

**ARTA**  
ANTI-RED TAPE AUTHORITY  
OFFICE OF THE PRESIDENT



## THE EXECUTIVE ORDER NO. 61 (s. 2024) TECHNICAL WORKING GROUP<sup>1</sup>

RESOLUTION NO. 2024-2

JAN 28 2025

### GUIDELINES ON THE GRANT OF THE FY 2023 PERFORMANCE-BASED BONUS (PBB) AND FY 2024 PRODUCTIVITY ENHANCEMENT INCENTIVE (PEI)<sup>2</sup>

I-II

**WHEREAS**, Executive Order (EO) No. 61, s. 2024<sup>2</sup> mandates the establishment of a streamlined and simplified government performance management and incentives system, harmonizing the Results-Based Performance Management System (RBPMS) and Performance-Based Incentive (PBI) System with ease of doing business initiatives;

**WHEREAS**, Section 1 of EO No. 61 suspended the implementation of Administrative Order (AO) No. 25, s. 2011<sup>3</sup> and EO No. 80, s. 2012,<sup>4</sup> and all other relevant issuances related thereto, to facilitate the study and review of the RBPMS and PBI System;

**WHEREAS**, prior to the issuance of EO No. 61, s. 2024, the AO 25 Inter-Agency Task Force (IATF) issued Memorandum Circular No. 2023-1 dated 22 August 2023 providing the guidelines for the grant of the FY 2023 PBB;

**WHEREAS**, the amounts allocated for the grant of the FY 2024 PEI have been comprehensively released to government agencies pursuant to EO No. 80, s. 2012;

**WHEREAS**, EO No. 61 directs the TWG to prepare a **transition plan for the grant of the FY 2023 PBB**, to be submitted to the Office of the President (OP), through the Office of the Executive Secretary (OES), within three (3) months from the effectivity of said issuance;

**WHEREAS**, the OP-OES has issued its approval of the subject Transition Plan, authorizing the TWG to prepare the necessary guidelines to facilitate the grant of the FY 2023 PBB and the FY 2024 PEI.

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED by the members of the EO No. 61 TWG that:**

1. The guidelines under AO 25 MC No. 2023-1 and the corresponding relevant issuances<sup>5</sup> governing the grant of the FY 2023 PBB shall be **adopted and reiterated**;
2. The validating agencies shall evaluate the submission of the participating agencies based on the criteria and requirements stipulated under the existing guidelines;

<sup>1</sup> Technical Working Group on New Government Performance Management System

<sup>2</sup> Suspending the Implementation of Administrative Order No. 25, s. 2011, and Executive Order No. 80, s. 2012, as amended, dated 3 June 2024

<sup>3</sup> Creating an Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems, dated 21 December 2011

<sup>4</sup> Directing the Adoption of a Performance-Based Incentive System for Government Employees, dated 20 July 2012

<sup>5</sup> As issued for the grant of the FY 2023 PBB for government-owned or -controlled corporations, local water districts, and local government units

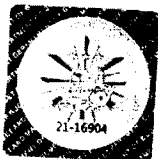
3. Agencies may file for appeals on the results of the FY 2023 PBB assessment following the guidelines provided in **Annex A** of this Resolution:
4. For this purpose, the AO 25 IATF Secretariat shall act as the Secretariat for the FY 2023 PBB cycle, with the following duties and responsibilities, among others:
  - 4.1 Consolidation of the validation reports submitted by the validating agencies.
  - 4.2 Preparation of the Final Eligibility Assessments (FEAs).
  - 4.3 Referral of the appeals submitted by the participating agencies to the validating agencies concerned or the composite review team (CRT) assigned, and
  - 4.4 Sending of notification to the appealing agency in case the validating agency or the CRT needs to conduct further evaluation or assessment of the subject appeal;
5. The EO No. 61 TWG member-agencies shall designate representatives to each CRT that will be created for the assessment of the appeals.
6. Recommendations for the issuance of the participating agencies' FEAs shall be endorsed by the AO 25 IATF Secretariat to the EO No. 61 TWG Chairperson, for approval; and
7. The release of the FY 2024 PEI to covered government personnel shall proceed accordingly upon issuance of the corresponding guidelines by the DBM for the purpose, in accordance with existing laws, rules, and regulations.

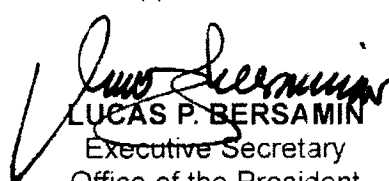
**RESOLVED FURTHER**, that a copy of this Resolution shall be posted in the Department of Budget and Management website and furnished to all offices concerned for their information and appropriate action.

Approved this 27th day of November, 2024 in Manila, Philippines

  
**AMENAH F. PANGANDAMAN**

Secretary  
Department of Budget and Management  
**Chairperson**




  
**LUCAS P. BERSAMIN**

Executive Secretary  
Office of the President  
**Co-Chairperson**

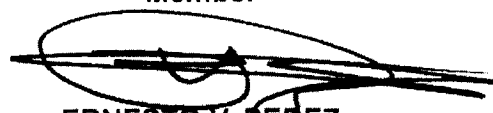


  
**RALPH G. RECTO**  
Secretary, Department of Finance  
**Member**



  
**ARSENIO M. BALISACAN**  
Secretary, National Economic and Development Authority  
**Member**



  
**ERNESTO V. PEREZ**  
Director General, Anti-Red Tape Authority  
**Member**

**JAN 28 2025**

**ANNEX A**

**GUIDELINES ON THE FILING OF APPEALS  
ON THE GRANT OF THE FY 2023 PERFORMANCE-BASED BONUS (PBB)**

**1.0 GENERAL RULES**

1.1. A participating agency may file an appeal on the results of its Final Eligibility Assessment (FEA) under the following circumstances:

1.1.1. The agency is ineligible for the grant of the PBB;

1.1.2. The agency is eligible for the grant of the PBB but has concerns on the assessment results of certain eligibility requirements, e.g., points garnered for Performance Results; and

1.1.3. The agency is eligible for the grant of the PBB but has to isolate delivery units due to non-compliance with the eligibility requirements and/or Agency Accountabilities.

1.2. The appeal shall provide a clear and concise statement of the issues and concerns being brought for appeal. Evidence and other relevant supporting documents shall be provided by the appealing agency concerned to substantiate its appeal. Among the acceptable pieces of evidence are as follows:

1.2.1. Any means of verification for the accomplishment of or compliance with the requirement/s that was/were initially assessed as unmet or non-compliant;

1.2.2. Additional supporting documents reinforcing the accomplishment reports that were considered during the evaluation. Documents that modify or alter the previously submitted accomplishment reports shall not be accepted; and

1.2.3. Any document providing justification to the non-applicability of an eligibility criteria or agency accountability requirement to the agency concerned considering its nature, mandates, and functions.

1.3. The nature, mandates, and functions of the appealing agency shall be considered in determining the validity of the concerns being raised. For this purpose, participating agencies shall be categorized as follows in the evaluation of appeals:

1.3.1. Staff agencies, or those performing advisory, planning, and/or oversight functions;

1.3.2. Agencies delivering frontline services and performing regulatory functions;

- 1.3.3. Agencies delivering frontline services; and
- 1.3.4. State universities and colleges.
- 1.4. Appeals shall be referred first to the validating agency concerned with the criteria or requirement being appealed, who shall then provide its initial assessment of the performance or compliance of the appealing agency based on its set parameters/conditions, with due regard to the justification/s provided by the appealing agency.
- 1.5. Should the validating agency concerned deem that the appeal bears merit, but the justification provided by the appealing agency is beyond the scope of the parameters/conditions for the criteria or requirement in question, the appeal shall be elevated to the TWG for resolution.
- 1.6. For appeals elevated to the TWG, a composite review team (CRT) shall be constituted for the purpose, based on the agency categories mentioned under item 1.3 hereof. The CRT shall be responsible for the assessment of the justification provided by the appealing agency.
- 1.7. The CRT shall be composed of representatives from the member-agencies of the EO No. 61 TWG, as well as the validating agencies of the four (4) eligibility criteria.
- 1.8. The result of the revalidation and/or reassessment shall be endorsed by the validating agency concerned or the CRT to the EO No. 61 TWG for appropriate action.
- 1.9. For appeals requesting the inclusion of certain eligible personnel in the agency computation of PBB, a detailed explanation or justification should be provided to the EO No. 61 TWG.

## **2.0 SUBMISSION OF APPEALS**

- 2.1. An agency may submit an appeal within twenty (20) working days upon receiving its FEA. As such, appeals received beyond the said 20 working day-period shall no longer be entertained.
- 2.2. The agency shall prepare a written appeal letter, attached the supporting documents mentioned in item 1.2 of this Annex, addressed to the Chairperson of the EO No. 61 TWG and duly signed by the Head of the Agency, copy furnished the DBM EO No. 61 TWG Secretariat and the Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) Secretariat through the following channels:

### **DBM EO No. 61 TWG Secretariat**

Office Address: DBM Central Office, General Solano St., San Miguel, Manila

Email: [dbm-eo61secretariat@dbm.gov.ph](mailto:dbm-eo61secretariat@dbm.gov.ph)

JAN 28 2025

**AO 25 IATF Secretariat**

Office Address: 4B Floor, Development Academy of the Philippines, DAP Building, San Miguel Avenue, Pasig City

Email: [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)

- 2.3. Any submission to the EO No. 61 TWG which is not duly signed by the Head of the Agency shall be returned to the appealing agency without action.

**3.0 RESPONSE TO APPEALS**

- 3.1. Appeals endorsed by the EO No. 61 TWG to the AO 25 IATF Secretariat shall be referred to the CRT or validating agency concerned for resolution within a period of twenty (20) working days from the date of receipt of the referral.
- 3.2. Should the validating agency or CRT find it necessary to conduct further evaluation or assessment, the same validating agency or CRT group shall advise the AO 25 IATF Secretariat which shall notify the appealing agency in writing. An additional period up to ten (10) working days, as may be deemed necessary, shall be allocated for the resolution of said appeal.
- 3.3. Response to appeals, as approved by the EO No. 61 TWG, shall be deemed final upon issuance, hence, no motion for reconsideration shall be allowed on the same subject for appeal.

*-Nothing follows-*

JAN 28 2025

*[Signature]*

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