

RUSH 1st Priority 2nd Priority Normal

**DIRECTORATE FOR PLANNING AND MANAGEMENT
ROUTING SLIP**

| TO | FROM | DATE | TIME | SIGNATURE | Target Date to Comply | (/) | REQUESTED ACTION |
|---------|--------|-----------------|------|--|-----------------------|-----|----------------------------|
| C, ICTD | D, DPM | 09 - FEB - 2023 | | <i>Mr. Amador Padiernos</i> PADIERNOS | | / | Appropriate Action |
| | | | | | | | For Comment/Recommendation |
| | | | | | | | Signature |
| | | | | | | | Concurrence |
| | | | | | | | For Information |
| | | | | | | | For Records/File |

AMPLIFYING REMARKS:

References:

- Electronic Mail from Ms. Alexandra Cecilia T. Carlota, AO25 Secretariat dated 08 February 2023 re: [FY 2021 PBB] with attached Final Eligibility Assessment and Congratulatory letter from Mr. Achilles Gerard C. Bravo, Assistant Secretary, DBM and Chair, AO25 IATF TWG

ICOW the above-mentioned reference (hereto attached) and in order to complete the Performance-Based Bonus process, you are hereby directed to post the **FY 2021 Performance-Based Bonus Score Card of the Bureau of Corrections** on the BuCor Website/Transparency Seal.

For immediate compliance. Thank you.

Received: *[Signature]*
2/10/23 1024H



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

January 26, 2023

GEN. GREGORIO PIO P. CATAPANG JR., AFP (RET.)

Acting Director General

Bureau of Corrections

Bureau of Corrections, New Bilibid Prison Reservation, Muntinlupa City

ATTENTION: Ms. Nora Corazon T. Padiernos
PBB Focal Person

Dear Acting Director General Catapang:

We are pleased to inform you that the Bureau of Corrections (BuCor) is **eligible** for the grant of the FY 2021 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. 2021-1. The FY 2021 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 three (3) of the Agency Accountabilities under Section 5.0, the unit/s most responsible (including its head) for the non-compliances will be isolated from the grant of the FY 2021 PBB. Further, to be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's Strategic Performance Management System approved by the Civil Service Commission, or the requirement prescribed by the Career Executive Service Board.

To complete the PBB process, may we remind your office to publish the **FY 2021 Agency Scorecard** on your website or official publication. The agency is given thirty (30) working days to submit **Annex 2 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and release of your agency's FY 2021 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.

Sincerely yours,

ACHILLES GERARD C. BRAVO

Assistant Secretary, DBM and
Chair, AO25 IATF TWG



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

FY 2021 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

BUREAU OF CORRECTIONS



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FY 2021 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS
per the AO 25 Memorandum Circular (MC) No. 2021-1 and 2021-2

To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points.

| TABLE 1: FY 2021 PBB SCORING SYSTEM | | | | | | |
|-------------------------------------|--------|-----------------------------|-------|-------|--------|-------|
| CRITERIA AND CONDITIONS | WEIGHT | PERFORMANCE RATING | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| Performance Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Process Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Financial Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Citizen/Client Satisfaction Results | 5 | 5pts | 10pts | 15pts | 20 pts | 25pts |
| TOTAL SCORE | | MAXIMUM = 100 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 2021; deficiencies due to controllable factors | Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors | Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors | Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors | Met each one of the Congress-approved performance targets for FY 2021 (all performance indicators) |

| TABLE 3: RATING SCALE FOR PROCESS RESULTS | | | | |
|---|---|--|---|---|
| 1 | 2 | 3 | 4 | 5 |
| a. For departments/agencies and GOCCs covered by the DBM | | | | |
| No demonstrated ease of transaction | Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services |
| b. For SUCs | | | | |
| No demonstrated standardization/ quality assurance | Achieved ISO-certification or its equivalent certification only for non-frontline services | Achieved ISO-certification or its equivalent certification for less than 80% of frontline services | Achieved ISO-certification or its equivalent certification for at least 80% of frontline services | Achieved ISO-certification or its equivalent certification for all frontline services |

| 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 | Low satisfaction rate with unresolved #8888/CCB complaints | Average to high satisfaction rate with unresolved #8888/CCB complaints | Average satisfaction rate with 100% #8888/CCB complaints resolved | High satisfaction rate with 100% #8888/CCB complaints resolved |

FINAL ELIGIBILITY ASSESSMENT FOR FY 2021 PERFORMANCE-BASED BONUS

BUREAU OF CORRECTIONS

Overall Assessment: The Bureau of Corrections (BuCor) achieved **80 points and is eligible** for the grant of FY 2021 PBB.

A. Physical Accomplishments

| Criteria | Score | Points | Remarks |
|---|-------|--------|--|
| <p>1. Performance Results</p> <p>Achieved 71% (5 out of 7) of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors</p> | 2 | 10 | <p>The BuCor did not achieve its targets for the <i>Number of qualified Persons Deprived of Liberty (PDL) carpetas forwarded to the Board of Pardon and Parole (BPP) and the Congestion rate in national prisons.</i></p> <p>The Department of Budget and Management-Budget and Management Bureau (DBM-BMB)-D noted that the non-attainment of the targets was due to the increase in the number of documents required by the Board of Pardons and Parole (BPP) and the influx of new committals from city, municipal and provincial jails.</p> <p>The DBM-BMB-D considered the non-attainment of the targets to be due to uncontrollable factors, based on its Agency Performance Review (APR) report dated April 6, 2022.</p> <p>The BuCor is advised to prepare a catch-up plan to meet all of its commitment targets during the period.</p> |
| <p>2. Process Results</p> <p>Achieved ease of transaction for 80% (13 out of 16) of its frontline services</p> | 4 | 20 | <p>The BuCor reported no improvements for FY 2021 for three (3) frontline services:</p> <ol style="list-style-type: none"> 1. Issuance of Certified Machine Copy From file of Certificate of Discharge from Prison 2. Verification of PDL status eligibility for parole and executive clemency - Main, San Ramon 3. Clinical Laboratory Services <p>The Bucor also reported that the agency retained its ISO 9001:2015 certification for the admission and release of PDLs; provision of safekeeping and security, reformation programs, moral and spiritual, education and training, medical services, sports and recreation, livelihood, behavior modification, and related management in its central, regional and penal farms, certified by the TÜV SÜD Philippines Inc. The BuCor is recognized for its efforts to maintain service standardization.</p> <p>The BuCor is encouraged to implement digitization initiatives, develop online systems, and transform their critical services from manual to contactless transactions in their streamlining efforts to shorten processes and improve public service delivery.</p> |

| A. Physical Accomplishments | | | |
|---|--------------|---------------|---|
| Criteria | Score | Points | Remarks |
| 3. Financial Results Achieved 93.64% Disbursement BUR | 5 | 25 | The actual accomplishment of the BuCor for Disbursement Budget Utilization Rate (BUR) was 93.64% based on the DBM-BMB-D APR report dated April 6, 2022. The BuCor is advised to evaluate and closely monitor the procurement and delivery of services and observe frequent coordination with suppliers or contractors so that supporting documents for billings can quickly be complied with. |
| 4. Citizen/Client Satisfaction Results Achieved a 4.9 satisfaction rate and 100% complaints resolved from the #8888 and CCB platforms | 5 | 25 | The BuCor achieved a 100% (96 out of 96) resolution rate of complaints received through the #8888 platform for the period of January 1, 2021 to December 31, 2021 based on the Office of the President (OP) report dated December 21, 2022. The BuCor also achieved a 100% (2 out of 2) resolution rate of complaints received through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2021 to December 31, 2021 based on the Civil Service Commission (CSC) report dated February 24, 2022. In addition, the BuCor achieved an overall satisfaction rating of 4.9 for its declared frontline services for FY 2021. The BuCor observed the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) under Annex 4 of the AO25 MC 2021-1. |
| Total | 16 | 80 | |

| B. Agency Accountabilities | Compliance Status |
|---|--------------------------|
| • Transparency Seal | Compliant |
| • Freedom of Information | Compliant |
| • Updating of Citizen's Charter | Compliant |
| • Compliance to Audit Findings | Compliant |
| • Posting of Agency Review and Compliance Procedure (ARCP) of SALN | Compliant |
| • PhilGEPS Posting | Non-compliant |
| • Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) | Compliant |
| • Submission of FY 2021 Non-Common Use Supplies and Equipment (APP non-CSE) | Non-compliant |
| • Posting of Indicative FY 2022 APP non-CSE | Compliant |
| • Submission of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) | Compliant |
| • Undertaking of Early Procurement Activities (EPA) covering FY 2022 Procurement Projects | Non-compliant |

C. Eligibility of Delivery Units and Individuals/Rates

To be eligible for the FY 2021 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 2021-1 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2021-1 will also be isolated from the grant of the FY 2021 PBB.

To be eligible for FY 2021 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 2021-01.