



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DEPARTMENT OF BUDGET AND MANAGEMENT

JOINT MEMORANDUM CIRCULAR
NO. 2021-01

NOV 22 2021

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) REGIONAL DIRECTORS, DILG-BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM) MINISTER OF LOCAL GOVERNMENT, AND HEADS OF CONCERNED OFFICES

SUBJECT : GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR OFFICIALS AND EMPLOYEES OF LOCAL GOVERNMENT UNITS FOR FISCAL YEAR 2021

1.0 BACKGROUND AND PURPOSE

- 1.1 Memorandum Circular No. 2021-1 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s. 2011), dated 03 June 2021, stated that performance targets for Local Government Units (LGUs) shall be based on the *Guidelines on the Grant of PBB for LGUs* to be issued by the Department of the Interior and Local Government (DILG) and Department of Budget and Management (DBM).
- 1.2 This Joint Memorandum Circular is issued to prescribe the criteria and conditions for the grant of the PBB for FY 2021 performance of local government officials and employees, to be validated and given in FY 2022, as provided in the succeeding provisions of this JMC. This shall be implemented in close coordination with the AO25 IATF.

2.0 COVERAGE

This JMC covers all provinces, cities and municipalities, excluding barangays; and applies to all their officials and employees holding regular plantilla positions, as well as, contractual and casual personnel, having an employer-

employee relationship with these LGUs, and whose compensation are being paid wholly out of the Personnel Services budget.

The term "officials" as used in this issuance shall refer to those holding local elective positions.

The provisions contained herein are applicable only for the grant of the PBB for FY 2021.

3.0 ELIGIBILITY CRITERIA

3.1 To be eligible for the grant of FY 2021 PBB, LGUs must **pass the minimum local governance standards** which entails becoming a consistent passer of the **Good Financial Housekeeping (GFH)** excluding After Assessment passers, from FY 2014 up to the most recent assessment period, as of November 5, 2021.

3.2 LGUs qualified under Section 3.1 must also satisfy the following criteria and conditions:

- a. **Set-up Most Current and Updated Citizen's Charter reflecting the** LGU's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses and government agencies pursuant to Section 6 of **Republic Act (R.A.) No. 11032** and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

Relative to this, each LGU shall submit to the Anti-Red Tape Authority (ARTA) its Certificate of Compliance (CoC) for FY 2021 and reporting template in compliance with the Citizen's Charter requirement not later than March 31, 2022. The template of the CoC (Annex A), serves as the basis of the validation starting on April 2022.

Further details on the process to be observed for the submission of the CoC and the reporting template will be laid out in a separate issuance to be released by the Authority and posted on its official website.

- b. **Sustained Compliance with Audit Findings** of at least 30% of prior years' audit recommendations must be fully implemented as shown in the Report on the Status of Implementation Prior Years' Recommendations. These recommendations exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed in FY 2019 must also not recur. The inclusion of this criterion aims to: improve the LGU's internal control

processes; enhance operational effectiveness; and eliminate, resolve and remedy most, if not all, of the audit findings, by end of 2022,

- c. **Performance Rating System to be used for personnel in the First and Second Levels, and those occupying Career Executive Service (CES) positions** of departments/agencies in NGAs, GOCCs, and LGUs, including managerial or director positions, but are not Presidential appointees, shall be consistent with the Civil Service Commission (CSC)-approved Strategic Performance Management System (SPMS). For the CES officers and incumbents to CES positions, the rating of their performance shall be based on the guidelines issued by the CES Board (CESB), and

- 3.3 To qualify for the FY 2021 PBB, LGUs must first meet the requirement prescribed in Section 3.1 as a consistent passer of Good Financial Housekeeping from FY 2014 up to the most recent assessment period, and satisfy the criteria and conditions in Section 3.2. In case of non-compliance with any one (1) of the three (3) conditions in Section 3.2, LGUs may still qualify for the FY 2021 PBB with isolation of the unit/s and official/s most responsible for the deficiency.

4.0 FY 2021 PBB ASSESSMENT AND SCORING SYSTEM

LGUs shall be rated in accordance to their compliance to the criteria cited above. Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the LGU is 50 points. To be eligible for the FY 2021 PBB, the LGU must attain a total score of at least 40 points.

TABLE 1: FY 2021 PBB SCORING SYSTEM	
CRITERIA AND CONDITIONS	WEIGHT
1. Consistent Good Financial Housekeeping Passer	20 pts
2. Updated Citizen's Charter	10 pts
3. Sustained Compliance to Audit Findings	10 pts
4. Performance Rating System Consistent with SPMS	10 pts
TOTAL SCORE	MAXIMUM = 50 POINTS

It can be gleaned in Table 1 that compliance with all criteria yields a total of 50 points for an LGU. To attain a total score of at least 40 points, an LGU must first pass the criteria on GFH, then pass at least two of the other three criterion. In such case, while the LGU will be eligible, the unit most responsible for the criteria not complied with will be isolated from the grant of the FY 2021 PBB.

5.0 ENROLLMENT AND VALIDATION PROCESS

- 5.1 The grant of the PBB for FY 2021 to LGUs is not mandatory, and shall be implemented through an enrollment process;
- 5.2 LGUs that intend to participate in the grant of the PBB for FY 2021 shall signify their intention by writing a Letter of Intent (LOI) addressed to the DILG Regional Director concerned, through the following DILG Field Officers:
 - a. DILG Provincial Director for Provinces;
 - b. City Director or City Local Government Operations Officer (CLGOO) for Cities; or
 - c. Municipal Local Government Operations Officer (MLGOO) for Municipalities.

The DILG Regional Offices (ROs) shall compile the LOIs. These shall be officially transmitted to the BLGS through email address lgupbb.dilg@gmail.com not later than **December 10, 2021**. Only the DILG ROs are encouraged to submit through this platform to ensure effective tracking of submission;

- 5.3 The BLGS shall prepare the List of LGUs with LOIs. This list shall be counter-checked against the first shortlist based on Item 3.1a. Only those LGUs that have met all local governance standards shall be included in the final roll of LGUs to be transmitted to AO 25 Secretariat by **December 22, 2021**;
- 5.4 The AO25 Secretariat shall then advise ARTA, CSC and Commission on Audit (COA) to validate the compliance of the shortlisted LGUs with items 3.1b, 3.1c and 3.1d, respectively;
- 5.5 After the validation, ARTA, CSC and COA shall submit their findings to the AO25 Secretariat which, in turn, shall consolidate and process the findings to generate the List of Eligible LGUs or those LGUs that satisfy all the conditions prescribed in Section 3.0 of this issuance;
- 5.6 The List of Eligible LGUs shall be provided by the AO 25 Secretariat to the DILG, through the BLGS, on or before **July 29, 2022**;
- 5.7 Based on the said List, the DILG shall issue Notices of Eligibility by **August 12, 2022** to the qualified LGUs. These shall be prepared by the BLGS and signed by the DILG Secretary. Once signed, the Notices shall be transmitted to the concerned DILG Regional Offices for dissemination;

- 5.8 The Notice of Eligibility serves as the authorization of an LGU to grant the PBB, therefore, only LGUs receiving such document shall be eligible to the grant of the PBB for FY 2021; and
- 4.9 The List of Eligible LGUs shall be posted on the Results-Based Performance Management System (RBPMS) and DILG websites.

6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- 6.1 Local Chief Executives and Sanggunian members are eligible only if their respective LGUs are eligible. The maximum PBB rate is 65% of their monthly basic salary, as of December 31, 2021. Their rates must be consistent with rates indicated in Section 7;
- 6.2 The unit/s and official/s most responsible for the non-compliance to the criteria and conditions provided in Section 3.2 shall not be eligible for the grant of FY 2021 PBB;
- 6.3 To qualify, employees belonging to the first and second levels must receive a rating of at least a "Very Satisfactory" based on LGU's CSC-approved SPMS;
- 6.4 Personnel in detail to another government agency for six (6) months or more shall be included in the scoring of employees in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency;
- 6.5 Personnel who transferred to an LGU from another government agency in FY 2021 shall be rated by the LGU/agency where he/she served the longest. If equal months were served for each, he/she will be included in the recipient agency;
- 6.6 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 to the full grant of the PBB;
- 6.7 An official or employee, who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a "Very Satisfactory" rating shall be eligible to the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

TABLE 2. PERCENTAGE OF PBB RELATIVE TO OFFICIAL / EMPLOYEE'S LENGTH OF SERVICE	
LENGTH OF GOVERNMENT 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 service requirement to be considered for the PBB on a pro-rata basis:

- a. Newly-hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation leave;
 - e. Maternity leave and/or paternity leave;
 - f. Vacation or sick Leave with or without pay;
 - g. Scholarship/study leave; or
 - h. Sabbatical Leave;
- 6.8 An official or employee is disqualified to the grant of PBB due to ANY of the following reasons:
- a. On vacation or sick leave, with or without pay, for the entire year of FY 2021;
 - b. Found guilty of administrative and/or criminal cases by final and executory judgement in FY 2021; however, if the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
 - c. Failure to submit 2020 SALN as prescribed in the rules provided under CSC MC No. 3 s. 2015, including those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of the SALN;
 - d. Failure to liquidate all cash advances in FY 2021 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009;
 - e. Failure to submit complete SPMS Forms; or

- f. Failure to comply with the implementation of prior years' audit recommendations, or posting and dissemination of the LGU system of assessing performance of delivery units.

7.0 RATES OF THE PBB

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB an LGU is eligible for. The maximum rate of the PBB for officials and employees of LGUs who achieved 50 points shall be 100% of each individual's 65% monthly basic salary (MBS) as of December 31, 2021, unless they are otherwise qualified under Section 6.6 or disqualified under Section 6.7. For illustration, refer to Table 3 below:

TABLE 3: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
50 points	65% (Unless Section 6.6 or Section 6.7 is applicable)
40 points	50% (Unless Section 6.6 or Section 6.7 is applicable)

If funds are insufficient for the grant of the PBB, the PBB may be given at lower rates, but at uniform percentage of the prescribed rate, based on the LGU's financial capacity and Personnel Services limitation.

8.0 FUNDING SOURCES

The PBB shall be charged against LGU funds, subject to the Personnel Services limitation in LGU budgets, pursuant to Sections 325(a) and 331(b) of the Local Government Code of 1991 (R.A. No. 7160).

The LGU shall exercise prudence in the use of local funds. In determining the amount of the PBB, the Sanggunian concerned shall ensure that the same is reasonable and that the expenditure will not, in any way, adversely affect the delivery of services to the public.

9.0 SUBMISSION OF ACCOMPLISHED FORMS

- 9.1 The PDO and HRMO of the eligible Province, city or municipality shall accomplish Form 1 (Report on LGU Officials and Employees Eligible to Receive Grant of FY 2021 PBB);

- 9.2 Prior to the release of the PBB to eligible individuals, the accomplished Form 1 shall be submitted to the following personnel:
- a. DILG Provincial Director for provinces;
 - b. City Director or City Local Government Operations Officer (CLGOO) for cities; or
 - c. Municipal Local Government Operations Officer for municipalities (MLGOO).

The City Director or CLGOO and MLGOO shall transmit all submitted Form 1 documents to the concerned Provincial Director through the designated LGU-PBB Provincial Focal Person;

- 8.3 The designated LGU-PBB Provincial Focal Person shall accomplish Form 2 (Provincial Consolidation Report for Component Cities and Municipalities) and submit such, together with Form 1 documents, to the concerned DILG Regional Office through the designated LGU-PBB Regional Focal Person; and
- 8.4 The designated LGU-PBB Regional Focal Person shall accomplish Form 3 (Regional Consolidation Report for Provinces, Highly Urbanized Cities and Independent Component Cities) and submit such, together with accomplished Forms 1 and 2, to the BLGS, not later than **November 25, 2022**.

10.0 PAYMENT PERIOD

Considering fund availability, payment of FY 2021 PBB shall be made until December 31, 2023.

11.0 EFFECTIVITY

This Circular shall take effect immediately upon its publication in the DILG website.


EDUARDO M. AÑO
Secretary, DILG


TINA ROSE MARIE L. CANDAL
Officer-in-Charge, DBM



FORM 1

REPORT ON LGU OFFICIALS AND EMPLOYEES ELIGIBLE TO RECEIVE THE GRANT OF FY 2021 PBB

NAME OF LGU: _____

REGION: _____

SUMMARY

Information Required:	TOTAL
1. Total No. of Eligible Offices/Delivery Units	
2. Total No. of Eligible Officials and Employees Eligible to the Grant of PBB	
2.1 Elected Officials	
2.2 Appointed Officials/Personnel (Co-terminus)	
2.3 Personnel Holding Regular Plantilla Positions	
2.4 Contractual Personnel	
2.5 Casual Personnel	
3. Total No. of Officials and Employees Not Eligible to the Grant of PBB	
3.1 In accordance with exclusions under Sec. 6.2 of DILG-DBM JMC on the Grant of LGU PBB for FY 2021	
3.2 In accordance with exclusions under Sec. 6.8 of DILG-DBM JMC on the Grant of LGU PBB for FY 2021	
4. Total Amount Required for Payment of FY 2021 PBB: PhP _____	

GRANT OF LGU PBB FOR FY 2021

List of Eligible Offices / Delivery Units, Officials, and Employees

Name of Offices/Delivery Units	List of Employees											Remarks
	Names of Individuals	Elected	Appointed (Co- term)	Regular employees	Contractual	Casual	Salary Grade	Date of Assumption of Duty	Months in Service in 2021	Amount of PBB		
		✓ Check the appropriate box:										
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

*Add additional rows if necessary

GRANT OF LGU PBB FOR FY 2021

List of Ineligible Offices / Delivery Units, Officials, and Employees

Name of Offices/Delivery Units	List of Employees										Cause of Exclusion Check the appropriate box:	Remarks	
	Names of Individuals												Months in Service in 2021
	Elected	Appointed (Co-term)	Regular employees	Contractual	Casual	Salary Grade	Date of Assumption of Duty	Check the appropriate box:		Sec. 6.2			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

*Add additional rows if necessary

GRANT OF LGU PBB FOR FY 2021
List of Ineligible Offices / Delivery Units, Officials, and Employees

Name of Offices/Delivery Units	Names of Individuals	List of Employees					Date of Assumption of Duty	Months in Service in 2021	Cause of Exclusion		Remarks
		Elected	Appointed (Co-term)	Regular employees	Contractual	Casual			✓ Check the appropriate box:	Sec. 6.2	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

*Add additional rows if necessary

Prepared by:

Head of HRMO Head of PDO Head of Budget Office

Certified by:

City / Municipal Mayor / Governor

Date: _____

FORM 2

PROVINCIAL CONSOLIDATION REPORT FOR COMPONENT CITIES AND MUNICIPALITIES
OFFICIALS AND EMPLOYEES ELIGIBLE TO RECEIVE THE GRANT OF FY 2021 PBB

PROVINCE: _____

REGION: _____

Name of Component City / Municipality	No. of Personnel Eligible to the Grant of PBB	Total Amount of PBB	Remarks

*Add additional rows if necessary

Prepared by: _____

LGU-PBB Provincial Focal Person

Certified by: _____

DILG Provincial Director

FORM 3

REGIONAL CONSOLIDATION REPORT FOR PROVINCES, HIGHLY URBANIZED CITIES AND INDEPENDENT COMPONENT CITIES' OFFICIALS AND EMPLOYEES ELIGIBLE TO RECEIVE THE GRANT OF FY 2021 PBB

REGION: _____

Name of Province / HUC / ICC	No. of Personnel Eligible to the Grant of PBB	Total Amount of PBB	Remarks

*Add additional rows if necessary

Prepared by: _____

LGU-PBB Regional Focal Person

Certified by: _____

DILG Regional Director