



**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF  
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**  
(Administrative Order No. 25 S. 2011)

**MEMORANDUM CIRCULAR NO. 2014- 3**

December 3, 2014

**TO: All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned or-Controlled Corporations**

**SUBJECT: Clarification on the Provision on the Nine-Month Service Requirement**

**1.0 PURPOSE**

This Memorandum Circular contains the clarification of the nine-month service requirement in determining the eligibility of the personnel for the grant of the FY 2014 Performance-Based Bonus based on an employee's contribution to the accomplishment of Office targets.

**2.0 GUIDELINES**

- 2.1 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating shall be eligible to the full grant of the PBB.
- 2.2 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis.

An employee may not be able to meet the minimum of nine (9) months of service due to the following reasons:

- 2.2.1 Being a newly hired employee;
- 2.2.2 Retirement
- 2.2.3 Resignation
- 2.2.4 Rehabilitation Leave
- 2.2.5 Maternity leave
- 2.2.6 Vacation or Sick Leave with or without pay
- 2.2.7 Scholarship/Study Leave
- 2.2.8 Sabbatical leave

2.3 An employee who is on vacation or sick leave, with or without pay, for the entire year, is not eligible to the grant of the PBB.

2.4 The following table shall serve as basis for the pro-rated amount:

<b>Length of Service</b>	<b>% of PBB</b>
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%

For your guidance.

**FLORENCIO B. ABAD**

Secretary, Department of Budget and Management  
and Chairman, AO 25 Inter-Agency Task Force

