

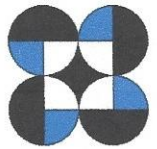


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NAST OFFICE ORDER NO. 03 Series of 2020

Subject: Internal Guidelines on the Grant of the FY 2020 Performance-Based Bonus (PBB) and the Criteria on Ranking of Delivery Units of NAST

1. PURPOSE

In the interest of the service and pursuant to Memorandum Circular No. 2020-1 dated July 2, 2020 of the Inter-Agency Task Force (IATF) on Administrative Order No. 25, the guidelines on the grant of the Performance-Based Bonus (PBB) for FY 2020 in the National Academy of Science and Technology (NAST) is hereby issued for the following purposes:

- 1.1 To inform the delivery units/divisions/office and employees of the NAST for the grant of the FY 2020 PBB;
- 1.2 To adopt uniform criteria on rating and ranking of delivery units; and
- 1.3 To serve as guide for officials and employees on the rating and ranking process of delivery units.

2. COVERAGE

All officials and employees of NAST holding regular plantilla positions and contractual paid under the lump-sum appropriation under the following delivery units (DU):

- 2.1 Office of the Director
- 2.2 Technical Services Division
- 2.3 Finance and Administrative Division

3. REQUIREMENTS FOR THE GRANT OF THE NAST PBB FOR FY 2020

Consistent with Item 3.0 of the AO 25 IATF MC, the following requirements/ conditions must be satisfied by the NAST to be eligible for PBB:

- 3.1 Satisfy 100% of the Good Governance Conditions for FY 2020;
- 3.2 Achieve each of one of the Physical Targets, Support to Operations and General Administration and Support Services (GASS) requirements for FY 2020 which include:
 - 3.2.1 Achieve the streamlining requirements of government services;
 - 3.2.2 Achieve higher citizen/client satisfaction; and
 - 3.2.3 Achieve fiscal discipline.
- 3.3 Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees; and officials holding managerial and Director positions but are not Presidential appointees. In rating the CES officers and incumbents of CES positions, the CES Performance Evaluation System shall be the basis.

4. ELIGIBILITY CRITERIA

NAST's eligibility criteria for delivery units and individuals for the FY 2020 PBB grant shall follow a single-step system which means that the eligibility of personnel for the grant of PBB shall depend on the performance eligibility and performance category (i.e., Good, Better, Best) of their respective DU. Thus, if a DU is eligible, it follows that the employees under that DU is eligible, provided that the employee has passed the eligibility criteria for individuals.

4.1 Eligibility Criteria for Delivery Units

DUs that meet the applicable requirements and conditions under item 3.0 of this Order shall be eligible for the grant of the FY 2020 PBB. A summary of the requirements is provided hereunder:

Requirement/Conditions	Responsible DUs
Performance Targets	All DUs
<ul style="list-style-type: none">Streamlining and process improvement of the agency's critical services including digitization, development of online systems and/or contactless transactionsHigher citizen/client satisfaction compared to baseline dataReport one agency best practice in service quality or productivity conducted in FY 2020	CCA
<ul style="list-style-type: none">STO target – Initial Certification of the agency's QMS covering at least one (1) core process or frontline services	All DUs
GASS targets	
<ul style="list-style-type: none">Improved Budget Utilization Rate	All DUs
<ul style="list-style-type: none">Compliance with Audit Findings (30%)	Concerned DUs
<ul style="list-style-type: none">Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's URS	FAD and OD
<ul style="list-style-type: none">Submission of APP (FY 2020 APP-non CSE, FY 2021 APP-CSE, Early Procurement and APCPI)	All DUs
Good Governance Conditions	
<ul style="list-style-type: none">Transparency Seal	All DUs
<ul style="list-style-type: none">PhilGEPS posting	FAD
<ul style="list-style-type: none">Citizen's Charter	All DUs
Use of SPMS Forms (OPCR, DPCR, IPCR)	All DUs
Other cross-cutting requirements	
<ul style="list-style-type: none">Agency Review and compliance Procedure of SALN	FAD
<ul style="list-style-type: none">Freedom of Information Program	OD

Failure of the responsible DU to satisfy the set conditions/criteria and the targets may entail exclusion of the DU concerned from the PBB ranking, and non-eligibility of its officials and employees to the PBB grant.

Unless otherwise specified by the IATF, NAST shall have the final decision on the identification of units to be excluded and the implementation method/process/strategy adopted.

4.2 Eligibility Criteria for Individuals

The following general criteria for individuals shall be observed in order to be eligible for the PBB:

- 4.2.1 The Director are eligible only if NAST are eligible for PBB. If eligible, the Director's PBB rate shall be equivalent to 65% of the authorized monthly basic salary as of December 31, 2020. The Director shall not be included in the Form 1.0 – Report on Ranking of Delivery Units.
- 4.2.2 An official or employee who rendered a minimum uninterrupted period of nine (9) months of service in FY 2020 and with at least "Satisfactory" rating in both periods may be eligible to the full grant of the PBB.
- 4.2.3 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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 minimum nine-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/paternity leave;
 - f. Vacation or Sick Leave with or without pay for the entire year;
 - g. Scholarship/Study Leave;
 - h. Sabbatical Leave;
- 4.2.4 Personnel who transferred from other government agency to NAST 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 and paid in NAST.
- 4.2.5 The Director shall use the CESPES for CY 2020 performance rating. The Director should receive a rating of at least "Satisfactory" under the CESPES for an uninterrupted period of at least three (3) months and after having been subjected to the processes and procedures as provided under CESB Resolution No. 1136 series of 2014. If the Director should use the approved NAST SPMS, at least a "Satisfactory" rating must be obtained to be eligible for the PBB.

- 4.2.6 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees shall depend on the performance ranking of the DU where they belong, based on the individual's monthly basis salary as of December 31, 2020 but not lower than P5,000.
- 4.2.7 Officials and employees must have liquidated all cash advances received in FY 2020 within the reglementary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009.

4.3 Exclusion from the FY 2020 Grant of PBB

The following employees shall not be eligible for PBB:

- 4.3.1 Officials and employees found guilty of administrative and/or criminal cases by final and executory judgement in FY 2020. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 4.3.2 Officials and employees who failed to submit their FY 2019 Statement of Assets, Liabilities, and Net Worth (SALN) prescribed under CSC MC No. 3, series of 2015; or those who are responsible for the non-compliance with the establishment of the conduct of the review and compliance procedure of the SALN;
- 4.3.3 Officials and employees who failed to liquidate Cash Advances received in CY 2020 within the required reglementary period as required under COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular No. 2009-002 dated May 18, 2009;
- 4.3.4 Officials and employees who failed to submit their duly accomplished Individual Performance Commitment Review (IPCR) or CESPES ratings to the Finance and Administrative Division (FAD);
- 4.3.5 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.

5. RANKING OF ELIGIBLE DELIVERY UNITS AND RATES OF FY 2020 PBB

- 5.1.1 Delivery units that meet the criteria and conditions in Item 4.1 of this Order are eligible for the FY 2020 PBB, and shall be ranked as follows:

Ranking	Performance Category	No. of DU	Multiple of Basic Salary
Top 10%	Best Delivery Unit	1	0.65
Next 25%	Better Delivery Unit	1	0.575
Next 65%	Good Delivery Unit	1	0.50

5.1.2 The DU shall be ranked based on the following criteria:

Criteria/Bases	Maximum Points
Accomplishment of Performance Targets Identified in the Respective Division/Office Performance Commitment Report (DPCR/OPCR) <div><div>Points</div><ul style="list-style-type: none">Accomplishment of 100% or more of the performance targets80Accomplishment of 90-99% of the performance targets75Accomplishment of 80-89% of the performance targets70Accomplishment of 79% or less of the performance targets65</div>	80
Customer/Client Feedback <div><div>Points</div><ul style="list-style-type: none">At least 85% or higher of clients rated the activities/ services rendered by the respective DU as satisfactory or higher10At least 80-84% or higher of clients rated the activities/ services rendered by the respective DU as satisfactory or higher8At least 75-79% of clients rated the activities/services rendered by the respective DU as satisfactory or higher6At least 74 % and lower of the clients rated the activities/services rendered by the respective DU as satisfactory or higher4</div>	10
Support to other divisions/systems/ intervening tasks	10
Total score	100

5.1.3 There shall no longer be a ranking of individual/employees within a delivery unit.

6. EFFECTIVITY

This Office Order shall take effect immediately.


RHODORA V. AZANZA
 President

29 September 2020