



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
Manila



VNA-DC-\_\_\_

**DEPARTMENT CIRCULAR NO. 024**

**TO : Undersecretaries and Assistant Secretaries,  
Heads of Central/Regional Offices in DOJ Proper,  
Heads of Constituent and Attached Agencies**

**SUBJECT : Performance-Based Bonus (PBB) for FY 2017**

**DATE : MAR 30 2017**

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- 1.0 This is to prescribe implementation arrangements on the above-captioned subject pursuant to the attached Memorandum Circular No. 2017-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25 IATF).
  - 2.0 Each of the DOJ agencies shall be subjected to separate PBB eligibility evaluation as well as ranking of delivery units and individuals in accordance with the said Circular.
  - 3.0 Eligibility/evaluation/procedural requirements to be complied by the agencies and offices/units concerned are summarized as follows:
    - 3.1 Satisfy 100% of the Good Governance Conditions for FY 2017:
      - 3.1.1 Maintain/Update the Agency Transparency Seal – Finance, Planning, and Management Information Systems Units;
        - 3.1.1.1 Submission to Government Procurement Policy Board (GPPB) and posting of FY 2017 Agency Annual Procurement Plan (APP-nonCSE) and FY 2018 (APP-CSE) based on the guidelines to be issued by DBM through a separate circular later – BAC Secretariat;
        - 3.1.1.2 Posting of ISO Certification of at least one (1) core process - Management improvement unit;
        - 3.1.1.3 Posting of system of ranking delivery units – Planning unit;
      - 3.1.2 Maintain/Update the posting of all invitations to bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) posting – BAC Secretariat;

- 3.1.3 Compliance with the President's directive on improving all frontline services and to cut down processing time of all applications and ensure accessible and convenient public service delivery: – Management improvement/ operations/ administrative units.
  - 3.1.3.1 Maintain/Update the Citizen's/Service Charter or equivalent;
  - 3.1.3.2 Self-assessment and reporting of all improvements;
- 3.1.4 Development of Freedom of Information (FOI) manual and posting in the agency Transparency Seal - Management improvement/ and Management Information Systems Units;
- 3.2 Achievement of each one of the Congress-approved agency performance targets for the delivery of Major Final Outputs (MFOs) under the Performance-Informed Budget of the FY 2017 General Appropriations Act (GAA) – Operations units concerned;
- 3.3 Support to operations:
  - 3.3.1 Establishment of Quality Management System for at least one (1) core process certified by any international certifying body accredited by the International Accreditation Forum (IAF) members – Management improvement Unit;
    - 3.3.1.1 If not yet ISO certified, agency should have at least an ISO-aligned documentation for at least one (1) core process, to include the following:
      - 3.3.1.1.1 Approved quality manual and approved procedures and work instructions manual, including forms; and
      - 3.3.1.1.2 Evidence of ISO 9001-aligned QMS implementation.
  - 3.3.2 Agency Information Systems Strategic Plan approved by the Department of Information and Communications Technology, covering FY 2017 – ICT and/or Planning Unit;
- 3.4 General administration and support services:
  - 3.4.1 Budget utilization (obligation/disbursement) rates – Finance Unit;
  - 3.4.2 Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's Unified Reporting System (URS) – Finance and Planning Unit;
  - 3.4.3 Full compliance with at least 30% of the prior years' COA audit recommendations – Finance unit;

- 3.5 Eligibility of individuals – Human resource management unit:
  - 3.5.1 Eligibility of the Secretary/Agency Heads depends on the eligibility of their respective Department/Agency;
  - 3.5.2 CSC-approved Strategic Performance Management System (SPMS) for performance rating of first and second level employees;
  - 3.5.3 Career Executive Service Performance Evaluation System (CESPES) for performance rating of CES officials and incumbents of CES positions;
  - 3.5.4 Effect of tenure and personnel movements, administrative/criminal cases, SALN submission, and timely liquidation of cash advances.
- 3.6 Evaluation and ranking of delivery units:
  - 3.6.1 Ranking system for delivery units including the clustering/grouping according to functional similarities – Agency Performance Management Group/Team (PMG/PMT);
  - 3.6.2 Performance evaluation of delivery units – Planning unit;
- 3.7 Other implementation procedures/requirements:
  - 3.7.1 Submission of/compliance to office accomplishment reports and SPMS requirements – All operations and support offices/units;
  - 3.7.2 Submission to COA of Report on Ageing of Cash Advance and Financial Reports - Finance Units;
  - 3.7.3 Submission of APCPI results-BAC Secretariat ;
  - 3.7.4 Feedback and change management – Agency PMG/PMT;
  - 3.7.5 Actual payment of PBB – Human Resource Management and Finance Units; and
  - 3.7.6 Agency PBB policy and oversight – PBB focal person and/or agency PMG/PMT.