



ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS FOR PERFORMANCE-BASED BONUS (PBB) 2024

1. As stated in item 5.0 of Memorandum Circular No. 2026-1 dated July 3, 2026, an agency shall be considered eligible for the FY 2024 PBB upon attaining a total score of at least 70 points. However, if the agency receives a rating lower than 4 in any of the Eligibility Criteria, the unit(s) and/or individual(s), including the head, that are most responsible for the said criterion shall be isolated and excluded from the grant of the FY 2024 PBB.
2. In addition, compliance with the Agency Accountabilities enumerated under item 6.0 of this MC shall be considered in determining the eligibility of responsible units and individuals for the grant of the FY 2024 PBB. The unit(s) and/or individual(s), including the head, that are most responsible for the Agency Accountabilities with which the agency is non-compliant shall also be isolated from the grant.
3. For this purpose, the agency's Performance Management Team or its equivalent unit/body in the agency shall determine the unit(s), head(s), and/or individual(s) to be isolated from the grant of the FY 2024 PBB.
4. Eligible delivery units shall be granted FY 2024 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as provided in item 8.1 hereof.
5. First-, second-, and third-level employees should achieve a performance rating of at least Very Satisfactory based on the agency's Strategic Performance Management System (SPMS) duly approved by the CSC; or the Career Executive Service Performance Evaluation System (CESPES) prescribed by the Career Executive Service Board (CESB). It is the responsibility of the agency's management to ensure the implementation of a CSC-approved SPMS and CESB-prescribed CESPES in order to determine individual performance ratings to serve as basis for identifying the employees eligible for the grant of the FY 2024 PBB.
6. Department Secretaries, Heads of OEOs, Chairpersons, Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB shall be equivalent to the rates stated in item 8.1 of this MC.
7. For SUCs, in case there is a change in leadership within the year, the SUC President who served the longest shall be entitled to the PBB with the equivalent rates following the provisions stated in item 8.1 hereof.

The PBB rate of the SUC President who served for a shorter period shall be based on the eligibility of the SUC where they served the longest.

8. Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
9. Personnel who transferred from one government agency to another agency shall be included by the agency where they served the longest. If the employee served in each agency for equal number of months, they will be included in the recipient agency.

10. Officials and employees who transferred from or to government agencies that do not participate in the 2024 PBB implementation shall be rated by the agency where they served the longest in 2024. They shall be eligible for the PBB grant on a pro-rata basis corresponding to their actual length of service to the participating agency. as provided in item 7.11 hereof.
11. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
12. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of government service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of government service rendered, as follows:

Table 6. LENGTH OF SERVICE AND PRECENTAGE OF PBB	
LENGTH OF SERVICE	% OF PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual government service requirement to be considered for PBB on a pro-rated basis:

- a. Being a newly hired employee

b. Retirement:

c. Resignation:

d. Any interruption in the continuity of service that is not a result of a disciplinary action;

e. Rehabilitation Leave:

f. Maternity Leave and/or Paternity Leave:

g. Special Leave Benefits for Women pursuant to RA No. 9710:

h. Special Emergency Leave under CSC MC Nos. 2, s. 2012 7 and 16, s. 2012; 8

i. Vacation or Sick Leave with or without pay;

j. Scholarship/Study Leave; and/or

k. Sabbatical Leave.
13. An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
14. Personnel found guilty of administrative and/or criminal cases by final judgment in FY 2024 shall not be entitled to the PBB. However, if the penalty meted out is only a reprimand, such a penalty shall not cause disqualification to the PBB.
15. Officials and employees who failed to submit the 2023 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015- 9 or those who are responsible for non-compliance with the establishment and conduct of the review and compliance procedure of SALN. shall not be entitled to the FY 2024 PBB.



16. Officials and employees who failed to liquidate all cash advances received in FY 2024 within the reglementary period, as prescribed in COA Circular No. 97-002 dated February 10, 1997, and reiterated in COA Circular No. 2009-002 dated May 18, 2009, shall not be entitled to the FY 2024 PBB.

Approved:

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SUC President III