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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)**

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**MEMORANDUM CIRCULAR No. 2012-04**

December 7, 2012

**TO :** All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges (SUCs)

**SUBJECT:** Guidelines on the Submission of Accomplishment Reports and Requests for Release of Funds for Payment of the FY 2012 Performance-Based Bonus (PBB)

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**1.0 BACKGROUND**

- 1.1 The AO No. 25 Inter-Agency Task Force (IATF) has issued the following Memorandum Circulars (MCs) to provide the guidelines on the implementation of Executive Order No. 80<sup>1</sup> dated July 20, 2012:
- a. MC No. 2012-1<sup>2</sup> dated August 13, 2012
  - b. MC No. 2012-02<sup>3</sup> dated October 16, 2012
  - c. MC No. 2012-02-A<sup>4</sup> dated October 31, 2012
  - d. MC No. 2012-03<sup>5</sup> dated November 12, 2012
- 1.2 Compliance with the criteria and requirements stipulated in the above-cited circulars is a pre-condition to the grant of the PBB for FY 2012.

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<sup>1</sup> Directing the Adoption of a Performance-Based Incentive System for Government Employees

<sup>2</sup> Guidelines on the Cascading of Department Performance Targets in Line with Executive Order No. 80

<sup>3</sup> Guidelines to Clarify the Good Governance Conditions for FY 2012 In Line with the Grant of the Performance-Based Bonus under Executive Order No. 80

<sup>4</sup> Amendment to MC 2012-02 on Guidelines to Clarify the Good Governance Conditions for FY 2012 In Line with the Grant Of the Performance-Based Bonus under Executive Order No. 80

<sup>5</sup> Guidelines on Determining Eligibility and Ranking Bureaus, Delivery Units, and Individuals Based on Performance in Line with the Grant of the Performance-Based Bonus (PBB) in FY 2012

## 2.0 PURPOSE

This Memorandum Circular is issued to provide guidelines on the submission of:

- 2.1 Accomplishment reports and certifications on compliance with the good governance conditions; and
- 2.2 Request for the release of funds for payment of the PBB.

## 3.0 SUBMISSION OF THE REQUIRED DOCUMENTS

- 3.1 To serve as basis for determining eligibility to the PBB, the following documents should be submitted simultaneously to the respective DBM-Budget and Management Bureau (BMB) (in hard and electronic copies) copy furnished the IATF through [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph).
  - a. The accomplished Forms I, I-A, and II as prescribed under MC No. 2012-03; and
  - b. The accomplished certifications following the templates prescribed in Annexes 1, 2, 3, and 4 under MC Nos. 2012-02 and 2012-02-A.
- 3.2 To serve as basis for determining the amount required for payment of the PBB, the accomplished Forms 1.0 and 2.0 prescribed under this Circular shall be submitted together with the documents specified in 3.1 above.
  - a. In case the department/agency concerned has already submitted the reports specified in 3.1, the additional forms may be submitted separately.
  - b. In the case of SUCs, submission of PBB accomplishment reports, certifications and Forms 1.0 and 2.0 should be coursed through the Commission on Higher Education.

## 4.0 SUBMISSION DATES

- 4.1 To avail of the PBB in December 2012, if eligible, all required documents should be completed and submitted to the respective DBM-BMB and the IATF on or before December 14, 2012.
- 4.2 Those unable to submit on December 14, 2012 have until January 14, 2013 to submit the required documents in order to avail of the FY 2012 PBB within January 2013, if eligible.

- 4.3 Departments/Agencies who will submit the required documents beyond the set timelines in 4.1 and 4.2 can avail of the FY 2012 PBB, if eligible, at a later date.
- 4.4 It is understood that it is the responsibility of department/agency heads to communicate to their employees the results of the performance evaluation and the rate of accomplishment of their performance targets, as well as the indicative date when they will receive the PBB, if eligible.

## 5.0 EFFECTIVITY

This Circular shall take effect immediately.



**FLORENCIO B. ABAD**

Secretary, Department of Budget and Management  
and Chairman, AO 25 Inter-Agency Task Force