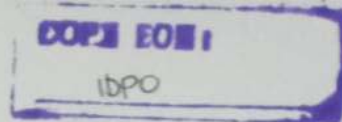




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3 January 2023

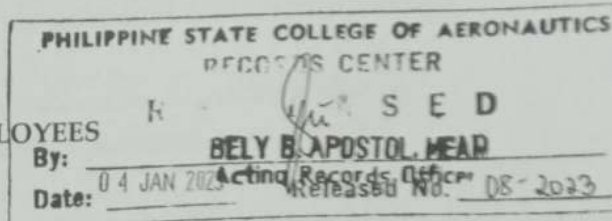
MEMORANDUM CIRCULAR

No. 01, Series 2023

To : ALL PHILSCA REGULAR EMPLOYEES

FROM : THE COLLEGE PRESIDENT

SUBJECT : INTERNAL GUIDELINES ON THE GRANT OF THE FISCAL
YEAR 2022 PERFORMANCE-BASED BONUS (PBB)



1.0 PURPOSE/LEGAL BASIS

Pursuant to Memorandum Circular No. 2022-1 dated March 24, 2022 from the *Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems* (AO 25 series 2011), these internal guidelines on the grant of the Performance-Based Bonus (PBB) for Fiscal Year 2022 of Philippine State College of Aeronautics is hereby issued to prescribe the criteria and conditions for the grant.

2.0 COVERAGE

- 2.1 All officials and employees of PhilSCA holding permanent and temporary positions;
and
- 2.2 The implementation of this office order shall be done in coordination with the Commission on Higher Education (CHED).

3.0 ELIGIBILITY CRITERIA

PhilSCA must satisfy the following **four (4) dimensions of accountability** and attain a **total score of at least seventy (70) points** to be eligible for the grant of PBB:

- 3.1 **Performance Results** which refer to the accomplishment of the Congress-approved performance targets under the *Performance-Informed Budgeting* (PIB) of the FY 2022 General Appropriations Act (GAA).
- 3.2 **Process Results** which refer to the achievements in ease of doing business/ ease of transaction with PhilSCA, as a result of streamlining, standardization digitization and other related improvements in the delivery of services.

IDP OFFICE

RECEIVED BY: SC
DATE/TIME: 1/4/2023



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PHILIPPINE STATE COLLEGE OF AERONAUTICS	
REGISTRATION CENTER	
RECEIVED	
BY: BELY BLAPOSTOL, MEAD	
Date: 04 JAN 2023	
Released No. 08-2023	

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3.3 **Financial Results** which refer to the actual spending of the agency's budget allotment vis-à-vis the realization of the commitment programs and projects based on the FY 2022 GAA, as indicated in the Disbursements BUR.

3.4 **Citizen/Client Satisfaction Results** which refer to the achievements in satisfying the quality expectations of the transacting public.

Note: For FY 2022, the *Good Governance Conditions (GGCs)* shall no longer be required in determining the overall PBB eligibility of PhilSCA, however, compliance with the GGCs shall be used as the basis in determining the eligibility of delivery units and individuals.

4.0 FY 2022 PBB TARGETS, ASSESSMENT AND SCORING SYSTEM

Accomplishments for each of the criteria in item 3.0 shall be rated using a scale of 1 to 5, with 5 as the highest rating. As shown in Table 1, the maximum score that may be obtained is 100 points. To be eligible for the FY 2022 PBB, the College must attain a total score of at least seventy (70) points.

TABLE 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

Source: AO 25 Memorandum Circular 2022-1 dated March 24, 2022

To attain a total score of at least seventy (70) points, the College should aim for a performance rating of 4 in at least three (3) criteria. In the case when PhilSCA is eligible, the delivery unit/s most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

4.1 **Performance Results.** For SUCs, the target for performance results is the achievement of each one of the Congress-approved performance targets under the PIB of FY 2022 GAA.

The DBM Unified Reporting System (URS) – generated quarterly Budget and Financial Accountability Reports (BFARs) will be used to monitor and validate agency accomplishments.



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The Performance Results shall be assessed and scored as follows:

TABLE 2: 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 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)

Source: Item 4.1 in AO 25 Memorandum Circular 2022-1 dated March 24, 2022

4.2 Process Results. For SUCs, the target is the greater ease of transaction of core services based on *mandated* functions (**external services**) covering government-to-citizens (G2C), government-to-businesses (G2B) and government-to-government transactions, and the administrative and support services (**internal services**) within the agency.

4.2.1 For FY 2022, the target will be ease of doing business/ease of transaction with respect to **two (2) critical services**, one (1) **core service (external service)** and one (1) **support/administrative service (internal service)** as declared in the updated PhilSCA *Citizen's Charter* and in line with the Anti-Red Tape Authority (ARTA)'s *Whole-of-Government (WOG) Reengineering Manual*.

4.2.2 Factors that shall be considered in choosing the **critical services** are as follows:

4.2.2a. A **core service** that is *aligned with the PhilSCA mandate* and main functions.

4.2.2b. The **most complained service**;

4.2.2c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond the prescribed transaction period in the *Citizen's Charter*;

4.2.2d. A **service that generates revenue or income** for the government;

4.2.2e. A **service attributable to the Major Final Outputs (MFOs)/Programs** of PhilSCA;

4.2.2f. A **service that involves inter-agency action** to complete the transaction.

The **Modified Form A (Annex 2)** shall be used to report verifiable evidence in ease of doing business from the perspective of the transacting public.



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The Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS (Agencies and SUCs)				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

Source: Item 4.2 in AO 25 Memorandum Circular 2022-1 dated March 24, 2022

4.2.3 **Proof of evidence** that shall be reflected in **FY 2022 Modified Form A (Annex 2)** may be any of the following:

- 4.2.3a. *ISO-QMS Certification* or equivalent certification which covers the selected critical external and internal services, and must be valid as of *December 31, 2022*;
- 4.2.3b. *Most current and updated Citizen's Charter*;
- 4.2.3c. Report on *digitization initiatives* or *digital transformation of external and internal services*;
- 4.2.3d. Standard operating procedures, *manual* or documentation of service delivery standards for frontline and non-frontline services.

4.3 **Financial Results.** SUCs should achieve the *FY 2022 Disbursements BUR* and the *FY 2022 Earmarked Income Targets*.

Targets under Financial Results reflect final payments made from the College's annual budget allotment to realize its committed programs and projects based on the valid appropriations for FY 2022. Thus, the College shall accomplish the following Disbursements BUR:

4.3a **Disbursements BUR**, as the ratio of total disbursements (cash and non-cash, excluding PS) to total obligations for MOOE and CO made in 2022, net of goods and services obligated by December 31, 2021 *but paid only in 2022*. The **total obligations** for MOOE and CO shall refer to those made from the FY 2022 GAA, and continuing appropriations under FY 2021 GAA, respectively. The objective is to measure the disbursements and obligations for MOOE and CO made in 2022 from all valid appropriations. Transfers to other agencies shall not be considered as disbursements until such time that transferred funds have been actually utilized for payment, inspection and acceptance of goods delivered and services rendered.



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Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non-cash, excluding Personnel Services). net of payments made in 2022 for past years' obligations}}{\text{Total Obligations}}$$

Disbursements utilization rates will be reported following the formats in **Annexes 4, 4.1 and 4.2: FY 2022 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income.**

The Financial Results shall be scored as follows:

TABLE 4: 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

Source: Item 4.3 in AO 25 Memorandum Circular 2022-1 dated March 24, 2022

The submitted FY 2022 **Financial Accountability Reports (FAR) No. 1 Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB)** shall be the basis in determining the FY 2022 BUR accomplishments of agencies.

4.4 Citizen/Client Satisfaction Results. SUCs shall accomplish and submit reports on the *Citizen/Client Satisfaction Survey (CCSS)* and resolve all reported complaints from *Hotline #8888* and *Contact Center ng Bayan (CCB)*.

4.4a Results of the CCSS will be reported following **Annex 5: FY 2022 CCSS Report** to provide evidence on citizen/client satisfaction results.

4.4b Resolution of reported complaints from Hotline # 8888 and Contact Center ng Bayan.

PhilSCA shall provide *evidence on the resolution* of all complaints and grievances on the delivery of services, acts of red tape, corruption and other interferences through the submission of a *report summarizing the #8888 and CCB complaints received in FY 2022* and their status if resolved, or pending.

This SUC shall ensure the resolution of **all** complaints and grievances within the **72-hour prescribed period** as required in *Section 5d* of *EO No. 6 series 2016*.

Validation shall be complemented with reports and collected data on the **FOI portal**.



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The Citizen/Client Satisfaction Results shall be scored as follows:

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

Source: Item 4.4 in AO 25 Memorandum Circular 2022-1 dated March 24, 2022

5.0 AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to government-mandated laws and standards, PhilSCA and its **Performance Management Team (PMT)** shall continue to implement, monitor, and enforce compliance with the following *Good Governance Conditions (GGC)* requirements:

Existing Agency Accountabilities

- Updating of Transparency Seal
- Compliance to Audit findings and Liquidation of Cash Advances
- Compliance with the Freedom of Information (FOI) Program
- Submission and Review of SALN
- PhilGEPS posting of all invitations to bid and awarded contracts, as per **Annex 7: FY 2022 Guidelines on PhilGEPS Posting**
- FY 2022 Non-Common Use Supplies and Equipment (APP-Non-CSE)
- Posting of Indicative FY 2023 APP-Non-CSE
- FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) as per **Annex 8: Submission of the FY 2023 APP-CSE to PS-DBM**
- Results of the FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System
- Undertaking of Early Procurement Activities covering 2023 Procurement Projects.

New Agency Accountability beginning FY 2022 PBB (for SUCs)

- Designation of the Agency's **Committee on Anti-Red Tape (CART)**, pursuant to *Section I, Rule III* of the IRR of the RA No. 11032 (*Ease of Doing Business and Efficient Government Service Act of 2018*) and ARTA MC No. 2020-007 (*Guidelines on the Designation of a CART*)

While the GGCs are *no longer required* in determining the overall eligibility of PhilSCA for the FY 2022 PBB, compliance with these conditions shall be used as the *basis* in determining the *eligibility of delivery units and individuals*. Concerned offices and delivery units should submit these legal requirements directly to the oversight agencies.



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6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 For FY 2022 PBB, the **eligible delivery units (DUs)** shall no longer be ranked. However, the *unit/s most responsible for deficiencies shall be isolated.*

6.1a As stated in Table 1 of Section 4.0, PhilSCA must attain a total score of at least seventy (70) points. Moreover, as indicated in the said section, the delivery unit/s most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

6.1b The unit/s most responsible for the non-compliance with the Agency Accountabilities indicated in Section 5.0 will also be isolated from the grant of the FY 2022 PBB.

6.2 Eligible DUs shall be granted FY 2022 PBB at *uniform rates* across the agency, including its officials and employees.

6.3 The College President is eligible only if PhilSCA as one agency is eligible. His maximum PBB rate for FY 2022 shall be equivalent to 65% of his monthly salary as of December 31, 2022.

6.4 Employees belonging to the First, Second and Third Levels should receive a rating of at least **"Very Satisfactory"** based on PhilSCA's CSC-approved Strategic Performance Management System (SPMS).

6.5 PhilSCA personnel on detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

6.6 PhilSCA personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

6.7 Officials and employees transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rate basis corresponding to the actual length of service to the participating implementing agency, as indicated in Section 6.9.



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- 6.8 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a *Very Satisfactory* rating may be eligible to the full grant of the PBB.
- 6.9 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a *Very 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	% OF PBB
8 months but less than 9 months	90%
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%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on pro-rata basis:

- Being a newly hired employee;
 - Retirement;
 - Resignation;
 - Rehabilitation Leave;
 - Maternity Leave and/or Paternity Leave;
 - Vacation or Sick Leave with or without pay;
 - Scholarship/Study Leave; and/or
 - Sabbatical Leave
- 6.10 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible to the grant of PBB.
- 6.11 PhilSCA personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6.12 PhilSCA officials and employees who failed to submit the 2021 SALN as prescribed in the rules under CSC Memorandum Circular No.3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2022 PBB.



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- 6.13 PhilSCA officials and employees who failed to liquidate all cash advances received in FY 2022 within the regimentary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2022 PBB.

7.0 RATES OF THE PBB

The total score as stated in *Section 4.0* shall be the basis in determining the amount of the FY 2022 PBB that the PhilSCA is eligible for. The maximum rate of the PBB for agencies that will achieve a total score of 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2022. Please refer to the table below:

TABLE 6: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
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)

Source: Item 7.0 in AO 25 Memorandum Circular 2022-1 dated March 24, 2022

8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 8.1 Quarterly BFARS (as uploaded in the DBM URS) shall be submitted *within thirty (30) days at the end of each quarter*, as provided in item 3.19.2 of the National Budget Circular No. 587 pursuant to Section 99, General Provisions of Republic Act No. 11639 (FY 2022 GAA). **BFARS** will be used to assess and validate **Performance Results** as stated in *item 4.1*.

- 8.2 Evidence of accomplishments of *Performance Results, Process Results, Financial Results* and *Citizen/Client Satisfaction Results* enumerated in *Section 4.0* shall be submitted to the IDPO on or before **February 28, 2023**. All explanations and justifications for deficiencies should be already attached in the submission.

PhilSCA, through the IDPO shall also submit an electronic submission (scanned copy of the original submission, and editable MS Word or excel files) for use of the AO 25 Secretariat.



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8.3 Delivery units are encouraged to provide information to the AO 25 Secretariat on compliances with the *Agency Accountabilities* as indicated in *Section 5.0*.

8.4 PhilSCA, through the HRMSD, shall be responsible for the review and updating of its *Personnel Services Itemization and Plantilla of Personnel* (PSIPOP) under DBM's Government Manpower Information System (GMIS). The PSIPOP shall be the primary source of data in determining the FY 2022 PBB requirement of the agency, to be complemented by **Annex 10: Report on Ranking of Offices/Delivery Units**.

9.0 RESPONSIBILITY OF CONCERNED PHILSCA DELIVERY UNITS

9.1 Delivery Units

- In each performance period, the delivery units shall submit their accomplishment to the IDPO using Office Performance Commitment Report (OPCR). The same shall be endorsed by the Head of Offices to the PMT, through the IDPO/PMT Secretariat.
- Ensure that the submitted targets are harmonized with the commitment stated in their respective OPCR, and their submitted accomplishment report are consistent with the reports reflected and posted on the official website.
- Academic Personnel Performance Rating shall be based on their overall mean aggregate scores as provided on the weighted allocation of the performance targets and major final output of the faculty with administrative position/s shall be rated in instruction, research, extension and administration. For **faculty members**, it shall be **based on academic rank** and weight allocation **based on the CSC-approved SPMS** on areas in **instruction** (rated by the Program Head or Dean), **research** (rated by the Director for Research), extension (rated by the Director or Coordinator for Extension).

9.2 Head of the Offices/Institutes/Campus Directors

- The Head of Offices/Institutes/Campus Directors shall timely submit to the Planning Office the accomplished rating of their DPCR and to the HRMO Office the accomplished rated IPCR of the faculty and admin personnel under their supervision.

9.3 Human Resource Management and Services Division (HRMSD)

- The HRMSD shall consolidate and prepare the report of rating of all personnel based on the submitted IPCR duly signed by the designated raters of the individual performers.
- HRMSD shall likewise determine which of the delivery units would be isolated from the grant of the FY 2022 PBB.



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- Payroll shall be prepared once the list of eligible delivery units is approved by the Head of the Agency.

9.4 Institutional Development & Planning Office (IDPO)

- The IDPO shall coordinate and monitor the departments' compliance with the IATF requirements, including but not limited to the preparation of the required PBB Reports/Forms, based on the data provided by the delivery units in their respective OPCR Accomplishment Reports.
- The IDPO shall assist in the development of implementation of Internal Guidelines of the 2022 PBB and coordinate the same with the PMT for its approval.
- Disseminate the performance targets and accomplishment of the agency by posting the same on the PhilSCA website.
- Act as the PBB Focal Person and to respond to queries and comments on the PhilSCA's target and accomplishments.
- The IDPO shall maintain the following communication channels: email address – philscaplanningoffice2020@gmail.com; Transparency Seal website- <http://www.philsc.edu.ph>.
- The IDPO shall evaluate and assess the PBB Reports and present the same to the Head of the Agency for approval. Upon approval, the same shall be submitted to the IATF through AO 25 Secretariat, subject to the rules on re-evaluation, as maybe applicable.

9.5 Head of the Agency

- The Head of the Agency shall lead efforts on the development and implementation of the guidelines of the 2022 PBB.
- The Head of the Agency shall act as Appeals Body and Final Arbiter for PBB matters.
- The Head of the Agency shall oversee the implementation of these Guidelines and issue necessary rules, regulations, policies and directives, consistent with the IATF guidelines.

10. EFFECTS OF NON-COMPLIANCE

10.1 Failure to comply with all the Good Governance Conditions (GGCs) and Performance Targets shall deem PhilSCA ineligible for the FY 2022 PBB.

10.2 In the event the AO 25 IATF conducted a random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of PhilSCA, such incident could be a cause to disqualify PhilSCA in the succeeding cycle of the PBB.

- 10.3 **Prohibited Acts:** PhilSCA, which after due process by the oversight agency has been determined to have committed the following prohibited acts: *misrepresentation in the submitted reports required for the PBB; commission of fraud in the payment of the PBB and violation of the provisions in the AO 25 IATF Memorandum Circular No. 2022-1*, shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.

11. COMMUNICATION AND CHANGE MANAGEMENT

- 11.1 The College President, through and with the support of the Performance Management Team (PMT), should fulfill the following:

11.1a Engage employees in understanding the performance targets of their respective departments/offices, as well as the services and outputs that they will need to deliver in order to meet these targets.

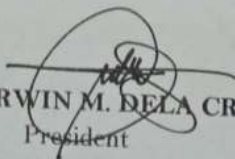
11.1b Set-up a *Help Desk* to respond to queries on the targets and accomplishments of their agencies. The *Help Desk* feature may be embedded in PhilSCA's website.

11.1c Set-up a *Complaints Mechanism*, through the *Grievance Committee*, to respond to PBB-related issues and concerns raised by employees and officials of the College.

- 11.2 The President hereby designate the Director for IDPO as the PBB Focal Person. The offices responsible for performance management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a *culture of performance* within PhilSCA. The name/s, positions/designations and contact details of PBB focal persons should be submitted to the AO 25 Secretariat.

12. EFFECTIVITY

This Office Order shall take effect immediately. All other orders or provision thereof inconsistent and contrary to this order or its provisions are hereby superseded, rescinded and/or amended accordingly.


PROF. MARWIN M. DELA CRUZ, Ph.D.
President

