



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo



## MEMORANDUM NO. 392

Series of 2023

**TO :** ALL DAR OFFICIALS AND PERSONNEL

**FROM :** THE UNDERSECRETARY  
Policy, Planning and Research Office  
Concurrent Chair of the DAR Committee on Anti-Red Tape

**SUBJECT :** DAR FY 2023 PERFORMANCE-BASED BONUS GUIDELINES (PBB)  
NEW CRITERIA AND CONDITIONS, ELIGIBILITY  
REQUIREMENTS, AND RATES

**DATE :** 28 September 2023

Pursuant to FY 2023 Performance-Based Bonus Guidelines stipulated in Memorandum Circular No. 2023-1 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems, this Office highlights the relevant information regarding the **FY 2023 PBB's criteria, requirements, and new rates**, thus:

- 1.0 To be eligible for the grant of 2023 PBB, DAR must satisfy the criteria and conditions under the four (4) 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.

DIMENSION OF ACCOUNTABILITY	CRITERIA AND CONDITIONS
A. Performance Results	Achievement of Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2023 GAA
B. 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-business (G2B), and government-to-government (G2G) transactions as well as the administrative and support services (internal) within the agency. This will be through streamlining, standardization, digitization, systems and procedures reengineering, and other related improvements
C. Financial Results	Attainment of the FY 2023 Disbursement BURs
D. Citizen/Client Satisfaction Results	Accomplishment and submission of Reports on the Citizen/Client Satisfaction Measurement (CSM) and Resolution of all reported complaints from 8888 Citizens' Complaint Center and Contact Center ng Bayan (CCB)

- 2.0 Agency Accountabilities shall still be maintained to determine the eligibility of responsible units and individuals to sustain the institutionalization of compliance with existing government-mandated laws and standards. The list of Agency Accountabilities is herein attached as **Annex A**.
- 3.0 There will be three (3) new PBB Agency Accountabilities that must be achieved by DAR beginning FY 2023:
- 3.1 Continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process
  - 3.2 Administered Client Satisfaction Measurement (CSM)
  - 3.3 Report on the digitization initiatives or digital transformation of external and internal services
- 4.0 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 2023 PBB.** Therefore, responsible offices are advised to monitor the compliance status of their respective requirements in accordance with the set deadlines.
- 5.0 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	PBB RATES
100 points	<b>65%</b> 100% of the 65% monthly basic salary
95 points	<b>61.75%</b> 95% of the 65% monthly basic salary
90 points	<b>58.5%</b> 90% of the 65% monthly basic salary
85 points	<b>55.25%</b> 85% of the 65% monthly basic salary
80 points	<b>52%</b> 80% of the 65% monthly basic salary
75 points	<b>48.75%</b> 75% of the 65% monthly basic salary
70 points	<b>45.5%</b> 70% of the 65% monthly basic salary

6.0 Queries and comments pertaining to the 2023 PBB may be submitted to the CART Secretariat at [cart.secretariat.2023pbb@dar.gov.ph](mailto:cart.secretariat.2023pbb@dar.gov.ph) and [usecpro.secretariat@dar.gov.ph](mailto:usecpro.secretariat@dar.gov.ph).

Memorandum Circular No. 2023-1 of AO 25 IATF dated 22 August 2023 is herein attached as **Annex B**, for your reference.

For your information and guidance.



ATTY. LUIS MEINRADO C. PAÑGULAYAN, MNSA, CESO I





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## ANNEX A

AGENCY ACCOUNTABILITIES		
Requirement	Deadline of Submission	Office/s Responsible
<p>1. Certificate of Compliance that the agency conducted <b>Early Procurement Activities</b> for at least fifty per cent (50%) of the Total Value of the <b>FY 2024 Procurement Projects</b> to the GPPB-TSO</p> <p><i>Note: Early Procurement Activities should be conducted in FY 2023</i></p> <p><a href="mailto:earlyprocurement@gppb.gov.ph">earlyprocurement@gppb.gov.ph</a></p>	Before 31 January of the fiscal year 2024	DARROs, DARPOs, Procurement Division-Admin Service
2. <b>FY 2023 APP-non CSE</b> to GPPB-TSO	31 March 2023	DARROs, DARPOs, Procurement Division
3. Results of the <b>APCPI</b> system for <b>FY 2022 Procurement Transactions</b> to GPPB-TSO	30 June 2023	BAC Secretariat
<p>4. <b>Indicative FY 2024 APP-non CSE</b> in the DAR's Transparency Seal webpage</p> <p><a href="https://www.dar.gov.ph/transparency-seal">https://www.dar.gov.ph/transparency-seal</a></p>	30 September 2023	Procurement Division-Admin Service in coordination with MISS for the posting in the TS
<p>5. <b>FY 2024 APP-CSE</b> is exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. PS-DBM will not accept hard copies and submissions via email.</p> <p><a href="https://open.philgeps.gov.ph/pbb">https://open.philgeps.gov.ph/pbb</a></p>	<p>31 July 2023</p> <p><i>Note: The deadline for submission has been extended until 31 August 2023 based on PS Advisory 2023-014</i></p>	DARROs, DARPOs, Procurement Division
6. <b>Maintain/Update the agency Transparency Seal (TS)</b> under Section 102 of the General Provisions of the FY 2023 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	1 October 2023	FMS, PAMRS, Procurement Division, ARCDS, and Information Officers at the Field Offices in coordination with MISS for the posting in the TS
7. Post the agency's policy on the <b>Establishment and Conduct of the Agency Review and Compliance of SALN</b> in the agency Transparency Seal for FY 2023	1 October 2023	Personnel Division-ARCDS in coordination with MISS

8. Submit the complete set of applicable <b>National Competition Policy or NCP-related requirements</b> to the Philippine Competition Commission (PhCC) as stated in Annex 5 of the AO 25 MC No. 2023-1	30 November 2023	CART Secretariat
<b>9. Sustained compliance with Audit Findings</b> Fully implemented thirty per cent (30%) of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2021 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 2023.	31 December 2023	All offices (DARCO, DARROs, DARPOs) with findings
10. Posting on the TS webpage the copy/copies of the ISO QMS certification/recertification or equivalent certification	31 December 2023	All offices (DARCO, DARROs, DARPOs) with ISO QMS certification / recertification from a Certifying Body
11. Update all procurement requirements for transactions above 1 million from 1 January 2023 to 31 December 2023 in the <b>PhilGEPS</b> .	31 January 2024	DARCO - Procurement Division and BAC Secretariat, DARROs BAC Secretariat, DARPOs, BAC Secretariat
12. Submit the following <b>Freedom of Information (FOI) Program</b> requirements to PCOO: a. Updated People's FOI Manual b. Updated One-Page FOI Manual c. Updated FOI Reports (Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report) d. Onboarding to the eFOI portal e. FOI Feedback Report f. Addressed overdue or pending FOI Request	31 January 2024	CRS
13. <b>Report on the digitalization</b> initiatives or digital transformation of external and internal services to be submitted to the AO 25 Secretariat.	29 February 2024	CART Secretariat

<p><b>14. Designation of the Agency's Committee on Anti-Red Tape (CART)</b>  Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007</p>	<p>29 February 2024</p>	<p>CART Secretariat</p>
<p><b>15. Administered Client Satisfaction Measurement</b> shall be aligned with the ARTA Memorandum Circular No. 2022-05 or the Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement</p>	<p>The Authority shall issue separate guidelines reiterating the deadline and manner of submission.</p>	<p>CRS and other designated offices/units</p>

