	MEMORANDUM CIRCULAR	DOCUMENT NO. BJMP-DPD-MC-
	TOPIC GUIDELINES ON THE GRANT OF 2015 PERFORMANCE-BASED BONUS	ISSUE NO. 1
	SUB-TOPIC PRESCRIBES THE POLICIES OF THE BJMP ON THE ELIGIBILITY OF BJMP PERSONNEL FOR 2015 PERFORMANCE-BASED BONUS	REVISION NO. 3
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1. REFERENCE DOCUMENTS:

- a. IATF Memorandum Circular No. 2015-1, dated 12 August 2015, titled *Guidelines on the grant of Performance-Based Bonus (PBB) for Fiscal Year 2015 under Executive Order No. 80.*;
- b. Executive Order No. 43, dated 13 May 2011 titled *"Pursuing Our Social Contract With the Filipino People Through the Reorganization of the Cabinet Clusters"*;
- c. Executive Order No. 46, s. 2015 dated 30 March 2015 titled *"Directing All Heads of Departments and Agencies to Implement Measures to Facilitate Budget Execution for Fiscal Year 2015"*; and

2. PURPOSE

This guideline prescribes the policies and criteria in the grant of Performance-Based Bonus (PBB) FY 2015 for all levels of position in the Jail Bureau pursuant to the provisions of Executive Order No. 80 and all other references stated above.

3. SCOPE AND COVERAGE

All the provisions in these guidelines shall be implemented nationwide. It covers first, second, and third level employment of all Uniformed Personnel and Non-Uniformed Personnel of the Jail Bureau.


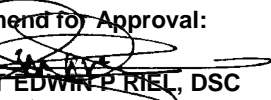
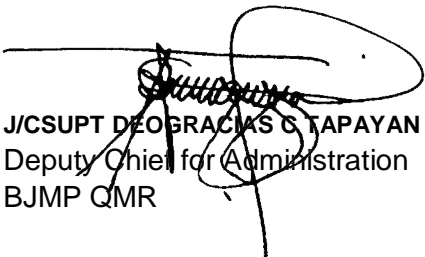

For *1st and 2nd level employees* who shall receive *below satisfactory rating* shall not be eligible to the PBB.


For *3rd level officials* who shall receive a rating *lower than Very Satisfactory* shall not be eligible to the PBB (*Necessary revisions on Part I of CESPES will be done to align with agency performance targets for PBB purposes, if modification of the OPIF shall be required.

4. ELIGIBILITY CRITERIA TO PERFORMANCE-BASED BONUS OF BJMP

4.1 Achieve at least 90% of each of the Physical Targets on the Major Final Output, Support to Operations and General Administration on Support Services.

4.2 Achieve at least 90% of the Priority Program/Projects Targets agreed with the President under the five Key Result Areas under Executive Order No. 43, EODB under Administrative Order No. 38 and OP Planning Tool.

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4.3 Satisfy 100% of good governance conditions set by AO 25 Inter-Agency Task Force (IATF) for FY 2015;

4.4 Use the CSC-approved SPMS in rating and ranking First and Second Level jail officers and Non-Uniformed Personnel including officials holding managerial positions but are not presidential appointees; and Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.

4.5 To be eligible for a higher percentage distribution in the ranking of delivery units, the whole BJMP must achieve at least 90% of each one of the additional targets of the Chief, BJMP as reflected in the OP Planning Tool Form 1.

5. FY 2015 PERFORMANCE TARGETS

5.1 Achieve at least 90% of all MFO indicators and targets in the FY 2015 Performance-Informed Budget (PIB) approved by Congress and shall be the basis for assessing eligibility of the BJMP to PBB;

5.2 In addition to STO indicators and targets in the FY 2015 PIB, the BJMP shall include the following:

a. *Quality Management System* for at least one core process certified by any International certifying body approved by IATF or the submission of an Operations Manual covering selected core processes or areas of operation.



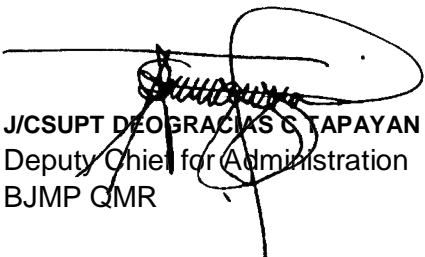

b. STO target identified in accordance with the priority of the Chief BJMP.


5.3 Achieve the GASS targets on the following:

a. Budget Utilization Rate (BUR) consist of the

a.1 *Obligation Budget Utilization Rate* computed as against all allotments issued for FY 2015, including those released under the "GAA as a release document" policy; and

a.2 *Disbursement Budget Utilization Rate* which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total

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obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2015.

b. Compliance to Public Financial Management (PFM) Reporting requirements of the COA and DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:

b.1 Budget and Financial Accountability Reports (BFARs)

b.2 Reports on Ageing of Cash Advances: and

b.3 COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes on Financial Statements)[per COA Resolution 2014-003].



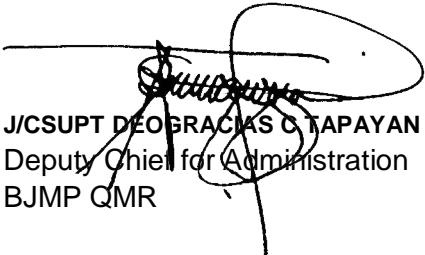

c. Adoption and use of the *2014 Agency Procurement Compliance and Performance Indicators (APCPI) System* per GPPB Resolution No. 10-2012, applicable to the Jail Bureau as one of the trained agencies for APCPI;


d. Submission of scanned *BJMP Annual Procurement Plan* based on the approved budget in the GAA as prescribed by Section 3e of Administrative Order No 46, s. 2015 to GPPB-TSO thru email (monitoring@gppb.gov.ph);

5.4 Priority programs/projects targets agreed with the President under the five (5) KRAs of Executive Order No.43;

5.5 Commitments of the Chief BJMP approved by the SILG as reflected in the OP Planning Tool for CY 2015 which shall be treated as over and above the Congress-approved PIB/GAA targets;

5.6 In case the BJMP is assessed to have deficiencies in meeting its performance commitments, the Chief BJMP may request for re-evaluation of their compliance status and submit the justifications to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, justifiable reasons are factors that are considered outside of the control of the agency.

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6. Good Governance Conditions

6.1 For FY 2015, the IATF has set three good governance conditions based on the drivers of Result-Based Performance Management System (RBPMS);

- a. Maintain/Update BJMP Transparency Seal (Sec.91 of GAA 2015 or RA 10651);
 - a.1 Posting of BJMP's System of Ranking of Delivery Units and Individuals not later than 30 October 2015;
 - a.2 Posting of BJMP Operations Quality Manual
- b. Maintain/Update PhilGEPS posting of BJMP bidded projects (Revised IRR of RA 9184);
- c. Maintain/Update BJMP Citizen's Charter or its equivalent, BJMP Service Charter (RA 9485) or its equivalent;
- d. 100% submission of SALN by all BJMP personnel;

6.2 BJMP Transparency Seal page should be accessible by clicking on the TS logo on the Home page. It should contain the following documents:



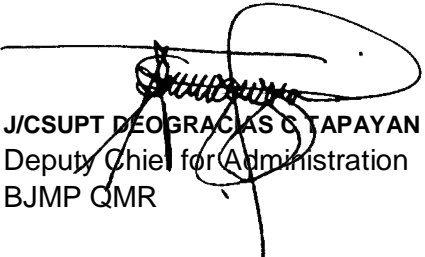

- a. Agency mandate, vision, mission and list of officials
- b. Quarterly and Annual Financial Reports
 - b.1 FY 2013 to FY 2015 FAR No. 1: SAAOBDB
 - b.2 FY 2013 to FY 2015 Summary Report on Disbursements
- b.3 FY 2013 to FY 2015 BAR No.1-Quarterly Physical Report of Operations
/Physical Plan
- c. DBM-Approved Budget and Targets for FY 2015
- d. Annual Procurement Plan (APP) for FY 2015


6.3 BJMP Transparency Seal should post the BJMP i) system of ranking delivery units and individuals; and ii) Quality Management Certificate from an International certifying body or the BJMP Operations Manual as mentioned in Section 6.1(a.2) of this Circular.

6.4 The system of ranking delivery units and individuals should be posted in the agency transparency seal and disseminated to employees not later than October 30, 2015.

6.5 Submission of the Certificate of Compliance with PhilGEPS;

6.6 A pre-assessment of BJMP compliance with the Good Governance Conditions and other PBB requirements shall commence on October 1, 2015.

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7. ELIGIBILITY OF INDIVIDUAL UNIFORMED PERSONNEL AND NON-UNIFORMED PERSONNEL

7.1 The eligibility of the Chief, BJMP shall be based on the eligibility of the Bureau. Their PBB rate shall be fixed at 35,000.00 for FY 2015.

7.2 All eligible officers and personnel of the BJMP belonging to 1st and 2nd levels receive at least a *"Satisfactory"* rating based on CSC-approved Strategic Performance Management System (SPMS)

7.3 Third level officials should receive a rating of at least *"Very Satisfactory"* under the CESPES. CESPES covers all incumbents of CES positions in the bureau for an uninterrupted period of at least three (3) months. Payment of PBB to Third Level officials shall be contingent on the results of the CESPES;

7.4 Other officers performing managerial and executive positions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least *"Satisfactory."*



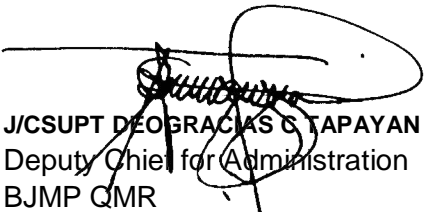

7.5 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of the recipient agency;


7.6 Personnel who transferred from one government agency to another shall be rated and ranked by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

7.7 A jail officer or a Non-Uniformed Personnel who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 8.2 and 8.4 hereof may be eligible to the full grant of the PBB;

7.8A jail officer or a Non-Uniformed Personnel who served a minimum of nine (9) months government service during FY 2015 will be eligible to the full PBB grant;

7.9 Personnel who served a minimum of three (3) months but less than nine (9) months shall be pro-rated corresponding to the length of service rendered as shown in the table below:

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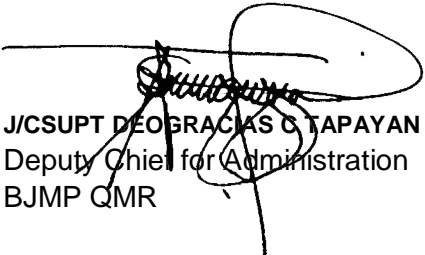

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%


7.10A jail officer or a Non-Uniformed Personnel who qualify for the pro-rata grant, may not have been able to render at least nine (9) months of service in 2015 due to the following reasons:

- a. Being a newly hired employee
- b. Retirement
- c. Resignation
- d. Rehabilitation Leave
- e. Maternity Leave
- f. Vacation or Sick Leave with or without pay
- g. Scholarship/Study Leave
- h. Sabbatical Leave

7.11A jail officer or a Non-Uniformed Personnel will *not be entitled* for PBB are those who fall under the following grounds:

- a. Personnel on vacation or sick leave, with or without pay, for entire 2015 calendar year;
- b. Personnel *found guilty* of administrative and/or criminal cases filed against them and meted penalty for the current year shall not be entitled to the PBB FY 2015. *If the penalty is only a reprimand, such penalty shall not cause disqualification;*
- c. A jail officer or a Non-Uniformed Personnel who failed to submit the 2014 Statement of Assets and Liabilities and Net Worth (SALN);
- d. A jail officer or a Non-Uniformed Personnel who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA;

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- e. The Chief BJMP should ensure that all jail officers and Non-Uniformed Personnel covered by RA 6713 submitted their 2014 SALN to the respective repository agencies as prescribed in the rules provided under the CSC Memorandum Circular No. 3 (s. 2015) and also liquidated FY 2015 Cash Advances as this will be a basis for the release of FY 2015 PBB to individuals.

8. RANKING OF THE DELIVERY UNITS AND INDIVIDUALS IN THE JAIL BUREAU



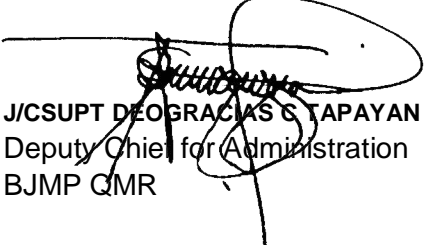

8.1 The overall rating for a given period consists of the following criteria per delivery units as stated in the tables below:


a. National Headquarters

CRITERIA	WEIGHT ALLOCATION
Actual Performance of Office Mandate	Discretion of the head of Directorates/Offices the distribution of percentage allocation.
Compliance to Good Governance Conditions	
Citizens Charter/ARTA (if applicable)	
Others	
TOTAL	100%

b. Regional Office

CRITERIA	WEIGHT ALLOCATION
Monitoring of Policy & program Implementation (Update NIMS, FIMS, HRMIS, Decongestion/Paralegal Programs, etc)	50%
Conduct of Jail Inspections, Security Surveys and Oplan Greyhound, etc.	20%
Compliance to Good Governance Conditions <ul style="list-style-type: none"> ➤ Proper Budget Utilization ➤ Update of Capability Spreadsheet ➤ PHILGEPS Posting in the BJMP Website ➤ Cash Advance Liquidation ➤ 100% SALN submission 	15%
Mainstreaming Climate Change Adaptation/Mitigation & Promotion of Environmental Awareness in Jails, Garbage recycling, Segregation, Greening Program, Electricity & Fuel	5%

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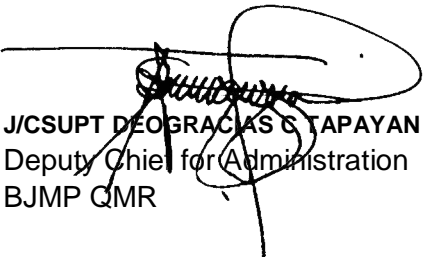

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Conservation, Disaster Preparedness, etc)	
ARTA Compliance/Citizen's Charter	5%
Other Initiatives (Coordination, establishment of good rapport with LGUs, NGOs and other NGAs)	5%
TOTAL	100%

c. Jail Facilities

CRITERIA	WEIGHT ALLOCATION
Security Management Efficiency: <ul style="list-style-type: none"> ➤ Zero Escape(25%) ➤ Zero Jail Disturbances (10%) 	35%
Inmates Welfare Promoting Activities/Programs: <ul style="list-style-type: none"> ➤ Provision of Basic Needs ➤ Literacy Intervention-ALS ➤ TCMP ➤ Livelihood ➤ Skills Enhancement Programs ➤ Cultural & Sports Development ➤ Interfaith Activities/Programs 	35%
Decongestion Program Activities <ul style="list-style-type: none"> ➤ Paralegal ➤ Transfer of Insular Prisoners ➤ Release of Qualified Inmates ➤ GCTA 	10%
Compliance to Good Governance Conditions <ul style="list-style-type: none"> ➤ Cash Advance Liquidation ➤ 100% SALN submission 	10%
Mainstreaming Climate Change Adaptation/Mitigation & Promotion of Environmental Awareness in Jails, Garbage recycling, Segregation, Greening Program, Electricity & Fuel Conservation, Disaster Preparedness, etc)	5%
Other Initiatives (Coordination, establishment of good rapport with LGUs, NGOs and other NGAs)	5%
TOTAL	100%

8.3 Jail Officers and Non-Uniformed Personnel that shall be eligible to the PBB FY 2015 shall be forced rank according to the following categories:

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Bureau/Office/Delivery Units	
Ranking	Performance Category
10%	Best Office/Delivery Unit
25%	Better Office/Delivery Unit
65%	Good Office/Delivery Unit

8.4 Achievement of at least 90% of each one of the FY 2015 targets of the SILG other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015, in addition to the criteria and conditions in Section 4 hereof, shall force-rank the offices/delivery units eligible to the PBB according to the following categories:



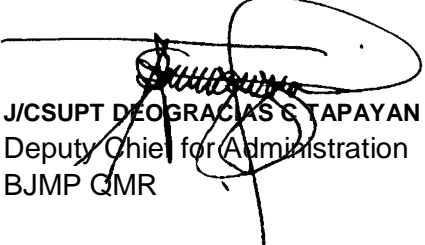

Bureau/Office/Delivery Units	
Ranking	Performance Category
15%	Best
30%	Better
55%	Good


8.5 Jail Officers and Non-Uniformed Personnel must be rated according to the set of criteria in the table below:

CRITERIA	WEIGHT ALLOCATION
SPMS Rating (2 semesters for 2015)	70%
Submission of SALN FY 2014	10%
Liquidation of Cash Advances 2015	10%
Premium Points (Awardees)	10%
TOTAL	100%

8.6 Jail Officers and Non-Uniformed Personnel of the identified delivery units of the Jail Bureau that are eligible for the PBB, based on the criteria and conditions set in Sections 8.5, shall be forced-ranked subject to the estimated budget ceiling of the Bureau for FY 2015 PBB.

2015 Ranking Distribution for Individuals

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	BEST Delivery Unit	BETTER Delivery Unit	GOOD Delivery Unit
Best Performer	20%	15%	10%
Better Performer	35%	30%	25%
Good Performer	45%	55%	65%

8.4 Eligibility of the BJMP is no longer dependent on the eligibility of the entire DILG. Pay out to BJMP will be given separately in case one of the attached agencies under the DILG is not eligible.



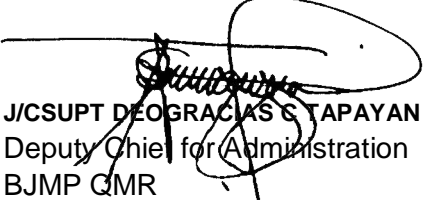

8.5 Jail officers and Non-Uniformed Personnel belonging to the Third Level who receive *"Satisfactory"* rating under the CESPES and employees belonging to the First and Second Levels who receive *"Below Satisfactory"* rating under the CSC-approved SPMS shall not be eligible to the PBB.

9. REPEALING CLAUSE

All circulars or issuances inconsistent with this Memorandum Circular shall be deemed repealed or modified accordingly.

10. EFFECTIVITY

This guidelines shall take effect immediately.

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