



RUSH 1st Priority 2nd Priority Normal

DIRECTORATE FOR PLANNING AND MANAGEMENT ROUTING SLIP					
TO	FROM	DATE	SIGNATURE	(/)	REQUESTED ACTION
C, ICTD	Director, DPM	12 JANUARY 2024	 MONSALUD	/	Appropriate Action
					For Comment/ Recommendation
					Signature
					Concurrence
					For Information
					For Records/File

1. References:

- 1.1 Memorandum Circular No. 2023 – 1 dated 24 March 2022 re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order no. 80 s. 2012 and Executive No. 201 s. 2016.
- 1.2 Electronic Mail from AO25 Secretariat dated 11 January 2024 re: FY 2022 PBB BuCor Isolation Letter and Score Card

2. Guidance/Amplifying Remarks:

- 2.1 ICOW the above references and in order to finalize the PBB process, you are hereby directed to publish the FY 2022 Agency Scorecard to the BuCor's Website/Transparency Seal.

3. For your appropriate action.





INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
(Administrative Order No. 25 S. 2011)

6 December 2023

GENERAL GREGORIO PIO P. CATAPANG JR.

Director General
Bureau of Corrections
New Bilibid Prison Reservation, Muntinlupa City

Attention: Director Maria Cielo O. Monsalud
PBB Focal Person

Dear **Director General Catapang Jr.:**

We are pleased to inform you that the **Bureau of Corrections (BUCOR)** is **eligible** for the grant of the FY 2022 Performance-Based Bonus (PBB), as the agency obtained **80 points** for the PBB Criteria and Conditions as provided in Section 4.0 of the AO25 Inter-Agency Task Force Memorandum Circular No. 2022-1. The FY 2022 Final Eligibility Assessment is attached for your reference.

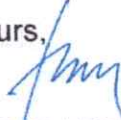
Since the agency achieved a performance rating of below 4 in one (1) out of four (4) PBB Criteria and Conditions and was found non-compliant in four (4) of the Agency Accountabilities under Section 5.0, it is important to note that the unit(s) primarily responsible for this non-compliance, including its head, will be excluded from receiving the FY 2022 PBB.

Furthermore, in order to qualify for the FY 2022 PBB, employees at the First, Second, and Third Levels are required to attain a performance rating of at least "Very Satisfactory." This rating should align with the agency's Strategic Performance Management System, which has been duly approved by the Civil Service Commission. Meanwhile, members of the Career Executive shall adopt the Career Executive Service Performance Evaluation System prescribed by the Career Executive Service Board.

In order to finalize the PBB process, we kindly request your office to publish the **FY 2022 Agency Scorecard** on your official website or publication. The agency has a thirty (30) working day window to submit **Annex 10 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and subsequent release of your agency's FY 2022 PBB.

Again, we commend the BUCOR management and staff, and we hope for your continued participation and support of the PBB implementation. Thank you very much.

Very truly yours,



ACHILLES GERARD C. BRAVO
Assistant Secretary, DBM and
Chair, AO25 IATF TWG



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
(Administrative Order No. 25 S. 2011)

FY 2022 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

BUREAU OF CORRECTIONS



development academy
of the philippines
Technical Secretariat and Resource Institution

FY 2022 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS
per the AO 25 Memorandum Circular (MC) No. 2022-1

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 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

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)

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvement in ease transaction in internal service	Achieved substantial improvement to ease transaction in external service	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

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursement BUR	20-39% Disbursement BUR	40-59% Disbursement BUR	60-79% Disbursement BUR	80-100% Disbursement BUR

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

FINAL ELIGIBILITY ASSESSMENT FOR FY 2022 PERFORMANCE-BASED BONUS

BUREAU OF CORRECTIONS

Overall Assessment: The Bureau of Corrections (BUCOR) achieved **80 points** and is **eligible** for the grant of FY 2022 PBB.

A. Physical Accomplishments

Criteria	Score	Points	Remarks
<p>1. Performance Results</p> <p>Achieved 42.86% (3 out of 7) of its Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors.</p>	2	10	<p>The BUCOR did not meet four (4) of its Congress-approved performance targets for FY 2022:</p> <ol style="list-style-type: none"> 1. Percentage of all inmates effectively secured in custody; 2. Congestion rate in national prisons; 3. Average daily number of inmates maintained and safe kept; and 4. Prison violence incidents as a percentage of average daily inmate population. <p>The BuCor explained that the non-attainment was due to the influx in the number of Persons Deprived of Liberty (PDL) admission from city, municipal, and provincial jails.</p> <p>The Department of Budget and Management – Budget and Management Bureau (DBM-BMB)-D considered the non-attainment of the performance indicators to be due to uncontrollable factors based on the DBM-BMB-D Agency Performance Review (APR) report dated March 29, 2023.</p> <p>The agency is advised to prepare a catch-up plan to meet all of its commitment targets for the period.</p>
<p>2. Process Results</p> <p>Achieved substantial improvement in priority core service (external) and internal service.</p>	5	25	<p>The BUCOR reported in its Modified Form A that the agency has decreased the processing time for the "Issuance of Certificate of Detention (Active PDL)" from 30 minutes to 25 minutes. Additionally, BUCOR has undertaken digitization initiatives, such as the facilitation of the certificate of detention through email.</p> <p>Based on the Anti-Red Tape Authority (ARTA) report dated November 30, 2023, the BUCOR Means of Verification (screenshots of email requests) presented digitization initiatives that demonstrated improvements in the processing time of its external service.</p> <p>For the internal service, the BUCOR reported in its Modified Form A that the agency was able to reduce the processing time (from 37 minutes to 31 minutes) of the "ICT Support Services." This procedure is also enrolled in the BUCOR's ISO QMS. Additionally, the agency also reported the digitization initiative of its Information and Communications Technology Division (ICTD), such as the installation of additional LAN cable connection at the Corrections Training School.</p>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			Based on the ARTA report dated November 30, 2023, the BUCOR reported improvements using the Citizen's Charter as evidence/Means of Verification. The agency was able to demonstrate improvements in the processing time of its internal service. Hence, there is substantial improvement in the priority core service (external) and internal service of the BUCOR.
3. Financial Results Achieved 97.84% Disbursement BUR.	5	25	The actual accomplishment of the BUCOR for Disbursement Budget Utilization Rate (BUR) was 97.84% based on the DBM BMB-D APR report dated March 29, 2023.
4. Citizen/Client Satisfaction Results Achieved 4.9 satisfaction rate; 100% resolution and 70% compliance of #8888 complaints; and 100% resolution and compliance of CCB complaints received.	4	20	The BUCOR reported an overall client satisfaction rating of 4.9 and is advised to observe the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) pursuant to Annex 5 of the AO 25 MC 2022-1. The BUCOR achieved 100% (120 out of 120) resolution and 70% compliance rate of the complaints received through the #8888 platform for the period of January 1, 2022 to December 31, 2022, based on the OP report dated May 3, 2023. In addition, the agency achieved 100% resolution and compliance rate of the complaints received through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2022 to December 31, 2022, based on the Civil Service Commission (CSC) report dated June 15, 2023.
Total	16	80	

B. Agency Accountabilities	Compliance Status
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Non-compliant
• Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Compliant
• Submission of FY 2022 APP Non-Common Use Supplies and Equipment (APP non-CSE)	Non-compliant
• Posting of Indicative FY 2023 APP non-CSE	Compliant
• Submission of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI)	Non-compliant
• Undertaking of Early Procurement Activities (EPA) covering FY 2023 Procurement Projects	Non-compliant
• Designation of the Agency's Committee on Anti-Red Tape (CART)	Compliant
• Compliance with the National Competition Policy (NCP)	Not applicable

C. Eligibility of Delivery Units and Individuals/Rates

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such a case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of MC 2022-1, with a performance rating of below 4, will be isolated from the grant of the FY 2022 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2022-1 will also be isolated from the grant of the FY 2022 PBB.

To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

For additional information, please refer to Section 6.0 (Eligibility of Delivery Units and Individuals) and Section 7.0 (Rates of the PBB) of MC 2022-01.

FY 2022 Performance-Based Bonus Scorecard

BUREAU OF CORRECTIONS

<p>ELIGIBLE</p> <p>Eligible personnel of BUCOR are entitled to 52% of monthly basic salary.</p>	<p>PERFORMANCE RESULTS</p> <p>Achieved 42.86% (3 out of 7) of its Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors*</p>	<p>PROCESS RESULTS</p> <p>Achieved substantial improvement in priority core service (external) and internal service</p>	<p>FINANCIAL RESULTS</p> <p>Achieved 97.84% Disbursement BUR</p>	<p>CITIZEN/CLIENT SATISFACTION RESULTS</p> <p>Achieved 4.9 satisfaction rate; 100% resolution and 70% compliance of #8888 complaints; and 100% resolution and compliance of CCB complaints received</p>
<p>16</p> <p>TOTAL SCORE</p>	<p>2</p> <p>SCORE</p>	<p>5</p> <p>SCORE</p>	<p>5</p> <p>SCORE</p>	<p>4</p> <p>SCORE</p>
<p>80</p> <p>TOTAL POINTS</p>	<p>10</p> <p>POINTS</p>	<p>25</p> <p>POINTS</p>	<p>25</p> <p>POINTS</p>	<p>20</p> <p>POINTS</p>
<p>Legend: 1 SCORE = 5 POINTS 2 SCORE = 10 POINTS 3 SCORE = 15 POINTS 4 SCORE = 20 POINTS 5 SCORE = 25 POINTS</p>				

Compliant in 7 out of 11 Agency Accountability Requirements

<p>Transparency Seal</p> <p>COMPLIANT</p>	<p>PhilGEPS Posting**</p> <p>NON-COMPLIANT</p>	<p>Designation of the Agency's Committee on Anti-Red Tape</p> <p>COMPLIANT</p>	<p>Sustained Compliance to Audit Findings</p> <p>COMPLIANT</p>	<p>Submission and review of SALN</p> <p>COMPLIANT</p>	<p>Freedom of Information (FOI)</p> <p>COMPLIANT</p>
<p>FY 2022 APP Non-Common Use Supplies and Equipment (APP non-CSE)**</p> <p>NON-COMPLIANT</p>	<p>Posting of Indicative FY 2023 APP non-CSE</p> <p>COMPLIANT</p>	<p>FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)</p> <p>COMPLIANT</p>	<p>FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI)**</p> <p>NON-COMPLIANT</p>	<p>Undertaking of Early Procurement Activities (EPA)**</p> <p>NON-COMPLIANT</p>	<p>Compliance with the National Competition Policy</p> <p>NOT APPLICABLE</p>

*The unit/s most responsible (including its head) for the criteria stated in Section 3.0 of MC 2022-1 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

**The unit/s most responsible (including its head) for the non-compliance with the Agency Accountability Requirements provided in Section 5.0 of MC 2022-1 will be isolated from the grant of the FY 2022 PBB.

