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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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**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF DEPARTMENTS, BUREAUS, AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, OTHER EXECUTIVE OFFICES, CONGRESS, THE JUDICIARY, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS, LOCAL WATER DISTRICTS, AND LOCAL GOVERNMENT UNITS

**SUBJECT :** GUIDELINES ON FILING APPEALS FOR THE GRANT OF THE FY 2023 PERFORMANCE-BASED BONUS AND THE YEARS THEREAFTER

**DATE :** 12 APRIL 2024

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**1.0 PURPOSE**

These guidelines aim to outline the process involved in filing an appeal on the result of the evaluation of the agency's Performance-Based Bonus (PBB).

**2.0 COVERAGE**

This circular covers all departments, bureaus, offices, and other agencies of the National Government, including Constitutional Commissions, Other Executive Offices (OEOs), Congress, the Judiciary, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs), and Local Government Units (LGUs) for FY 2023 PBB cycle and years thereafter.

**3.0 APPEALS RELATED TO ELIGIBILITY REQUIREMENTS**

3.1 Agencies are granted a period of twenty (20) working days upon receiving the evaluation of the PBB Agency Accountability requirements and/or the result of the agency Final Eligibility Assessment (FEA) to lodge an appeal under the following circumstances:

- a. The agency is ineligible for the grant of the PBB; or
- b. The agency is eligible for the grant of the PBB but with issues on the eligibility requirements that affected the overall rating or the score received; or
- c. The agency is eligible for the grant of the PBB but should isolate delivery units due to non-compliance with the eligibility requirements and/or Agency Accountabilities.

- 3.2 The content of the appeal should set forth the issues and concerns concisely and clearly. Supporting documents or evidence should also be provided to substantiate the subject appeal. Among the **acceptable evidence or pieces of evidence** are as follows:
- a. Proof that the agency actually met/complied with the particular requirement/s that was/were initially assessed as unmet and/or non-compliant; and
  - b. Additional supporting documents to reinforce the earlier submitted accomplishment reports that were considered during the evaluation. Documents that modify or alter the previously submitted accomplishment reports will not be accepted.
- 3.3. For appeals requesting the inclusion of certain eligible personnel in the agency computation of PBB, a detailed explanation or justification should be provided.
- 3.4 Accordingly, consistent with AO25 Inter-Agency Task Force (IATF) Memorandum Circulars for the grant of the PBB, the DILG, the LWUA, and GCG shall issue separate guidelines for the mode of appeal for the LGUs, LWDs and GOCCs, respectively.

#### **4.0 SUBMISSION OF APPEAL LETTER**

A written appeal signed by the Head of the Agency and addressed to the Chairperson of the AO25 Inter-Agency Task Force (IATF) Technical Working Group (TWG) must be submitted to the AO25 Secretariat through the following channels:

Office Address: 4B Floor, Development Academy of the Philippines, DAP Bldg., San Miguel Avenue, Pasig City.  
Email: [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)

#### **5.0 RESPONSE TO APPEALS**

Appeals received by the AO25 IATF shall be resolved within twenty (20) working days from the date of receipt. However, if the validating agency finds it necessary to conduct further evaluation or assessment, the AO25 Secretariat shall notify the appealing agency in writing. In such cases, an additional period of twenty (20) working days will be allocated for the resolution of the appeal. Response to appeals shall be deemed final upon issuance.

#### **6.0 EFFECTIVITY CLAUSE**

This Memorandum Circular shall take effect immediately upon publication.

Certified true copies shall be posted on the RBPMS website (<https://rbpms.dap.edu.ph/>), the DBM website (<https://www.dbm.gov.ph/>), and the Official Gazette (<https://www.officialgazette.gov.ph/>), and shall be filed at the University of the Philippines Law Center.

  
**ACHILLES GERARD C. BRAVO**  
Assistant Secretary, DBM and  
Chair, AO25 IATF TWG