



26 NOV 2021

**MEMORANDUM**

**FOR/TO** : **All Regional Directors**  
**All Bureau Directors**  
**All Heads of Attached Agencies**

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

**SUBJECT** : **COMPLIANCE WITH THE REQUIREMENTS BASED ON THE UPDATED AGENCY ACCOUNTABILITY TIMELINES FOR THE FY 2021 PERFORMANCE-BASED BONUS (PBB)**

This refers to the email sent by the AO25 Secretariat on 17 November 2021 regarding the updated **Agency Accountability Timelines for the FY 2021 Performance-Based Bonus (PBB)** and also to clarify that the validating agency for the **Posting of Indicative FY 2022 APP Non-CSE** in the agency's Transparency Seal is the Department of Budget and Management-Office of the Chief Information Officer (DBM-OCIO).

In this regard, you are hereby reminded of the timelines and compliance with the PBB FY 2021 requirements particularly under procurement activities per Supplemental Updated FY 2021 Agency Accountability Timelines, attached Annex A.

Likewise, **All Regional Offices** are directed to consolidate/collate electronic copies of Means of Verifications (MOVs) from its respective PENROs and CENROs for the compliance of all listed PBB FY 2021 requirements under procurement activities and submit to the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) thru its email address at [denrcoprocmnt2020@gmail.com](mailto:denrcoprocmnt2020@gmail.com) on or before 31<sup>st</sup> of January 2022.

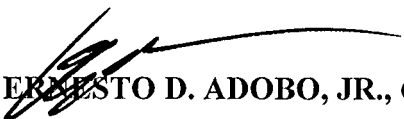
For easy reference and guidance for the submission of MOVs to PSMD-PrMS, please see table below:

REQUIREMENTS	MEANS OF VERIFICATION	FILE NAME
Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2022 Procurement Projects	Copy of Signed and Notarized Certification of Undertaking/Non-undertaking of Early procurement Activities or Certification of Exception from Early Procurement Activities per Annexes A, A-1 and A-2 of MC No. 2021-2, Supplemental Guidelines on the grant of PBB FY 2021.  Copy of Printed/Screenshot of proof of submission to GPPB-TSO thru email.  Copy of received auto acknowledgment from the GPPB-TSO as proof of submission.	(REGIONALOFFICE_PENRO/CENRO_EPA 2022)  ex. R3_EPA2022  R3_PENOBulacan_EPA2022  R3_CENROBulacan_EPA2022
FY 2021 APP-non CSE	Copy of Approved FY 2021 APP-non CSE  Copy of Printed/Screenshot proof of submission to the GPPB-TSO thru email.  Copy of received auto acknowledgment from the GPPB-TSO as proof of submission.	(REGIONALOFFICE_PENRO/CENRO_FY2 021APP-NONCSE)  ex. R3_FY2021APP-NONCSE  R3_PENROBulacan_FY2021APP- NONCSE  R3_CENROBulacan_FY2021APP- NONCSE

APCPI system for FY 2020 Procurement Transactions	Copy of Approved APCPI FY 2020  Copy of Printed/Screenshot proof of submission to the GPPB-TSO thru email.  Copy of received auto acknowledgment from the GPPB-TSO as proof of submission	(REGIONALOFFICE_PENRO/CENRO_FY2020APCPI)  ex. R3_FY2020APCPI  R3_PENROBulacan_FY2020APCPI  R3_CENROBulacan_FY2020APCPI
FY 2022 APP-CSE	Copy of Approved FY 2022 APP-CSE  Screenshot of proof that the Office is included in the List of Agencies with Successful 2022 APP-CSE submission in the Virtual Store ( <a href="https://ps-philgeps.gov.ph/home/index.php/agency-relations/2022-app-cse-submission">https://ps-philgeps.gov.ph/home/index.php/agency-relations/2022-app-cse-submission</a> )  Screenshot of uploaded of excel file of APP CSE 2022 at PS Virtual Store	(REGIONALOFFICE_PENRO/CENRO_FY2021APP-CSE)  ex. R3_FY2021APP-CSE  R3_PENROBulacan_FY2021APP-CSE  R3_CENROBulacan_FY2021APP-CSE
Indicative FY 2022 APP-non CSE	Copy of Approved 2021 Indicative APP posted in the Transparency Seal  Printed Copy/Screenshot of Proof of Posting 2021 Indicative APP posted in the Transparency Seal	(REGIONALOFFICE_PENRO/CENRO_INDICATIVEFY2022APP-NONCSE)  ex. R3_INDICATIVEFY2022APP-NONCSE  R3_PENROBulacan_INDICATIVEFY2022APP-NONCSE  R3_CENROBulacan_INDICATIVEFY2022APP-NONCSE
Update of all procurement requirements for transaction above 1 million from January to December 2021 in the PhilGEPS	PhilGEPS user account  Printed copy of above 1 million Projects with Updated, Failed or Cancelled Status in the PhilGEPS	(REGIONALOFFICE_PENRO/CENRO_PHILGEPS2021)  ex. R3_PHILGEPS2021 R3_PENROBulacan_PHILGEPS2021 R3_CENROBulacan_PHILGEPS2021

For further questions and clarifications, your focal persons for PBB under procurement activities may contact the PSMD-PrMS at their telephone number 8926-2675 or Facebook Messenger at Denro Procurement Mgt Section.

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

All PENROs

All CENROs

## 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
On or before 31 January of the fiscal year	Submit Certificate of Compliance that the agency conducted <b>Early Procurement Activities</b> for at least 50% of the Total Value of the <b>FY 2022 Procurement Projects</b> to the GPPB-TSO.  <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB-TSO
March 31, 2021	Submit <b>FY 2021 APP-non CSE</b> to GPPB-TSO.	GPPB-TSO
June 30, 2021	Submit Results of the <b>APCPI system for FY 2020 Procurement Transactions</b> to GPPB-TSO.	GPPB-TSO
September 30, 2021	Submit the <b>FY 2022 APP-CSE</b> thru the PhilGEPS Virtual Store.	DBM-PS
September 30, 2021	Posting of <b>Indicative FY 2022 APP-non CSE</b> in the agency's Transparency Seal webpage.	DBM-OCIO
October 01, 2021	<b>Maintain/Update the agency Transparency Seal (TS)</b> 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 <b>updated Citizen's or Service Charter</b> , 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 <a href="mailto:compliance@arta.gov.ph">compliance@arta.gov.ph</a> on or before December 04, 2021.	ARTA
December 31, 2021 <i>(validity of certificate)</i>	The <b>ISO QMS Certification</b> or equivalent certification/recertification must be valid as of December 31, 2021.  <i>Note: For compliance by departments and agencies which will use the ISO QMS certification/recertification as evidence or requirement for the Process Results criterion for the grant of the FY 2021 Performance-Based Bonus (PBB).</i>	To be provided in the GQMC guidelines on the validation of the certification.
December 31, 2021	<b>Sustained Compliance w/ Audit Findings</b> 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	COA

Deadline	Requirements	Validating Agency
	internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.	
January 29, 2022	<b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the <b>PhilGEPS</b> .	PS-PhilGEPS
October 1, 2021	Post the agency's policy on the <b>Establishment and Conduct of the Agency Review and Compliance of SALN</b> in the agency Transparency Seal for FY 2021.	CSC
January 29, 2022	Submit the following <b>Freedom of Information (FOI) Program</b> 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.*