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**NATIONAL LIBRARY OF THE PHILIPPINES**  
*Performance Management Team*

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**2021 GUIDELINES ON THE SYSTEM OF RANKING OF DIVISIONS AND PERSONNEL**

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**1. Purpose**

This guideline is to prescribe the criteria and conditions for ranking divisions officials and employees of the National Library of the Philippines (NLP) pursuant to Memorandum Circular No. 2021-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, s. 2011), dated June 3, 2021, with the subject “Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 under Executive Order No. 80, s., 2012 and Executive Order No. 201, s., 2016.”

For FY 2021 cycle, the PBB criteria and conditions were hence refined in order to:

- Simplify the PBB process, particularly the validation of compliance;
- Provide flexibility to the agencies in the implementation of the scheme;
- Reinforce the results focus and their inter-linkages e.g. budget utilization and physical accomplishment, in assessing the overall performance of agencies;
- Administer a more transparent PBB scoring system;
- Strengthen the role of agencies in ensuring accountability of units/individuals responsible for the criteria and conditions; and,
- Facilitate the timely release of incentives to eligible agencies.

In line with this, the NLP Performance shall be measured and evaluated with emphasis on the public’s satisfaction on the realization of its performance targets, quality service delivery, efficiency in the use of resources, and strengthened stewardship.

The criteria and conditions shall be categorized according to four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results.**



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## 2. Coverage

This guideline covers all the Divisions of the National Library of the Philippines and its officials and employees that comply with the requirements and conditions for the grant of FY 2021 PBB.

NLP officials and employees holding regular and co-terminous positions are covered by this Memorandum Order. Excluded from the coverage herein are individuals engaged without an employer-employee relationship and funded from a non-Personnel Services budget.

## 3. Eligibility Criteria

To be eligible for the grant of the FY 2021 PBB, NLP must satisfy the criteria and conditions under the **four (4) dimensions of accountability** and attain a **total score of at least 70 points** based on the PBB Scoring System.

**Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act (GAA).

**Process Results** refer to the achievements in ease of doing business/ease of transactions with the agency as a result of streamlining, standardization, digitization, and related improvements in the delivery of services.

**Financial Results** refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2021 GAA. The Disbursements BUR as well is the prevailing common target of all agencies.

**Citizen/Client Satisfaction Results** refer to the achievement in satisfying the quality expectations of the transacting public.

For FY 2021, the Good Governance Conditions (GGCs) shall no longer be included in the criteria to assess the overall eligibility of the agency. Nonetheless, compliance with these conditions shall still be used to determine the eligibility of responsible units and individuals. *See Section 5.0 for details on Agency Accountabilities.*





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#### 4. FY 2021 PBB Targets, Assessment, and Scoring System

The agency's accomplishment for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2021 PBB, the NLP must attain a total score of at least 70 points. Each criterion has an assigned weight, as shown in Table 1.

<b>SCORING SYSTEM</b>						
<b>CRITERIA &amp; CONDITIONS</b>	<b>WEIGHT</b>	<b>PERFORMANCE RATING</b>				
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Performance Result	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>TOTAL</b>		<b>MAXIMUM = 100 POINTS</b>				

To be able to attain a total score of at least 70 points, NLP should aim for a performance rating of 4 in at least three (3) criteria since a performance rating of 4 in all criteria will yield a total score of 80 points for the agency.

In such case, while the NLP will be eligible, the unit most responsible for the criteria with a **performance rating of below 4** will be isolated from the grant of the FY 2021 PBB.



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**4.1** The NLP shall adopt the scoring system illustrated below:

CRITERIA & CONDITIONS	RATING
Performance Result	25 points
Process Results	25 points
Financial Results	25 points
Citizen/Client Satisfaction Results	25 points
<b>TOTAL</b>	<b>100 points</b>

**4.1.1 Performance Results**

The achievement of targets based on the approved Division Performance Commitment Review (DPCR) shall serve as the basis for rating.

**4.1.2 Process Results**

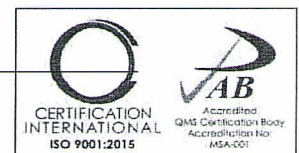
The criteria for Process Results are as follows:

<b>Rating Scale for Process Results</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
No improvement in ease of transaction	Improvement in ease of transaction of internal services only	Improvement in ease of transaction of external services only	Achieved improvement in ease of transaction of non-core external and internal services	Achieved improvement in ease of transaction on core external and internal services

**4.1.3 Financial Results**

The criteria for Financial Results are as follows:

<b>Rating Scale for Financial Results</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR





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#### 4.1.4 Citizen/Client Satisfaction Results

The report of the Customer Satisfaction Management Team (CSMT) shall serve as the basis of the rating.

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

Criteria	Adjectival Rating	Point Score
Implemented projects with minimal funding from the government	Excellent	3
	Very Satisfactory	2
	Satisfactory	1

#### 5. Agency Accountabilities

To sustain the institutionalization of compliance with existing government-mandated laws and standards, the NLP shall continue to implement, monitor, and enforce compliance with the following requirements:

Updating of Transparency Seal	Submission and Review of SALN
Compliance with the Freedom of Information (FOI) Program	PhilGeps posting of all invitations to bids and award contracts
Updating of Citizen's or Service Charter	Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System
Compliance to Audit Findings and Liquidation of Cash Advances	Undertaking of Early Procurement Activities covering 2022 Procurement Projects





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## **6. Eligibility of Delivery Units and Individuals**

6.1 For FY 2021 PBB, the delivery units (DUs) of NLP shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

Based on the Scoring System, 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 case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

The units/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5 will also be isolated from the grant of the FY 2021 PBB.

6.2 Eligible DUs, shall be granted FY 2021 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Section 7.

6.3 The Head of the Agency is eligible only if the NLP is eligible for the 2021 PBB. If eligible, the PBB rate for FY2021 shall be equivalent to the rates as stated in Section 7 and shall be based on their monthly basic salary (MBS) as of December 31, 2021.

6.4 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.

6.5 Personnel on detail to another library for six (6) months or more shall be included in the ranking of employees in the NLP division that rated his / her performance.

6.6 An employee who transferred from one government agency to NLP or from NLP to another 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.



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6.7 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.

6.8 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of at least “Very Satisfactory” shall be eligible for the full grant of the PBB.

6.9 NLP official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service with at least a “Very 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.

<b>Length of Service</b>	<b>% of PBB</b>
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.





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6.10 NLP employee who is on vacation or sick leave, with or without pay for an entire year, is not eligible for the grant of the PBB.

6.11 NLP personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2021 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause disqualification to the PBB.

6.12 NLP officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015; or those who are responsible for non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2021 PBB.

6.13 NLP officials and employees who failed to liquidate all cash advances received in FY 2021 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 2021 PBB.

6.14 NLP officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2021 PBB.

6.15 NLP officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, posting, and dissemination of the agency system of ranking performance of delivery units, shall not be entitled to the FY 2021 PBB if the agency fails to comply with any of these requirements.





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**7. Rates of the PBB**

The total score as stated in Section 4 shall be the basis for determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2021. For illustrations, see Table below:


<b>TOTAL Score</b>	<b>PBB Rates</b>
100 points	65 % (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)




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