



MEMORANDUM

TO : The Regional Executive Directors (NCR, CAR, Regions 1-13)
The Bureau Directors (FMB, LMB, BMB, ERDB)
The Service Directors

THRU : The Assistant Secretary for Policy, Planning and Foreign-Assisted
and Special Projects

FROM : The Undersecretary for Policy, Planning and International Affairs
and Chair, Performance Management Group

SUBJECT : DIGITIZATION INITIATIVES IN LINE WITH THE GRANT OF
PERFORMANCE-BASED BONUS (PBB) FOR FY 2020

DATE : NOV 16 2020

This refers to IATF Memorandum Circular No. 2020-1 containing the Guidelines on the Grant of the PBB for FY 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

As stated in the said Guidelines, one of the requirements for the grant of the 2020 PBB is for agencies to undertake digitization, develop online systems, and/or transform critical services from manual to contactless transactions, for faster and more efficient public service delivery. This is also in consonance with the government's efforts to further streamline processes and fully maximize our digital capabilities as well as our Information and Communications Technology (ICT) infrastructure and other resources.

In this regard, you are hereby requested to submit reports on the following:

- a) Digitization initiatives, online systems developed, transactions transformed from manual to contactless for services in FY 2020, following the attached format prescribed by the IATF. The titles or names of the services reflected in your Streamlining Forms A/A1 and the titles or names of services to be indicated in the table should match.
- b) Status of digitization initiatives launched prior to FY 2020; if these are still existing or currently implemented. Describe the modifications or enhancements done with these initiatives.

Please submit the requested reports to the Program and Evaluation Division (PMED) thru e-mail at ppso.pmed@denr.gov.ph not later than 26 February 2021.

For your compliance.


ATTY. JONAS R. LEONES

cc: USEC for Field Operations and Environment

LIST OF FY 2020 DIGITIZATION INITIATIVES

As stated in Section 5.2.1, agencies should report their digitization initiatives, development of online transactions, and/or contactless transactions in FY 2020. Please match the titles or names of the services in Forms A/A1 and in the list below.

If the department/agency has already launched digitization initiatives or efforts prior to FY 2020, kindly report the status if these are still existing or currently implemented. Departments/agencies may also report the modifications or enhancements done with these initiatives.

Total Number of Services with Digitization Initiatives	Example: two (2) services
Frontline Services	1
Non-frontline Services	1

Type	Service/s	Digitization Initiative/s*
Frontline	Example: 1.Passport application	Example: Online application using the platform found in the department's website. Online payment through the department's website and/or other online payment facilities.

Prepared by: _____

Name of Officer / Designation / Date

Approved by: _____

Department Secretary/Agency Head/ Date

**Departments/agencies may add rows as needed.*