



AUG 26 2021

MEMORANDUM

FOR/TO : **All Regional Directors**
All PENROs
All CENROs

All Bureau Directors

All Heads of Attached Agencies

FROM : **The Undersecretary**
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **COMPLIANCE WITH THE REQUIREMENTS UNDER SECTION 5:
AGENCY ACCOUNTABILITIES TIMELINES OF MEMORANDUM
CIRCULAR (MC) 2021-1**

This refers to the Memorandum Circular No. 2021 dated 23 June 2021 issued by AO25 Inter-Agency Task Force re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2021, wherein procurement activities are listed under section 5.0: Agency Accountabilities Timelines and its requirements.

In this regard, you are hereby reminded on the timelines and compliance with the following requirements particularly under procurement activities:

Deadline	Requirements	Validating Agency
Within thirty (30) days after the approval of the FY 2022 GAA	Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO. Note: Early Procurement Activities should be conducted in FY 2021	GPPB-TSO
March 31, 2021	Submit FY 2021 APP-non CSE to GPPB-TSO.	GPPB-TSO
June 30, 2021	Submit results of the APCPI system for FY 2020 Procurement Transactions to GPPB-TSO.	GPPB-TSO
August 31, 2021	Submit the FY 2022 APP-CSE thru the PhilGEPS Virtual Store.	DBM-PS
September 30, 2021	Posting of Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage.	GPPB-TSO
January 29, 2022	Update all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the PhilGEPS .	PS-PhilGEPS

Likewise, copy furnished Property and Supply Management Division-BAC Secretariat Section the submitted compliance with acknowledgement receipt of Validating Agency thru email at denrcoprocurement2020@gmail.com

Further, for monitoring purposes and to ensure the Department's compliance and to prevent numerous PhilGEPS Posting deficiencies of each office, this is to respectfully request you to send us your existing PhilGEPS user account, updated email address and PBB contact person for the above mentioned requirements.

For information and strict compliance.


ATTY. ERNESTO D. ADOBO, JR., *CESO I*

cc: The Undersecretary for Policy and Planning
and Chair, Performance Management Group

The Chief, PMED-PPS

Agency Accountability Timelines

For reference, agencies should observe the timelines and comply with the following requirements under Section 5.0: Agency Accountabilities of Memorandum Circular (MC) 2021-1:

Deadline	Requirements	Validating Agency
Within thirty (30) days after the approval of the FY2022 GAA	Submit Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects to the GPPB-TSO. <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB-TSO
March 31, 2021	Submit FY 2021 APP-non CSE to GPPB-TSO.	GPPB-TSO
June 30, 2021	Submit Results of the APCPI system for FY 2020 Procurement Transactions to GPPB-TSO.	GPPB-TSO
August 31, 2021	Submit the FY 2022 APP-CSE thru the PhilGEPS Virtual Store.	DBM-PS
September 30, 2021	Posting of Indicative FY 2022 APP-non CSE in the agency's Transparency Seal webpage.	GPPB-TSO
October 01, 2021	Maintain/Update the agency Transparency Seal (TS) under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO
December 04, 2021	Set-up the most current and updated Citizen's or Service Charter , reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies. Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph on or before December 04, 2021.	ARTA
December 31, 2021 <i>(validity of certificate)</i>	ISO QMS Certification of agencies should be valid until December 31, 2021. The ISO 9001:2015 certification(s)/recertification(s) must be valid as of December 31, 2021, and must be posted on the agency TS webpage not later than December 31, 2021.	DBM-SPIB
December 31, 2021	Sustained Compliance w/ Audit Findings Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2019 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness,	COA

Deadline	Requirements	Validating Agency
	and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.	
January 29, 2022	Update all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the PhilGEPS .	PS-PhilGEPS
October 1, 2021	Post the agency's policy on the Establishment and Conduct of the Agency Review and Compliance of SALN in the agency Transparency Seal for FY 2021.	CSC
January 29, 2022	Submit the following Freedom of Information (FOI) Program requirements to PCOO: a. Updated People's FOI manual b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report c. Modified One-page FOI Manual d. Screenshot of agency's home page	PCOO

Notes:

**As provided in MC No. 2021-1, while the above conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the oversight/validating agencies.*

***The oversight/validating agencies have the authority to modify their requirements and timelines as necessary. Agencies should directly contact the oversight/validating agencies of the above-mentioned Agency Accountabilities for updates and concerns.*