



**ADMINISTRATIVE ORDER NO. 178**  
**Series of 2021**

*Windy*  
DOLE-AS 16AUG 21 13:48

**IMPLEMENTING GUIDELINES ON THE GRANT OF THE  
PERFORMANCE-BASED BONUS (PBB) FOR OFFICIALS AND EMPLOYEES  
OF THE DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)  
FOR FISCAL YEAR (FY) 2021**

In accordance with Executive Order (EO) No. 80, Series of 2012, EO No. 201, S. of 2016 and Memorandum Circular (MC) No. 2021-1 issued by Administrative Order (AO) 25 Inter-Agency Task Force (IATF) that prescribed the criteria and conditions on the grant of FY 2021 PBB, the following are the guidelines in granting the PBB to all DOLE officials and employees.

**I. PURPOSE**

MC No. 2021-1 was issued to prescribe the criteria and conditions on the grant of the PBB for FY 2021 performance to be given in FY 2022. The main goal of the PBB is to strengthen the effectiveness of the incentives system to achieve the mission-critical objectives and expected outcomes of the government. For FY 2021, the PBB criteria and conditions were enhanced to:

1. Simplify the PBB process particularly the validation of compliance;
2. Provide flexibility in the implementation of the scheme;
3. Reinforce the results focus and their inter-linkages in assessing the overall performance e.g. budget utilization and physical accomplishment;
4. Administer a more transparent PBB scoring system;
5. Strengthen the role of agencies in ensuring accountability of units/individuals responsible for the criteria and conditions and;
6. Facilitate the timely release of incentives to eligible agencies.

and shall be categorized according to four (4) dimensions of accountability, namely:

1. Performance Results
2. Process Results
3. Financial Results
4. Citizen/Client Satisfaction Results

**II. COVERAGE**

These guidelines cover all DOLE officials and employees:

1. Holding regular plantilla positions;