

## 10. PERFORMANCE-BASED BONUS SYSTEM FOR GOCC OFFICERS AND EMPLOYEES

### Schedule of Availability of Service

Monday to Friday  
8:00 A.M. to 5:00 P.M.

### Who may avail of the Service

- GOCCs

### What are the Requirements

- PBB Forms based on the current GCG Memorandum Circular
- Supporting documents (hard and soft copy)

### Evaluation of PBB Applications

**Duration: 89 days and 15 minutes**

Step	Applicant/Client	Activity	Duration of Activity (under normal circumstances)	Person in Charge	Forms
1	Send Application for PBB	Receive documents, record in GCG's logbook and forward to the Office of the Chairman.	15 minutes	Receiving Admin Officer	
2	Receipt of acknowledgement letter	Issue acknowledgement letter from the office of the Chairman and forward request to the Commissioner-in-charge	1 day	Chief of Staff – Office of the Chairman	
3		Forward request to the Director-in-charge and/or CGO-in-charge. A routing slip shall be attached together with the document request.	1 day	Commissioner-in-charge	

4		Assign evaluation of request to the Division Chief-in-charge (DC).	1 day	Director-in-charge	
5		Assign evaluation of request to the Corporate Governance Officer-in-charge (CGO).	1 day	Division Chief-in-charge	
6		<p>Determine completeness of documents</p> <p>If the submitted documents are incomplete, inform GOCC thru phone/email to submit documents.</p> <p>If GOCC still failed to submit required document, draft letter requesting GOCC to submit lacking documents.</p>	1 day	CGO-in-charge	
7		<p>Evaluate whether the GOCC met the eligibility requirements.</p> <p>Evaluate based on the scorecard and supporting documents if the GOCC achieved an average rating score of 90%.</p> <p>If additional supporting documents is required to be submitted, communicate the requested documents to the GOCC. An ocular inspection shall be scheduled if necessary to determine/validate the score</p>	60 days	CGO-in-charge	

		Determine if GOCC has satisfied the required Good Governance Conditions (GCG and IATF).			
8		Draft a Memorandum for the Commission (MFC) and corresponding Annexes if applicable. Attach a draft letter and Annex, if applicable, containing either a grant of authority or denial of the GOCC's application.	7 days	CGO-in-charge	
9		Review draft MFC, letter and corresponding Annexes if applicable, and forward the same to the Director for review.	2 days	Division Chief-in-charge	
10		Review draft MFC, letter and corresponding Annexes if applicable. The Director affixes his/her initials and subsequently forwards the same for the final review of the Commissioner-in-Charge.	2 days	Director-in-charge	
11		Conduct final review of the draft MFC, letter and corresponding Annexes if applicable. The Commissioner-in-Charge subsequently endorses/recommends the same for the approval of the GCG Commission.	2 days	Commissioner-in-Charge.	
12		Approve and sign the MFC, letter and Annex	10 days	The Chairman, the Appointive Commissioners, and/or the Ex-	

				<i>Officio</i> Members	
13	Receipt of transmittal letter	Send out letter to the GOCC concerned, copy furnished the COA Resident Auditor, its Supervising Agency and the Department of Budget and Management (DBM), if necessary.	1 day	Admin Officer	