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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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27 February 2024

**JAMESON H. TAN**

President

Bulacan Agricultural State College

Pinaod, San Ildefonso, Bulacan

**Attention: Mr. John Edward Cruz**  
PBB Focal Person

Dear **President Tan**:

We regret to inform you that the **Bulacan Agricultural State College (BASC)** is **not eligible** for the grant of the FY 2022 Performance-Based Bonus (PBB), as the agency obtained **50 points** for the PBB Criteria and Conditions as provided in Section 4.0 of the AO25 Inter-Agency Task Force Memorandum Circular No. 2022-1. Further, the agency was found **non-compliant in two (2) of the Agency Accountabilities** under Section 5.0. The FY 2022 Final Eligibility Assessment is attached for your reference.

We wish to reiterate the responsibility of the Head of the Agency and the Performance Management Team (PMT) to communicate the information to your employees, and address comments and concerns they may raise.

To complete the PBB process, may we remind your office to publish the **FY 2022 Agency Scorecard** in your website or official publication.

Thank you and we hope for your continued participation and support to the PBB implementation.

Very truly yours,

**ACHILLES GERARD C. BRAVO**

Assistant Secretary, DBM and  
Chair, AO25 IATF TWG



**development academy  
of the philippines**

Technical Secretariat and Resource Institution



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# FY 2022 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

## BULACAN AGRICULTURAL STATE COLLEGE



**FY 2022 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS**  
per the AO25 Memorandum Circular (MC) No. 2022-1

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points

TABLE 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met <b>less than 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to controllable factors</b>	Met <b>less than 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to uncontrollable factors</b>	Met <b>at least 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to controllable factors</b>	Met <b>at least 80%</b> of performance indicators of the Congress-approved performance targets for FY 2022; <b>deficiencies due to uncontrollable factors</b>	Met <b>each one</b> of the Congress-approved performance targets for FY 2022 (all performance indicators)

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
<b>No substantial improvement</b> in ease of trasaction in both external core and internal services	Achieved substantial improvement in ease transaction in <b>internal service</b>	Achieved substantial improvement to ease transaction in <b>external service</b>	Achieved substantial improvements to ease transaction in <b>external but non priority core service and internal service</b>	Achieved substantial improvements to ease transaction in <b>priority core service (external) and internal service</b>

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
<b>1-19%</b> Disbursement BUR	<b>20-39%</b> Disbursement BUR	<b>40-59%</b> Disbursement BUR	<b>60-79%</b> Disbursement BUR	<b>80-100%</b> Disbursement BUR

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
<b>No submission/Did not conduct CCSS</b>	<b>Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB</b>	<b>More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB</b>	<b>High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB</b>	<b>High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB</b>



**FINAL ELIGIBILITY ASSESSMENT FOR FY 2022 PERFORMANCE-BASED BONUS**

**BULACAN AGRICULTURAL STATE COLLEGE**

**Overall Assessment:** The Bulacan Agricultural State College (BaSC) achieved **50 points** and is **not eligible** for the grant of FY 2022 PBB.

<b>A. Physical Accomplishments</b>			
<b>Criteria</b>	<b>Score</b>	<b>Points</b>	<b>Remarks</b>
<p><b>1. Performance Results</b></p> <p>Achieved 73% (8 out of 11) of the Congress-approved performance targets for FY 2022; failure to meet the targets for 3 deficiencies are due to <b>controllable factors</b>.</p>	1	5	<p>The BaSC did not meet <b>three (3) performance indicators</b></p> <ol style="list-style-type: none"> <li><b>MFO1:Higher Education Program PI1:Percentage of first-time licensure exam-takers who passed the licensure exams.</b> The actual accomplishment was 53.90% of the targeted 55%.</li> <li><b>MFO1:Higher Education Program PI4:Percentage of undergraduate programs with accreditation.</b> The actual accomplishment was 76.47% of the targeted 81.82%.</li> <li><b>MFO2:Research Program PI3:Percentage of research outputs presented in national, regional, and international fora within the year.</b> The actual accomplishment was 65.38% of the targeted 83%.</li> </ol> <p>The Commission on Higher Education (CHED) considered the non-attainment of the three (3) targets to be due to <b>controllable factors</b> based on the CHED report dated September 7, 2023.</p>
<p><b>2. Process Results</b></p> <p>No substantial improvement in both external and internal services.</p>	1	5	<p>In its Modified Form A, the BaSC reported the "Support to Operations" as an external service.</p> <p>According to the report, the BaSC was able to ease transactions and standardize the external service through the ISO 9001:2015 1<sup>st</sup> Surveillance Audit Certification. This resulted in having its ISO Process Manual through the conduct of the FY 2022 Management Review by the External Provider Performance Evaluation.</p> <p>The BaSC also reported that it retained its ISO 9001:2015 certification with the scope of the provision of instruction, tertiary education, and advanced education, including support to operations (instruction, research, extension, production, and development) and general administrative and finance services, valid from December 22, 2021 until December 21, 2022.</p> <p>On October 24, 2023, the AO25 IATF-TWG provided an initial assessment of the BaSC's process results accomplishments and requested additional information from the BaSC, specifically emphasizing tangible results that</p>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			<p>quantify the improvements made in the identified external and internal services.</p> <p>On October 31, 2023, the BaSC submitted a revised Modified Form A and replaced the initially reported external and internal services.</p> <p>The BaSC replaced its initially nominated external service, "Support to Operations" with "Recruitment and Selection" and reported that it digitized its client satisfaction survey and following evidence:</p> <ul style="list-style-type: none"> <li>● Client Satisfaction Survey Result (Management Review);</li> <li>● Screenshot of online and downloadable Client Satisfaction Survey;</li> <li>● ISO Process Manual and ISO recertification evidence in every step of the process report;</li> <li>● Re-engineering Plan; and</li> <li>● Updated Citizen's Charter Handbook FY 2022 Edition.</li> </ul> <p>For its internal service, the BaSC replaced its initially nominated internal service, "Instruction" with "Receiving of Applications for Leave" and reported that it digitized its leave form and client satisfaction survey. It also reported that it was able to ease the transaction and standardize through the ISO 1<sup>st</sup> Surveillance Audit Certification for its "Instruction" service and conducted the FY 2022 Management Review Client's Satisfaction Survey which resulted in having its ISO Process Manual.</p> <p>Based on the Anti-Red Tape Authority (ARTA) validation report dated November 30, 2023, in alignment with the FY 2022 PBB guidelines, agencies are required to nominate <b>one external and one internal service</b> to meet the process result obligation.</p> <p>Additionally, the BaSC nominated an external service as an internal service. As such, considering that it misclassified the service, its internal/external service will be equivalent to "No nominated service."</p> <p>The ARTA noted that although the BaSC was able to provide additional evidence/Means of Verification, specifically its updated Citizen's Charter, the substantial improvement in processing time, transaction costs incurred by clients, number of steps, and/or documentary requirements cannot be established for its services.</p> <p>Hence, there is <b>no substantial improvement</b> in ease of transaction in <b>both external core and internal services</b>.</p>



<b>A. Physical Accomplishments</b>			
<b>Criteria</b>	<b>Score</b>	<b>Points</b>	<b>Remarks</b>
<b>3. Financial Results</b> Achieved an average of 75% Disbursements and Earmarked Income BUR.	4	20	The actual accomplishment of the BaSC for Disbursements and Earmarked Income Budget Utilization Rate (BUR) was 75% based on the validation report from the Department of Budget and Management - Region 3 report dated March 23, 2023.
<b>4. Citizen/Client Satisfaction Results</b>  Achieved 90.27 satisfaction rate; 100% resolution and 0% compliance of the #8888 complaints; and no complaints received from CCB.	4	20	The BaSC reported an overall satisfaction rating of 90.27 and observed the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) pursuant to Annex 5 of the AO 25 MC 2022-1.  The BaSC achieved 100% (1 out of 1) resolution and 0% compliance rate for the complaints received through the #8888 platform for the period of January 1, 2022 to December 31, 2022 based on the Office of the President (OP) report dated May 3, 2023.  In addition, the agency also did not receive any complaints through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2022 to December 31, 2022 based on the Civil Service Commission (CSC) report dated June 15, 2023.
<b>Total</b>	<b>10</b>	<b>50</b>	

<b>B. Agency Accountabilities</b>	<b>Compliance Status</b>
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Non-Compliant
• Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Compliant
• Submission of FY 2022 Non-Common Use Supplies and Equipment (APP non-CSE)	Non-Compliant
• Posting of Indicative FY 2023 APP non-CSE	Compliant
• Submission of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI)	Compliant
• Undertaking of Early Procurement Activities (EPA) covering FY 2023 Procurement Projects	Compliant
• Designation of the Agency's Committee on Anti-Red Tape (CART)	Compliant
• Compliance with the National Competition Policy (NCP)	Not Applicable

**C. Eligibility of Delivery Units and Individuals/Rates**

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such a case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of MC 2022-1 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2022-1 will also be isolated from the grant of the FY 2022 PBB.

To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

For additional information, please refer to Section 6.0 (Eligibility of Delivery Units and Individuals) and Section 7.0 (Rates of the PBB) of MC 2022-01.