



Administrative Order No. 1712-098  
Series of 2017

December 5, 2017

To : All Heads of Units and Staff of the Intercountry Adoption Board

Subject: Guidelines in the Ranking of ICAB Delivery Units and Grant of the Performance Based Bonus for Fiscal Year 2017

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### 1.0. BACKGROUND AND RATIONALE

All national government agencies are directed to be more transparent and expedient in their transactions with the public by reducing requirements and the processing time of all applications and by making services accessible and convenient to the people. Executive Order (EO) No. 1 s 2016 was issued to mobilize a more responsive government and EO No. 2 s 2016 enforced a more transparent bureaucracy that is accountable to the Filipinos. The government refocused on Result Based Performance Management System (RBPMS) along with incentive component – Performance Based Incentive System (PBIS) to heighten public accountability and transparency, promote greater collaboration among the agencies and ensure accessible and convenient delivery of services to the people, RBPMS aims to promote good governance practices, link budget with outcomes and outputs, strengthen performance management and monitoring. EO No. 80 s 2012 and EO 201 s 2016 were issued to authorize an integrated scheme of rewarding exemplary performance in government through the grant of incentives linked with actual performance i.e. Performance Based Bonus (PBB) and Productivity Enhancement Incentive (PEI).

### 2.0. PURPOSE

This Administrative Order is issued to prescribe the criteria and conditions for the grant of the Performance Based Bonus (PBB) for CY 2017 performance to be given in FY 2018.

### 3.0. COVERAGE

3.1. The administrative order covers the Head of Agency, Division Chief, Unit Heads and staff of the Intercountry Adoption Board. All officials and employees of ICAB holding regular plantilla positions having an employer-employee relationship and whose compensations are charged against the lump appropriation under Personnel Services are covered by this administrative order.

3.2. The implementation of this administrative order shall be done in close coordination with the following:

- 3.2.1. Department of Budget and Management
- 3.2.2. AO 25 Secretariat
- 3.2.3. DSWD
- 3.2.4. Office of the Executive Director
- 3.2.5. Division Chief – Social Welfare Officer V
- 3.2.6. Budget Unit of ICAB
- 3.2.7. Admin-HR Unit of ICAB
- 3.2.8. Planning and Development Unit
- 3.2.9. Records Unit of the ICAB

#### 4.0. ELIGIBILITY CRITERIA

4.1. ICAB must satisfy the following conditions to be eligible for the grant of PBB:

- 4.1.1. **GOOD GOVERNANCE CONDITIONS** satisfy 100% of the Good Governance Conditions of FY 2017 specified in the Memorandum Circular No. 2017-1 and in this administrative order as provided in Section 5.0.
- 4.1.2. **PERFORMANCE TARGETS** achieve each one of the Congress approved performance targets for the delivery of the Major Final Outputs (MFOs) under the Performance Informed Budget of FY 2017 General Appropriations Act, the targets for Support to Operations (STO) and General Administration and Support Services utilizing the prescribed forms (Annex 2 Form A - Agency Performance Accomplishment for FY 017 and Annex 3 – A1 Details of the Office Performance Indicators and Accomplishments).
- 4.1.3. Use of the **CSC-Strategic Performance Management System (SPMS)** in rating the performance of First and Second Level officials and employees of ICAB.

#### 5.0. FY 2017 GOOD GOVERNANCE CONDITIONS (GCC)

5.1. For FY 2017, the following good governance conditions shall be complied with for transparency, accountability and people-focused public service.

- 5.1.1. Maintain/update ICAB's Transparency Seal (TS) pursuant to Section 93 of the General Programs of the FY 2017 GAA which is accessible by clicking the TS logo on the home page of ICAB's website, containing the following documents:
  - 5.1.1.1. ICAB's mandate and functions, names of officials with their position and designation and contact information.
  - 5.1.1.2. DBM approved budget and corresponding targets for FY 2017.
  - 5.1.1.3. Budget and Financial Accountability Reports (FARs)
    - 5.1.1.3.1. FY 2103 to FY 2017 FAR NO. 1 – SOBDB
    - 5.1.1.3.2. FY 2013 to FY 2017 Summary Reports on Disbursements
    - 5.1.1.3.3. FY 2013 to FY 2017 BAR No. 1 Quarterly Physical Reports of Operation/Physical Plan



- 5.1.1.4. FY 2017 Annual Procurement Plan (APP-non CSE) in the format prescribed under GPPB Circular No. 07-2015 which should be posted not later than one month after the issuance of DBM Circular No. 2017-1 and the FY 2018 Annual Procurement Plan for Common U-Use Supplies and Equipment based on the guideline issued by DBM.
- 5.1.1.5. QMS ISO Certification of at least one (1) core process by the international certification body (ICB) accredited by an International Accreditation Forum (IAF) following through with the progress achieved in 2016. The QMS ISO Certification should be posted not later than **December 31, 2017**.
- 5.1.1.6. System of Ranking Delivery Units which should be uploaded and disseminated to employees not later than **October 1, 2017**.
- 5.1.1.7. The Freedom of Information (FOI) Manual should be uploaded on or before **October 1, 2017**.
- 5.1.2. Maintain and update the posting of Invitations to Bids and awarded contracts in the Philippine Government Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions from November 16, 2016 to November 15, 2017.
- 5.1.3. Compliance with the President's directive on implementing all frontline services consisted with the objectives of the Anti-Red Tape Act of 2007(RA No. 9485) and the President's directive to cut down processing time of all applications from submission to release and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular (MC) No. 14 s. 2016.
  - 5.1.3.1. Maintain/update the Citizen's or Service Charter or its equivalent, reflecting ICAB's enhanced service standards for all front line services to citizen's, businesses and government agencies.
  - 5.1.3.2. Self-assessment and reporting of improvement made by ICAB to implement the CSC MC No. 14 s. 2016. The ICAB shall target all possible actions/measures to reach the enhanced service standards in 2018 should events/factors prevent it from reaching these in 2017.
- 5.1.4. Develop the ICAB's FOI Manual pursuant to requirements and provisions of EO No. 2 s. 2016. The ICAB' FOI Manual should be uploaded to ICAB's Transparency Seal on or before **October 1, 2017** for validation by the Presidential Communications Operations Office (PCOO).
- 5.1.5. **Non-compliance with the Good Governance Conditions (GGCs) will render the entire ICAB ineligible for the PBB.**
- 5.1.6. Assessment of ICAB's compliance with the GGCs requirements is to be conducted by the AO 25 Secretariat and validating agencies starting October 1 2017.

## **6.0. FY 2017 PERFORMANCE TARGETS**

### **6.1. MFO Targets**

- 6.1.1. All MFO indicators and targets in FY 2017 Performance Informed Budget approved by Congress and during the ICAB Strategic Planning as indicated in the ICAB and Unit Work and Financial Plan shall be the basis for assessing eligibility for the PBB. ICAB's performance in the achievement of MFO targets shall be closely monitored through the use of the quarterly agency accountability reports uploaded in the DBM Unified Reporting System (URS) to indicate the progress towards the accomplishment of broader sectors and societal outcomes targeted by ICAB for improving the lives of the Filipinos.
- 6.1.2. Unit Heads shall monitor their physical targets every semester (6 months interval) or as necessary vis-à-vis physical accomplishment to determine the status and progress of achieving goals and identify gaps and actions/measures in completing the objectives. Any revisions and/or amendment in the performance commitments shall be provided with a justification and approved by the supervisor and the Head of the Agency.

### **6.2. STO Targets.** The common STO indicators and targets shall include the following:

- 6.2.1. ICAB is not yet ISO Certified but is in the process of pursuing ISO 9001:2015 Certification. Thus as required by DBM MC 2017-1 s. 2017, ICAB should have an ISO-aligned documentation for at least one (1) core process, to include the following:
  - 6.2.1.1. Approved Quality Manual (QM) and approved Procedures and Work Instructions Manual (PAWIM) including forms, and
  - 6.2.1.2. Evidence of ISO 9001-aligned QMS implementation i.e. (1) Certification of ICAB's Head of Agency on the conduct of Internal Quality Audit (IQA); and (2) Minutes of the FY 2017 Management Review.  
(N.B. The QMS Manual and PAWIM were approved in CY 2016 and uploaded to the ICAB Transparency Seal. ICAB was found compliant to the requirement of PBB 2016).
- 6.2.2. The second STO target is identified in accordance with the priority of ICAB Head of Agency.

### **6.3. GASS** The common GASS targets shall include the following"

- 6.3.1. Budget Utilization Rate (BUR)
- 6.3.2. Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's Unified Reporting System (URS) 30 days after end of each quarter.
- 6.3.3. Fully complied with at least #0% of the prior years audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations of the Annual Audit Report (AAR).

- 6.4. In case ICAB is assessed to have deficiencies in meeting its performance commitments, the Head of Agency may request for re-evaluation of their compliance status and submit the justifications to warrant a reconsideration of the initial assessment results.



## 7.0. ELIGIBILITY OF INDIVIDUALS

- 7.1. Head of Agency of ICAB are eligible only after their respective agency are eligible. If eligible, their PBB rate for FY 2017 shall be equivalent to 65% of their monthly basic salary. They shall not be included in the Form 1.0 – Report on Ranking of Delivery Units.
- 7.2. ICAB employees belonging to the First, Second and Third Level should receive a rating of at least “Satisfactory” based on the ICAB’s Strategic Performance Management System (SPMS) as approved by the CSC for an uninterrupted period of at least three (3) months.
- 7.3. Personnel who transferred from one government agency to another should be rated and ranked by the agency where the employee served the longest. If equal months were served for each agency, the personnel will be included in the recipient agency.
- 7.4. 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.
- 7.5. 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	% 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 valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation leave;
  - e. Maternity leave and/or paternity leave;
  - f. Vacation or sick leave with or without pay
  - g. Scholarship/study leave;
  - h. Sabbatical leave.
- 7.6. An employee who is on vacation or sick leave, with or without pay, for the entire year is **NOT** eligible to the grant of the PBB.
- 7.7. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2017 shall not be entitled to PBB. IF the penalty meted out is only a reprimand such penalty shall not cause the disqualification to the PBB.

- 7.8. Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 series 2015 shall not be entitled to the FY 2017 PBB.
- 7.9. Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009 shall not be entitled to the FY 2017 PBB.
- 7.10. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to FY 2017 PBB.
- 7.11. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.
- 7.12. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AAR) shall not be entitled to the FY 2017 PBB if the agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
- 7.13. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the agency fails to submit the following:
- a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of the Inter-Agency Task Force Memorandum Circular No. 2017-1 dated March 9, 2017 in the format prescribed under GPPB Circular No. 07-2015.
  - b. FY 2018 Annual Procurement Plan Common-Use Supplies and Equipment (APP-CSE) to the DBM Procurement Service on or before Nov. 30, 2017.
  - c. Results of the FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012, complete with the following forms on or before March 31, 2017:
    - a. APCPI Self-Assessment Form;
    - b. APCPI Consolidated Procurement Monitoring Report
    - c. APCPI Procurement Capacity Development Action Plan and the Questionnaire
- 7.14. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.
- 7.15. Officials and employees responsible for the QMS certification or alignment specified in Sections 6.2.1. and 6.2.2. shall not be entitled to the FY 2017 PBB if ICAB fails to comply with the said requirement.
- 7.16. Officials and employees responsible for posting and dissemination of the ICAB system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if ICAB fails to comply.



**8.0. RANKING OF HEAD OF AGENCY AND DELIVERY UNITS**

8.1. The eligibility of the ICAB Head of Agency shall depend on the eligibility and performance of the agency. The PBB shall be based on his/her monthly basic salary as of December 31, 2017. The following shall be the basis for the PBB of the Head of Agency:

PERFORMANCE OF ICAB	PBB AS % OF MONTHLY BASIC SALARY
ICAB achieved all Good Governance Conditions (GGC) and its physical targets in <b>ALL MFOs, STOs and GASS INDICATORS</b>	65%
ICAB achieved all GGCs and has deficiencies in <b>SOME</b> of its physical targets due to <b>UNCONTROLLABLE</b> reasons	57.5%
ICAB achieved all GGCs and has deficiency in <b>ONE</b> of its physical target/s due to <b>UNCONTROLLABLE</b> reasons	50%

82. ICAB and the corresponding offices/delivery units that meet the criteria and conditions are eligible for the CY 2017 PBB. The four (4) delivery units of the ICAB eligible to the PBB are:
1. Operations
  2. Administrative
  3. Finance
  4. Project Development and Post Adoption Services

The ICAB Executive Director and the Performance Management Team (PMT) shall force rank the delivery units as following categories with corresponding percentage of monthly salary for PBB CY 2017:

Ranking	Performance Category	DELIVERY UNIT	Percentage of Monthly Salary for PBB
Top 10%	Best Delivery Unit	1	65%
Next 25%	Better Delivery Unit/s	1	57.5%
Next 65%	Good Delivery Unit/s	2	50%

- 8.2. The resulting ranking of units shall be indicated in Form 1.0 – Report on Ranking of Delivery Units.
- 8.3. In identifying the Agency delivery units, the ICAB must be guided by the Masterlist of Departments/Agencies and prescribed units per Department/Agency. A delivery unit is the primary subdivision of the ICAB performing substantive line functions, technical services or administrative support as reflected in the ICAB’s organization structure and functional chart.
- 8.4. As indicated in the MC 2017-1 issued on May 9, 2017, the ICAB as an attached agency to the Department of Social Welfare and Development (DSWD) shall be treated as a separate agency from the DSWD and shall have a separate ranking of delivery units.

8.5. Delivery units of the ICAB shall be grouped or clustered based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance.

8.6. Only the personnel belonging to eligible delivery units are qualified for the PBB. There shall be no ranking of employees in each delivery units. The PBB rates of individual employees shall depend on the performance ranking of the delivery units where they belong, based on the individuals monthly basic salary as of December 31, 2017.

#### 9.0 SUBMISSION OF REPORTS

9.1. ICAB shall submit all required reports to the regulatory and validating agencies on the stipulated timelines for the FY 2017 implementation.

9.2. ALL forms and reports to the oversight/validating agencies for review and evaluation should be signed by the Head of Agency or the officially designated official.

The herein guidelines and other relevant issuances/documents/information shall be posted and uploaded to the ICAB Transparency Seal page of the ICAB website. Unit Heads shall ensure that this is disseminated to the employees immediately upon receipt. The Performance Management Team (PMT may organize/participate in forums to facilitate the information dissemination, communication and feedback.

This guideline shall take effect for the grant of the PBB CY 2017 rating period and until no other guidelines is issued.

DEC 06 2017

Signed this \_\_\_\_\_ of December 2017.

#### PERFORMANCE MANAGEMENT TEAM

  
**MARIVIR T. TUNGOL**  
PDO III/PBB Focal Person/PMT

  
**ANGELITA N. GUERINIA**  
AO V – BUDGET/PMT Member

**JANET T. SANTOS**  
AO V – RECORDS/PMT Member

  
**SHERWIN F. PEREZ**  
AO V – ADMINISTRATIVE/PMT Members

APPROVED BY  
  
**BERNADETTE B. ABEJO**  
Executive Director