
OFFICE CIRCULAR NO. 2019-10-001

TO : ALL PCC OFFICIALS AND EMPLOYEES

**SUBJECT : System of Ranking PCC Delivery Units for the Grant of the
FY 2019 Performance-Based Bonus (PBB)**

DATE : 01 OCT 2019

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 2019 PBB pursuant to Memorandum Circular (M.C.) No. 2019-01 dated 03 September 2019 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 to the grant of FY 2019 PBB:
 - a. Satisfy 100% of the Good Governance Conditions for FY 2019 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 2019; 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 the Individuals

- a. The eligibility for PBB of the Chairperson and Commissioners will depend on the eligibility of the PCC. If eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of 31 December 2019.
- 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 his/her performance. Payment of the PBB shall come from the mother agency.
- d. 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.
- e. Officials and employees who 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-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 3.2(g).
- f. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- g. An official or employee who 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%	Being a newly hired employee;
7 months but less than 8 months	80%	Retirement;
6 months but less than 7 months	70%	Resignation;
5 months but less than 6 months	60%	Rehabilitation Leave;
4 months but less than 5 months	50%	Maternity / Paternity Leave;
3 months but less than 4 months	40%	Vacation or Sick Leave with or without pay; Scholarship / Study Leave; and Sabbatical Leave.

h. The following shall not be entitled to PBB:

- An employee who is on vacation or sick leave, with or without pay, for the entire year;
- Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019, except where the penalty meted out is only a reprimand;
- Officials and employees who failed to submit the 2018 Statement of Assets, Liabilities, and Net Worth (SALN) as prescribed in the rules provided 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;
- Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period as prescribed in COA Circular No. 97-002 and reiterated in COA Circular No. 2009-002;
- Officials and employees who failed to submit their complete SPMS Forms, i.e., Office Performance Scorecard (OPS), Division Performance Scorecard (DPS), or Individual Performance Scorecard (IPS); and
- Officials and employees 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 and Legal Office (ALO)
3. Competition Enforcement Office (CEO)
4. Finance, Planning, and Management Office (FPMO)
5. Mergers and Acquisitions Office (MAO)
6. Policy Research and Knowledge Management Office (PRKMO) ² <i>[Communications and Knowledge Management Office (CKMO) & Economics Office (EO)]</i>

4.2. *Rating Based on Scorecard*

- a. Delivery units (i.e., ALO,³ 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 covering the 1st and 2nd semesters of FY 2019.

¹ Section 7.2(a) of IATF M.C. No. 2019-1 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 (i.e., PRKMO plantilla positions assigned to CKMO and EO).

³ Computed as AO OPS (75%) + LSD DPS (25%)

b. As one delivery unit, the Executive Offices shall be rated based on the following:

Rating	Weight
OTC: Division Performance Scorecard (DPS) of HEA	30%
OED: Average Rating of the FY 2019 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 2019	45%

4.3. **Determination of Final Ranking of Delivery Units**

- a. The forced ranking methodology shall be adopted.
- b. To determine the **final ranking** of the delivery units, the following formula shall be applied:

$$\text{Final Office Ranking} = \text{OPS Ranking (70\%)} + \text{Commission Ranking}^4 \text{ (30\%)}$$

- c. 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?*
- 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.

4.4. Delivery units eligible to 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 For a **5-member Commission**, the 30% shall have the following breakdown: Chairperson's Ranking (10%) + Commissioner's Ranking (5% for each of the incumbent Commissioners).

For a **4-member Commission**, the 30% shall have the following breakdown: Chairperson's Ranking (12%) + Commissioner's Ranking (6% for each of the incumbent Commissioners).

For a **3-member Commission**, the 30% shall have the following breakdown: Chairperson's Ranking (15%) + Commissioner's Ranking (7.5% for each of the incumbent Commissioners).

- 4.5. Only the 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 his/her 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 2019 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 2019 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 Circular shall take effect immediately and may be subject to revision/amendment in accordance with the succeeding issuances of AO 25 IATF and/or recommendation/s of the PCC Performance Management Team.


Arseno M. Balisacan, PhD
 Chairman

Annex A
FY 2019 GOOD GOVERNANCE CONDITIONS

No.	Requirements	Due Date/ Targets	Responsibility Center
1	Maintain and Update the Transparency Seal	October 1, 2019	FPMO (CPMD)
	<i>a. Agency's mandate and functions, names of its officials with their position and designation, and contact information</i>		<i>FPMO (CPMD)</i>
	<i>b. FY 2015-2019 Budget and Financial Accountability Reports (BFARs)</i>		<i>FPMO (AD, BD, CPMD)</i>
	<i>c. DBM-approved budget and corresponding targets for FY 2019</i>		<i>FPMO (BD, CPMD)</i>
	<i>d. Modifications made pursuant to the General and Special Provisions in the FY 2019 GAA</i>		<i>FPMO (BD)</i>
	<i>e. FY 2019 Annual Procurement Plan (APP) non-CSE, Indicative FY 2020 APP non-CSE, and FY 2020 APP CSE, APCPI</i>		<i>AO (GSD)</i>
	<i>f. QMS Certification of at least one (1) core process by an International Certifying Body (ICB)</i>		<i>FPMO (CPMD)</i>
	<i>g. System of Ranking Delivery Units for FY 2019 PBB</i>		<i>FPMO (CPMD)</i>
	<i>h. Agency Review and Compliance Procedure of Statements and Financial Disclosures</i>		<i>AO (HRDD, LSD)</i>
	<i>i. The Final People's Freedom of Information (FOI) Manual</i>		<i>LSD</i>
	<i>j. 2019 FOI Registry & 2019 FOI Summary Report</i>	January 31, 2020	<i>LSD</i>
2	Post/Update the PhilGEPS Posting of all Invitations to Bids and Awarded Contracts (Transactions above PhP1 Million from Jan 1 – Dec 31, 2019; including the Early Procurement of FY 2020 Non-CSE items)	January 31, 2020	AO (GSD)
3	Maintain/Update the Citizen's or Service Charter or its equivalent		OED, MAO, CEO, FPMO-CPMD
	<i>a. Updated PCC Citizen's Charter</i>	December 6, 2019 (ARTA);	<i>OED, MAO, CEO, FPMO-CPMD</i>
	<i>b. Certificate of Compliance</i>	December 31, 2019 (AO 25 Sec)	<i>OTC FPMO (CPMD)</i>

FY 2019 PERFORMANCE TARGETS

No.	Requirements	Due Date/ Targets	Responsibility Center
1	Streamlining and Process Improvements of the Agency's Critical Services		OED, MAO, CEO, FPMO-CPMD
	<i>a. Modified Form A. Agency Performance Report & Modified Form A1. Details of Office Performance Report</i>	<i>February 28, 2020</i>	<i>FPMO (CPMD)</i>
2	Citizen/Client Satisfaction Survey		FPMO-CPMD MAO & CEO
	<i>a. Citizen/Client Satisfaction Report</i>	<i>February 28, 2020</i>	<i>FPMO (CPMD)</i>
3	Support to Operations (STO) Target		
	<i>a. QMS Certification of at least one (1) core process by an International Certifying Body (ICB)</i>	<i>December 31, 2019</i>	<i>FPMO (CPMD) & All Concerned Units</i>
4	General Administration and Support Services (GASS) Targets		
	<i>a. Budget Utilization Rate (BUR)</i>	<i>February 28, 2020</i>	<i>All Offices/Units</i>
	<i>b. Sustained Compliance with Audit Findings (Full implementation of at least 30% of prior year's audit recommendations; Non-recurrence of audit findings closed in FY 2017)</i>	<i>December 31, 2019</i>	<i>Concerned Offices/Units</i>
	<i>(1) CY 2018 Agency Action Plan and Status of Implementation (AAPSI)</i>	<i>June 24, 2019</i>	
	<i>(2) Report on Status of Implementation of the Recommendations in the CY 2018 AAR</i>	<i>December 31, 2019</i>	<i>FPMO (AD, CPMD)</i>
	<i>c. Compliance with Monthly/Quarterly Submission of BFARs Online using the DBM's URS</i>	<i>Per Sec. 102, General Provisions of FY 2019 GAA</i>	<i>FPMO (AD, BD, CPMD)</i>
	<i>d. Submission of Annual Procurement Plan – non-CSE</i>		
	<i>(1) FY 2019 Annual Procurement Plan – non-CSE</i>	<i>March 31, 2019</i>	
	<i>(2) Indicative FY 2020 Annual Procurement Plan – non-CSE</i>	<i>September 30, 2019</i>	<i>AO (GSD)</i>
	<i>e. Submission of FY 2020 Annual Procurement Plan - CSE</i>	<i>October 31, 2019</i>	
	<i>f. Undertaking of Early Procurement for at least 50% of the value of goods and services</i>	<i>50%</i>	<i>All Offices/Units</i>
	<i>(1) Updating of PhilGEPS Postings for Early Procurement</i>	<i>January 31, 2020</i>	<i>AO (GSD)</i>
	<i>g. Submission of Results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System</i>		
	<i>(1) APCPI – Self-Assessment Form</i>		
	<i>(2) APCPI – Consolidated Procurement Monitoring Report</i>	<i>March 31, 2019</i>	<i>AO (GSD)</i>

	(3) <i>APCPI – Procurement Capacity Development Action Plan</i>		
	(4) <i>Questionnaire</i>		
5	Submission of COA Financial Reports	March 30, 2019	FPMO (AD)
6	Other Cross-Cutting Requirements		
	a. <i>Establishment and Conduct of Agency Review and Compliance Procedure of SALN</i>		
	(1) <i>Submission of SALN of Employees</i>	<i>April 30, 2019</i>	AO (HRDD) and LSD
	(2) <i>Agency Review and Compliance Procedure of SALN</i>	<i>October 1, 2019</i>	
	(3) <i>Creation of SALN Review and Compliance Committee</i>		
	(4) <i>Submission of List of non-SALN Filers, if necessary</i>		
	b. <i>Freedom of Information (FOI) Compliance</i>		
	(1) <i>Updated People's Freedom of Information Manual Uploaded in the TS Page</i>	<i>November 30, 2019</i>	LSD
	(2) <i>FOI Reports (Agency Information Inventory, 2019 FOI Registry and 2019 FOI Summary Report) Uploaded in the TS Page</i>	<i>January 31, 2020</i>	
	(3) <i>Screenshot of Agency Website's Home Page (containing a visible and functional FOI logo linked to the electronic FOI portal)</i>		
	c. <i>Posting of Agency's System of Ranking Delivery Units for FY 2019 PBB</i>	<i>October 1, 2019</i>	FPMO (CPMD)
	d. <i>Submission of Agency Report on Ranking of Delivery Units</i>		
	(1) <i>Form 1</i>	<i>February 28, 2020</i>	AO (HRDD)
	(2) <i>PBB Evaluation Matrix</i>		