

MEMORANDUM NO. 201

TO: ALL DAR OFFICIALS AND PERSONNEL

FROM: THE UNDERSECRETARY  
Finance, Management, and Administration

SUBJECT: DAR FY 2022 PBB GUIDELINES – NEW CRITERIA AND CONDITIONS,  
ELIGIBILITY REQUIREMENTS, AND RATES

DATE: May 24, 2022

Pursuant to the FY 2022 Performance-Based Bonus (PBB) Guidelines stipulated in Memorandum Circular No. 2022-1 of the AO25 IATF, the Office of the Undersecretary for Finance, Management, and Administration wishes to highlight the relevant information regarding the FY 2022 PBB's criteria, requirements, and rates as follows:

1. To be eligible for the grant of the FY 2022 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.

DIMENSIONS OF ACCOUNTABILITY	CRITERIA AND CONDITIONS
1. Performance Results	Achievement of Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2022 GAA
2. Process Results	Achievement in the greater ease of transaction of core services based on mandated functions (external) covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions as well as the administrative and supporting services (internal) within the agency. This will be through streamlining, standardization, digitization, systems and procedures reengineering, and other related improvements
3. Financial Results	Attainment of the FY 2022 Disbursement BURs
4. Citizen/Client Satisfaction Results	Accomplishment and Submission of Reports on the Citizen/Client Satisfaction Survey (CCSS) and Resolution of all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB)

2. Agency Accountabilities, while no longer part of the overall rating for the FY 2022 PBB of the Department, shall still be maintained as a basis in determining the eligibility of responsible units and individuals to sustain the institutionalization of compliance to existing government-mandated laws and standards.

3. Beginning with the FY 2022 PBB, there will be one (1) new Agency Accountability that must be achieved by DAR. Namely, it will be the **Designation of the Agency's Committee on Anti-Red Tape (CART)**.

4. 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 2022 PBB.** Therefore, responsible offices are advised to monitor the compliance status of their respective requirements in accordance with the set deadlines.

5. Ranking of the DAR delivery units is not 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

AGENCY ACCOUNTABILITIES		
Requirement	Deadline of Submission	Office/s Responsible
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	Before January 31 <sup>st</sup> of the fiscal year	DARROs, DARPOs, Procurement Division-Admin
2. FY 2022 APP-non CSE to GPPB-TSO	March 31, 2022	DARROs, DARPOs, Procurement Division
3. Results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO	June 30, 2022	Procurement Division-Admin Service
4. Indicative FY 2023 APP-non CSE in the agency's Transparency Seal webpage	September 30, 2022	Procurement Division-Admin Service in coordination with MISS for the Posting in the TS
5. Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page	October 01, 2022	FMS, PAMRS, Procurement Division, Personnel Division, ARCDs, Information Officers at the Field Offices in coordination with MISS for the Posting in the TS
6. 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 2022	October 1, 2022	Personnel Division-Admin Service in coordination with MISS
7. Sustained Compliance with Audit Findings (Status Report showing full implementation of 30% of prior years' recommendations excluding PPE-related items of the AAR; No recurrence of audit findings closed since 2020)	December 31, 2022	All Offices (DARCO, DARROs, DARPOs) with findings
8. Update all procurement requirements for transactions above 1 million from January 1 to December 31, 2022 in the PhilGEPS	January 30, 2023	DARCO - Procurement Division, DARROs - BAC Secretariat, DARPOs - BAC Secretariat
9. Submit the following Freedom of Information (FOI) Program requirements to PCOO: a. Updated People's FOI manual	January 30, 2023	CRS

<ul style="list-style-type: none"> <li>b. Updated One-page FOI manual</li> <li>c. FOI reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report</li> <li>d. Link to the agency's dashboard in the electronic FOI (eFOI) portal (<a href="http://www.foi.gov.ph">www.foi.gov.ph</a>)</li> <li>e. Updated AID-FOI Tool</li> <li>f. FOI Client/Customer Satisfaction Report</li> </ul>		
<p>10. Designation of Agency's Committee on Anti-Red Tape (CART) as well as compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007</p>	<p>Requirements must be submitted to CART not later than June 10, 2022</p>	<p>DARCO – ARTA Secretariat, DARROs, DARPOs</p>