



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. **020**

TO : Undersecretaries, Assistant Secretaries and Heads of Offices in the Department Proper and Regional Offices

SUBJECT : Guidelines on the Grant of the Performance-Based Bonus for FY 2020

DATE : JUL 24 2020

- 1.0 This is in relation to the prescribed requirements that must be complied with by the concerned responsible units for the grant of Performance-Based Bonus (PBB) for FY 2020, pursuant to Memorandum Circular No. 2020-1, s. of 2020, of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (accessible online at https://www.doj.gov.ph/doj_performance_management.html).
- 2.0 The prescribed requirements of each responsible unit vis-a-vis deadlines for submission are summarized hereunder:

Requirement	Responsible	Deadline
Operations/Physical Targets		
1) Submission of Quarterly Accomplishment Reports to Evaluation and Statistics Division (ESD) pursuant to Department Circular No. 053, s. 2018	All offices in the DOJ Proper including OSEC, OUSECs and OASECs and the DOJ Prosecution Staff	15 th day after the end of every quarter
2) Submission of Quarterly Report of Operations to ESD pursuant to Department Circular 051, s. 2015 <ul style="list-style-type: none">- OPG and NCR reports- Regional consolidated reports	Prosecutor General Regional Prosecutors	15 th day after the end of every quarter
3) Submission of accomplishment report on streamlining and process improvement of Agency services and digitization initiatives (Forms A/A1)	Planning and Management Service (PMS) - Management Division (MD)	31 August 2021
4) Submission of: <ul style="list-style-type: none">- Citizen/Client Satisfaction Report; and- Agency best practice	Administrative Service (AS) and all offices with identified critical frontline and non-frontline services Communications Division (ComDiv)	31 August 2021

Requirement	Responsible	Deadline
	PMS-MD	
5) Report on ranking delivery units <ul style="list-style-type: none"> - Office rating and ranking - Form 1.0 and PBB Evaluation Matrix 	PMS-ESD AS-Personnel Division (HR)	31 August 2021
Good Governance Conditions		
1) Updating of Transparency Seal <ul style="list-style-type: none"> - Agency profile and directory - Annual financial reports - DBM approved budget and targets for FY 2020, and other programs, if applicable - FY 2020 Annual Procurement Plan (APP) <ul style="list-style-type: none"> o FY 2020 APP non-CSE, o Indicative FY 2021 APP non-CSE, and o FY 2021 APP CSE - QMS certification - System of rating and ranking - Agency review and compliance procedure of Statements and Financial Disclosure - FOI Requirements <ul style="list-style-type: none"> o Updated People's FOI Manual o Agency Information inventory o 2020 FOI Registry, and o 2020 FOI summary report - Accountability report cards - Others, as required 	AS-ComDiv Financial Service (FS) PMS-Planning Division (PD) Bids and Awards Committee (BAC) and AS-Procurement Management Division (PMD) PMS-MD PMS-ESD SALN Committee AS-ComDiv PMS-ESD As may be determined	Regular Regular Regular 02 July 2020 30 September 2020 15 December 2020 31 December 2020 01 October 2020 01 October 2020 29 January 2021 As required TBD
2) Citizen's/Service Charter Certificate of Compliance (CoC), pursuant to R.A. No. 11032	All offices with identified critical frontline PMS-MD NPS Regional Prosecutors and Heads of NCR City Prosecution Offices	 04 December 2020
3) Update PhilGEPS Posting (transactions above P1 Million and with December 31, 2020 as cut-off), including Early Procurement of FY 2021 non-CSE items.	AS-PMD	29 January 2021
Support to Operations (STO)		
1) QMS Certification 2) Standardized Agency-wide Processes for Frontline Agencies	PMS-MD	31 December 2020
General Administration and Support Services (GASS)		

Requirement	Responsible	Deadline
1) Improved Budget Utilization Rate from previous year	Financial Service (FS), other offices concerned	31 December 2020
2) Submission of FY 2020 APP-non CSE to GPPB-TSO	AS-PMD	31 March 2020
3) Results of FY 2019 APCPI System	AS-PMD	31 March 2020
4) Submission of FY 2021 APP-CSE to DBM Procurement Service	AS-PMD	15 December 2020
5) Sustained compliance with audit findings	FS, other offices subject of COA audit findings	31 December 2020
6) Undertaking of Early Procurement for at least 50% of total value of eligible procurement projects in the NEP	BAC and PMD	Thirty (30) days after GAA approval
Other cross-cutting requirements		
1) Submission of SALN of employees	AS-Personnel Division (PD)	As prescribed by the CSC
2) FOI compliance submissions - FOI Reports - Screenshot of agency's home page containing FOI logo	AS-ComDiv	29 January 2021

3.0 Heads of the responsible offices/units are hereby directed to streamline the preparation of necessary documents/statistics in accordance with their respective functional mandates to ensure the timely submission of the aforementioned reports within the prescribed deadlines. In case of compliance constraints or deficiencies, the concerned responsible unit(s) may directly coordinate with the AO 25 Task Force Secretariat or the reviewing oversight agency to immediately address the matter.

4.0 Agencies that are unable to comply with all the Good Governance Conditions (GGCs) or a maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies shall be considered ineligible to FY 2020 PBB.

For guidance and strict compliance.



MENARDO I. GUEVARRA
Secretary

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cc: All concerned.