satisfy the following criteria to be eligible for the grant of the PBB:

- a. Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF for the year;
- b. Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020; and
- c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second level officials and employees of agencies.

#### **4. MISSION**

To ensure the successful implementation of the Performance-Based Incentive System (PBIS), particularly in the grant of the PBB for the year, the PNP shall undertake the necessary preparations and compliances, and submit the same as called for in the implementation of the PBIS for Government Employees.

#### **5. EXECUTION**

##### **a. Concept of Operations**

The PNP through the PNP PBB Performance Management Group (PMG), composed of D-Staff Directors, shall undertake the necessary planning, preparation and assessment for the proper implementation of the PBB for the year which shall be done in three phases; setting and cascading performance targets, compliance with the good governance conditions, determination of eligibility and ranking of units and offices based on performance, and determination of eligibility of personnel. The PMG shall be assisted by a Technical Working Committee (TWC), composed of D-Staff Ex-Os and a PMG/TWC Secretariat. The PMG shall also be responsible for monitoring and addressing PBIS-related complaints in the mainstream and online media that have originated from PNP personnel. Specifically, said group shall fulfill the following:

- 1) Engage PNP personnel in understanding through cascading the PBB, the PBIS, the performance targets of their respective

offices/units, as well as the services and outputs that they will need to deliver in order to meet these targets;

- 2) Disseminate the performance targets and accomplishments of the PNP to its personnel through the intranet and other means, as well as publish these on the PNP website for the public's information;
- 3) Set up a Help Desk, in coordination with ITMS and DPL, to respond to queries and comments on the PBB, the targets, and the accomplishments of the PNP. The Help Desk may be a facility that is embedded in the PNP website;
- 4) Set up a Complaint Mechanism to respond to the PBIS-related issues and concerns raised by the PNP personnel. Such may be incorporated in the functions of the Grievance Committee of the PNP; and
- 5) Ensure adherence to the criteria and guidelines of the PBB.

#### **Phase I - Setting and Cascading of Performance Targets**

This phase shall include the review of the accomplishments of the previous year and the current OOs/GASS/STO targets consistent with the current targets committed by the Secretary with the President, indicating an improving trend over the accomplishments of the previous year.

It shall also include the selection, prioritization, and determination of the strategic performance indicators and targets under OOs, STO, and GASS. The PNP, through the PMG-TWC Secretariat shall then cascade to all PNP offices/units the targets of the current year corresponding to the selected performance indicators.

#### **Phase II - Compliance with the Good Governance Conditions and Performance Targets**

This phase shall include the compliances and submission of reports and certification in consonance with good governance conditions and performance targets set by the IATF.

##### **1) FY 2020 GOOD GOVERNANCE CONDITIONS (GGCs)**

The AO 25 IATF sets the following GGCs based on performance drivers of the RBPMS:

a) **Maintain/Update the agency Transparency Seal (TS)** pursuant to Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA). The Transparency Seal shall include the following:

- (1) The PNP's mandate and functions; names of its officials with their position and designation, and contact information;

**(2) Annual Financial Reports:**

**(3) DBM Approved Budget and Corresponding Targets for FY 2020:**

**(4) Major Projects, and Programs, Beneficiaries, and Status of Implementation for FY 2020;**

**(5) FY 2020 Annual Procurement Plan (FY 2020 APP Non-CSE), Indicative FY 2021 APP Non-CSE, and FY 2021 APP for Common-Supplies and Equipment;**

**(6) Quality Management System (QMS) Certification of at least (1) one core process by any of the certification bodies (CB) accredited by the International Accreditation Forum (IAF) members. The ISO 9001:2015 QMS Certification/Recertification or equivalent certification/attestation must be valid as of December 31, 2020 and must be posted not later than December 31, 2020;**

**(7) System of Agency Ranking Delivery Units for FY 2020 PBB should be cascaded to all employees, and posted in the TS NLT October 1, 2020;**

**(8) Agency Review and Compliance Procedure of Statements and Financial Disclosures. The scanned copy should be posted in the TS NLT October 1, 2020; and**

**(9) Updated People's Freedom to Information (FOI) Manual signed by the Head of Agency, Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report should be posted NLT January 29, 2021.**

**b) Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1, 2020 to December 31, 2020, including the Early Procurement of FY 2021 Non-Common Supplies Equipment (CSE) items on or before January 29, 2021.**

**c) Set-up Most Current and Updated Citizen's or Service Chapter, reflecting the PNP's improved and streamlined/re-engineered system and procedures for all its frontline services to citizens, businesses, and government agencies, pursuant to Section 6 of RA No. 11032 and the President's directive to**

reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public.

**2) FY 2020 PERFORMANCE TARGETS**

- a) The PNP shall satisfy the following FY 2020 performance targets supporting the Administration's focus on the streamlining of government services and seamless public service delivery: achievement of the streamlining and process improvement of the agency's critical services including digitization, development of online systems, and/or contactless transactions.
- b) **Streamlining and Process Improvement of the Agency's Critical Service** covering all Government – to – Citizens (G2C), Government – to – Businesses (G2B), and Government – to – Government (G2G) transactions as declared in the agency's Citizen/Service Charter.

In the government's effort to further streamline processes and fully maximize our digital capabilities, as well as our Information and Communications Technology (ICT) infrastructures and other resources, agencies should undertake digitization, develop online systems, and/or transform critical services from manual to contactless transactions, for faster and more efficient public service delivery. Digitization initiatives may vary depending on the particular requirements of the critical services. i.e. online applications, payments, permitting, learning, and development platforms.

- c) To promote the periodic measurement of agency performance in delivering said services, agencies shall determine and report the following streamlining criteria:
- (1) **Number of Steps** which refers to the total number of steps that a particular citizen/client will undergo to ensure the receipt of complete service. Departments/agencies shall report in detail the steps necessary to complete the service including flow charts indicating the front end and back end.
- (2) **Turnaround Time (TAT)** which is the sum of the waiting time and processing time or the total amount of time taken to complete/deliver a service. TAT starts from the moment the transacting client enters the queue or fills out the form, and the waiting time incurred until the service has been completed/delivered.
- (3) **Number of Signatures** which refers to the number of signatures and initials from the employees and officers of the department/agency necessary to complete each service.

- (4) **Number of Required Documents** which refers to the total number of required documents that must be provided by the transacting client to the government.
- (5) **Transaction Costs** which are the costs incurred by the transacting client in the course of availing of a government service. These costs are categorized as follows:
- (a) **Primary Transaction Costs/Fees** which are the fees declared in the agency's Citizen/Service Charter to be paid to the department/agency by the transacting client for availing a government service. Examples of these fees are application fees, registration fees, and permit fees.
  - (b) **Other Transaction Costs** which are the other costs incurred by the transacting client to obtain supporting information from another agency in order to secure the necessary primary information. These costs also include the other expenses shouldered by the transacting client until the service has been completed by the government. Examples are the costs of birth certificates to secure passports, barangay clearance to secure business permit, required photos, printing costs, photocopying costs, transaction expenses of the transacting client, etc.
- (6) **Substantive Compliance Costs** which are the incremental costs other than administrative costs incurred by the transacting public in the course of complying with a regulation. These costs can include implementation costs, direct labor costs, overhead costs, equipment costs, material costs, and external service costs. Examples are the purchase of early warning devices for vehicle owners, expenses in the installation of accelerograph for building with ten floors and up, costs in the maintenance of waste disposal system for establishments.

Departments/agencies shall report the baseline information of each abovementioned streamlining criteria based on the agency's Citizen's/Service Charter updated before FY 2020. They shall set their 2020 Streamlining Improvement Target for each streamlining criterion for every declared service including the following specific targets:

- (a) Reduction in the number of signatures to not more than three (3);
- (b) Simplification of application forms or reduction in the number of documentary requirements; and

- (c) Reduction in the turnaround time and completion of the transaction in accordance with the provisions of the EODB law not to exceed the maximum period of three (3), seven (7), and twenty (20) working days based on the classification of transactions unless otherwise indicated under special laws.

Departments/Agencies shall submit supporting documents such as flow charts, legal bases, additional documents, etc., to show actual improvements, and proof of streamlining accomplishments. In the event the department/agency is unable to achieve the targets they set in this section, they shall provide justification, explanations, and supporting documents using the remarks. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.

- b) **Citizen/Client Satisfaction Survey.** To determine the effectiveness of the streamlining and process improvements and institutionalizing Service Quality Standards (SQS) in critical services in the government, departments/agencies should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the FY 2019 and 2020 improvement action plans that the agencies reported during the FY 2018 PBB discussions, for each service, agencies shall report the results of each action plan and the FY 2020 Citizen/Client Satisfaction Survey (CCSS) for each service.

Departments/agencies shall report the following information using the Citizen/Client Satisfaction Report:

- (1) Agency shall report one (1) **agency best practice in service quality or productivity** conducted in FY 2020 including its results. The showcase of best practices would not only recognize efforts of agencies in improving their services but would also contribute to assisting other agencies to develop similar initiatives that could be implemented, replicated, and/or enhanced; and
- (2) Results of the Citizen/Client Satisfaction Survey for FY 2020;

GOCCs covered by RA No. 10149 will report the results of client/customer satisfaction survey based on the standard methodology and corresponding questionnaire prescribed by the GCG.

- c) **STO Targets.**  
(f) **Initial Certification/Recertification of the agency's Quality Management System (QMS) covering at least one**

**(1) core process or frontline service as mandated under its existing pertinent law.**

For the ISO 9001:2015 QMS Certification, it must be issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF member and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.

The ISO 9001:2015 certification(s)/recertification(s) must be valid as of December 31, 2020 and must be posted in the agency TS webpage not later than December 31, 2020.

ISO 9001:2015 QMS-equivalent certifications/attestations granted by similar internationally recognized bodies promoting Total Quality Management (TQM) shall be considered, e.g., Philippine Quality Award, ISO/IEC 17025 or 17020 Accreditation, Accreditation Canada International's Quantum International Gold Award, Universal Postal Union's Quality Management Certification, and Accrediting Agency of Chartered Colleges and Universities in the Philippines, Inc. (AACCCUP)'s Institutional Accreditation.

A certified true copy of the QMS certificate shall be submitted to the Government Quality Management Committee (GQMC), through its DBM Secretariat - Systems and Productivity Improvement Bureau (SPIB), not later than December 31, 2019 for validation purposes.

For frontline agencies, it is expected that the core process to be covered by the QMS pertains to an agency process most demanded by citizens and business.

**(2) Standardized Agency-wide Processes for Frontline Agencies.**

Frontline agencies shall endeavor that their frontline processes are standardized, including those implemented at the Regional, Satellite, and Extension Office. Beginning by FY 2020, agencies shall ensure agency QMS certifications for these processes, and continue these efforts aimed at achieving this target by the end of FY 2021.

The AO25 IATF shall conduct the validation of the implementation of a standardized agency-wide process/es.

- d) **GASS Targets.** The common GASS targets shall include the following:



(1) **Budget Utilization Rate (BUR)**, which shall consist of:

- (a) **Achievement of at least 90% Obligations BUR.** It is computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities and projects funded in FY 2020 from all appropriations sources, including those released under the 2020 General Appropriations Act as the Allotment Order policy, net of savings from procurement and implementation of costs-cutting measures.

Hence:

$$\text{Obligations BUR} = \frac{\text{Obligations for MOOE and CO for 2020 appropriations,}}{\text{Allotments for MOOE and CO for 2020 appropriations}} \times \text{Net of savings in allotment from efficiency and cost-cutting measures}$$

- (b) **Achievement of at least 85% Disbursement BUR.** It is measured as the ratio of total disbursements (cash and non-cash, excluding PS) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2019 but executed and paid only in 2020. The objective is to measure the disbursements and obligations for MOOE and CO for the 2020 appropriations.

Hence:

$$\text{Disbursement BUR} = \frac{\text{Disbursements for MOOE and CO for 2020 appropriations,}}{\text{Obligations for MOOE and CO for 2020 appropriations}}$$

- (2) **Sustained Compliance with Audit Findings.** Fully implement 30% of the prior year's audit recommendations as shown in the Report on Status of Implementation of Prior Year's Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)- related items of the Annual Audit Report (AAR). Audit findings closed since FY 2018 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.

- (3) **Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS) 30 days after**

end of every quarter, as provided in Section 102 of the FY 2020 GAA.

**(4) Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015.

**(a) FY 2020 APP-non CSE** should have been submitted to the GPPB-TSO on **March 31, 2020**. The same should be posted on the agency TS page on not later than one month after the issuance of this Circular.

**(b) The APP non-CSE submissions must indicate:** "APP for CY <Year> of <Complete Name of Head Office / Agency><Regions \_ to \_ , if applicable> for PBB" in the subject line and must be sent through email at [app@gppb.gov.ph](mailto:app@gppb.gov.ph).

**(c) Agency representatives should be able to receive an auto-acknowledgement from the GPPB-TSO as proof of submission.** In case of non-receipt of the auto-acknowledgement within one (1) hour after submission, the Certification under Oath shall be submitted to the same electronic mail address. If no acknowledgement is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900-67-41 to 44 to confirm whether the submission was received and if so, request for the acknowledgement of receipt of the submitted Certification.

**(5) Submission of FY 2021 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2021 APP-CSE)** to the DBM-Procurement Service on or before **December 15, 2020** in the prescribed format by DBM-PS. The same should be posted on the agency TS webpage not later than **December 15, 2020**.

**(6) Undertaking of Early Procurement for at least 50% of the value of eligible Procurement Projects included in the proposed budget of the agency's budget in the NEP.** Agency with budgetary support from the national government as provided in the National Expenditure Program (NEP) shall conduct the undertaking of Early Procurement Activities (EPA) for at least **50% of the total value of eligible Procurement Projects** as outlined in its indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP.

Procurement Projects which will use the following modalities are excluded in determining the total value pursuant to GPBB Circular No. 06-2019: a. Repeat Order; b. Shopping; c. Negotiated Procurement-Emergency Cases; d. Negotiated Procurement-Take-Ove of Contracts; and e. Negotiated Procurement-Small Value Procurement.

The Approved Contract and Notice to Proceed for procurement projects successfully undertaken under EPA shall be posted in the PhilGEPS shall be posted **within thirty (30) days after the approval of the GAA.**

Heads of the Procuring Entity (HOPE) of covered agencies shall submit to the GPBB a **Certification under Oath** on the compliance with EPA requirement **within one (1) month after the approval of the GAA** to the email address [earlyprocurement@gpbb.gov.ph](mailto:earlyprocurement@gpbb.gov.ph).

**Agency representatives should be able to receive an auto-acknowledgement from the GPPB-TSO as proof of submission.** In case of non-receipt of the auto-acknowledgement **within one (1) hour** after submission, the Certification under Oath shall be re-submitted to the same electronic mail address. If no acknowledgement is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900-67-41 to 44 to confirm whether the submission was received and if so, request for the acknowledgement of receipt of the submitted Certification.

Agencies covered by the EPA requirement but were NOT able to comply may submit their respective justifications to the AO25 IATF within the compliance validation period.

- (7) **Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017, 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 or before **June 30, 2020**. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>.

Submit either in electronic (Excel) format through [apcpi@gppb.gov.ph](mailto:apcpi@gppb.gov.ph) indicating: "2019 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB" in the subject line.

Agency representatives should be able to receive an auto-acknowledgement from the GPPB-TSO as proof of submission. In case of non-receipt of the auto-acknowledgement within one (1) hour after submission, the ACPI results shall be re-submitted to the same electronic mail address. If no acknowledgement is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900-67-41 to 44 to confirm whether the submission was received and if so, request for the acknowledgement of receipt of the submitted APCPI results.

e) **Other cross-cutting requirements.** The AO 25 IATF sets the following cross-cutting requirements:

- (1) **Establishment and Conduct of Agency Review and Compliance Procedure of SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public officials and Employees (RA No. 6713), and CSC Resolutions No. 1300455 and 1500088. Each department /agency shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

Agency heads should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015. The Agency Review and Compliance Procedure of SALN used by the department's/agency's SALN Review and Compliance Committee should be cascaded to all employees. The scanned copy of the same shall be uploaded in the agency TS webpage not later than October 1, 2020.

- (2) **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). Agencies should comply to the following FOI requirements within the set deadline:

- (a) The Updated People's FOI manual (including new designated list of FOI Receiving Office/rs and its contact details, if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before January 29, 2021;

- (b) The FOI Reports (Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report) uploaded in the agency TS page on or before January 29, 2021;

- (c) A screenshot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal ([www.foi.gov.ph](http://www.foi.gov.ph)) submitted through email: [foi.pco@gmail.com](mailto:foi.pco@gmail.com) on or before on or before January 29, 2021; and
- (d) Modified One-page FOI Manual including FOI Receiving Officer/s and its contact details and step-by-step procedure of FOI request in standard paper-based and electronic format) uploaded in the agency TS page on or before January 29, 2021.

Agencies should submit the accomplished FOI Reports strictly in one Excel format (.xls) based on templates provide in this link: [www.bit.ly/2018FOIReports](http://www.bit.ly/2018FOIReports). Submissions not compliant to the file format and templates will not be considered. All agencies including those already on board the eFOI portal, are required to send the soft copy submissions to [foipco@gmail.com](mailto:foipco@gmail.com). Policy issuances and memoranda can be accessed in this link: [www.foi.gov.ph/resources](http://www.foi.gov.ph/resources).

In case a department/agency is not able to meet any of the above performance targets, the Department Secretary/Head of Agency should submit the justifications/explanations and supporting documents to warrant reconsideration. For validation purposes, justifiable reasons are factors that are considered outside the control of the agency. Acceptance of justification/explanations shall be subject to the recommendation of validating agencies.

- f) To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, departments/agencies should also declare non-frontline services provided to units/employees performed by the latter delivery units. Doing so will strengthen the accountability of every delivery unit in streamlining and improving their processes and services to citizens/clients, internal units/employees, and to the Composite Team from AO 25 IATF agencies. Likewise, it will also provide performance data to support the equitable ranking of each delivery unit. Departments/Agencies shall also report applicable baseline information.

### **Phase III - Eligibility and Ranking of Offices/Units and Personnel**

The eligibility of the PNP to the 2020 PBB shall be determined by the IATF.

1) **RANKING OF PNP OFFICES/UNITS**

PNP Offices/Units having met the criteria and conditions of the IATF will be forced ranked as follows:

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Offices/Units
Top 25%	Better Offices/Units
Next 65%	Good Offices/Units

The ranking of PNP offices/units will be undertaken by classifying the units into Frontline and Administrative Services. The classified offices/units will then be forced ranked based on the result of their respective Unit Performance Evaluation Rating (UPER) and on the average Individual Performance Evaluation Rating (IPER) of their respective personnel for those units with no UPER, in consonance with the Guidelines in the Granting of the Performance-Based Bonus for FY 2020 as provided by the Inter-Agency Task Force.

<b>FRONTLINE SERVICES</b>	<b>NUMBER OF UNITS</b>	<b>RANKING OF UNITS</b>
<b>Police Regional Offices</b> (including Sub-Units and Offices of PROs)	17	UPER
<b>National Operational Support Units</b>	15	UPER
<b>TOTAL</b>	<b>32</b>	

<b>ADMINISTRATIVE SERVICES</b>	<b>NUMBER OF UNITS</b>	<b>RANKING OF UNITS</b>
<b>Command Group</b>	4	Average IPER
<b>Directorial Staff</b>	16	Average IPER
<b>National Administrative Support Units</b>	14	UPER
<b>TOTAL</b>	<b>34</b>	

## 2) RANKING AND ELIGIBILITY OF PNP PERSONNEL

The determination of ranking of the PNP offices/units in each respective category will be followed by the determination of eligibility of all PNP personnel holding regular plantilla positions. The determination of eligibility shall be undertaken as follows:

- a) Newly hired, retired, deceased, and resigned PNP personnel must have fulfilled the minimum three months of service in the PNP for FY 2019. The following distribution shall be applied:

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%

- b) To earn the full amount of PBB (100% of PBB rate), personnel must have rendered at least nine (9) months of aggregate or continuous service for the year ending December 31 for FY 2020 including leaves of absence with pay. The following are valid reasons for not meeting the 9-month service requirement to be considered for PBB on a pro-rata basis:

- (1) Being a newly hired employee;
- (2) Retirement;
- (3) Resignation;
- (4) Rehabilitation Leave;
- (5) Maternity Leave and/or Paternity Leave;
- (6) Vacation or Sick Leave with or without pay;
- (7) Scholarship/Study Leave; and
- (8) Sabbatical Leave.

- c) Personnel belonging to the First, Second and Third Levels must have at least an Adjectival Rating of "Satisfactory" in their IPER;
- d) Personnel in detail to another government agency for six 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 mother agency;
- e) 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;

- f) 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;
- g) Personnel found guilty of administrative and/or criminal cases by final and executory judgment 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;
- h) Head of Agencies are eligible only if their respective agency is eligible. If eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2020. They should not be included in the Form 1-Report on Ranking of Delivery Units;
- i) Except for newly hired, retired, deceased, on official leave, and those who resigned, PNP personnel, who failed to file their FY 2018 SALN and complete FY 2019 IPER are not qualified for the grant of the PBB;
- j) PNP personnel who were on vacation or sick leave, with or without pay, for the entire year FY 2020 are not qualified for the grant of the PBB;
- k) PNP personnel who failed to liquidate Cash Advance received in FY 2020 within the reglementary period are not qualified for the grant of the PBB; and
- l) Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2020 PBB if the department/agency fails to comply with any of these requirements.

The eligible personnel shall be rated in consonance with the ranking of their respective office/unit. For **Best** offices/units, all of its personnel shall be rated **Best**, for **Better** offices/units, all of its personnel shall be rated **Better**, and for **Good** offices/units, all of its personnel shall be rated **good** and shall follow the PBB rates based on the individual's monthly basic salary as of December 31, 2020 as follows:



<b>Performance Category</b>	<b>PBB as % of Monthly Basic Salary</b>
<b>Best Office/Unit (Top 10%)</b>	<b>65.00%</b>
<b>Better Office/Unit (Next 25%)</b>	<b>57.50%</b>
<b>Good Office/Unit (Next 65%)</b>	<b>50.00%</b>

Should the resulting amount be lower than Php 5,000.00, the PBB amount shall automatically be Php 5,000.00.

**b. PNP PBB FY 2020 Procedure**

The following are the procedures to be observed by concerned PNP offices/units in the granting of the PNP PBB:

- 1) **DPL shall monitor the submission of all documentary requirements for the granting of the PNP PBB;**
- 2) **All concerned PNP offices and units must submit the FY 2020 PBB requirements on or before the deadlines set by IATF copy furnished DPL (Attr: PPD);**
- 3) **DPL shall facilitate the forced ranking of PNP offices/units based on the consolidated submitted FY 2020 Unit Performance Evaluation Rating (data coming from the D-Staff) and on the average FY 2020 Individual Performance Evaluation Rating (data coming from PPPD, DPRM). The IPER of NUP shall be converted by PPPD, DPRM to 100% using the table provided by NUPAD;**
- 4) **The result of the office/unit forced ranking shall be forwarded by DPL to ITMS for uploading to the PNP website.**
- 5) **PAIS, DPRM based on the PNP FY 2020 Alpha list and the lists below of disqualified personnel coming from DLOD, DPRM, PPPD, DPRM, and DC, shall determine the eligible PNP personnel for the PBB:**
  - a) **List of personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020;**
  - b) **List of personnel who failed to submit their complete 2020 IPER;**
  - c) **List of PNP personnel who have lower than "Satisfactory" Adjectival Rating in their 2020 IPER;**
  - d) **List of personnel who failed to file their FY 2019 SALN;**
  - e) **List of personnel who were on vacation or sick leave, with or without pay, for the entire year; and**
  - f) **List of personnel who failed to liquidate all cash advances received in FY 2019 within the reglementary period.**

- 6) PAIS, DPRM shall then forward to the DPL the list of ineligible and eligible personnel sorted by offices/units along with the list of PNP personnel, sorted by number of months, who were on official leave, newly hired, retired, deceased, and resigned personnel who have fulfilled the minimum three months of service in the PNP for the year but have not rendered the required minimum of nine months of aggregate or continuous service.
- 7) DPL shall then determine and allocate the amount of PBB for each individual based on the individual's monthly basic salary as specified in the matrix of rank of Uniformed Personnel, salary grade and step increments of Non-Uniformed Personnel provided by DBM taking into account the following:
- a) Eligible PNP personnel shall be rated in consonance with the ranking of their respective office/unit. For **Best** offices/units, all of its personnel shall be rated **Best**, for **Better** offices/units, all of its personnel shall be rated **Better**, and for **Good** offices/units, all of its personnel shall be rated **good**:
- b) For eligible PNP personnel who have rendered the required minimum of nine months of aggregate or continuous service for the year, the allocation below shall apply:

Performance Category	PBB as % of Monthly Basic Salary
Best Office/Unit (Top 10%)	65.00%
Better Office/Unit (Next 25%)	57.50%
Good Office/Unit (Next 65%)	50.00%

- c) For eligible PNP personnel who have rendered the required minimum of nine months of aggregate or continuous service, should the resulting amount of their PBB be lower than Php5,000.00, the PBB amount shall automatically be Php5,000.00; and
- d) For Eligible PNP personnel who served the minimum three months of service but was not able to render the required minimum of nine months of aggregate or continuous service for the year, the allocation below shall apply:

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%

- 8) DPL shall then forward to PAIS, DPRM for final verification and validation the summary and details of PBB allocation rates of PNP offices/units for FY 2019;
- 9) PAIS, DPRM shall then forward to FS the verified and validated details of PBB allocation rates of PNP personnel which shall serve as the basis of distribution of the PNP PBB for FY 2019.
- 10) DPL shall formulate and submit to the DBM the Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix) using the summary and details of PBB allocation rates of PNP offices/units for FY 2019. The Form and the Matrix shall serve as the basis for the amount of PNP PBB for FY 2019;
- 11) PNP shall then wait for the DBM approval and the eventual release of PNP PBB funds; and
- 12) FS in coordination with the DC shall take charge in the distribution of the PNP PBB to eligible PNP personnel.

**c. Submission of Reports**

- 1) The PNP should submit FY 2020 accomplishments using the Form A - Agency Performance Report, Form A1 - Details of Office Performance Report, Citizen/Client Satisfaction Survey, Form 1.0 and the PBB Evaluation Matrix. They should submit duly completed and signed forms and reports to the AO25 IATF (two hard copies and e-copies of the above-mentioned reports and other supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for review/evaluation. All forms and reports should be signed by the agency head or the duly designated official.
- 2) Submission of agency physical accomplishments and other requirements will be until August 31, 2021. Agencies shall ensure that all explanations and justifications are already attached to their submission.
- 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/Management Letter and submit a report thereon, to the concerned Supervising Auditor (SA). The SA will then prepare a summary report for submission to the concerned Cluster Director. Based on the reports submitted by the SAs, the Cluster Director shall submit to the IATF Secretariat, copy furnished the Sector Head and RMBO, PFMS, both of COA, a Summary List of Agencies that complied with the required minimum 30% full implementation of audit recommendations.

4) Results of the validation showing non-compliant agencies shall be posted in the RBPS website. The IATF shall conduct spot-checks to validate claims and certifications made by agencies.

5) The AO 25 IATF sets the following implementation timeline for the FY 2020 PBB.

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION	OPR
<b>Physical Targets</b>				
<b>Operations</b>				
1. Streamlining and process improvement of agency services and digitization services (Forms A/A1)	Composite Team from AO 25 IATF agencies	August 31, 2021	September 1, 2021	OCPNP DPCR DI PCADG HPG CL FEO SOSIA
2. Citizen/Client Satisfaction (Annex 4) and Agency Best Practice	Composite Team from AO 25 IATF agencies	August 31, 2021	September 1, 2021	OCPNP DPCR DI PCADG HPG CL FEO SOSIA
3. Report on Ranking Delivery Units (Form 1,0 and PBB Evaluation Matrix)	Composite Team from AO 25 IATF agencies	August 31, 2021		
<b>Good Governance Conditions (GCCs)</b>				
1. Transparency Seal	DBM Office of the Chief Information Officer (OCIO)	October 1, 2020	October 1, 2020	ITMS
2. Citizen's or Service Charter Certificate of Compliance	Anti-Red Tape Authority	December 04, 2020	January 2021	DPCR
3. PhilGEPS Posting	PhilGEPS	January 29, 2021	February 1, 2021	DL

<b>Support to Operations (STO)</b>				
1. QMS Certification • Post QMS Certification in Transparency Seal • Submit certified true copy of QMS certificate to QMC through DBM-SPIB	Government Quality Management Committees (QMC)	December 31, 2020	From January 1 to 31, 2021	CL
<b>Support to Operations (STO)</b>				
• FY 2020 Annual Procurement Plan (APP-Non-CSE)	Government Procurement Policy Board Technical Support Office (GPPB-TSO)	March 31, 2020	March 31, 2020	DL
• Results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System)	(GPPB-TSO)	June 30, 2020	June 30, 2020	DL
• Indicative FY 2021 APP-non CSE	(GPPB-TSO)	September 30, 2020	September 30, 2020	DL
• Indicative FY 2020 APP CSE	DBM-PS/Posting in the TS	December 15, 2020	December 15, 2020	DL
• Sustained Compliance with the Audit Findings	COA	December 31, 2020	December 31, 2020	DL
• Early Procurement Activities	Certificate of EPA Compliance	Within thirty (30) days after the approval of the GAA	Within thirty (30) days after the approval of the GAA	DL
<b>Audit Financial Reports</b>				
• 2016-2020 FAR No.1 (Statement of Appropriations, Allotments, Obligations, Disbursements and Balances	COA	December 31, 2020		DC

(SAAODB)				
• Summary Reports on Disbursements				
• BAR No. 1 – Quarterly Physical Report of Operations/Physical Plan	DBM	Thirty (30) days after the quarter		
• FAR No. 5 – Quarterly Report on Revenue and Other Receipts	COA	Thirty (30) days after the quarter		
• Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)	COA	Thirty (30) days after the closing of the Fiscal Year		
1. Budget Utilization Rate	DBM	August 31, 2020	September 1, 2020	DC
• Submission of Budget and Financial Accountability Reports (BFARs) online thru the Unified Reporting System (URS)	DBM and COA			DC
• First Quarter		April 15, 2020	April 15, 2020	
• Second Quarter		July 15, 2020	July 15, 2020	
• Third Quarter		October 15, 2020	October 15, 2020	
• Fourth Quarter		January 15, 2021	January 15, 2021	
4. COA Financial Reports	COA	April 15, 2021	April 15, 2021	DC
5. Procurement Documents				
• FY 2020 APP-CSE	DBM-Procurement Service (PS)	October 31, 2020	October 31, 2020	DL
• Undertaking of Early Procurement for	GPPB -TSO	January 31, 2020	January 31, 2020	DL

at least 50% of Goods and Services				
<b>Other Cross Cutting Requirements</b>				
1. Submission of SALN of Employees	Office of the President, Ombudsman, CSC	October 1, 2020	October 1, 2020	DPRM
2. Agency's System of Rating and Ranking of Delivery Units	Posted in the TS	October 1, 2020	October 1, 2020	DPL
<b>Freedom of Information (FOI)</b>				
<ul style="list-style-type: none"> <li>• Updated People's FOI manual</li> <li>• Agency Information Inventory</li> <li>• 2019 FOI Registry and 2020 FOI Summary Report</li> <li>• Modified One-page FOI Manual</li> </ul>	PCOO	January 29, 2021 January 29, 2021 January 29, 2021	January 29, 2021 January 29, 2021	DPCR
• Screenshot of Agency's Homepage	PCOO	January 29, 2021	January 31, 2021	DPCR

**d. Effects of Non-Compliance**

- 1) For FY 2020, agencies that are unable to comply with all the Good Governance Conditions shall be considered ineligible for the FY 2020 PBB.
- 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.
- 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.
- 4) **Prohibited Acts.** An Agency, which, after due process by the oversight agency has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the

succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:

- a) Misrepresentation in the submitted reports required for the PBB, a 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 delivery units.

**e. Feedback and Change Management**

1) Head of Agencies with the support of their Performance Management Groups should enhance the implementation of their internal communications strategy on PBIS, and fulfill the following:

- a) Engage their respective employees in understanding the PBIS, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver in order to meet these targets;
- b) Disseminate the performance targets and accomplishments of their 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 agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
- d) Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee.

2) The Head of Agency 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 PMG and to recommend strategies to instill a culture of performance within the Agency.

**f. Information and Communication**

- 1) The Head of Agency shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior official designated as the PBB focal person and the spokesperson, respectively.



2) Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.

3) The PNP PBB PMG shall maintain the following communication channels:

Telephone: (02) 723 0401 to 20 local 3449

Website: <http://www.pnp.gov.ph/>

Email: [dploppd@gmail.com](mailto:dploppd@gmail.com) and [ppd.dpl@pnp.gov.ph](mailto:ppd.dpl@pnp.gov.ph)

#### g. Tasks

##### 1) DPL

- a) TDPL is designated as Chairman of the PNP PBB Performance Management Group (PMG);
- b) DDPL is designated as the PNP PBB focal person;
- c) Executive Officer, DPL is designated as the Chairman of the PNP PBB Technical Working Committee (TWC);
- d) Chief, PPD, is designated as the Head Secretariat of the PNP Performance Management Group and the PNP PBB Technical Working Committee;
- e) The personnel of the Plans and Programs Division will serve as the Secretariat for the PNP PMG, PBB TWC and the cascading of the PNP PBB for FY 2020;
- f) Monitor the submission of all documentary requirements and updating of the PNP Transparency Seal for the granting of the PNP PBB;
- g) Serve as the OPR in the cascading to all PNP Offices and Units of the PNP PBB for FY 2020;
- h) Consolidate the annual UPER submitted by the D-Staffs;
- i) Classify and force rank all PNP offices and units eligible to the PBB based on the FY 2020 IPER and UPER;
- j) Determine and allocate the amount of PBB for each individual based on the individual's monthly basic salary as specified in the matrix of Rank of Uniformed Personnel, salary grade and step increments of Non-Uniformed Personnel provided by DBM;
- k) Formulate and submit to the DBM the Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)

using the summary and details of PBB allocation rates of PNP offices and units for FY 2020;

- i) Formulate a communications strategy which will engage PNP personnel in the process of understanding and meeting the targets of the PNP and the services/outputs that the PNP personnel need to deliver to meet these targets;
  - m) Assist in the setting up of a Help Desk, in coordination with the ITMS which can be embedded in the PNP website or the internet to be able to respond to queries and comments on the PNP's targets and accomplishments;
  - n) Provide the Agency's System Ranking Delivery Units to the ITMS to be uploaded in the PNP website in relation to the maintenance/updating of the Agency Transparency Seal;
  - o) Submit to the DBM the Agency Report on Ranking of Delivery Units;
  - p) Designate resource speaker/s on topics under your respective concern for the cascading of the PNP PBB for FY 2020; and
  - q) Perform other tasks as directed.
- 2) **DPRM**
- a) TDPRM is designated as the Vice-Chairman of the PNP Performance Management Group;
  - b) Ex-O DPRM is designated as the Vice Chairman of the PNP PBB Technical Working Committee;
  - c) Chief PPPD, DPRM; Chief, DLOD, DPRM; and Chief, RMD, DPRM are designated members of the PNP PBB Technical Working Committee;
  - d) Provide information to the ITMS regarding contact information of PNP officials in relation to the maintenance/updating of the Agency Transparency Seal;
  - e) Prepare the PNP certificate of compliance to the submission and review of SALN of all officials and employees on or before the set deadline;
  - f) Determine the eligible PNP personnel for the PBB based on the PNP FY 2020 Alpha list and the lists below of disqualified personnel coming from DLOD, DPRM; PPPD, DPRM; and DC:
    - (1) List of personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2020;

- (2) List of personnel, who failed to submit their complete 2020 IPER;
  - (3) List of PNP personnel who have lower than "Satisfactory" Adjectival Rating in their 2020 IPER;
  - (4) List of personnel who failed to file their FY 2019 SALN;
  - (5) List personnel who were on vacation or sick leave, with or without pay, for the entire year; and
  - (6) List of personnel who failed to liquidate all cash advances received in FY 2020 within the reglementary period.
- h) Forward to the DPL the list of Ineligible and eligible personnel sorted by office/unit along with the list of PNP personnel, sorted by number of months, who were on official leave, newly hired, retired, deceased, and resigned personnel who have fulfilled the minimum three months of service in the PNP for the year but have not rendered the required minimum of nine months of aggregate or continuous service;
  - i) Conduct random validation/audit of the IPER results and SALN submission. PNP personnel whose performance evaluation is questionable will be endorsed to DIRM for investigation;
  - j) Provide necessary data to the DPL to accomplish Forms A and A1;
  - k) Designate resource speaker/s on topics under the concern of DPRM for the cascading of the PNP PBB for FY 2020; and
  - l) Perform other tasks as directed.
- 1) DICTM**
- a) TDICTM is designated as member of the PNP Performance Management Group;
  - b) Ex-O DICTM is designated as member of the PNP PBB Technical Working Committee;
  - c) Maintain/Update the Agency Transparency Seal, in coordination with the DPCR, DL, DC, DPL, DPRM, DO, and NHQ BAC;
  - d) Assist the NHQ BAC in the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS);
  - e) Assist the DPCR in the posting to the PNP website the PNP's Citizen's Charter to reflect improvements in service delivery as mandated by RA 9485;

- f) Direct the ITMS to publish in the PNP website all documents required to be published; and
- g) Perform other tasks as directed.

**2) DC**

- a) TDC is designated as the Vice-Chairman of the PNP Performance Management Group;
- b) Ex-O, DC; Chief, Fiscal Division; and Chief Accountant are designated as members of the PNP PBB Technical Working Committee;
- c) Provide fund support for the PBB secretariats and the regional cascading of the PBB to PNP Offices and Units;
- d) Provide the following information to ITMS to be uploaded in the PNP website in relation to the maintenance/updating of the Agency Transparency Seal:
  - (1) Budget Utilization;
  - (2) Sustained Compliance with the Audit Findings;
  - (3) Submission of Budget and Financial Accountability Reports online through the Unified Reporting System; and
  - (4) COA Financial Reports.
- e) Serves as OPR in the liquidation of all cash advances to officials and employees within the prescribed period, covering transactions of the year, per requirement of the Commission on Audit (COA).
- f) Provide necessary data to the DPL to accomplish Forms A and A1;
- g) Submit to the FS the list of personnel who failed to liquidate Cash Advance received for the year within the reglementary period;
- h) Designate resource speaker/s on topics under the concern of DC for the cascading of the PNP PBB for FY 2020; and
- i) Perform other tasks as directed.

**3) DL**

- a) TDL is designated as member of the PNP Performance Management Group;

- b) Ex-O, DL is designated as member of the PNP PBB Technical Working Committee;
  - c) Provide information to the ITMS regarding Status of implementation of major programs/projects and the Annual procurement plan, name of suppliers/contractors/consultants in relation to the maintenance/updating of the Agency Transparency Seat;
  - d) Maintain/Update, in coordination with NHQ BAC, the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) per RA 9184;
  - e) Submit to IATF the following Procurement Documents:
    - (1) FY 2020 Annual Procurement Plan – Non Common-Use Supplies and Equipment (APP-non CSE);
    - (2) Indicative FY 2021 APP non-CSE;
    - (3) FY 2020 APP-CSE;
    - (4) Undertaking of Early Procurement for at least 50% of Goods and Services; and
    - (5) Results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System.
  - f) Provide necessary data to DPL to accomplish Forms A and A1;
  - g) Designate resource speaker/s on topics under the concern of DL for the cascading of the PNP PBB for FY 2020; and
  - h) Perform other tasks as directed.
- 4) **DPCR**
- a) TDPCR is designated as member of the PNP Performance Management Group;
  - b) Ex-O, DPCR is designated as member of the PNP PBB Technical Working Committee;
  - c) Serves as OPR in the streamlining and process improvement of agency services;
  - d) Serves as OPR in the Freedom of Information compliance;
  - e) Update the PNP's Citizen's Charter to reflect improvements in service delivery as mandated by RA No. 9485 and post, in

coordination with the ITMS, the Citizen's Charter in the PNP website;

- f) Direct the PNP frontline service providers to issue Certificate of Compliance on the noted deficiency/deficiencies by the CSC Evaluation Team to be submitted to the IATF through the CSC office (National or Field Offices);
  - g) Regularly include in the Police Information and Continuing Education (P.I.C.E.) the topic on the "Implementation of the Performance-Based Incentives System (PBIS) for Government Employees in line with the grant of Performance-Based Bonus (PBB)";
  - h) Provide necessary data to DPL to accomplish Forms A and A1;
  - i) Designate resource speaker/s on topics under the concern of DPCR for the cascading of the PNP PBB for FY 2019; and
  - j) Perform other tasks as directed.
- 5) **DO**
- a) TDO is designated as member of the PNP Performance Management Group;
  - b) Ex-O, DO is designated as member of the PNP PBB Technical Working Committee;
  - c) Provide the ITMS information on the status of implementation of major programs/projects in line with the maintenance/updates of the Agency Transparency Seal; and
  - d) Perform other tasks as directed.
- 6) **DI**
- a) TDI is designated as member of the PNP Performance Management Group;
  - b) Ex-O, DI is designated as member of the PNP PBB Technical Working Committee;
  - c) Submit necessary documents on streamlining and process improvement of agency services to the DPCR;
  - d) Provide the ITMS information on the status of implementation of major programs/projects in line with the maintenance/updates of the Agency Transparency Seal; and
  - e) Perform other tasks as directed.

- 7) **DIDM**
- a) Director is designated as member of the PNP Performance Management Group;
  - b) Ex-O is designated as member of the PNP PBB Technical Working Committee;
  - c) Shall conduct investigation of PNP personnel who was involved in circulating unofficial documents on PBB Ranking and List of Eligible Personnel for PBB FY 2020; and
  - d) Perform other tasks as directed.
- 8) **DHRDO, DRD and DIPOs**
- a) Directors are designated as members of the PNP Performance Management Group;
  - b) Ex-O's are designated as members of the PNP PBB Technical Working Committee; and
  - c) Perform other tasks as directed.
- 9) **OCPNP, PSPG, HPG, CL, FEO, and SOSIA**
- a) Chief, PTCFOR Secretariat, OCPNP; Chief, PEU, PSPG; Chief, MVCD, HPG; Admin Officer, CL; Chief, EEMD, FEO; Chief, FLD, FEO; Chief EMD, FEO; Chief, STMD, SOSIA; Chief, OEMD, SOSIA; Chief, SLD, SOSIA; and Chief, EOD-K9 Management Division, SOSIA are designated as members of the PNP PBB Technical Working Committee;
  - b) Submit necessary documents on streamlining and process improvement of agency services to the DPCR; and
  - c) Perform other tasks as directed.
- 10) **FS**
- a) CDS, FS is designated as member of the PNP PBB Technical Working Committee;
  - b) Shall serve as OPR in the distribution of PNP PBB for FY 2019 to all PNP personnel; and
  - c) Perform other tasks as directed.
- 11) **ITMS**
- a) CDS, ITMS is designated as member of the PNP PBB Technical Working Committee;

- b) Assist in setting up a Help Desk, in coordination with the DPL, which can be embedded in the PNP website or the internet to be able to respond to queries and comments on the PNP's targets and accomplishments;
  - c) Publish in the PNP website all documents required to be published; and
  - d) Perform other tasks as directed.
- 12) **ACG**
- a) CDS, Designated as member of the PNP Performance Management Group and the PNP PBB Technical Working Committee;
  - b) Ensure that the PBB ranking and list of eligible PNP personnel shall not be circulate through Social Media and other means of information without the approval from DPL; and
  - c) Perform other tasks as directed.
- 13) **PIO**
- a) Chief PIO is designated as member of the PNP PBB Technical Working Committee and the Official PBB Spokesperson; and
  - b) Perform other tasks as directed.
- 14) **NHQ BAC**
- a) Chief, BAC NHQ is designated as member of the PNP PBB Technical Working Committee;
  - b) Ensure the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) per RA 9184; and
  - c) Perform other tasks as directed.
- 15) **CDS, LS, CESPO and Chief, NUPAD**
- a) Designated as members of the PNP Performance Management Group and the PNP PBB Technical Working Committee; and
  - b) Perform other tasks as directed.
6. **Coordinating Instructions**
- 1) Heads/Chiefs of offices/units, with the assistance of their concerned Administrative Officers, shall ensure the submission of SALN, IPER and other requirements of the PNP PBB for the year;



- 2) Administrative Officers of offices/units shall be designated as the focal person to discuss the Procedures and Conditions of the PNP Performance-Based Bonus;
- 3) **D-Staff, IAS, and CPSM** shall submit to DPL (Attn: PPD) the annual UPER of PROs and NSUs;
- 4) Concerned PNP offices/units shall take note of the deadlines of submission of PBB requirements set by IATF. Failure to submit on the deadline set shall be a cause for ineligibility to the PBB; and
- 5) Lateral coordination is encouraged to ensure the success of this project.

## 7. EFFECTIVITY

This CMC shall take effect immediately.



*Archie*  
**ARCHIE FRANCISCO F GAMBOA**  
Police General  
Chief, PNP

CPNP LHM 20 5082327



5082327

JUL 21 2023

### Distribution:

Command Group  
D-Staff  
P-Staff  
Dirs, NSUs

IG, IAS  
RDs, PROs  
DDs, NCRPO