

[Office Circular] System of Ranking PCC Delivery Units for the Grant of the FY 2020 Performance-Based Bonus (PBB)

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To: PCC Organization <all@phcc.gov.ph>

Cc: Records <records@phcc.gov.ph>; Corporate Planning and Management Division <cpmd@phcc.gov.ph>

 1 attachments (575 KB)

Office Circular 2020-003.pdf;

Dear All,

Attached is copy of Office Circular No. 2020-003 regarding the **System of Ranking PCC Delivery Units for the Grant of the FY 2020 Performance-Based Bonus (PBB)**, for your guidance and information.

For concerns regarding the System of Ranking Delivery Units, please feel free to coordinate with the FPMO-Corporate Planning and Management Division at cpmd@phcc.gov.ph.

Thank you.

For the Records Unit,
Nicky

OFFICE CIRCULAR NO. 2020-003

TO : ALL PCC OFFICIALS AND EMPLOYEES

SUBJECT : SYSTEM OF RANKING PCC DELIVERY UNITS FOR THE GRANT OF THE FY 2020 PERFORMANCE-BASED BONUS (PBB)

DATE : 29 SEPTEMBER 2020

1. Rationale

This Office Circular is issued to provide guidelines on the determination of delivery units of the Philippine Competition Commission (PCC) and the system of ranking these delivery units for the grant of the FY 2020 PBB pursuant to Memorandum Circular No. 2020-01 dated 02 June 2020 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25 IATF).

2. Coverage – This Office Circular covers:

- 2.1. All identified delivery units of PCC; and
- 2.2 All PCC officials and employees holding regular plantilla positions.

3. Eligibility

- 3.1. **Eligibility of the Agency** – The PCC must satisfy the following conditions to be eligible for the grant of FY 2020 PBB:
 - a. Satisfy 100% of the Good Governance Conditions for FY 2020 set by the AO 25 IATF;
 - 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 of the Strategic Performance Management System (SPMS) approved by the Civil Service Commission (CSC) in rating the performance of 1st and 2nd level officials and employees.

Specific targets, deliverables, and responsibility centers on the above eligibility criteria are attached as **Annex A**.

3.2. Eligibility of Individuals

- a. The eligibility for PBB of the PCC Chairperson and Commissioners will depend on the eligibility of the agency. If eligible, their maximum PBB rate for FY 2020 shall be equivalent to 65% of their monthly basic salary as of 31 December 2020.
- b. Employees belonging to the 1st and 2nd levels should receive a rating of at least “Satisfactory” based on the CSC-approved PCC SPMS.
- c. Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated their performance. The payment of the PBB shall come from the mother agency.
- d. Personnel who transferred from one government agency to another shall be rated and ranked by the agency where they served the longest. If equal months were served for each agency, they will be included in the recipient agency.
- e. Personnel who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where they served the longest. They 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, following Section 3.2.g. below.
- f. Those who have rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating shall be eligible for the full grant of PBB.
- g. Those who have rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	Percentage of PBB	Valid Reasons
8 months but less than 9 months	90%	<ul style="list-style-type: none"> – Being a newly hired employee – Retirement – Resignation – Rehabilitation Leave – Maternity / Paternity Leave – Vacation or Sick Leave w/ or w/o pay – Scholarship / Study Leave – Sabbatical Leave
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%	

- h. The following shall not be entitled to PBB:
 - On vacation or sick leave, with or without pay, for the entire year;

- Found guilty of administrative or criminal cases by final and executory judgment in FY 2020, except where the penalty meted out is only a reprimand;
- Failed to submit the 2019 Statement of Assets, Liabilities, and Net Worth (SALN) as prescribed under CSC Memorandum Circular No. 3, s. 2015, or responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN;
- Failed to liquidate all cash advances received in FY 2020 within the reglementary period as prescribed in COA Circular No. 97-002 and reiterated in COA Circular No. 2009-002;
- Failed to submit complete SPMS Forms, i.e., Office Performance Scorecard (OPS), Division Performance Scorecard (DPS), or Individual Performance Scorecard (IPS); and
- Responsible for the implementation of the prior years' audit recommendations, QMS Certification, or posting and dissemination of the agency system of ranking performance of delivery units, if the agency fails to comply with any of these requirements.

4. Ranking of Delivery Units

- 4.1. For purposes of this Office Circular, PCC shall have six (6) delivery units,¹ as follows:

PCC Delivery Units
1. Office of the Chairperson, Office of the Commissioners, and Office of the Executive Director (Executive Offices)
2. Administrative Office (AO)
3. Communications and Knowledge Management Office (CKMO) ²
4. Competition Enforcement Office (CEO)
5. Finance, Planning, and Management Office (FPMO)
6. Mergers and Acquisitions Office (MAO)

4.2. Rating Based on Scorecard

- a. Delivery units (i.e., AO, CEO, CKMO, EO, FPMO, and MAO) shall be rated in accordance with the CSC-conditionally approved PCC SPMS and ranked using the overall numerical ratings in their Office Performance Scorecards for FY 2020.
- b. As one delivery unit, the Executive Offices shall be rated as follows:

Rating	Weight
OTC Proper: Average Rating of the Division Performance Scorecards (DPS) of HEA	25%

¹ Section 7.8(a) of IATF M.C. No. 2020-1 defines a delivery unit as a primary subdivision of the Department/Agency performing substantive line functions, technical services, or administrative support, **as reflected in the Department's/Agency's organizational structure/functional chart.**

² The weight allocation is based on human resource complement of the parent unit (i.e., filled plantilla positions assigned to CKMO and EO).

covering the 1 st and 2 nd Semesters of FY 2020	
OED: Average Rating of the FY 2020 Office Performance Scorecards (OPS)	25%
Staff of the Commissioners: Average Rating of the Individual Performance Scorecards (IPS) covering the 1 st and 2 nd Semesters of FY 2020 Legal Services Division (LSD), Adjudication Services Division (ASD), and Divisions of the Economics Office ³ : Average Rating of the Division Performance Scorecards (DPS) covering the 1 st and 2 nd semesters of FY 2020	50% ⁴

4.3. Determination of Final Ranking of Delivery Units

- a. A forced ranking methodology for the Commission Ranking shall be adopted.
- b. The Commission Ranking of the delivery units shall be based on the following criteria:
 - Quantity: *How much did the Office accomplish?*
 - Quality: *How well did the Office deliver?*
 - Timeliness: *How efficient/timely did the Office deliver?*
 - Optimal Use of Fiscal Resource: *How efficient did the Office spend its allocated budget?*
- c. To determine the **final ranking** of the delivery units, the following formula shall be applied:

Final Ranking = Scorecard Ranking (70%) + Commission Ranking⁵ (30%)
- d. The results of the final ranking, as tabulated by the FPMO-Corporate Planning and Management Division, shall be indicated in PBB Form 1 and PBB Evaluation Matrix for submission to the AO 25 Secretariat on the specified deadline.

³ Business and Economics Division, Economic Investigation Division, and Policy and Markets Division.

⁴ The weighted average shall be computed based on the following weight allocation:
Average of the IPS (40%) + Average of the DPS (60%).

⁵ The 30% shall have the following breakdown:

For a **5-member Commission**:

Chairperson's Ranking (10%) + Commissioner's Ranking (5% for each of the incumbent Commissioners)

For a **4-member Commission**:

Chairperson's Ranking (12%) + Commissioner's Ranking (6% for each of the incumbent Commissioners)

For a **3-member Commission**:

Chairperson's Ranking (15%) + Commissioner's Ranking (7.5% for each of the incumbent Commissioners)

- 4.4. Delivery units eligible for the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category	No. of PCC Delivery Unit/s
Top 10%	Best Delivery Unit	1
Next 25%	Better Delivery Units	2
Next 65%	Good Delivery Units	3

- 4.5. Only personnel belonging to eligible delivery units are qualified for the PBB, provided, that personnel who are assigned to other units shall be included in the ranking of their parent unit based on the approved PCC Organizational Structure and Staffing Pattern.
- 4.6. While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in PBB Form 1.


5. Rates of the FY 2020 PBB

The PBB rates for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of 31 December 2020 based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

6. Effectivity

This Office Circular shall take effect immediately and may be subject to revision/amendment in accordance with the succeeding issuances of AO 25 IATF and recommendations of the PCC Performance Management Team.


Arsenio M. Balisacan, PhD
 Chairperson

Annex A

FY 2020 GOOD GOVERNANCE CONDITIONS

No.	Requirements	Due Date/ Targets	Responsibility Center
1	Maintain and Update the Transparency Seal	October 1, 2020	FPMO (CPMD)
	a. Agency's mandate and functions, names of its officials with their position and designation, and contact information		FPMO (CPMD)
	b. FY 2016-2020 Budget and Financial Accountability Reports (BFARs) <ul style="list-style-type: none"> o FAR No. 1: SAAOBDB o Summary Report on Disbursement o BAR No. 1: Quarterly Physical Report of Operations/Physical Plan o FAR No. 5: Quarterly Report on Revenue and Other Receipts o Financial Plan (Detailed Statement of Current Year's Obligations, Disbursement and Unpaid Obligations) 		FPMO (BD, AD, CPMD)
	c. DBM-approved budget and General Appropriations Act (GAA) Performance Targets for FY 2020		FPMO (BD, CPMD)
	d. FY 2020 Annual Procurement Plan (APP) non-CSE, Indicative FY 2021 APP non-CSE, and FY 2021 APP CSE		AO (GSD)
	e. QMS Certification of at least one (1) core process by an International Certifying Body (ICB) ¹	December 31, 2020	FPMO (CPMD)
	f. System of Ranking Delivery Units for FY 2020 PBB		FPMO (CPMD)
	g. Agency Review and Compliance Procedure of Statements and Financial Disclosures		AO (HCMD, LSD)
	h. Updated People's Freedom of Information (FOI) Manual, Agency Information Inventory, FY 2020 FOI Summary Report, FY 2020 FOI Registry, and Modified One-page FOI Manual	January 29, 2021	OTC-LSD
2	Post/Update the PhilGEPS Posting of all Invitations to Bids and Awarded Contracts (Transactions above P1,000,000 from January 1- December 31, 2020, including the Early Procurement of FY 2021 Non- Common Use Supplies and Equipment [Non-CSE items])	January 29, 2021	AO (GSD/ BAC Secretariat)
3	Set-up Most Current and Updated Citizen's or Service Charter		OED, FPMO (CPMD), Concerned Offices

¹ QMS Certification/Recertification or equivalent certifications/attestations must be valid as of December 31, 2020 and must be posted not later than December 31, 2020.

No.	Requirements	Due Date/ Targets	Responsibility Center
	a. Updated PCC Citizen's Charter	July 25, 2020 & December 4, 2020 (ARTA)	OED, FPMO (CPMD), Concerned Offices
	b. Certificate of Compliance		FPMO (CPMD)

FY 2020 PERFORMANCE TARGETS

No.	Requirements	Due Date/ Targets	Responsibility Center
1	Streamlining and Process Improvements of the Agency's Critical Services including digitization, develop online systems, and/or transform their critical services from manual to contactless transactions		OED, FPMO (CPMD), Concerned Offices
	a. Modified Form A. Agency Performance Report	February 26, 2021	OED, FPMO (CPMD), Concerned Offices
	b. Modified Form A1. Details of Office Performance Report		
	c. List of 2020 Digitization Initiatives		
2	Citizen/Client Satisfaction Survey		FPMO (CPMD)
	a. Citizen/Client Satisfaction Report	February 26, 2021	FPMO (CPMD) Concerned Offices
	b. Report on one (1) Agency Best Practice in Service Quality or Productivity		
3	Support to Operations (STO) Target		
	a. Certification/ Recertification of the Agency's Quality Management System (QMS) covering at least one (1) critical frontline service or core process by an International Certifying Body (ICB)	December 31, 2020	FPMO (CPMD) Concerned Offices
	b. Posting of the QMS Certification on the Transparency Seal		
4	General Administration and Support Services (GASS) Targets		
	a. Improved Budget Utilization Rate (BUR) from the previous year's level of accomplishment	February 26, 2021	All Offices/Units
	b. Sustained Compliance with Audit Findings [fully implement 30% of the prior years' audit recommendation; Audit findings closed since FY 2018 should also not recur.]	December 31, 2020	All Offices/Units
	(1) CY 2019 Agency Action Plan and Status of Implementation (AAPSI)	Within 60 days upon receipt of AAR	FPMO (AD, CPMD)
	(2) Report on Status of Implementation of the Recommendations in the CY 2019 AAR	December 31, 2020	
	c. Submission of Annual Procurement Plan – non-CSE		AO (GSD/ BAC Secretariat)
	(1) FY 2020 Annual Procurement Plan – non-CSE	March 31, 2020	
	(2) Indicative FY 2021 Annual Procurement Plan – non-CSE ²	September 30, 2020	

² The Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP, which is the basis for the EPA shall not be submitted to the GPPB rather it shall be posted on the agency TS page not later than 30 September 2020.

No.	Requirements	Due Date/ Targets	Responsibility Center
	d. Submission of FY 2021 Annual Procurement Plan - CSE	December 15, 2020	
	e. Undertaking of Early Procurement for at least 50% of the total value of eligible Procurement Projects ³ included in the proposed budget of the agency in the NEP		
	(1) Approved Contract and Notice Proceed for procurement projects successfully undertaken under EPA posted in the PhilGEPS	Within 30 days after the approval of the GAA	
	(1) Certification under Oath on the compliance with EPA requirement	Within 1 month after the approval of the GAA	
	f. Submission of Results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System		
	(1) APCPI – Self-Assessment Form	June 30, 2020	AO (GSD/ BAC Secretariat)
	(2) APCPI – Consolidated Procurement Monitoring Report		
	(3) APCPI – Procurement Capacity Development Action Plan		
	(4) Questionnaire		
5	Submission of COA Financial Reports	March 30, 2020	FPMO (AD)
6	Other Cross-Cutting Requirements		
	a. Establishment and Conduct of Agency Review and Compliance Procedure of SALN		
	(1) Submission of List of SALN of Employees	October 31, 2020 ⁴	AO (HCMD), LSD, SALN Review Committee
	(2) Agency Review and Compliance Procedure of SALN ⁵	October 1, 2020	
	(3) Creation of SALN Review and Compliance Committee		
	(4) Submission of List of non-SALN Filers, if necessary		
	b. Freedom of Information (FOI) Program Compliance		
	(1) Updated People's Freedom of Information Manual (including FOI Receiving Officer/s and its contact details, if any)	January 29, 2021	OTC-LSD
	(2) FOI Reports (Agency Information Inventory, FY 2017-2020 FOI Registry and FY 2017-2020 FOI Summary Report)		
	(3) Screenshot of Agency Website's Home Page (containing a visible and functional FOI logo linked to the electronic FOI portal)		
	(4) Modified One-page FOI Manual (including FOI Receiving Officer/s and its contact details and the step-by-step procedure of FOI request in the standard paper-based and electronic format)		

³ As defined in Item 1.3 of GPPB Circular No. 06-2019, a **Procurement Project** shall refer to a specific or identified procurement covering goods, infrastructure project or consulting services, which shall be described, detailed, and scheduled in the Project Procurement Management Plan.

⁴ Pursuant to CSC MC No. 13, s. 2020, the deadline for the submission of SALN of Employees is extended from 31 August 2020 to 31 October 2020.

⁵ Should the agency decide to retain the previously posted guidelines, they should indicate or take note in the website that **no changes** have been made from the previous year's Establishment and Conduct of Agency Review and Compliance of SALN.

No.	Requirements	Due Date/ Targets	Responsibility Center
	<i>c. Posting of Agency's System of Ranking Delivery Units for FY 2020 PBB</i>	<i>October 1, 2020</i>	FPMO (CPMD)
	<i>d. Submission of Agency Report on Ranking of Delivery Units</i>		
	<i>(1) Form 1</i>	<i>February 26, 2021</i>	AO (HCMD)
	<i>(2) PBB Evaluation Matrix</i>		
7	Other Related Requirement		
	<i>Compliance with Monthly/Quarterly Submission of BFARs Online using the DBM's URS</i>	<i>Per Sec. 91, General Provisions of FY 2020 GAA</i>	FPMO (AD, BD & CPMD)