



Republic of the Philippines  
**Department of Environment Natural Resources**  
 Visayas Avenue, Diliman, Quezon City, 1100  
 Trunkline (632) 929-66-26 • 929-6628 • 929-6635 • 929-4028 • 929-3618  
 426-0465 • 426-0001 • 426-0347 • 426-0480 • 426-0491  
 Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 755-3330 • 755-3300

APR 26 2022

**MEMORANDUM**

**TO :** All Regional Executive 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 MEMORANDUM CIRCULAR NO. 2022-1 DATED 24 MARCH 2022, GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2022 UNDER EXECUTIVE ORDER NO. 80 s. 2012 AND EXECUTIVE ORDER NO. 201 S. 2016

This refers to Memorandum Circular No. 2022-1 dated 24 March 2022 issued by AO25 Inter-Agency Task Force re: Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2022 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016.

In this regard, you are hereby reminded to observe the timelines and comply with the requirements under Section 5.0: Agency Accountabilities of MC No. 2022-1 particularly the procurement activities, attached annexes.

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 2022 procurement requirements under Section 5.0: Agency Accountabilities and submit to the Property and Supply Management Division-Procurement Management Section (PSMD-PrMS) thru its email address at [pbbprocurement2022@gmail.com](mailto:pbbprocurement2022@gmail.com) until 31<sup>st</sup> of January 2023.

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

REQUIREMENTS	MEANS OF VERIFICATION	FILE NAME
Submit certificate that the agency conducted <b>Early Procurement Activities</b> for at least 50% of the Total Value of the <b>FY 2023 Procurement Projects</b> to the GPPB-TSO  Note: Early Procurement Activities should be conducted in FY 2022	Copy of Signed and Notarized Certification of Undertaking submitted to GPPB-TSO  Copy of Printed/Screenshot of proof of submission to GPPB-TSO thru its email at <a href="mailto:earlyprocurement@gppb.gov.ph">earlyprocurement@gppb.gov.ph</a>  Copy of received Auto-generated acknowledgment from the GPPB-TSO as proof of submission	(REGIONALOFFICE/PENRO_FY2023EPA)  Ex. R1_FY2023EPA R1_PENROIlocosNorte_FY2023EPA

<p>Submit <b>FY 2022 APP-non CSE</b> to GPPB-TSO.</p>	<p>Copy of Approved FY 2021 APP –non CSE submitted to GPPB-TSO</p> <p>Copy of Printed/Screenshot proof of submission to the GPPB-TSO thru its email at <a href="mailto:app@gppb.gov.ph">app@gppb.gov.ph</a></p> <p>Copy of received Auto-generated acknowledgment from the GPPB-TSO as proof of submission</p>	<p>(REGIONALOFFICE/PENRO_FY2022APP-NONCSE)</p> <p>Ex. R1_FY2022APP-NONCSE R1_PENROIlocosNorte_FY2022APP-NONCSE</p>
<p>Submit Results of the <b>APCPI</b> system for <b>FY 2021 Procurement Transactions</b> to GPPB-TSO</p>	<p>Copy of Approved APCPI system for FY 2021 to GPPB-TSO</p> <p>Copy of Printed/Screenshot proof of submission to the GPPB-TSO thru its email at <a href="mailto:apcpi@gppb.gov.ph">apcpi@gppb.gov.ph</a></p> <p>Copy of received Auto-generated acknowledgment from the GPPB-TSO as proof of submission</p>	<p>(REGIONALOFFICE/PENRO_FY2021APCPI)</p> <p>Ex. R1_FY2021APCPI R1_PENROIlocosNorte_FY2021APCPI</p>
<p>Posting of <b>Indicative FY 2023 APP-non CSE</b> in the agency's Transparency Seal Webpage</p>	<p>Copy of approved an posted <b>Indicative FY 2023 APP-non CSE</b></p> <p>Copy/screenshot with date of proof of posting in the agency's Transparency Seal Webpage</p>	<p>(REGIONALOFFICE/PENRO_IndicativeFY2023APPnonCSE)</p> <p>Ex. R1_IndicativeFY2023APP-nonCSE R1_PENROIlocosNorte_IndicativeFY2023APP-nonCSE</p>
<p>Submit the <b>FY 2023 APP-CSE</b> thru the PhilGEPS Virtual Store</p>	<p>Copy of uploaded/submitted <b>FY 2023 APP-CSE in the PhilGEPS Virtual Store</b></p> <p>Copy/screenshot with date of proof of Agency's Successful 2023 APP-CSE Submission in the Virtual Store</p>	<p>(REGIONALOFFICE/PENRO_FY 2023APP-CSE)</p> <p>Ex. R1_FY 2023APP-CSE R1_PENROIlocosNorte_FY 2023APP-CSE</p>
<p><b>Update</b> all procurement requirements for tranactions above 1 million from January 1. 2022 to December 31, 2022 2022 in the PhilGEPS.</p>	<p>PhilGEPS user account name</p> <p>Copy of PhilGEPS Generated PBB Report with comply status through the PhilGEPS microsite link <a href="https://open.philgeps.gov.ph/pbb">https://open.philgeps.gov.ph/pbb</a></p>	<p>(REGIONALOFFICE/PENRO_PhilGEPSPosting2022)</p> <p>Ex. R1_FY 2023APP-CSE R1_PhilGEPSPosting2022</p>

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 Denrco 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

### FY 2022 Agency Accountability Timelines

For reference, agencies should observe the timelines and comply with the following requirements under Section 5.0: Agency Accountabilities of MC No. 2022-1:

DEADLINE	REQUIREMENTS	VALIDATING AGENCY
before January 31st 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 2022</i>	GPPB-TSO
March 31, 2022	Submit <b>FY 2022 APP-non CSE</b> to GPPB-TSO.	GPPB-TSO
June 30, 2022	Submit Results of the <b>APCPI system for FY 2021 Procurement Transactions</b> to GPPB-TSO.	GPPB-TSO
September 30, 2022	Posting of <b>Indicative FY 2023 APP-non CSE</b> in the agency's Transparency Seal webpage.	DBM-OCIO
September 30, 2022	Submit the <b>FY 2023 APP-CSE</b> thru the PhilGEPS Virtual Store.	PS-DBM
October 1, 2022	<b>Maintain/Update the agency Transparency Seal (TS)</b> under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM - OCIO
October 1, 2022	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 2022.	CSC
November 30, 2022	Submission of the <b>National Competition Policy (NCP) requirements</b> as stated in Section 5.2 of the FY 2022 PBB Guidelines.	PhCC
December 31, 2022	<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	COA

DEADLINE	REQUIREMENTS	VALIDATING AGENCY
	since FY 2020 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2022.	
January 30, 2023	<b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022 in the <b>PhilGEPS</b> .	PS-PhilGEPS
January 30, 2023	Submit the following <b>Freedom of Information (FOI) Program</b> requirements to PCOO: <ul style="list-style-type: none"> <li>a. Updated People's FOI manual</li> <li>b. Updated One-page FOI Manual</li> <li>c. FOI reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report</li> <li>d. Link to the agency's dashboard in the electronic FOI (eFOI) portal (<a href="http://www.foi.gov.ph">www.foi.gov.ph</a>)</li> <li>e. Updated AID-FOI Tool</li> <li>f. FOI Client/Customer Satisfaction Report</li> </ul>	PCOO
February 28, 2023	<b>Designation of the Agency's Committee on Anti-Red Tape (CART)</b>  Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007.	ARTA

*Notes:*

*\*As provided in MC No. 2022-1, 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 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.*

### **GUIDELINES ON PHILGEPS POSTING**

Maintain/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from January 1, 2022 to December 31, 2022, including the Early Procurement of FY 2022 Non-CSE items.

Departments/agencies should ensure that the status of notices in the PhilGEPS System for all transactions for the period January 1, 2022 to December 31, 2022, including the Early Procurement of FY 2022 Non-CSE items, is updated on or before January 31, 2023. *Failed or cancelled bid status should still be updated in PhilGEPS.*

Agencies should track their status through the PhilGEPS microsite link for monitoring purposes: <https://open.philgeps.gov.ph/pbb>. In the generated Excel report, bid notices will only be tagged as COMPLY if the Notice of AWARD and the Notice to Proceed have been posted. Likewise, those NOTICES with multiple lots and PARTIALLY AWARDED, FAILED and CANCELLED NOTICES will also be considered COMPLY.

If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P1,000,000) in the PhilGEPS due to factors that are outside of their control, the agency is no longer required to submit a letter of justification to PhilGEPS/AO25 IATF.

The Agency Head, with the help of its Performance Management Teams, shall continue to implement, monitor, and enforce compliance with the PhilGEPS requirements. Justification shall be subject to the self-assessment of the agency whether acceptable or not. Compliance with these conditions shall still be used as the basis in determining the eligibility of responsible units and individuals.

**SUBMISSION OF THE 2023 APP-CSE TO THE PS-DBM**

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies to submit their 2023 Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) to PS-DBM via the Virtual Store (VS) facility.

The deadline of submission is on **30 September 2022**.

The PS-DBM wishes to reiterate that hard copy or manual submission will not be accepted.

- Log-in to VS to download the 2023 APP-CSE template:

<https://philgeps.gov.ph/home>

- Visit our website for the procedural guidelines in uploading APP-CSE:

<https://ps-philgeps.gov.ph/home/>

footnotes:

- *The submission of APP-CSE is in compliance with **Memorandum Circular No. 2022-xxx** dated DD-MM-YYYY issued by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order No 25 s. 2011)*