



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

MEMORANDUM NO. 423

Series of 2021

TO: ALL DAR OFFICIALS AND PERSONNEL

FROM: THE OIC, OFFICE OF THE UNDERSECRETARY
Finance, Management, and Administration

SUBJECT: DAR FY 2021 PBB GUIDELINES – NEW CRITERIA AND CONDITIONS,
ELIGIBILITY REQUIREMENTS, AND RATES

Pursuant to the FY 2021 Performance-Based Bonus (PBB) Guidelines stipulated in Memorandum Circular No. 2021-1 of the AO25 IATF, the Office of the Undersecretary for Finance, Management, and Administration wishes to highlight the relevant information regarding the FY 2021 PBB's criteria, requirements, and rates as follows:

1. To be eligible for the grant of the FY 2021 PBB, DAR must satisfy the criteria and conditions under the four dimensions of accountability and attain a total score of at least 70 points with a rating of at least 4 in three of the four eligibility criteria based on the PBB Scoring System. *(See attached PBB Scoring System and Rating Scales for reference)*

DIMENSIONS OF ACCOUNTABILITY	CRITERIA AND CONDITIONS
1. Performance Results	Achievement of Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 GAA
2. Process Results	Achievement in the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions through streamlining, standardization, digitization, and other process improvements
3. Financial Results	Attainment of the FY 2021 Disbursement BURs
4. Citizen/Client Satisfaction Results	Accomplishment of the Citizen/Client Satisfaction Survey (CCSS) and Resolution of all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB)

2. Compliance to the government-mandated and cross-cutting requirements *(See attached List of Agency Accountabilities)*, while no longer part of the overall rating for the FY 2021 PBB of the Department, shall still be maintained as a basis in determining the eligibility of responsible units and individuals.

3. While DAR as an agency may be eligible for the PBB, **delivery units most responsible for a score lower than 4 on any of the mentioned Dimensions of Accountability, and non-compliance to the mentioned Agency Accountabilities, will be isolated from the grant of the**

FY 2021 PBB. Therefore, responsible offices are advised to monitor the compliance status of their respective requirements in accordance with the set deadlines.

4. Ranking of the DAR delivery units is no longer required for this year's PBB. Uniform rates shall apply to all officials and employees based on the total score obtained by the agency as illustrated below:

RATES OF THE PBB	
TOTAL SCORE	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)

5. The Committee on Anti-Red Tape (CART) shall be designated as the committee responsible for the overall PBB compliance and monitoring and shall act as the authorized body that will receive and deliberate submissions, reports, and any PBB-related concerns.

For your information and guidance.



ATTY. LUCIUS JUN-JUN G. MALSI

FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20pts	25pts
TOTAL SCORE				MAXIMUM = 100 POINTS		

RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of the Congress approved performance targets for FY 2021 (all performance indicators)

RATING SCALE FOR PROCESS RESULTS AGENCY				
1	2	3	4	5
No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services

RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average to low satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate without #8888/CCB complaints

LIST OF AGENCY ACCOUNTABILITIES		
1. Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO	Within thirty (30) days after the approval of the FY2022 GAA	DARROs, DARPOs, Procurement Division-Admin
2. Submit FY 2021 APP-non CSE to GPPB-TSO	March 31, 2021	
3. Results of the APCPI system for FY 2020 Procurement Transactions to GPPB-TSO	June 30, 2021	Procurement Division-Admin Service
4. FY 2021 APP-CSE thru the PhilGEPS Virtual Store	August 31, 2022	DARROs, DARPOs, Procurement Division-Admin
5. Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage	September 30, 2021	Procurement Division-Admin Service in coordination with MISS for the Posting in the TS
6. Maintain/Update the agency Transparency Seal (TS) under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page	October 01, 2021	FMS, PAMRS, Procurement Division, Personnel Division, ARCDs, Information Officers at the Field Offices in coordination with MISS for the Posting in the TS
7. Most current and updated Citizen's or Service Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies. Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph on or before December 04, 2021.	December 04, 2021	CART in coordination with MISS for the Posting in the TS
8. ISO QMS Certification of agencies should be valid until December 31, 2021.	December 31, 2021 (validity of certificate)	ISO Certified Offices to furnish ARCDs copy of the Certification

The ISO 9001:2015 certification(s)/recertification(s) must be valid as of December 31, 2021, and must be posted on the agency TS webpage not later than December 31, 2021		
9. Sustained Compliance w/ Audit Findings Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations.	December 31, 2021	FMS
10. Update all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the PhilGEPS	January 29, 2022	Procurement Division-Admin Service; DARROs, DARPOs
11. Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2021	October 1, 2021	Personnel Division-Admin Service in coordination with MISS
12. Submit the following Freedom of Information (FOI) Program requirements to PCOO: a. Updated People's FOI manual b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report c. Modified One-page FOI Manual d. Screenshot of agency's home page	January 29, 2022	CRD-BALA
13. SPMS Summary of Rating for 1 st & 2 nd semesters 2021	January 31, 2022	Personnel Division, DARROs, DARPOs
14. SALN Compliance as of December 2020	January 31, 2022	Personnel Division, DARROs, DARPOs