



Republic of the Philippines
NATIONAL LIBRARY OF THE PHILIPPINES
Office of the Director

MEMORANDUM ORDER NO. JET - 06

TO: ALL DIVISION CHIEFS/OICs AND ALL CONCERNED

FROM: CESAR GILBERT Q. ADRIANO
Director IV
This Office

SUBJECT: PRESCRIBING GUIDELINES ON THE SYSTEM OF RANKING OF NLP DIVISIONS AND PERSONNEL FOR 2020 PERFORMANCE-BASED BONUS (PBB)

DATE: August 27, 2020

I. Rationale

Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, s. 2011) Memorandum Circular No. 2020-1, dated June 2, 2020, with the subject "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80, s., 2012 and Executive Order No. 201, s., 2016", prescribe the criteria and conditions for the grant of the PBB for FY 2020 performance.

In compliance with the requirements and to apply fairness in ranking Delivery Units (DUs) and Individuals, National Library of the Philippines (NLP) formulated this guidelines based on the CSC-approved Strategic Performance Management System (SPMS) and the criteria set by the NLP-PBB Committee as approved by the Management Committee on the percentage distribution on office performance as basis for ranking the DUs.

II. Purpose

This guideline was formulated to prescribe the criteria in ranking NLP divisions and personnel who may be eligible for PBB 2020. Essentially, the same criteria and conditions for FY 2020 PBB are being issued to support the Administration's focus on streamlining government services with the implementation of Republic Act (RA) No. 11032 known as the Ease of Doing Business (EODB) and Efficient Government Service Act of 2018, in promoting integrity, transparency, accountability, proper management of public affairs and public property, as well as to establish effective practices, aimed at the efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.

III. Coverage

All officials and employees holding regular plantilla positions, whose compensation is charged to the lump sum appropriation under Personnel Services.

IV. Eligibility of Individuals

1. The Head of the Agency is eligible only if the NLP is eligible for the 2020 PBB. If eligible, the PBB rate for FY2020 shall be equivalent to 65% of the monthly basic salary as of December 31, 2020. The Head of the Agency shall not be included in the Form 1.0 – Report on Ranking of Delivery Units.
2. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC- approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.
3. Personnel on detail to another library for six (6) months or more shall be included in the ranking of employees in the library/division that rated his / her performance.
4. An employee who transferred from one government agency to NLP or from NLP to other government shall be rated and ranked where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
5. NLP 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 7.
6. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least "Satisfactory" shall be eligible to the full grant of the PBB.
7. NLP official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service with at least "Satisfactory" rating shall likewise be entitled to PBB on a pro-rata basis corresponding to the actual length of service rendered. The following table shall serve as the basis for the pro-rated amount.

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 (9 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.

V. Exclusions

1. Those hired without employer-employee relationship and paid from non-Personal Services appropriations / budget as follows:
 - 1.1. Consultants and experts hired to perform specific activities or services;
 - 1.2. Individuals and groups of people whose services are engaged through job orders, contracts of services or others similarly situated.
2. NLP employee who is on vacation or sick leave, with or without pay for entire year, is not eligible to the grant of the PBB.
3. NLP personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2020 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.
4. NLP officials and employees who failed to submit the 2019 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, shall not be entitled to the FY 2020 PBB.
5. NLP officials and employees who failed to liquidate all cash advances received in FY 2020 within the reglementary 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 2020 PBB.
6. NLP officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2020 PBB.
7. NLP 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, shall not be entitled to the FY 2020 PBB if the agency fails to comply with any of these requirements.

VI. System of Ranking

1. Who shall evaluate and rank?

The Head of the Agency shall evaluate and rank the performance of different offices to be assisted by the Performance Management Team (PMT) in accordance with the SPMS Rating, and the impact of their accomplishments and performance to the Agency.

2. Eligibility Criteria

The Division/s in-charge with Frontline Services must achieve each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget of the FY 2020 General Appropriations Act, the targets for Support to Operations (STO) and General Administration and Support Services (GASS) provided in Sections 4, 5 and 6 of Memorandum Circular No. 2020-1 issued on June 2, 2020 by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

The grant of Performance-Based Bonus (PBB) shall be based on the overall office performance.

3. Grouping of Offices

To facilitate the ranking of delivery units, the divisions are grouped or clustered based on similarities of tasks and responsibilities for purposes of evaluating and ranking group performance.

- a. Technical
 - Collection Development Division
 - Catalog Division
 - Bibliographic Services Division
 - Copyright Section
- b. Readers Services
 - Filipiniana Division
 - Reference Division
- c. Public Libraries Division
- d. Finance and Administrative Division
- e. Office of the Directors
- f. Information and Communications Technology
- g. Research and Publications Division

4. Ranking of Delivery Units

- a. Divisions that meet the criteria and condition in Section 4 are eligible to the FY 2020 PBB according to the following categories:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- b. The Divisions shall be ranked based on their accomplishments for FY 2020 with significant impact to the Agency's over-all performance.
- c. Completion of targets on programs, projects and activities as of November 30, 2020.
- d. Citizen / Client satisfaction / feedback.
- e. All Divisions / Delivery Units must have submitted their Quarterly Accomplishment Reports to the Research and Publications Division and Budget Section ten (10) days after the quarter. The fourth (4th) quarter includes October to November 30, 2020 only for the purpose of facilitating the evaluation.
- f. The Divisions shall be rated based on the CSC-approved NLP's SPMS with their corresponding Performance Indicators (PIs).

Delivery Units (DUs)	Performance Indicators (PIs)
Finance and Administrative Division	<ol style="list-style-type: none"> 1. Budget Planning and Preparation 2. Budget Execution Documents (BEDs) 3. OBRs processed, approved and released 4. SARO and NCAs requested 5. Financial Accountability Reports (FARs) prepared, Encoded and Submitted within the prescribed period 6. Monthly Trial Balance and Bank reconciliation

	<p>statement</p> <ol style="list-style-type: none"> 7. Cash advances, SDOs, etc. processed 8. Processed all remittances 9. Vouchers claims for payments examined and processed 10. Documents submitted to COA 11. Official Receipts issued, Collection deposited, Daily Report of Collections submitted 12. Transactions processed: LDDAP, ACIC, SLIAE, Checks 13. Accounting reports generated and submitted 14. Payroll processed 15. Personnel documents processed 16. DTRs and Leave credits monitored and assessed 17. Personnel attended to Seminars/Trainings/Conferences 18. Processed 90% of received of purchase requests, Petty Cash Voucher, Abstract of Canvass, PhilGEPS, Procurement Service 19. Maintained PPE accounts 20. Issued RIS 21. Processed items for disposal 22. Processed Records Documents 23. Received and distributed communication 24. Performed carpentry, electrical, plumbing and other maintenance works 25. Implementation of the Structural and Retrofitting of NLP Building
Collection Development Division	<ol style="list-style-type: none"> 1. Titles/volumes acquired 2. Mechanical organization of acquired library materials 3. Bibliographic data of books and other library materials encoded in KOHA
Filipiniana Division	<ol style="list-style-type: none"> 1. Library users served 2. Library collections utilized 3. Entries of collection managed (technical) 4. Volumes collection managed (mechanical) 5. Pages collections under management 6. Pages/images preserved and conserved
Reference Division	<ol style="list-style-type: none"> 1. Library users served 2. Children accommodated with special services 3. Sessions of awareness programs 4. Outreach activities conducted 5. Library collections utilized 6. Reproduced materials 7. Entries of collection managed (technical) 8. Volumes collection managed (mechanical) 9. Multicultural activities organized 10. Conducted capacity building programs
Information Technology Division	<ol style="list-style-type: none"> 1. Customers served 2. Pages digitized 3. IT/Technical support requests 4. ICT training hours 5. ICT services provided 6. ICT tasks performed

Catalog Division	<ol style="list-style-type: none"> 1. Titles and volumes of materials cataloged 2. Volumes of delivered cataloged materials 3. Sessions of trainings conducted
Bibliographic Services Division	<ol style="list-style-type: none"> 1. Entries edited for PNB 2. Articles indexed 3. Entries consolidated for special bibliography 4. Issuance of numbering system: ISBN, ISSN 5. Entries registered in ISSN Center
Public Libraries Division	<ol style="list-style-type: none"> 1. Libraries affiliated with signed MOA 2. Affiliated public libraries allocated with library resource 3. Affiliated public libraries visited on-site 4. Patrons / clients served of Public Libraries 5. Trainings / seminars / conferences / meetings with public librarians 6. Project plans and legislation
Research and Publications Division	<ol style="list-style-type: none"> 1. Research undertaken 2. Publications produced 3. Copyright Registration/Certificates Issued 4. Encodes records in the database 5. Documents Filed/Arranged 6. Materials/items organized

g. Percentage Distribution on Office Performance Rating shall be as follows:

DESCRIPTION	OPERATING UNITS
1. Accomplishment with significant impact, digitization initiatives, development of online transactions, and / or contactless transactions in FY2020.	50%
2. Completion of Programs, Projects and Activities	50%
TOTAL	100%

h. In case of tie, the criteria below shall be applied:

Criteria	Adjectival Rating	Point Score
Budget utilization is 90%	Outstanding	4
	Very Satisfactory	3
	Satisfactory	2
	Unsatisfactory	1
Implemented projects with minimal funding from the government	Excellent	3
	Very Satisfactory	2
	Satisfactory	1
Compliance with reports submissions	Excellent	3

within the prescribed period	Very Satisfactory	2
	Satisfactory	1

5. Ranking of Individuals

The rating of individuals based on the CSC-approved NLP's Strategic Performance Management System (SPMS) will be used in ranking based on their current place of assignment.

6. Rates of the FY 2020 PBB

The rates of the PBB for each individual shall be based on the performance ranking of the individual's division with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2020 based on the table below:

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best Delivery Unit	.65
Better Delivery Unit	.575
Good Delivery Unit	.50

7. Rating the Head of the Agency

- a. The Director's rating of the division shall be the same rating of the Assistant Director.
- b. The Assistant Director shall evaluate the Division Chiefs. The Division Chiefs shall evaluate the personnel under them.
- c. The PMT Secretariat shall serve as the Secretariat for this purpose.
- d. Any complaint regarding the ranking of employees shall be elevated to the Grievance Committee.

8. Funding Sources

The necessary funds for this purpose shall be chargeable against the other income sources of the NLP aside from the Miscellaneous Personnel Benefits Fund (MPBF) in the General Appropriations Act.

9. Effectivity

This Memorandum Order shall take effect upon approval.