



25 September 2023

MEMORANDUM

FOR/TO : All Staff Bureau Directors
All DENR Regional Executive Directors

: All Transparency Seal Focal Persons
Staff Bureaus and Regional Offices

FROM : The Director, Strategic Communications and
Transparency Seal Focal Point

SUBJECT : **FY2023 TRANSPARENCY SEAL ADVISORY NO. 3:**
UPDATING OF TRANSPARENCY SEAL REQUIREMENTS FOR
PBB FY2023

This has reference to **Memorandum Circular No. 2023-01 dated August 22, 2023 entitled Guidelines on the Grant of Performance-Based Bonus for Fiscal Year (FY) 2023 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016**, issued by the AO25 Inter-Agency Task Force (IATF) which provides that one of the Good Governance Conditions (GGCs) for the grant of Performance-Based Bonus (PBB) is the Maintenance/Updating of the Agency Transparency Seal.

Section 5 (Agency Accountabilities) of the said Memorandum states that “While the above conditions (particularly the Updating of Transparency Seal) 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 the responsible units and individuals. Agencies should submit these legal requirements directly to the oversight agencies.”

The following are the reports to be updated or uploaded to the Agency Transparency Seal (please follow same format):

I.	DENR mandates and functions, names of officials with their positions and designations, and contact information
a.	DENR Mandate, Vision, Mission
b.	DENR Directory of Officials
II.	Annual Financial Reports
a.	<u>FAR No. 1.</u> Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOBDB)
	a.1. FY2023 (Quarterly)
	a.2. FY2022 (Annual)
	a.3. FY2021 (Annual)
b.	<u>FAR No. 4.</u> Monthly Report of Disbursements (Monthly)
	b.1. FY2023 (Monthly)
	b.2. FY2022 (Annual)
	b.3. FY2021 (Annual)
c.	<u>BAR No. 1.</u> Quarterly Physical Report of Operations
	c.1. FY2023 (Quarterly)
	c.2. FY2022 (Annual)
	c.3. FY2021 (Annual)

	d.	BED No. 2, Physical Plan (Annual)
		d.1. FY2023
		d.2. FY2022
		d.3. FY2021
	e.	FAR No. 5, Quarterly Report on Revenue and Other Receipts (Quarterly)
		e.1. FY2023 (Quarterly)
		e.2. FY2022 (Annual)
		e.3. FY2021 (Annual)
	f.	BED No. 1, Financial Plan (Annual)
		f.1. FY2023
		f.2. FY2022
		f.3. FY2021
III.		DBM Approved Budget and Targets (only for current year)
	a.	DENR Budget FY2023
	b.	Corresponding GAA Targets FY2023
IV.		DENR Projects, Programs and Activities, Beneficiaries, and Status of Implementation (only for current year - indicate if not applicable or else zero rating will be given)
	a.	Enhanced National Greening Program (FY2023)
	b.	Land Disposition (FY2023)
	c.	Payapa at Masaganang Pamayanan (PAMANA) (FY2023)
V.		Annual Procurement Plan (APP)
	a.	FY 2023 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015 (to be posted not later than March 31, 2023)
	b.	FY 2024 Indicative Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015 (to be posted not later than September 30, 2023)
	c.	FY 2024 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM Memo Circular (to be posted not later than September 30, 2023)
VI.		QMS Certification of at least one core process by any international organization approved by the Inter-Agency Task Force or ISO 9001:2015 aligned QMS documents
	a.	DENR Quality Policy
	b.	Quality Management Manual and Annexes
	c.	QMS ISO Registration Certificates (to be posted not later than December 31, 2023)
VII.		System of Ranking Delivery Units for FY2023 PBB (to be posted by October 1, 2023)
	a.	Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY2023
VIII.		The Agency Review and Compliance Procedure of Statements and Financial Disclosures (to be posted by October 1, 2023)
	a.	DENR Review and Compliance Procedure for SALN
IX.		Freedom of Information (FOI)
	a.	Updated People's FOI Manual
	b.	Updated One-Page FOI Manual
	c.	Updated FOI Reports
	c.1.	Updated DENR Information Inventory (to be posted by January 30, 2024)
	c.2.	FY2023 DENR FOI Registry (to be posted by January 30, 2024)
	c.3.	FY2023 DENR FOI Summary Report (to be posted by January 30, 2024)
	d.	Onboarding to the eFOI Portal
	e.	FOI Feedback Report (to be posted by January 30, 2024)
	f.	Addressed overdue or pending FOI Requests

TIMELINESS OF UPDATING/UPLOADING AND SUBMISSION OF REPORTS ON TRANSPARENCY SEAL

Deadlines for Uploading for Regions and Staff Bureaus

The deadlines set for submission of Financial Reports by regional offices to the Central Office (Performance Management Group) is on or before the 15th day following the end of each quarter (FAR No. 1 & FAR No. 5) and 5th day following the end of the month (FAR No. 4), as stated in the attached Memorandum dated January 08, 2021 on Reiteration on the Submission of Budget and Financial Accountability Reports (BFARs) and other Financial Reports. Uploading of TS requirements may be done until the 2nd day thereafter as per attached FY2023 DENR Transparency Monitoring Sheet.

Deadlines for Uploading for OSEC/Central Office

The deadline set for the submission of financial reports to the Department of Budget and Management and Commission on Audit is on or before the 30th day following the end of each quarter (FAR No. 1 & FAR No. 5) and 10th day following the end of the month (FAR No. 4). Uploading of said reports shall be done until the 2nd day thereafter.

Timeliness and Quantity Performance Rating

Timeliness		Quantity	Rating	Quantity	Rating
Uploading Period (based on deadline)	Rating	52 and above	5.000	25	2.248
2 days ahead	5.000	51	4.919	24	2.186
1 day ahead	4.354	50	4.707	23	2.144
On deadline	3.000	49	4.566	22	2.083
1 day late	2.598	48	4.354	21	2.041
2 days late	2.186	47	4.212	20	1.990
3 days late	1.788	46	4.000	19	1.950
4 days late	1.384	45	3.919	18	1.889
5 days late and beyond	1.000	44	3.707	17	1.849
No submission	0	43	3.565	16	1.788
		42	3.354	15	1.748
		41	3.212	14	1.687
		40	3.000	13	1.647
		39	2.969	12	1.586
		38	2.908	11	1.546
		37	2.866	10	1.485
		36	2.804	09	1.444
		35	2.763	08	1.384
		34	2.701	07	1.243
		33	2.660	06	1.283
		32	2.598	05	1.242
		31	2.557	04	1.182
		30	2.495	03	1.142
		29	2.454	02	1.081
		28	2.392	01	1.040
		27	2.351	0	0
		26	2.289	TS SPMS Target: 40	

For your information and compliance.


KARMELA BEATRIZ L. GALURA


cc: The Assistant Secretary for Policy and Planning
 Vice-Chair, Performance Management Group

The Director, Planning and Policy Service Office

FY2023 DENR TRANSPARENCY SEAL (TS) MONITORING SHEET
(Regional Offices and Staff Bureaus)

Office: _____

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
I.	AGENCY'S MANDATE, VISION, MISSION AND LIST OF OFFICIALS					
a.	DENR mandate, vision and mission					
b.	List of DENR officials and their contact information (Updated per S.O issued)					
II.	ANNUAL FINANCIAL REPORTS					
A.	FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursement & Balances					
a.1	FAR No. 1	Q1 Report (on or before April 17, 2023)				
a.2	FAR No. 1		Q2 Report (on or before July 17, 2023)			
a.3	FAR No. 1			Q3 Report (on or before October 17, 2023)		
a.4	FAR No. 1				Q4 Report (on or before January 17, 2024)	

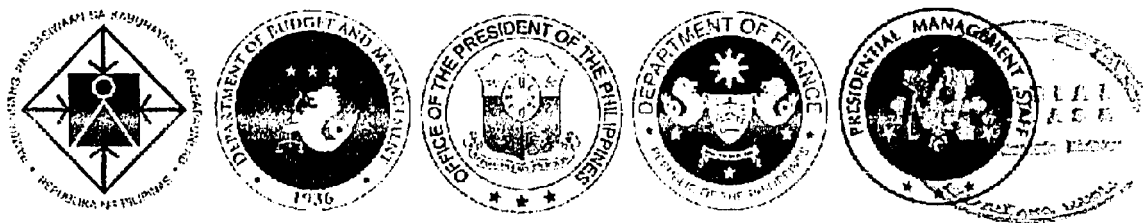
ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
B.	<u>FAR No. 4</u> : Summary Report on Disbursements					
b.1	FAR No. 4	January report (on or before Feb 6, 2023) February report (on or before March 6, 2023) March report (on or before April 6, 2023)				
b.2	FAR No. 4		April report (on or before May 6, 2023) May report (on or before June 6, 2023) June report (on or before July 6, 2023)			
b.3	FAR No. 4			July report (on or before Aug 6, 2023) August report (on or before Sept 6, 2023) Sept report (on or before Oct 6, 2023)		
b.4	FAR No. 4				Oct report (on or before Nov 6, 2023) November report (on or before Dec 6, 2023) December report (on or before Jan. 6, 2024)	

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
C.	BAR No. 1: Quarterly Report of Operations (Deadline: Submission to Central Office is on or before 30 th day after the end of each quarter)					
c.1	BAR No. 1:	Q1 Report (on or before May 01, 2023)				
c.2	BAR No. 1:		Q2 Report (on or before August 01, 2023)			
c.3	BAR No. 1:			Q3 Report (on or before Nov 01, 2023)		
c.4	BAR No. 1:				Q4 Report (on or before Feb 01, 2024)	
D.	Physical Plan FY2021 (BED No. 2) Deadline: November 29, 2022 as per Approved FY2023 Operational Planning Guidelines	To be posted on or before Nov. 29, 2022				
E..	FAR No. 5. Quarterly Report on Revenue and Other Receipts (Quarterly)					
e.1	FAR No. 5	Q1 Report (on or before April 17, 2023)				
e.2	FAR No. 5		Q2 Report (on or before July17, 2023)			
e.3	FAR No. 5			Q3 Report (on or before October 17, 2023)		
e.4	FAR No. 5				Q4 Report (on or before January 17, 2024)	
F.	BED No. 1. Financial Plan (Annual) Deadline: November 29, 2022 as per Approved FY2023 Operational Planning Guidelines	To be posted on or before Nov. 29, 2022				

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
III.	DBM APPROVED BUDGET AND TARGETS					
a.	Budget FY2023	Upon availability from DBM website				
b.	Targets/MFOs/GAA Targets FY2023	Upon availability from DBM website				
IV.	PROJECTS, PROGRAMS AND ACTIVITIES, BENEFICIARIES, AND STATUS OF IMPLEMENTATION (FY2023)					
a.	Enhanced National Greening Program					
b.	Land Disposition					
c.	Payapa at Masaganang Pamayanan (PAMANA)					
V.	ANNUAL PROCUREMENT PLAN (APP)					
a.	FY 2023 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015	Not later than March 31, 2023				
b.	Indicative Annual Procurement Plan for FY 2024 (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015			Not later than September 30, 2023		
c.	FY 2024 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM memo circular			Not later than August 31, 2023		
VI.	QMS CERTIFICATION BY ANY INTERNATIONAL ORGANIZATION APPROVED BY THE INTER-AGENCY TASK FORCE OR ISO 9001:2015 ALIGNED QMS DOCUMENTS					
a.	DENR Quality Policy					
b.	Quality Management Manual and Annexes					
c.	QMS ISO Registration Certificates				Not later than December 31, 2023	

ITEM NO.	TS REQUIREMENT	FY 2023				DATE UPLOADED
		Q1	Q2	Q3	Q4	
VII.	SYSTEM OF RANKING DELIVERY UNITS					
a.	Guidelines on the Grant the Performance-Based Bonus (PBB) for FY 2023 (DENR MC-)				On or before October 01, 2023	
VIII.	THE AGENCY REVIEW AND COMPLIANCE PROCEDURE OF STATEMENTS AND FINANCIAL DISCLOSURES					
a.	DENR Review & Compliance Procedure for SALN				To be posted not later than October 1, 2023	
XI.	FREEDOM OF INFORMATION (FOI)					
a.	Updated People's FOI Manual					Reposting only, if there is revision on the manual
b.	Updated One-Page FOI Manual					
c.	Updated FOI Reports					
c.1.	Updated DENR Information Inventory				To be posted by January 30, 2024	
c.2.	F Y2023 DENR FOI Registry				To be posted by January 30, 2024	
c.3.	FY2023 DENR FOI Summary Report				To be posted by January 30, 2024	
d.	Onboarding to the eFOI Portal				To be posted by January 30, 2024	
e.	FOI Feedback Report				To be posted by January 30, 2024	
f.	Addressed overdue or pending FOI Requests				To be posted by January 30, 2024	

Monitored by: _____, TS Focal



**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**
(Administrative Order No. 25 S. 2011)

MEMORANDUM CIRCULAR NO. 2023- 1

August 22, 2023

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, OTHER EXECUTIVE OFFICES, CONGRESS, THE JUDICIARY, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, LOCAL WATER DISTRICTS, AND LOCAL GOVERNMENT UNITS

SUBJECT: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR 2023 UNDER EXECUTIVE ORDER (EO) NO. 80, S. 2012 AND EO NO. 201, S. 2016

1.0 PURPOSE

This Circular is being issued to prescribe the criteria and conditions for the grant of the PBB for FY 2023 performance, to be given in FY 2024. Achieving a prosperous, inclusive, and resilient society through economic transformation requires the practice of open, efficient, and accountable governance. In pursuit of the goal of the Philippine Development Plan (PDP) 2023-2028 to practice good governance and improve bureaucratic efficiency, the FY 2023 PBB will contribute to raising the productivity, performance, transparency, and accountability of government agencies and employees, using the enhanced Results-based Performance Management System and the simplified Performance-based Incentive System.

The four (4) accountability dimensions – Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results remain relevant in achieving the PDP goals such as good governance and bureaucratic efficiency. The FY 2023 PBB through the Performance and Financial Results, will intensify transparency and disclosure in public spending information through the timely delivery of government programs and projects even during periods of adversity, such as health emergencies and natural hazards like the COVID-19 pandemic. For Process Results, ease of transaction in government services may be achieved through the continuous full implementation of process improvement efforts contributing to the Ease of Doing Business and Efficient Delivery of Government Services and strengthened adherence to quality management programs. Further, getting the citizen's feedback to ensure that the transacting public is satisfied with the delivery of public services is monitored under the Citizen/Client Satisfaction Results.

The FY 2023 PBB shall continue to measure and evaluate agency performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and reinforced agency stewardship. With the FY 2023 PBB, agencies will be able to conduct self-assessment of their overall performance through the provided transparent PBB scoring system tied-up to the rates of incentives.

2.0 COVERAGE

The FY 2023 PBB covers all departments, bureaus, offices, and other agencies of the National Government, including Constitutional Commissions, Other Executive Offices (OEOs), Congress, the Judiciary, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs), and Local Government Units (LGUs). For the list of departments/agencies and SUCs enrolled in the FY 2023 PBB, please refer to *Annex 1: Master List of Departments/Agencies and State Universities and Colleges*.

2.1 The implementation of this Circular shall be done in close coordination with the following agencies:

- a. Department of Budget and Management (DBM) for the Departments and attached agencies;
- b. Office of the President-Office of the Executive Secretary (OP-OES), DBM for OEOs, including the OP-attached agencies and the GOCCs covered by the DBM;
- c. Commission on Higher Education (CHED) for SUCs;
- d. Governance Commission for GOCCs (GCG) covered by Republic Act (RA) No. 10149;
- e. Local Water Utilities Administration (LWUA) for LWDs; and
- f. Department of the Interior and Local Government (DILG) for LGUs.

Accordingly, consistent with this Circular, the DILG, the LWUA, and the GCG shall issue separate guidelines for the grant of the FY 2023 PBB for LGUs, LWDs, and GOCCs covered by RA No. 10149, respectively, containing the specific targets/requirements to be satisfied by their covered agencies.

2.2 The personnel of agencies holding regular, contractual, and casual positions are covered by this Circular. Excluded from the coverage herein are individuals engaged without an employer-employee relationship and funded from non-Personnel Services budget.

3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2023 PBB, each agency must satisfy the criteria and conditions under the four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) in the four (4) dimensions of accountability based on the PBB Scoring System as will be discussed in detail in Section 4.0.

The FY 2023 **Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2023 General Appropriations Act (GAA). The **Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, digitization, standardization, systems and procedures reengineering, and other related improvements. The **Financial Results** refer to the actual spending of the agency's budget allotment vis-à-vis the realization of the committed programs and projects based on the FY 2023 GAA. The **Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public/client.

For FY 2023 PBB, the Agency Accountability requirements discussed in Section 5.0 shall be maintained and used to determine the eligibility of responsible units and individuals.

4.0 FY 2023 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency's accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria.

TABLE 1: FY 2023 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. The unit/s most responsible (including its head) for the criteria with a performance rating of below 4, will be isolated from the grant of the FY 2023 PBB.

4.1 Performance Results. The targets under Performance Results enable agencies to intensify transparency in public spending, concentrate their efforts and available resources on their mandates and core functions, as well as ensure the timely delivery of high-quality high-impact activities.

- a. For NGAs, GOCCs covered by the DBM, and SUCs, achieve each one of the Congress-approved performance targets under the PIB of the FY 2023 GAA;
- b. For GOCCs covered by RA No. 10149, achieve the physical targets reflected in their approved FY 2023 Performance Scorecard and eligibility requirements specified in a separate guideline to be issued by the GCG;

- c. For LWDs, achieve each one of the physical targets as identified by LWUA through separate guidelines; and,
- d. For LGUs, achieve the performance targets based on the Guidelines on the Grant of the PBB for LGUs to be issued by the AO25 IATF and the DILG.

The agency's performance in the achievement of targets shall be closely monitored through the use of the Unified Reporting System (URS) and/or Integrated Public Financial Management System (IFMIS) – generated Budget and Financial Accountability Reports (BFARs), which should be submitted in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of DBM National Budget Circular No. 587, pursuant to Section 99, General Provisions of Republic Act No. 11936 (FY 2023 GAA), to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the agency for improving the lives of Filipinos.

BFARs will be used to monitor and validate agency accomplishments. For deficiencies or non-attainment of FY 2023 targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit (COA), the DBM, and the Bureau of the Treasury (BTr), as applicable through the DBM URS and/or IFMIS, thirty (30) days after the end of the 4th quarter of FY 2023.

The requirements under Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met below 50% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 50% to less than 70% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 70% to less than 80% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 80% to less than 100% of performance indicators of the Congress-approved performance targets for FY 2023.	Met each one or 100% of the Congress-approved performance targets for FY 2023 (all performance indicators)

For agencies that do not receive budgetary support from the national government and GOCCs covered by the DBM, reporting of Performance Results shall be supported by the following documents to be submitted to the AO25 Secretariat, duly signed by the Head of the Agency or designated official:

- **Agencies without budgetary support** - Budget Preparation Form B - Agency Performance Measures (for physical performance), Operating Budgeting Utilization showing the approved level vs. actual, and all other applicable financial accountability reports.
- **GOCCs covered by the DBM** - DBM Form 700 reflecting the GOCCs Physical and Financial Performance, and DBM-prescribed Corporate Operating Budget (COB) forms.

4.2 Process Results. The target under Process Results is the greater ease of transaction of core services based on mandated functions (external) covering government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions, and the administrative and supporting services (internal) within the agency.

Further ease of transaction of critical external and internal services may be achieved through more rigorous approaches such as reengineering, streamlining, digitalization and other technological applications, and other types of process innovations implemented in the agencies including their Regional, Satellite, and Extension Offices.

4.2.1 For FY 2023 PBB, the target will be substantive improvements in ease of doing business/ease of transaction concerning **two (2) critical services** consisting of **one (1) core service (external) based on the mandated function of the agency and one (1) support/administrative service (internal)** as declared in the agency's/SUC's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

Agencies may declare the critical services previously reported in FY 2022 Process Results Report, **provided that there are new improvements introduced with verifiable results** (number or percentage of reduction in total processing time, steps, requirements, costs, etc.)

In the process of improving the services of agencies and in promoting the WOG approach in the bureaucracy, the ARTA enjoins all government agencies to adopt the WOG Reengineering Manual as a tool in the reengineering of government services which focuses on the reengineering of systems and procedures. It aims to support government agencies towards a new way of service delivery, giving better services for citizens through improvements in government agencies working in a more integrated, WOG approach.

As defined in ARTA MC 2019-002-A¹, the services may be categorized based on the following:

- a. **External services** - refer to government services applied for or requested by external citizens or clients or those who do not form part or belong to the government agency or office.
- b. **Internal services** - refer to government services applied for or requested by internal clients or individuals who are within the respective government agency or office, such as, but not limited to, its personnel or employees, whether regular or contractual. Internal services include services such as, but are not limited to, back-end/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorizing, or concession.

¹ *Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 s., 2019 Guidelines on the Implementation of the Citizen's Charter in Compliance with RA No. 11032*

4.2.2 In selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), agencies shall consider the selection of the services based on any of the following factors, or a combination thereof. **The selected critical service is:**

- a. A **core service** which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The **most complained service** with the greatest number of complaints received by the agency and other complaints-handling agencies.
- c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A **service that generates income/revenue** for the government.
- e. A service **attributable to the PREXC/Programs** of agencies.
- f. A **service that involves inter-agency action** to complete the transaction.

4.2.3 The substantial improvements or substantial reduction of the selected services may focus on the following areas of the selected services:

- a. **Actual documentary requirements** for a transaction for instance duplicative/unnecessary/non-value-adding documents and various prerequisites to be obtained from other government offices;
- b. **Total processing time** to include queueing to start a transaction, waiting time to complete a transaction, and backroom processing; in other words, the total turnaround time, not just the estimated time reflected in the agency's Citizens Charter;
- c. **Overall transaction cost** to obtain the service (while the official fees cannot be reduced unless authorized, the other transaction costs on the part of the transacting public (both visible and not visible) could be reduced. *Agencies could find out what these costs are if they get feedback and listen to the transacting public;*
- d. **Multiple hand-offs** where the transacting public needs to go to several offices and/or windows in order to complete a transaction; and elimination of multiple reviews and approvals to complete a transaction;
- e. **Administrative burden** associated with the transaction *i.e., the complexity and amount of effort that the agency need to expend in order to process the transaction;* and

- f. **Access to the service** that makes the transaction very easy, convenient, without or only with very minimal cost, reliable, and predictable.

4.2.4 The agencies and SUCs may use the concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted *initial Reengineering Plan* to ARTA as the basis for prioritizing areas for improvement. Agency's **substantial improvement results** shall be reported through *Annex 2: Modified Form A* which also contains a guide in accomplishing said form. Agencies and SUCs must report objectively verifiable evidence of achievements from the completed transactions of the reported services in ease of doing business/ease of transaction using Annex 2.

The requirements under Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS <i>(Agencies and SUCs)</i>				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transactions in internal service	Achieved substantial improvements to ease transactions in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

4.2.5 Agencies are required to submit a **report on the digitalization** initiatives or digital transformation of external and internal services through the following:

- a. development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions;
- b. utilization of disruptive and emerging technologies in system development and integration (e.g., blockchain, application programming interface, robotic process automation, cloud services, etc.);
- c. enabling data linkages and interoperability capacities among information systems;
- d. creating capacities for data management and analytics;
- e. modernization of existing systems and applications; and
- f. other process improvements using information technology.

The report should highlight the tangible results of digitalization in terms of ease of doing business or ease of transaction from the point of view of the transacting public client, such as but not limited to reduced waiting and processing times; reduced wastes in the process; lowered costs; real-time generation of reports for informed decision-making; expanded coverage; improved client satisfaction rating and similar outcomes.

The complete report on digitalization is also considered as an Agency Accountability as stated in Section 5.0.

4.3 Financial Results. For agencies and GOCCs covered by the DBM, attainment of the FY 2023 Disbursement BUR; and for SUCs likewise achieve the FY 2023 Disbursements BUR and the FY 2023 Earmarked Income targets.

Targets under Financial Results reflect final payments made from the agency's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2023. Hence for FY 2023, agencies shall accomplish the following Disbursements BUR:

4.3.1 Disbursement BUR – is measured by the ratio of total disbursements (excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in FY 2023, net of goods and services obligated by **December 31, 2022**, but paid only in FY 2023. The **total obligations** for MOOE and CO shall refer to those made from the current appropriations under the FY 2023 GAA and the continuing appropriations under FY 2022. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been utilized for payment of accepted goods delivered and services rendered. Hence:

$$\text{Disbursement BUR} = \frac{\text{Total Disbursements (excluding Personnel Services), net of payments made in FY 2023 for past years' obligations}}{\text{Total Obligations}}$$

For agencies that do not receive budgetary support from the national government and GOCCs covered by the DBM, reporting of Performance Results shall be supported by the following documents to be submitted to the AO25 Secretariat, duly signed by the Head of the Agency or designated official:

- a. **Agencies without budgetary support** - Budget Preparation Form B - Agency Performance Measures (for physical performance), Operating Budgeting Utilization showing the approved level vs. actual, and all other applicable financial accountability reports.
- b. **GOCCs covered by the DBM** - DBM Form 700 reflecting the GOCCs Physical and Financial Performance, and DBM-prescribed Corporate Operating Budget (COB) forms.

4.3.2 BUR for GOCCs is computed as follows:

$$\text{Disbursements BUR} = \text{Total Actual Disbursement/Total Actual Obligations (both net of Personnel Services)}$$

4.3.3 Agencies with fund transfers either for operating or program subsidies or both shall also achieve and report the same Disbursement BUR for NGAs for all the subsidy releases for FY 2023 from the aforementioned appropriations sources.

4.3.4 BUR for SUCs is computed as follows:

- a. **Disbursement BUR** is the same as the computation under Section 4.3a.
- b. Since all earmarked income of the SUCs (*e.g., trust funds, internally generated income, and revolving funds*) should benefit and improve the SUCs operations, its Disbursements utilization rates will also be reported following the formats in *Annexes 4, 4.1, and 4.2: FY 2023 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income*.

Same as for the Performance Results, the agencies must ensure the submission of the quarterly BFARs through the DBM-URS and/or IFMIS, in a timely manner financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis for determining the FY 2023 BUR accomplishment of agencies.

The requirements under the Financial Results shall be assessed and scored as follows:

TABLE 4: FY 2023 RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
Below 40% Disbursements BUR	40%-55% Disbursements BUR	55%-70% Disbursements BUR	70%-85% Disbursements BUR	85%-100% Disbursements BUR

- 4.4 Citizen/Client Satisfaction Results.** For NGAs, GOCCs covered by the DBM, and SUCs, resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB); and for LWDs and GOCCs covered by RA No. 10149, accomplish and submit reports on Client Satisfaction or feedback mechanism as prescribed by LWUA and GGC.

Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB). Agencies shall ensure the **resolution** of all complaints and grievances reported to Hotline #8888 and CCB, and their **compliance** to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.

Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

To provide evidence on this, agencies may submit a report summarizing Hotline #8888 and CCB complaints received in FY 2023 and their status if resolved or pending. The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the Office of the President, Presidential Management Staff, Civil Service Commission, and

Presidential Communications Operations Office from Hotline #8888 and CCB databases, as well as the Freedom of Information (FOI) portals.

To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to the definitions provided in *Section 2.4.2c of MC No. 2021-2*.

The requirements under the Citizen/Client Satisfaction Results shall be assessed and scored as follows.

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
0% resolution and compliance rate to #8888/CCB complaints	At least 1% resolution and compliance rate to #8888/CCB complaints	At least 50% resolution and compliance rate to #8888/CCB complaints	At least 75% resolution and compliance rate if there are more than 250 tickets to #8888/CCB complaints At least 80% resolution and compliance rate for 250 or less tickets to #8888/CCB complaints	100% resolution and compliance to #8888/CCB complaints

5.0 AGENCY ACCOUNTABILITIES. To sustain the institutionalization of compliance with existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies. See *Annex 6: FY 2023 Agency Accountability Timelines*.

TABLE 6: AGENCY ACCOUNTABILITIES	
Continuing Agency Accountabilities	<ul style="list-style-type: none"> a. Updating of Transparency Seal b. Compliance with Audit Findings and Liquidation of Cash Advances c. Compliance with the Freedom of Information (FOI) Program d. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN) e. PhilGEPS posting of all invitations to bids and awarded contracts - 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) (<i>Annex 7</i>) f. FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE) g. Posting of Indicative FY 2024 APP-non CSE h. FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (<i>Annex 8</i>) i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System j. Undertaking of Early Procurement Activities covering FY 2024 Procurement Projects

TABLE 6: AGENCY ACCOUNTABILITIES

	k. Designation of the Agency's Committee on Anti-Red Tape (CART) l. Compliance with the National Competition Policy (NCP) (<i>Annex 5 to 5.4</i>)
New Agency Accountabilities beginning FY 2023 PBB	m. For departments/agencies, SUCs, and GOCCs (DBM), continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process. (<i>Annex 3</i>) n. Administered Client Satisfaction Measurement (CSM) o. Report on the digitalization initiatives or digital transformation of external and internal services

While the above-mentioned conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis for determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the validating agencies.

6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 Similar to FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked for FY 2023 PBB. However, the unit/s most responsible for deficiencies shall be isolated.

6.1.1 Based on Table 1, to be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (4) accountability dimensions. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2023 PBB.

6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2023 PBB.

6.2 Eligible DUs shall be granted FY 2023 PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Section 7.0.

6.3 To be eligible for FY 2023 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).

6.4 Department Secretaries, Heads of OEOs, Chairpersons, Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB shall be equivalent to the rates stated in Section 7.0.

- 6.5 Non-ex officio Board Members of GOCCs covered by the DBM may be eligible for the PBB with the equivalent rates following Section 7.0 and these conditions:
- a. The GOCC has qualified for the grant of the FY 2023 PBB;
 - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine (9) months aggregated service in the position; and
 - d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016.
- 6.6 For SUCs, in case there is a change in leadership within the year, the SUC President who served the longest shall be entitled to the PBB with the equivalent rates following the provisions stated in Section 7.0.
- The PBB rate of the SUC President who served for a shorter period shall be based on the eligibility of the SUC where he/she served the longest.
- 6.8 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
- 6.9 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 6.10 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.12.
- 6.11 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 for the full grant of the PBB.
- 6.12 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 for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

TABLE 7: LENGTH OF SERVICE AND PERCENTAGE OF PBB	
LENGTH OF 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%

TABLE 7: LENGTH OF SERVICE AND PERCENTAGE OF PBB	
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 PBB on a pro-rata basis:

- a. Being 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; and/or
- h. Sabbatical Leave.

- 6.13 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
- 6.14 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such a penalty shall not cause disqualification to the PBB.
- 6.15 Officials and employees who failed to submit the 2022 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2023 PBB.
- 6.16 Officials and employees who failed to liquidate all cash advances received in FY 2023 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, shall not be entitled to the FY 2023 PBB.

7.0 RATES OF THE PBB

- 7.1 The total score as stated in Section 4.0 shall be the basis for determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% MBS of an individual as of December 31, 2023. For illustration, see Table 6 below.

TABLE 8: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
100 points	65% 100% of the 65% monthly basic salary
95 points	61.75% 95% of the 65% monthly basic salary
90 points	58.5% 90% of the 65% monthly basic salary

TABLE 8: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
85 points	55.25% 85% of the 65% monthly basic salary
80 points	52% 80% of the 65% monthly basic salary
75 points	48.75% 75% of the 65% monthly basic salary
70 points	45.5% 70% of the 65% monthly basic salary

- 7.2 Should the agency be assessed eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit the complete PBB requirements on time.

8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 8.1 The quarterly BFARs of the agencies which will be used to assess and validate Performance Results shall be submitted through the DBM URS and/or IFMIS in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587 pursuant to Section 99, General Provisions of Republic Act No. 11936 (FY 2023 GAA). BFARs will be used to assess and validate Performance Results. Non-compliance thereto must be supported with relevant justification.
- 8.2 All agencies should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) on or before **February 29, 2024**, through an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat). Late submission of complete PBB requirements of agencies that are assessed to be eligible to the grant of the FY 2023 PBB, shall be subject to a penalty (5% reduction in the rates of incentives) as indicated in Section 7.2.

As part of the AO25 efforts in digitalizing and streamlining the assessment processes, beginning FY 2023 PBB, the submission of accomplishment reports shall be fully online through the **Government Executive Information System (GEIS)** platform. The GEIS serves as the main source of performance information for agencies including both the historical and current status of eligibility to the PBB and compliance with government standards. Further details on the use of the GEIS shall be disseminated to the agencies through a separate communication.

- 8.3 Agencies shall ensure that all explanations and justifications for deficiencies are already attached in their online submission.
- 8.4 The AO25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- 8.5 Agencies are encouraged to provide information to the AO25 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.

- 8.6 Agencies shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549², agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof, and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2023 PBB requirement of the agency, to be complemented by a simplified *Annex 9: Report on Ranking of Offices/Delivery Units*.

For agencies with non-permanent positions or excluded from the coverage of the GMIS, a modified Form 1.0 shall be submitted to the DBM for review and evaluation.

9.0 EFFECTS OF NON-COMPLIANCE

A Department/Agency/SUC/GOCC/LWD/LGU, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of this Circular.

10.0 COMMUNICATION AND CHANGE MANAGEMENT

- 10.1 Head of Agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:

- a. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
- b. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
- d. Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated into the functions of their Grievance Committee.

² *Monthly Updating of the Personnel Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System dated October 21, 2013.*

- 10.2 The Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the agency. The name, position, and contact details (e-mail, landline, facsimile, cellular phone) of PBB focal persons should be submitted to the AO25 Secretariat.
- 10.3 Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 10.4 The AO25 IATF shall maintain the following communication channels:
- a. AO25 Secretariat at ao25secretariat@dap.edu.ph
 - b. RBPMS website: www.rbpms.dap.edu.ph
 - c. Telephone: (02) 8400-1469, (02) 8400-1490, (02) 8400-1582
 - d. Facebook: www.facebook.com/PBBsecretariat

11.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES

The Congress, the Judiciary, and Constitutional Commissions are encouraged to follow these guidelines to be eligible for the FY 2023 PBB.

12.0 EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect immediately upon publication.

Certified true copies shall be posted on the RBPMS website (<https://rbpms.dap.edu.ph/>), the DBM website (<https://www.dbm.gov.ph/>), and the Official Gazette (<https://www.officialgazette.gov.ph/>), and shall be filed at the University of the Philippines Law Center.


AMENAH F. PANGANDAMAN
Secretary, Department of Budget and Management



**Master List of
Departments, Agencies, and State Universities and Colleges**

A. DEPARTMENTS

Department	Offices/Bureaus/Units
1. Office of the President	<ul style="list-style-type: none"> ● Office of the Executive Secretary* ● Commissions ● Centers ● Technical and Staff Offices ● Offices of Presidential Advisers/Assistants (<i>per area of concern</i>) ● Offices with special concerns
2. Office of the Vice-President	<ul style="list-style-type: none"> ● Office of the Chief of Staff (<i>including the Office of the Vice-President Proper and the Office of the Assistant Chief of Staff</i>) ● Technical and Staff Offices
3. Department of Agrarian Reform a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Council Secretariat ● DAR Adjudication Boards ● Services ● Bureaus ● Regional Offices
4. Department of Agriculture a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Services ● Bureaus ● Regional Field Offices ● Institutes (e.g., PRRI) ● Centers (e.g., FDC)
b. Agricultural Credit Policy Council	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Staffs
c. Bureau of Fisheries and Aquatic Resources	<ul style="list-style-type: none"> ● Office of the Director* ● Central Office Divisions ● National Centers ● Regional Offices
d. Fertilizer and Pesticide Authority	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions

Department		Offices/Bureaus/Units
e.	National Fisheries Research and Development Institute	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions ● Centers
f.	National Meat Inspection Service	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Central Office Divisions ● Regional Technical Operation Centers
g.	Philippine Carabao Center	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Central Office Divisions ● Centers
h.	Philippine Center for Post-Harvest Development and Mechanization	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
i.	Philippine Council for Agriculture and Fisheries	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
j.	Philippine Fiber Industry Development Authority	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Central Office Divisions ● Regional Offices
5. Department of Budget and Management		
a.	Office of the Secretary (Proper)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Bureaus ● Services ● Regional Offices
b.	Government Procurement Policy Board - Technical Support Office	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
c.	Procurement Service	<ul style="list-style-type: none"> ● Office of the Executive Director* (including Internal Audit, Legal, and Corporate Planning Divisions) ● Functional Groups

Department	Offices/Bureaus/Units
<p>6. Department of Education</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Early Childhood Development Center (<i>identified as DU of the Office of the Secretary Proper</i>)</p> <p>c. National Academy of Sports</p> <p>d. National Book Development Board</p> <p>e. National Council for Children's Television</p> <p>f. National Museum</p> <p>g. Philippine High School for the Arts</p>	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including Early Childhood Care Development Council</i>) ● Bureaus ● Services ● Regional Offices ● Schools Division Offices ● Schools and Learning Centers** ● National Educators Academy of the Philippines <ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions <ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions <ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions <ul style="list-style-type: none"> ● Office of the Director-General* ● Divisions <ul style="list-style-type: none"> ● Office of the Director* ● Basic and Arts Education ● Staff Divisions
<p>7. Department of Energy</p> <p>a. Office of the Secretary (Proper)</p>	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including Investment Promotion Staff, Consumer Welfare and Promotion Staff, Public Affairs Staff, and Internal Audit Division</i>) ● Bureaus ● Services ● Field Offices
<p>8. Department of Environment and Natural Resources</p> <p>a. Office of the Secretary (Proper)</p>	<ul style="list-style-type: none"> ● Office of the Secretary* ● Bureaus ● Services ● Regional Offices

Department		Offices/Bureaus/Units
b.	Environmental Management Bureau	<ul style="list-style-type: none"> ● Office of the Director* ● Central Office Divisions ● Regional offices
c.	Mines and Geo-Sciences Bureau	<ul style="list-style-type: none"> ● Office of the Director* ● Central Office Divisions ● Regional Offices
d.	National Mapping and Resource Information Authority	<ul style="list-style-type: none"> ● Office of the Administrator* ● Branches
e.	National Water Resources Board	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
f.	Palawan Council for Sustainable Development Staff	<ul style="list-style-type: none"> ● Office of the Chairman* (<i>including Office of the Executive Director</i>) ● Divisions
9. Department of Finance		
a.	Office of the Secretary (Proper)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Services ● Offices
b.	Bureau of Customs	<ul style="list-style-type: none"> ● Office of the Commissioner* ● Services ● Offices
c.	Bureau of Internal Revenue	<ul style="list-style-type: none"> ● Office of the Commissioner* (<i>including Performance Evaluation Division</i>) ● Services ● Revenue Data Centers ● Revenue Regional Offices
d.	Bureau of Local Government Finance	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Services ● Regional Offices
e.	Bureau of the Treasury	<ul style="list-style-type: none"> ● Office of the Treasurer of the Philippines* ● Services ● Regional Offices
f.	Central Board of Assessment Appeals	<ul style="list-style-type: none"> ● Office of the Board* ● Offices of the Hearing Officers
g.	Insurance Commission	<ul style="list-style-type: none"> ● Office of the Commissioner (<i>including Internal Audit Division</i>) ● Services ● District Offices

Department		Offices/Bureaus/Units
h.	National Tax Research Center	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Groups
i.	Privatization and Management Office	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Services
j.	Securities and Exchange Commission	<ul style="list-style-type: none"> ● Office of the Chairperson* ● Sectoral Offices ● Departments ● Extension Offices
10.	Department of Foreign Affairs	
a.	Office of the Secretary	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including Technical Cooperation Council of the Philippines, UNESCO National Commission of the Philippines</i>)
b.	Technical Cooperation Council of the Philippines	
c.	UNESCO National Commission of the Philippines	<ul style="list-style-type: none"> ● Technical and Support Offices ● Embassies ● Consulate General ● Diplomatic Mission
d.	Foreign Service Institute	<ul style="list-style-type: none"> ● Office of the Director General ● Divisions
11.	Department of Health	
a.	Office of the Secretary (Proper)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Bureaus ● Services ● Regional Offices
	a.1 DOH-supervised Health Facilities**	<ul style="list-style-type: none"> ● Hospitals (including Special Hospitals, Medical Centers, and Treatment and Rehabilitation Centers)
b.	National Nutrition Council	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Central Office Divisions ● Regional Nutrition Offices
c.	Philippine National AIDS Council	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
12.	Department of Human Settlements and Urban Development	
a.	Human Settlements Adjudication Commission	<ul style="list-style-type: none"> ● Office of the Secretary* ● Bureaus/Services/Offices ● Regional Offices <ul style="list-style-type: none"> ● Office of the Executive Commissioner* ● Services ● Regional Adjudication Branches

Department	Offices/Bureaus/Units
<p>13. Department of Information and Communications Technology</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Cybercrime Investigation and Coordination Center</p> <p>c. National Privacy Commission</p> <p>d. National Telecommunications Commission</p>	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including CIO Corps, Legislative Liaison Division, International Cooperation Division, Postal Regulation Division, and Information and Strategic Communications Division</i>) ● Services ● Bureaus ● Regional Offices ● Office of the Executive Director* (<i>including the Legal Division</i>) ● Technical and Staff Offices ● Office of the Commissioner* (<i>including Office of the Director</i>) ● Technical and Staff Offices ● Office of the Commissioner* (<i>including Commission Secretariat, Broadcast Services Division, and Radio Spectrum Planning Division</i>) ● Branches ● Regional Offices
<p>14. Department of the Interior and Local Government</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Bureau of Fire Protection</p> <p>c. Bureau of Jail Management and Penology</p> <p>d. Local Government Academy</p> <p>e. National Commission on Muslim Filipinos</p>	<ul style="list-style-type: none"> ● Office of the Secretary* ● Technical and Support Services ● Bureaus ● Regional Offices ● Office of the Chief of the Fire Bureau* ● Technical and Support Services ● Regional Fire Stations ● Office of the Chief of the Jail Bureau* ● Directorates ● Jail Units by Region ● Office of the Director* ● Divisions ● Office of the Chairman* ● Office of the Director* ● Bureaus ● Services ● Regional Offices

Department		Offices/Bureaus/Units
f.	National Police Commission	<ul style="list-style-type: none"> ● Office of the Commissioner* ● Staff Services ● Regional Offices
g.	National Youth Commission	<ul style="list-style-type: none"> ● Office of the Chairman* (<i>including Office of the Executive Director</i>) Divisions
h.	Philippines Commission on Women	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
i.	Philippine National Police	<ul style="list-style-type: none"> ● Office of the Chief PNP ● Directorate ● Support Units ● Regional Police Operations
j.	Philippine Public Safety College	<ul style="list-style-type: none"> ● Office of the President* ● Functional Groups ● Institutes ● Academy ● College
15. Department of Justice		
a.	Office of the Secretary	<ul style="list-style-type: none"> ● Office of the Secretary* ● Technical and Support Services
	a.1 National Prosecution Service	<ul style="list-style-type: none"> ● Prosecution Staff* ● City Prosecutor's Offices ● Regional Prosecution Offices
b.	Bureau of Corrections	<ul style="list-style-type: none"> ● Office of the Director General* ● Directorates ● Prison and Penal Farms
c.	Bureau of Immigration	<ul style="list-style-type: none"> ● Office of the Commissioner* (<i>including board of Special Inquiry</i>) ● Central Office Divisions ● Airport/Sub-port Offices
d.	Land Registration Authority	<ul style="list-style-type: none"> ● Office of the Administrator* ● Technical and Support Services ● Regional Offices
e.	National Bureau of Investigation	<ul style="list-style-type: none"> ● Office of the Director* ● Services ● Regional Offices
f.	Office for Alternative Dispute Resolution	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Services ● Office of the Government Corporate Counsel*

Department		Offices/Bureaus/Units
g.	Office of the Government Corporate Counsel	<ul style="list-style-type: none"> ● Administrative Unit ● Sectoral Teams
h.	Office of the Solicitor General	<ul style="list-style-type: none"> ● Office of the Solicitor General* ● Legal Divisions ● Support Services
i.	Parole and Probation Administration	<ul style="list-style-type: none"> ● Office of the Administrator* ● Central Office Divisions ● Regional Offices
j.	Presidential Commission on Good Government	<ul style="list-style-type: none"> ● Office of the Commissioner* ● Technical and Support Services
k.	Public Attorney's Office	<ul style="list-style-type: none"> ● Office of the Chief Public Attorney* ● Services ● Regional Offices ● District Offices
16.	Department of Labor and Employment	
a.	Office of the Secretary (Proper)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Services ● Bureaus ● Regional Offices ● Philippines Overseas Labor Offices
b.	Institute for Labor Studies	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
c.	National Conciliation and Mediation Board	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Central Office Divisions ● Regional Conciliation Mediation Branches
d.	National Labor Relations Commission	<ul style="list-style-type: none"> ● Office of the Chairman* ● Office of the Executive Clerk of Court ● Court Divisions ● Regional Arbitration Boards/Branches ● Sub-Regional Arbitration Boards/Branches
e.	National Maritime Polytechnic	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
f.	National Wages and Productivity Commission	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Central Office Divisions ● Regional Tripartite Wages and Productivity Boards
g.	Overseas Workers Welfare Administration	<ul style="list-style-type: none"> ● Office of the Administrator* ● Technical and Staff Offices ● Regional Welfare Offices

Department		Offices/Bureaus/Units
h.	Philippine Overseas Employment Administration	<ul style="list-style-type: none"> ● Foreign Posts ● Office of the Administrator* ● Branches ● Technical and Staff Offices
i.	Professional Regulation Commission	<ul style="list-style-type: none"> ● Office of the Commissioner* ● Services ● Offices ● Regional Offices/Extension Units
j.	Technical Education and Skills Development Authority	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Technical and Staff Offices ● Services ● Regional Offices
17.	Department of National Defense	
a.	DND Proper (Office of the Secretary)	<ul style="list-style-type: none"> ● Office of the Secretary* ● Support Services
b.	Armed Forces of the Philippines	<ul style="list-style-type: none"> ● Office of the Commanding General* ● Commands
	b.1 Philippine Army	
	b.2 Philippine Air Force	<ul style="list-style-type: none"> ● Office of the Commanding General* ● Commands
	b.3 Philippine Navy	<ul style="list-style-type: none"> ● Office of the Flag Officer in Command* ● Commands
	b.4 General Headquarters	<ul style="list-style-type: none"> ● Office of the Chief of Staff* ● Commands
c.	Government Arsenal	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
d.	National Defense College of the Philippines	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
e.	Office of Civil Defense	<ul style="list-style-type: none"> ● Office of the Administrator* ● Services ● Operation Center ● Regional Offices
f.	Philippine Veterans Affairs Office (Proper)	<ul style="list-style-type: none"> ● Office of the Administrator* ● Services
g.	Veterans Memorial Medical Center	<ul style="list-style-type: none"> ● Office of the Director* ● Medical Service ● Nursing Service ● Administrative and Support Divisions

Department	Offices/Bureaus/Units
18. Department of Public Works and Highways	<ul style="list-style-type: none"> ● Office of the Secretary* ● Bureaus ● Services ● Regional Offices ● Project Management Offices (UPMO/RPMO-BARMM)
19. Department of Science and Technology a. Office of the Secretary b. Advanced Science and Technology Institute c. Food and Nutrition Research Institute d. Forest Products Research and Development Institute e. Industrial Technology Development Institute f. Metals Industry Research and Development Center g. National Academy of Science and Technology h. National Research Council of the Philippines i. Philippine Atmospheric, Geophysical and Astronomical Services Administration j. Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development k. Philippine Council for Health Research and Development l. Philippine Council for Industry, Energy and Emerging Technology Research and Development	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including International Technology Cooperation Unit, Science and Technology Foundation Unit, and Special Projects Division</i>) ● Services ● Regional Offices ● Office of the Director* ● Divisions ● Office of the Director* ● Divisions ● Office of the Director* ● Divisions ● Office of the Director* ● Divisions ● Office of the Executive Director* ● Divisions ● Office of the Executive Director* ● Divisions ● Office of the Executive Director* ● Divisions ● Office of the Administrator* ● Divisions ● Office of the Executive Director* ● Divisions ● Office of the Executive Director* ● Divisions ● Office of the Executive Director* ● Divisions

Department		Offices/Bureaus/Units
m.	Philippine Institute of Volcanology and Seismology	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
n.	Philippine Nuclear Research Institute	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
o.	Philippine Science High School	<ul style="list-style-type: none"> ● Office of the Executive Director* (including Technical and Staff Divisions) ● Campuses
p.	Philippine Textile Research Institute	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
q.	Science Education Institute	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
r.	Science and Technology Information Institute	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
s.	Technology Application and Promotion Institute	<ul style="list-style-type: none"> ● Office of the Director* ● Divisions
20. Department of Social Welfare and Development		
a.	Office of the Secretary	<ul style="list-style-type: none"> ● Office of the Secretary* ● Services ● Bureaus ● Regional Offices
b.	Council for the Welfare of Children	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
c.	Juvenile Justice and Welfare Council	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
d.	National Anti-Poverty Commission	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
e.	National Authority for Child Care	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Services ● Regional Offices
f.	National Commission on Indigenous Peoples	<ul style="list-style-type: none"> ● Office of the Chairman* ● Office of the Executive Director* ● Technical and Support Offices ● Regional Offices
g.	National Council on Disability Affairs	<ul style="list-style-type: none"> ● Office of the Executive Director* ● Divisions
h.	Presidential Commission for the Urban Poor	<ul style="list-style-type: none"> ● Office of the Chairman* ● Divisions

Department	Offices/Bureaus/Units
21. Department of Tourism a. Office of the Secretary b. Intramuros Administration c. National Parks Development Committee d. Philippine Commission on Sports Scuba Diving	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including the Legislative Liaison Unit</i>) ● Offices ● Services ● Regional Offices ● Foreign Field Offices ● Office of the Administrator* ● Divisions ● Office of the Executive Director* ● Divisions ● Office of the Executive Director* ● Divisions
22. Department of Trade and Industry a. Office of the Secretary b. Board of Investments c. Construction Industry of the Philippines d. Cooperative Development Authority e. Design Center of the Philippines f. Intellectual Property Office of the Philippines g. Philippine Trade Training Center	<ul style="list-style-type: none"> ● Office of the Secretary* (<i>including the Comprehensive Agrarian Reform Program</i>) ● Bureaus ● Services ● Offices ● Regional Offices ● Office of the Governor* ● Services ● Office of the Executive Director* ● Board ● Commission ● Foundation ● Office of the Chairman (<i>including Office of the Administrator and Internal Audit Division</i>)* ● Services ● Extension Offices ● Office of the Executive Director* ● Divisions ● Office of Director-General* ● Bureaus ● Services ● Office of the Executive Director* ● Divisions
23. Department of Transportation a. Office of the Secretary	<ul style="list-style-type: none"> ● Office of the Secretary* ● Services

Department	Offices/Bureaus/Units
<p>a.1 Land Transportation Office**</p> <p>a.2 Land Transportation Franchising and Regulatory Board**</p> <p>b. Civil Aeronautics Board</p> <p>c. Maritime Industry Authority</p> <p>d. Office of Transportation Cooperatives</p> <p>e. Office for Transportation Security</p> <p>f. Philippine Coast Guard</p> <p>g. Toll Regulatory Board</p>	<ul style="list-style-type: none"> • DOT-CAR • DOT-CARAGA • Central Office Divisions • Regional Offices • Central Office Divisions • Regional Franchising and Regulatory Offices • Office of the Executive Director* • Divisions • Office of the Administrator* • Services • Regional Offices • Office (e.g., STCWO) • Office of the Board Chairman (including Office of the Executive Director)* • Divisions • Office of the Administrator* • Services • PCG Headquarters • Coast Guard Districts • Office of the Board of Directors* (including Office of the Executive Director) • Divisions
<p>24. National Economic and Development Authority</p> <p>a. Office of the Secretary</p> <p>b. Commission on Population and Development</p> <p>c. Philippine National Volunteer Service Coordinating Agency</p>	<ul style="list-style-type: none"> • Office of the Secretary* • Staffs (Bureaus and Services) • Regional Offices • Secretariats (e.g., LEDAC Secretariat and PFMITF Secretariat) • Office of the Executive Director* (including Internal Audit Unit) • Central Office Divisions • Regional Population Offices • Office of the Director* • Divisions

Department	Offices/Bureaus/Units
<p>d. Public-Private Partnership Center of the Philippines</p> <p>e. Philippine Statistical Research and Training Institute</p> <p>f. Philippine Statistics Authority</p> <p>g. Tariff Commission</p>	<ul style="list-style-type: none"> ● Office of the Executive Director* (including Corporate Planning and Development Division) ● Services ● Office of the Executive Director* ● Divisions ● Office of the National Statistician* ● Services ● Regional Statistical Offices ● Office of the Chairman* (including Offices of the Service Directors) ● Divisions
<p>25. Presidential Communication Offices</p> <p>a. Presidential Communications Office (Proper)</p> <p>b. Bureau of Broadcast Services</p> <p>c. Bureau of Communications Services</p> <p>d. National Printing Office</p> <p>e. News and Information Bureau</p> <p>f. Philippine Information Agency</p> <p>g. Presidential Broadcast Staff – Radio Television Malacañang (RTVM)</p>	<ul style="list-style-type: none"> ● Presidential Communications Office* ● Services ● Media Research and Development Staff ● Offices (e.g., FOI-PMO) ● Office of the Director* ● Divisions ● Office of the Director* ● Divisions ● Office of the Director* ● Divisions ● Office of the Director* ● Divisions ● Presidential Press Staff ● Philippine News Agency ● Office of the Director* ● Divisions ● Regional Information Centers ● Office of the Executive Director* ● Divisions

B. CONSTITUTIONAL OFFICES AND OTHERS

Agency	Delivery Units
1. Civil Service Commission	<ul style="list-style-type: none"> ● Office of the Chairperson* ● Technical and Staff Offices ● Services ● Regional Offices
2. Commission on Audit	<ul style="list-style-type: none"> ● Office of the Chairperson* ● Technical and Staff Offices ● Clusters ● Services ● Regional Offices
3. Commission on Human Rights	<ul style="list-style-type: none"> ● Office of the Chairman* ● Technical and Support Services ● Field Operations ● Field Units
4. Office of the Ombudsman a. Office of the Ombudsman b. Office of the Special Prosecutor	<ul style="list-style-type: none"> ● Office of the Ombudsman* ● Technical and Support Offices ● Clusters ● Office of the Special Prosecutor* ● Bureaus

C. OTHER EXECUTIVE OFFICES

Agency	Delivery Units
1. Anti-Red Tape Authority	<ul style="list-style-type: none"> ● Office of the Director General* ● Offices ● Regional Field Offices
2. Career Executive Service Board	<ul style="list-style-type: none"> ● Office of the Executive Director ● Divisions
3. Climate Change Commission	<ul style="list-style-type: none"> ● Office of the Chairperson* ● Divisions
4. Commission on Filipinos Overseas	<ul style="list-style-type: none"> ● Office of the Chairman ● Divisions
5. Commission on Higher Education	<ul style="list-style-type: none"> ● Office of the Chairperson and the Commissioners* ● Office of the Executive Director ● Staff ● Bureaus/Services/Offices ● Regional Offices ● Legal Education Board ● UniFAST Board
6. Commission on the Filipino Language	<ul style="list-style-type: none"> ● Office of the Chairman* ● Divisions
7. Dangerous Drugs Board	<ul style="list-style-type: none"> ● Office of the Chairman* ● Technical and Support Offices
8. Energy Regulatory Commission	<ul style="list-style-type: none"> ● Office of the Chairman (<i>including the Internal Audit Division and the Office of the Executive Director</i>)*

Agency	Delivery Units
	<ul style="list-style-type: none"> ● General Counsel and Secretariat of the Commission ● Services
9. Film Development Council of the Philippines	<ul style="list-style-type: none"> ● Office of the Chairman (<i>including the Office of the Executive Director</i>)[*] ● Administrative and Finance Unit ● Cinema Evaluation Board and Archive Unit ● Festival and PFESO Unit
10. Games and Amusement Board	<ul style="list-style-type: none"> ● Office of the Chairman[†] ● Divisions ● Field Offices
11. Governance Commission for Government-Owned or -Controlled Corporations	<ul style="list-style-type: none"> ● Office of the Chairman[†] ● Technical and Staff Offices
12. Marawi Compensation Board	<ul style="list-style-type: none"> ● Office of the Chairperson ● Office of the Executive Director
13. Metropolitan Manila Development Authority	<ul style="list-style-type: none"> ● Office of the Chairman[*] (<i>including Council Secretariat, Management Information Staff and Public Affairs Staff</i>) ● Office of the General Manager[†] ● Services ● Offices
14. Mindanao Development Authority	<ul style="list-style-type: none"> ● Office of the Chairperson[*] (<i>including Offices of the Executive Director and Directors</i>) ● Divisions ● Area Management Offices
15. Movie and Television Review and Classification Board	<ul style="list-style-type: none"> ● Office of the Chairman ● Office of the Executive Director ● Divisions
16. National Commission for Culture and the Arts (Proper)	<ul style="list-style-type: none"> ● Office of the Chairman (<i>including the Office of the Executive Director</i>)[*] ● Divisions
17. National Historical Commission of the Philippines (National Historical Institute)	<ul style="list-style-type: none"> ● Office of the Commission Chairman[*] ● Office of the Executive Director[*] ● Divisions
18. National Library of the Philippines	<ul style="list-style-type: none"> ● Office of the Director[*] ● Divisions
19. National Archives of the Philippines (formerly Records Management and Archives Office)	<ul style="list-style-type: none"> ● Office of the Executive Director[*] ● Divisions ● Regional Archival Networks
20. National Commission for Senior Citizens	<ul style="list-style-type: none"> ● Office of the Chairman[*] ● Office of the Executive Director ● Bureau ● Service ● Regional Offices
21. National Intelligence Coordinating Agency	<ul style="list-style-type: none"> ● Office of the Director General[*] ● Directorates

Agency	Delivery Units
	<ul style="list-style-type: none"> Regional Offices
22. National Security Council	<ul style="list-style-type: none"> Office of the Director General* Technical and Support Units
23. Office of the Presidential Adviser on the Peace Process	<ul style="list-style-type: none"> Office of the Presidential Adviser* Technical and Support Services
24. Optical Media Board	<ul style="list-style-type: none"> Office of the Executive Director* Divisions
25. Philippine Competition Commission	<ul style="list-style-type: none"> Office of the Chairman* (<i>including Office of the Executive Director</i>) Technical and Staff Offices
26. Philippine Drug Enforcement Agency	<ul style="list-style-type: none"> Office of the Director General* Support Services Technical Offices Regional Offices
27. Philippine Racing Commission	<ul style="list-style-type: none"> Office of the Chairman* (<i>including Office of the Executive Director</i>) Divisions
28. Philippine Space Agency	<ul style="list-style-type: none"> Office of the Director General* Bureaus/Service
29. Philippine Sports Commission	<ul style="list-style-type: none"> Office of the Chairman/Commission Members* Office of the Executive Director Services
30. Presidential Legislative Liaison Office	<ul style="list-style-type: none"> Office of the Legislative Adviser* Liaison Offices Divisions
31. Presidential Management Staff	<ul style="list-style-type: none"> Office of the PMS Head Services Technical and Staff Offices

D. STATE UNIVERSITIES AND COLLEGES

Agency	Delivery Units
1. Colleges	<ul style="list-style-type: none"> Office of the President* Services Campuses (with Charter) Colleges (with CHED accreditation)
2. Universities	<ul style="list-style-type: none"> Offices of the President* Services Campuses (with Charter) Colleges (with CHED accreditation)

CAR

1. Abra Institute of Science and Technology
2. Apayao State College
3. Benguet State University
4. Ifugao State University
5. Kalinga State University (Kalinga-Apayao State College)
6. Mountain Province State University (Mt. Province State Polytechnic College)

Region I

7. Ilocos Sur Polytechnic State College
8. Don Mariano Marcos Memorial State University
9. Mariano Marcos State University
10. North Luzon Philippines State College
11. Pangasinan State University
12. University of Northern Philippines

Region II

13. Batanes State College
14. Cagayan State University
15. Isabela State University
16. Nueva Vizcaya State University
17. Quirino State College

Region III

18. Aurora State College of Technology
19. Bataan Peninsula State University
20. Bulacan Agricultural State College
21. Bulacan State University
22. Central Luzon State University
23. Don Honorio Ventura Technological State University
24. Nueva Ecija University of Science and Technology
25. Pampanga State Agricultural University (Pampanga Agricultural College)
26. Philippine Merchant Marine Academy
27. President Ramon Magsaysay Technological University
28. Tarlac College of Agriculture
29. Tarlac State University

Region IV-A

30. Laguna State Polytechnic University
31. Southern Luzon State University
32. Batangas State University
33. University of Rizal System
34. Cavite State University

Region IV-B

35. Marinduque State College
36. Mindoro State University (Mindoro State College of Agriculture and Technology)
37. Occidental Mindoro State College
38. Palawan State University
39. Romblon State University
40. Western Philippines University

Region V

41. Bicol University
42. Bicol State College of Applied Sciences and Technology
43. Camarines Norte State College

44. Camarines Sur Polytechnic College
45. Catanduanes State College
46. Central Bicol State University of Agriculture
47. Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology
48. Partido State University
49. Sorsogon State College

Region VI

50. Aklan State University
51. Capiz State University
52. Carlos Hilado Memorial State College
53. Guimaras State College
54. Iloilo State University of Science and Technology (Iloilo State College of Fisheries)
55. Central Philippines State University
56. Northern Iloilo State University (Northern Iloilo Polytechnic State College)
57. Northern Negros State College of Science and Technology
58. University of Antique
59. West Visayas State University
60. Iloilo Science and Technology University (Western Visayas College of Science and Technology)

Region VII

61. Bohol Island State University
62. Cebu Normal University
63. Cebu Technological University
64. Negros Oriental State University
65. Siquijor State College

Region VIII

66. Eastern Samar State University
67. Eastern Visayas State University
68. Leyte Normal University
69. Biliran Province State University
70. Northwest Samar State University
71. Palompon Polytechnic State University (Palompon Institute of Technology)
72. Samar State University
73. Southern Leyte State University
74. University of Eastern Philippines
75. Visayas State University

Region IX

76. JH Cerilles State College
77. Jose Rizal Memorial State University
78. Western Mindanao State University
79. Zamboanga City State Polytechnic College
80. Zamboanga State College of Marine Sciences and Technology

Region X

81. Northwestern Mindanao State College of Science and Technology
82. Bukidnon State University
83. Camiguin Polytechnic State College
84. Central Mindanao University
85. Northern Bukidnon State College
86. University of Science and Technology of Southern Philippines

Region XI

87. Davao del Norte State College
88. Davao del Sur State College
89. Davao Oriental State College of Science and Technology
90. Southern Philippines Agri-Business, Marine and Aquatic School of Technology
91. University of Southeastern Philippines
92. Compostela Valley State College

Region XII

93. Cotabato State University (Cotabato City State Polytechnic College)
94. Cotabato Foundation College of Science and Technology
95. Sultan Kudarat State University
96. University of Southern Mindanao
97. South Cotabato State College

CARAGA

98. Agusan Del Sur State College of Agriculture and Technology
99. Caraga State University
100. Surigao Del Sur State University
101. Surigao State College of Technology

BARMM

102. Basilan State College
103. Mindanao State University System
104. Sulu State College
105. Tawi-Tawi Regional Agricultural College
106. Adiong Memorial Polytechnic College

NCR

107. Marikina Polytechnic College (Marikina Polytechnic State College)
108. Eulogio "Amang" Rodriguez Institute of Science and Technology
109. Philippine Normal University
110. Philippine State College of Aeronautics
111. Polytechnic University of the Philippines
112. Rizal Technological University
113. Technological University of the Philippines
114. University of the Philippines System (UP)

E. Government-Owned and Controlled Corporations (GOCCs) under DBM

1. Development Academy of the Philippines
2. Lung Center of the Philippines
3. National Kidney and Transplant Institute
4. Philippine Center for Economic Development
5. Philippine Children's Medical Center
6. Philippine Heart Center
7. Philippine Institute of Traditional and Alternative Health Care
8. Philippine Institute for Development Studies
9. Philippine Rice Research Institute
10. Aurora Pacific Economic and Freeport Zone Authority
11. Authority of Freeport Area of Bataan
12. Cagayan Economic Zone Authority
13. Philippine Economic Zone Authority
14. PHIVIDEC Industrial Authority
15. Subic Bay Metropolitan Authority
16. Zamboanga City Special Economic Zone Authority

Note:

** Including the Office(s) of the Deputy Head(s) and immediate support staff.*

*** Agencies to be treated separately from their mother departments for the purpose of rating and ranking*

MODIFIED FORM A – DEPARTMENT/AGENCY PROCESS RESULTS REPORT

AGENCY NAME: _____

	(A)	(B)		
	ONE (1) EXTERNAL CORE SERVICE	ONE (1) INTERNAL SERVICE		
(1) Name of Service				
(1a) Reason for Selection				
(2) Responsible Unit/s				
(3) Identified Clients <i>(per service)</i>				
(4) Number of Client Visits In FY 2023				
(5) Volume of Transactions In FY 2023				
(6) Volume of Transactions In FY 2022				
(7) FY 2022 Improvements <i>(ease of transaction, digitization, standardization)</i>				
(8) FY 2022 Results <i>(evidence)</i>				
(9) FY 2023 Improvements <i>(ease of transaction, digitization, standardization)</i>				
(10) FY 2023 Results <i>(evidence)</i>				
(11) FY 2023 Citizen/Client Satisfaction Rating of the Service <i>(per service rating)</i>				
(12) Remarks				

Prepared by:

Name of Officer / Designation / Date

Approved by:

Department Secretary/Agency Head/ Date

GUIDELINES ON THE COMPLIANCE WITH, AND VALIDATION OF, ISO QUALITY MANAGEMENT SYSTEM (QMS) CERTIFICATION/RECERTIFICATION

This Annex shall serve as the guidelines for agencies in line with the Agency Accountability under Section 5.0 of the AO 25 Memorandum Circular No. 2023-1 which is a continuing ISO QMS certification or equivalent certification.

1.0 GUIDELINES IN DETERMINING COMPLIANCE WITH THE ISO QMS CERTIFICATION/RECERTIFICATION

- 1.1 **Only a valid ISO 9001:2015 QMS certification/recertification or the latest version of the ISO 9001 certification** is considered as compliance with the subject agency accountability.

Should a new version of the ISO 9001 be available during the year, agencies are encouraged to endeavor in migrating to said latest version as soon as possible.

The **certifications/recertifications must be valid as of 31 December 2023**, i.e., the effectivity date indicated in the certificate. Accordingly, certifications/recertifications with an effectivity date starting 1 January 2024 onwards **shall not be considered** as compliance with said agency accountability.

Agencies are reminded that they must pursue **continued certification**, i.e., ensure that there is no gap in terms of the expiration of its previous certification and the effectivity date of its existing certification, except for justifiable reasons, e.g., change of certification body (CB) which may cause gap in the certification.

- 1.2 The **scope** of the QMS indicated in the agency's ISO QMS certification shall be as follows:
- a. For departments/agencies, state colleges and universities (SUCs), and government-owned or -controlled corporations (GOCCs) under the DBM, it shall cover **at least one (1) critical frontline service or core process** of the agency concerned, based on its mandate under existing pertinent laws.
 - b. For GOCCs under Governance Commission for GOCCs (GCG) and local water districts (LWDs) under Categories A and B, the scope of their certification shall be based on the guidelines to be issued by the GCG and Local Water Utilities Administration (LWUA), respectively.

- 1.3 The ISO QMS certifications must be issued by any of the CBs accredited by the International Accreditation Forum (IAF) member.

However, the CBs which are duly **accredited by the Department of Trade and Industry - Philippine Accreditation Bureau (DTI-PAB)**¹ to certify the agencies' ISO QMS shall be preferred for the latter's provision of certain degree of control over CBs engaged by government agencies on their ISO QMS certification. This will better address the challenges in the validation process on acquiring information from CBs, among others. The DTI-PAB, aside from being an IAF member, is the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.²

Beginning FY 2023, government agencies which are still in their certification journey or those which have expiring/expired contract, shall endeavor to obtain their certification/recertification from CBs accredited by the DTI-PAB.

- 1.4 The CBs contracted shall have been accredited to audit and certify QMS for the specified scopes which are deemed relevant to the nature and functions of the agency, e.g., accreditation under ISO 9001 QMS for IAF 36 (Public Administration), IAF 37 (Education), and/or IAF 38 (Health and Social Work).
- 1.5 **Letters of attestation or similar documents issued by CBs** indicating that certification/recertification audits have been completed but still subject to approval of their Certificate Decision Maker³ **shall not be considered** as compliance to the ISO QMS certification agency accountability.
- 1.6 As an alternative, ISO QMS-equivalent certifications are **considered** as compliance with the subject agency accountability. The following certifications/awards are considered equivalent to ISO 9001 certification inasmuch as they similarly ensure consistency of quality of products and services through quality processes, enabling the provision of better service delivery and thereby enhancement of public sector performance:
- Philippine Quality Award (PQA)/Recognition (*for specific office concerned*)
 - ISO/IEC 17025 or 17020 Accreditation

¹ The list of the CBs accredited by DTI-PAB could be accessed at the DTI webpage (http://pabaccreditation.dti.gov.ph/public/public_mscib.php).

² *Strengthening and Recognizing the Philippine Accreditation Office Attached to the Department of Trade and Industry as the National Accreditation Body* dated 18 May 2009

³ As provided under **Clause 9.5 Certification Decision** of ISO/IEC 17021-1:2015 (*Conformity assessment – Requirements for bodies providing audit and certification of management systems*), the CB shall ensure that the persons or committees that make the decisions for: granting or refusing certification, expanding or reducing the scope of certification, suspending or restoring certification, withdrawing certification or renewing certification are **different** from those who carried out the audits. Moreover, the Certificate Decision Maker may seek additional information or clarification from the audit team or other sources during its technical review with respect to, among others, the certification requirements, scope of certification, and the client's corrections and corrective actions for nonconformities, if any.

- Accrediting Agency of Chartered Colleges and Universities in the Philippines, Inc. (AACCU)'s Institutional Accreditation (*for SUCs*)
- Qmentum International Canada Accreditation (*for hospitals*)
- Supreme Audit Institutions (SAI) Performance Measurement Framework (PMF) of the International Organization of SAIs (*for the Commission on Audit*)
- Universal Postal Union's Quality Management Certification (*for the Philippine Postal Corporation*)

1.7 Certifications **not included in the list shall not be accepted** as equivalent to ISO 9001 certification and could not serve as compliance to the ISO QMS certification as agency accountability.

2.0 RESPONSIBILITIES OF PARTICIPATING AGENCIES

2.1 All departments/agencies, SUCs, and GOCCs under the DBM must post a copy of their respective ISO QMS certification or equivalent certification in their respective Transparency Seal webpages **not later than 31 December 2023**.

For GOCCs covered by the GCG and LWDs, the deadline of the submission of forms and/or posting of the ISO QMS certification/recertification in their respective websites, as applicable, shall be based on the guidelines to be issued by the GCG and LWUA, respectively.

2.2 In order to facilitate the conduct of the final validation of the submitted ISO certification/recertification with the CBs, agencies, which have not yet submitted the following in the previous PBB cycle, shall:

- Include a provision in the **contract with the winning CB** that they shall accommodate requests of the Government Quality Management Committee (GQMC)-DBM Secretariat, i.e., Systems and Productivity Improvement Bureau (SPIB) and/or other oversight/validating agencies/units⁴ for information or documents relative to their ISO QMS certification/recertification; or
- Ensure completeness of details and information in the **authorization and consent form** and submit the same **to the CBs**, attached as **Annex 3.1** hereof, to provide information/documentation to the GQMC-DBM Secretariat and/or oversight/validating agencies relative to their ISO QMS certification/recertification.

⁴ Commission on Higher Education for SUCs; GCG for GOCCs under its coverage; and LWUA for LWDs.

Copy of the contract or the authorization and consent form shall be submitted to their respective CBs, copy furnished the DBM-SPIB at dbm-spib@dbm.gov.ph on or before **31 January 2024 or within fifteen (15) working days from the issuance of the Notice to Proceed by the agency to the CB, whichever comes earlier.**

The editable copy of the authorization and consent form is available for download on the Results-Based Performance Management System (RBPMS) website at <https://rbpms.dap.edu.ph/downloads/>.

Said authorization and consent form should be updated every time there will be a change in the head of the agency or authorized representative.

3.0 VALIDATING AGENCIES

3.1 The following **oversight agencies/units**, hereinafter referred to as the "validating agencies," **shall consolidate the details of the ISO QMS certifications** of their respective agency coverages:

- GQMC-DBM Secretariat –SPIB, for departments/agencies and GOCCs under the DBM;
- Commission on Higher Education (CHED), for SUCs;
- GCG, for GOCCs under its coverage; and
- LWUA, for LWDs.

4.0 VALIDATION PERIOD

4.1 The validating agencies for departments/agencies, SUCs, and GOCCs under the DBM shall conduct the consolidation of the details of the ISO QMS certifications from **2 January 2024** until **29 February 2024**.

On the other hand, the validating agencies for GOCCs and LWDs shall conduct the consolidation of the details of the ISO QMS certifications and the initial validation of the compliance of the agencies based on their respective guidelines within the same period.

5.0 RESPONSIBILITIES OF THE VALIDATING AGENCIES

5.1 The **validating agencies shall provide the consolidated ISO QMS certification or equivalent certification details** of the agencies within their respective coverages using the template herein attached as **Annex 3.2**.

Moreover, the validating agencies for LWDs and GOCCs covered by the GCG must also provide the validation on the compliance of the agencies based on the guidelines to be issued by the LWUA and GCG, respectively.

The reason for non-compliance shall also be indicated in column [8] using the following codes:

Code	Description
N	No submitted ISO 9001 certification or equivalent certification/accreditation , nor any ISO QMS-related documents
Q	Submitted QMS Documents only (Quality Manual, Internal Quality Audit Certification and/or Management Review minutes)
E	ISO 9001 certification or equivalent certification/accreditation is invalid or has expired
A	Submitted Attestation/Confirmation Letter/Audit Report from CB only
U	Submitted documents are unnecessary which are not only not required under the guidelines but also not considered as QMS documents (e.g., office orders, memorandum of agreement with Development Academy of the Philippines, Human Resources manual/handbook, program-based AACCUP accreditation, certification from the agency head/QMS consultant on the agency's QMS efforts)
B	Validity of the ISO 9001 certification or equivalent certification/accreditation commences beyond the 31 December 2023 deadline
C	Scope covered by the ISO QMS certification or equivalent certification/accreditation is not based on the requirement (<i>only applicable to agencies which the ISO QMS certification/recertification is the ultimate requirement</i>)

- 5.2 Said annexes shall be duly signed by the authorized personnel of the validating agency.
- 5.3 The CHED, GCG and LWUA shall submit to the GQMC-DBM Secretariat at dbm-spib@dbm.gov.ph, on or before ten (10) working days after the validation period, i.e., **on or before 14 March 2024**, the accomplished **Annex 3.2**.

6.0 RESPONSIBILITIES OF THE GQMC-DBM SECRETARIAT

- 6.1 Upon receipt of the initial reports from the oversight agencies/units, the GQMC-DBM Secretariat shall consolidate the same for confirmation by the CBs/Accrediting Agencies.
- 6.2 Accordingly, the GQMC-DBM Secretariat shall provide the final reports on the validation, or in case of no changes, confirmation of the initial reports of the validating agencies, to the AO 25 IATF on or before twenty (20) working days after the submission of the initial reports, i.e., **on or before 11 April 2024**.
- 6.3 In case of changes in the compliance status of the agencies, specifically the GOCCs under the GCG and LWDs, after the submission of the final report to the AO 25 IATF, the GQMC-DBM Secretariat shall submit a revised report on the summary of findings on the agencies' compliance to the AO 25 IATF, as it deems necessary. Such changes could be as follows:
 - a. The request for reconsideration/exemption of an agency has been granted; and
 - b. The status of the ISO QMS certification of the agency was confirmed only after the validation period/submission of the final report to the AO 25 IATF.

The Annex 3.2 shall be updated to reflect the changes in the rating or compliance of the agencies concerned, and shall be submitted together with the revised report on the summary of findings.

However, if there is only **less than** fifty percent (50%) change in compliance status of the aforesaid agencies, the GQMC-DBM Secretariat shall inform the AO 25 Secretariat on said changes but the revision of the reports need not be made.

7.0 RESPONSIBILITIES OF THE CBs

- 7.1 The CBs shall provide necessary information and/or clarifications to the GQMC-DBM Secretariat in relation to the submitted ISO QMS certification/recertification by the agencies concerned.
- 7.2 To facilitate the conduct of verification by the GQMC-DBM Secretariat (SPIB) from the CBs, the latter are encouraged to provide their respective contact persons and contact information by sending an electronic mail to the dbm-splib@dbm.gov.ph on or before **31 December 2023**.

8.0 REQUESTS FOR RECONSIDERATION AND EXEMPTION

8.1 An agency subject for compliance with the ISO QMS certification that is deemed non-compliant may request for the following, **within thirty (30) calendar days** from the posting of the result of the validation for the ISO QMS certification as agency accountability in the Results-Based Performance Management System website (<https://rbpms.dap.edu.ph/>):

- A reconsideration based on justifiable reasons and factors that are considered beyond the control of the agency, e.g., errors in the validity period of the certification as prepared by the CB/accrediting agency; or
- An exemption in view of circumstances which make it impossible for agencies to comply with the ISO QMS as agency accountability, such as an ongoing agency restructuring, functional and organizational modifications and other related circumstances which may result in the agency's failure to effectively implement key activities of its documented QMS, thereby hindering its attainment of an ISO QMS certification or could constitute as a ground for suspension/cancellation/withdrawal of its existing ISO QMS certification.

8.2 The foregoing requests for reconsideration and exemption shall be addressed to the DBM-Organization and Systems Improvement Functional Group Head, thru the QMC-DBM Secretariat (SPIB) and submit via email at dbm-spib@dbm.gov.ph for proper evaluation. After finalization of the evaluation, the QMC shall inform the agency concerned of the action to said request, copy furnished the validating agency concerned and the AO 25 Secretariat.

-End-

CONSENT AND AUTHORIZATION TO DISCLOSE INFORMATION AND/OR DOCUMENTATION

The *(name of the agency)* hereby authorizes the *(name of the certification body)*, *its agents or representatives*, to provide information/documentation in relation to the former's ISO 9001 certifications/recertifications to the **Government Quality Management Committee-Department of Budget and Management (Systems and Productivity Improvement Bureau) and other oversight/validating agencies**,¹ as deemed necessary, for the grant of the Performance-Based Bonus (PBB).

The consent provided shall remain valid for the duration of the FY 2023 PBB cycle and the years thereafter, and the collected information from the certification body shall be used only in the validation of the ISO Quality Management System certification/recertification as an Agency Accountability for the grant of the PBB.

The collection, use, recording, disclosure, and storage of the information shall be in accordance with the Data Privacy Act (DPA) (Republic Act No. 10173). The *(name of the agency)* hereby confirms that under Section 16 of the DPA, the agency has the **1)** right to withdraw the consent given or object to the processing of the information; **2)** right to reasonable access; **3)** right to rectification; and **4)** right to erasure or blocking the information, among others. The rights entitled to the agency are still subject to limitations and conditions under the DPA.

Name and Signature of the Head of Agency
or his/her Authorized Representative

Date

¹ AO25 Secretariat for departments/agencies; Commission on Higher Education for state universities and colleges; Governance Commission for Government -Owned or -Controlled Corporations (GOCCs) for GOCCs; and Local Water Utilities Administration for local water districts

**Database of the Agencies' ISO QMS Certifications/Recertifications as Evidence or Proof of Compliance for the FY 2023 PBB G
(Agency Category)**

Data from Agency Submissions						Analysis of the Valid
Certification Body/ Accrediting Agency [1]	Gov't Entity [2]	Type of Certification/ Accreditation [3]	Site/s Covered [4]	Effectivity of Certification [5]	Date of Expiration/ End of Validity [6]	Compliance Status [7]

Prepared by:

Reviewed by:

Approved by:

 Name/Designation/Date

 Name/Designation/Date

 Head or Authorized Representative
of Oversight Agency/Date

Legends and Notes:

- [1] Name of the certification body (*e.g., SOCOTEC, TÜV Rheinland*) or accrediting agency¹ of the agency (*e.g., AACCU, DTI-PAB*). The valid encode the details in an alphabetical order based on the name of the CB then names of the agency.
- [2] The name of the agency and acronym [*e.g., Department of Budget and Management (DBM)*]
- [3] The type of certification/accreditation of the agency (*e.g., ISO 9001:2015, Philippine Quality Award*)
- [4] The site/s of the agency certified with the ISO 9001 Standard as indicated in the certification (*e.g., DBM Central Office Sites at General So Miguel, Manila, Philippines*)
- [5] The date of effectivity of certification as indicated in the certification (*e.g., October 28, 2021*)
- [6] The date of expiration of the certification as indicated in the certification or any information on recertification of the agency (*e.g., October*)
- [7] The corresponding compliance status, i.e., compliant, non-compliant, or exempted.
For departments/agencies and SUCs, compliance status should only include compliant/non-compliant.
For the non-compliant status, include the reason for non-compliance using the codes indicated under item 5.1 of Annex 3 of AO25 MC No. report using the format: "Non-compliant [code]".
- [8] The equivalent rating of the agency as to the ISO QMS certification of the agency based on the rating matrix/scoring as provided under applicable

¹ Refers to institutions which confer awards or recognitions similar to ISO 9001:2015 certification.

PERFORMANCE REPORT FOR STATE UNIVERSITIES AND COLLEGES (SUCs)

I. BUDGET UTILIZATION RATE FORM FOR STATE UNIVERSITIES AND COLLEGES INCLUDING EARMARKED INCOMES
(In Thousand Pesos)

NAME OF SUC:					AMOUNT IN P'000								2022 Budget Utilization Rate	2023 Budget Utilization Rate
NATURE OF RECEIPTS	FUNDING SOURCE CODE	SOURCE OF REVENUE	LEGAL BASIS	NATURE OF EXPENDITURES	2022 ACTUAL			2023 PROGRAM						
					Cash Balance as of Dec. 31, 2021	Receipt	Total Receipts as of Dec. 31, 2022	Expenditure	Cash Balance as of Dec. 31, 2023	Receipt	Total Receipts as of Dec. 31, 2023	Expenditure		
I. Off-Budgetary Funds														
1. Revolving Fund														
2. Retained Income/Receipts														
II. Custodial Funds														
1. Trust Receipts														
2. Others														
PREPARED BY:					APPROVED BY:					DATE:				
_____					_____					_____				
CHIEF ACCOUNTANT					SUC President					DAY/MO/YR				

The Cash Balance as of Dec. 31, 2022, shall be equivalent to the Cash Balance as of December 31, 2021, plus 2022 Actual Receipt minus 2022 Actual Expenditure. The Budget Utilization Rate shall be computed as the ratio of expenditures to the beginning cash balance for the year plus receipt.

**FORM A - 1 FOR STATE UNIVERSITIES AND COLLEGES
BUREAUS/OFFICE PERFORMANCE REPORT**

NAME OF SUC: _____

PREXC Performance Indicators (1)	Responsible Bureaus / Delivery (2)	FY 2023 Target (3)	FY 2023 (4)	Remarks (5)
I. Higher Education Program				
Output 1	Delivery Unit 1			
	Delivery Unit 2			
	Delivery Unit n			
Output 2	Delivery Unit 1			
	Delivery Unit 2			
	Delivery Unit n			
Outcome 1	Delivery Unit 1			
	Delivery Unit 2			
	Delivery Unit n			
Outcome 2	Delivery Unit 1			
	Delivery Unit 2			
	Delivery Unit n			
II. Advance Higher Education Program				
Output 1	Delivery Unit n			
Output 2	Delivery Unit n			
Outcome	Delivery Unit n			
III. Research Program				
Output 1	Delivery Unit n			
Output 2	Delivery Unit n			
Outcome	Delivery Unit n			
IV. Extension Program				
Output 1	Delivery Unit n			
Output 2	Delivery Unit n			
Output 3	Delivery Unit n			
Outcome	Delivery Unit n			
V. Custodial Care Program				
Output 1	Delivery Unit n			
Output 2	Delivery Unit n			
Outcome	Delivery Unit n			
VI. Hospital Care Program				
Output 1	Delivery Unit n			
Output 2	Delivery Unit n			

* SUCs may add rows as needed

Prepared By:

Planning Officer

Date

Budget Officer

Date

Reviewed and Endorsed for Approval:

Vice President

Date

Approved By:

President

Date

GUIDELINES ON THE COMPLIANCE WITH NATIONAL COMPETITION POLICY (NCP)-RELATED REQUIREMENTS FOR FY 2023

These guidelines shall provide guidance to covered agencies for the preparation of the NCP-related requirements relative to **FY 2023 PBB Guidelines**.

1.0 REQUIREMENTS AND CONDITIONS FOR COVERED AGENCY COMPLIANCE

1.1 Identified Covered Agencies (Annex 5.1)

The compliance of Department-level entities shall only cover the central offices. Only attached agencies of Departments specifically identified in Annex 5.1 shall be subjected to NCP-related accountabilities.

The identified covered agencies shall be subject to and accordingly submit the following NCP-related accountabilities:

1.1.1 Designation of an NCP Focal Committee

1.1.1.1 Agencies shall constitute an NCP Focal Committee via a *Special Order, Office Order, or its equivalent* signed by the Head of Agency or his/her authorized representative.

1.1.1.2 The functions of the NCP Focal committee may include but are not limited to the following:

(a) Acts as the liaison and coordination unit of the agency for NCP concerns.

(b) Facilitates the agency's compliance with NCP requirements.

(c) Coordinates with appropriate offices/units within the covered agency to ensure compliance with NCP requirements.

(d) Ensures the timely submission of NCP requirements on or before **30 November 2023** to the PCC as validating agency.

1.1.3.3 Agencies shall also certify the completeness of the submitted list based on their available resources and information.

1.1.4 **Review of at least one (1) policy, issuance, rule, and/or regulation based on the application of the Competition Impact Assessment (CIA) checklist.**

1.1.4.1 From the list of policies in Annex 5.4, the agency shall subject **at least one** (1) policy, issuance, rule, and/or regulation to the CIA checklist. Those which were identified to be relevant or potentially relevant to market competition are recommended to be subjected to the CIA checklist.

1.1.4.2 The application of the CIA checklist will allow agencies to conduct an **initial** determination of whether there are potential competition-related issues with the existing regulation.

1.1.4.3 The accomplished CIA checklist will serve as input to the full CIA which may be conducted. The CIA evaluates the potential competitive effects of a proposed or existing policy. It enables a competition agency or a government body to identify regulations that potentially restrict or harm competition, and thus to develop alternative regulations.

1.1.4.4 Agencies shall accomplish the CIA checklist through <https://tinyurl.com/CIAChecklist-NCP-PBB>.

2.0 SUBMISSION OF REQUIREMENTS

2.1 In order to facilitate the conduct of the validation of submissions, the covered agencies shall:

2.1.1 Submit the complete set of applicable NCP-related requirements to the Philippine Competition Commission through email at ncc-pbb@phcc.gov.ph.

2.1.2 Forms/Requirements to be submitted shall follow this file name format: **Agency Name (Acronym)_FY 2023 NCP-PBB Submission_List of Agency's Policies** (e.g., Philippine Competition Commission (PCC)_FY 2023 NCP-PBB Submission_List of Agency's Policies)

training requirement includes representatives from the regional offices.

1.1.2.3 Should the newly constituted NCP Focal Committee include members with previous completion of the NCP-related training provided through the iCLP: Online Learning Hub on Competition Law and Policy, the completion of the specific member shall be credited as part of the agency's compliance with the training requirement.

1.1.2.4 Course completers are not required to submit a copy of training certificates. This requirement shall be validated by the PCC through its learning portal.

1.1.3 **Provision of List of Agency's Policies, Issuances, Rules, and/or Regulations**

1.1.3.1 Agencies must submit a list of agency's policies, issuances, rules and/or regulations. Policies covered shall only include those which relate and apply to external entities and those which are in accordance with the mandate of the agency. Further, agencies shall subject these policies to a thorough scanning to identify remarks on the policy's relevance to market competition based on keywords from **Annex 5.3 CIA Keywords**.

1.1.3.2 Agencies shall provide the list following the format in **Annex 5.4 List of Agency's Policy Issuances, Rules and/or Regulations**. Agencies shall then indicate the following remarks on each of the identified policies based on the equivalent considerations:

(a) **Relevant**. Policy includes at least one (1) keyword identified in **Annex 5.3 CIA Keywords**.

(b) **Potentially Relevant**. Policy includes no keyword identified in **Annex 5.3 CIA Keywords**, but the agency has determined it to have potential effect on market competition.

(c) **Not Relevant**. Policy includes no keyword identified in **Annex 5.3 CIA Keywords** and may not have a potential effect on market competition.

(e) Perform any other functions that may be deemed necessary by the Head of the Agency.

1.1.1.3 The Committee shall include at least one (1) person with sufficient authority to drive compliance with NCP-related accountabilities within the agency (*i.e., Director-level, Division Chief, and/or equivalent*). The number of members of the Committee shall be within the discretion of the Head of Agency.

1.1.1.4 **For Department-level entities and government agencies with regional offices**, the composition of the Committee shall also include at least one (1) representative from each regional office.

1.1.1.5 Agencies must also include in their submission the **Annex 5.2 Directory/Contact Details for FY 2023 NCP-PBB** signed by the Head of Agency or his/her authorized representative.

1.1.1.6 To facilitate the coordination and assistance to covered agencies during the implementation for FY 2023, the *Special Order, Office Order, or its equivalent* on the constitution of the NCP Focal Committee and the accomplished Annex 5.2 Directory/Contact Details for FY 2023 NCP-PBB shall be submitted to the NCP-PBB Secretariat through ncp-pbb@phcc.gov.ph **on or before thirty (30) days after the issuance of the FY 2023 PBB Guidelines or 17 July 2023, whichever comes later.**

1.1.2 **Certificate of Training Completion of NCP Focal Committee Members**

1.1.2.1 To facilitate the covered agency's compliance to other NCP-related accountabilities, at least 50% of the NCP focal committee members shall complete the ***“Leveling the Playing Field through the National Competition Policy: A Blended Learning Course for Government Agencies”*** offered through the iCLP: Online Learning Hub on Competition Law and Policy (<https://iclp.phcc.gov.ph/>).

1.1.2.2 **For Department-level entities and government agencies with regional offices**, compliance to the

2.1.3 The email subject for the submission shall follow the format of **Agency Name (Acronym)_FY 2023 NCP-PBB Submission** (e.g., Philippine Competition Commission (PCC)_FY 2023 NCP-PBB Submission)

2.2 The deadline for submission shall be **on or before 30 November 2023**. Agencies are also required to provide scanned or digital copies of the official submission and editable MS Word or Excel file for use of the NCP-PBB Secretariat.

List of Covered Agencies for FY 2023 NCP Implementation Cycle

Agency
Departments
1. Department of Agrarian Reform
2. Department of Agriculture
3. Department of Budget and Management
4. Department of Education
5. Department of Environment and Natural Resources
6. Department of Finance
7. Department of Foreign Affairs
8. Department of Human Settlements and Urban Development
9. Department of Information and Communications Technology
10. Department of the Interior and Local Government
11. Department of Justice
12. Department of Migrant Workers
13. Department of National Defense
14. Department of Science and Technology
15. Department of Social Welfare and Development
16. Department of Tourism
17. Department of Transportation
18. Department of Public Works and Highways
Other Government Agencies
19. National Meat Inspection Services
20. National Irrigation Administration
21. National Tobacco Administration
22. National Nutrition Council
23. Intellectual Property Office of the Philippines
24. National Food Authority
25. National Privacy Commission
26. Land Transportation Franchising and Regulatory Board
27. Land Transportation Office

Agency

28. Metropolitan Waterworks and Sewerage
29. Philippine Center for Postharvest Development and Mechanization
30. Philippine Fiber Industry Development Authority
31. Government Procurement Policy Board
32. National Book Development Board
33. Mines and Geo-Sciences Bureau
34. Optical Media Board

Other Executive Offices

35. Games and Amusements Board
36. Fertilizer and Pesticide Authority

Government Owned -or Controlled Corporations under RA 10149

37. Tourism Infrastructure and Enterprise Zone Authority
38. Center for International Trade Expositions and Missions
39. Philippine National Oil Company
40. National Home Mortgage Finance Corporation
41. Philippine Guarantee Corporation
42. Home Development Mutual Fund (Pag-IBIG)
43. Philippine International Trading Corporation
44. Philippine Pharma Procurement, Inc.
45. Philippine Amusement and Gaming Corporation
46. Philippine Ports Authority
47. Cebu Ports Authority
48. Manila International Airport Authority
49. Mactan-Cebu International Airport Authority
50. Clark International Airport Corporation

Government Owned -or Controlled Corporations Covered by DBM

51. Philippine Economic Zone Authority
52. Aurora Pacific Economic Zone and Freeport Authority
53. Authority of Freeport Area of Bataan
54. Cagayan Economic Zone Authority
55. Subic Bay Metropolitan Authority

**DIRECTORY / CONTACT DETAILS FOR FY 2023
PERFORMANCE BASED BONUS - NATIONAL COMPETITION POLICY (NCP)**

AGENCY :

ADDRESS :

DESIGNATION	NAME	OFFICE	POSITION	CONTACT DETAILS	
				Phone Number	Email Address
Head of Agency					
Executive Assistant of Head of Agency					
NCP Focal Committee Members					
For Department-level Entities and Government Agencies with Regional Offices					
Regional Office Representative					

Endorsed by:

Head of Agency / Authorized Representative

CIA Keywords

Abuse of dominance	Control	Limiting production	Potential entrants	Subsidy
Acquisition of shares	Coordination	Limiting technical development	Predation	Substantial lessening of competition (SLC)
Advertising	Co-regulatory regime	Market allocation	Predatory pricing	Supply and demand
Allocative efficiency	Countervailing market power	Market concentration	Price cap	Supply chain
Anticompetitive practices	Demand-side substitutability	Market efficiency	Price ceiling	Supply-side substitutability
Bargaining power	Differential costs	Market forces	Price control	Switching cost
Barriers to entry and exit	Discretionary powers	Market limitation/restrictions	Price discounts	Ultimate parent entity (UPE)
Bid-rigging	Dominant firms	Market power	Price discrimination	Undue advantage
Buyers and sellers	Downstream market	Market regulation	Price fixing	Unfair practices
Cartel	Economic concentration	Maverick firms	Price floor	Unfair pricing
Collusion	Essential inputs	Merger notification	Producer welfare	Upstream market
Competition	Exclusive dealing	Merger review	Product differentiation	Value chain
Competition enforcement	Exclusive rights	Mergers and acquisitions	Product marketing/advertising	
Competition exemption	Exploitative behavior	Minimum capital requirements	Product quality	
Competition policy	Fiscal support	Monopoly	Product standards	
Competitive markets	Free markets	Natural monopoly	Product substitution	
Competitive advantage	Incentive	Oligopoly	Protectionism	
Competitive neutrality	Join ventures	Output limitation	Public utility	
Competitive selection process (CSP)	Level playing field	Partial equity/ownership	Relevant markets	
Consumer choice	Liberalization	Perfect competition	Restrains of trade	
Consumer harm	Licenses and permits	Philippine Competition Act (PCA)	Rivalry	
Consumer welfare	Limiting markets	Philippine Competition Commission (PCC)	Self-regulation	

LIST OF AGENCY'S POLICY ISSUANCES, RULES AND/OR REGULATIONS

AGENCY :

ADDRESS :

No.	TITLE	BRIEF DESCRIPTION	DATE	LINK (WORKING URL)	KEYWORDS FOUND	REMARKS
1						
2						
3						
4						
5						

This is to certify that the <agency> submitted a complete list of its policy issuances, rules and/or regulations, as prescribed by the Guidelines on the Compliance with National Competition Policy (NCP)-related Requirements for FY 2023 and pursuant to Administrative Order No. 44, s. 2021.

Certified by:

Head of Agency / Authorized Representative

Date:

FY 2023 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. 2023-1:

DEADLINE	REQUIREMENTS	VALIDATING AGENCY
Before January 31st of the fiscal year	Submit a Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO. <i>Note: Early Procurement Activities should be conducted in FY 2023</i>	GPPB-TSO
March 31, 2023	Submit FY 2023 APP-non CSE to GPPB-TSO.	GPPB-TSO
June 30, 2023	Submit Results of the APCPI system for FY 2022 Procurement Transactions to GPPB-TSO.	GPPB-TSO
September 30, 2023	Posting of Indicative FY 2024 APP-non CSE in the agency's Transparency Seal webpage.	DBM-OCIO
July 31, 2023 <i>Note: The deadline for submission has been extended until August 31, 2023 based on PS Advisory 2023-014.</i>	Submission of the FY 2024 APP-CSE is exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. PS-DBM will not accept hard copies and submissions via email.	PS-DBM
October 1, 2023	Maintain/Update the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2023 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM - OCIO
October 1, 2023	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 2023.	CSC
November 30, 2023	Submit the complete set of applicable National Competition Policy or NCP-related requirements to the Philippine Competition Commission (PhCC) as stated in Annex 5 of the AO25 MC No. 2023-1.	PhCC

DEADLINE	REQUIREMENTS	VALIDATING AGENCY
December 31, 2023	<p>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 2021 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 2023.</p>	COA
December 31, 2023	<p>Posting on the TS webpage the copy/ies of ISO QMS certification/recertification or equivalent certification.</p>	<p>GQMC-DBM Secretariat – Systems and Productivity Improvement Bureau (SPIB) for departments/agencies and GOCCs under the DBM</p> <p>Commission on Higher Education for SUCs</p> <p>GCG for GOCCs under its coverage</p> <p>LWUA for LWDs</p>
January 31, 2024	<p>Update all procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the PhilGEPS.</p>	PS-PhilGEPS
January 31, 2024	<p>Submit the following Freedom of Information (FOI) Program requirements to PCOO:</p> <ol style="list-style-type: none"> 1. Updated People's FOI Manual 2. Updated One-Page FOI Manual 3. Updated FOI Reports (Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report) 4. Onboarding to the eFOI portal 5. FOI Feedback Report 6. Addressed overdue or pending FOI Requests 	PCOO

DEADLINE	REQUIREMENTS	VALIDATING AGENCY
February 29, 2024	<p>Report on the digitalization initiatives or digital transformation of external and internal services to be submitted to the AO25 Secretariat.</p> <p>Agencies may submit based on their preferred format for the report on digitalization.</p>	AO25
February 29, 2024	<p>Designation of the Agency's Committee on Anti-Red Tape (CART)</p> <p>Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007.</p>	ARTA
The Authority shall issue separate guidelines reiterating the deadline and manner of submission.	<p>Administered Client Satisfaction Measurement of CSM be aligned with the ARTA Memorandum Circular No. 2022-05 or the Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement.</p>	ARTA

Notes:

- 1. As provided in MC No. 2023-1, 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 for determining the eligibility of responsible units and individuals. Agencies should submit these requirements directly to the oversight/validating agencies.*
- 2. 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, 2023 to December 31, 2023, 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, 2023 to December 31, 2023, including the Early Procurement of FY 2023 Non-CSE items, is updated on or before January 31, 2024. *Failed or canceled 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 for determining the eligibility of responsible units and individuals.

SUBMISSION OF THE 2024 APP-CSE TO THE PS-DBM

The Procurement Service - Department of Budget and Management (PS-DBM) advises all government agencies to submit their FY 2024 Annual Procurement Plan - Common-use Supplies and Equipment (APP-CSE) to PS-DBM via the Virtual Store (VS) facility.

The deadline for submission is on **31 July 2023**.

Submission of the FY 2024 APP-CSE is exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. PS-DBM **will not accept** hard copies and submissions via email.

IMPORTANT NOTES ON THE UPLOADING OF 2024 APP-CSE:

1. Agency should have an active Virtual Store (VS) Account under the MPhilGEPS system to be able to upload the 2024 APP-CSE.
2. For agencies not yet registered to the VS, please contact the PS-DBM Virtual Store Team at appcse.helpdesk@ps-philgeps.gov.ph or you may call 0918-2954426.
3. For detailed procedures on how to upload the FY 2024 APP-CSE, please visit the PS-DBM website at www.ps-philgeps.gov.ph.
4. Agencies may also watch the online video tutorial on uploading the APP-CSE on YouTube.
5. PS-DBM will publish the list of agencies that have successfully submitted their 2024 APP-CSE on the PS-DBM website. The list shall be updated regularly.

Note:

The submission of APP-CSE is in compliance with Memorandum Circular No. 2023-01 issued by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information Systems (Administrative Order No 25 s. 2011).

**FORM 1.0
REPORT ON RANKING OF DELIVERY UNITS**

Department/Agency: _____

I. SUMMARY OF INFORMATION REQUIRED:

1.1 Total No. of Delivery Units: _____

1.2 Total No. of Delivery Units that achieved their performance targets: _____

1.3 Total No. of Filled Positions as of December 31, 2023: _____

1.4 Total No. of Officials and Employees Entitled to the PBB: _____

1.5 Total Agency Score: _____

1.6 Total Amount Required for Payment of the PBB: _____

II. REPORT ON ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

Details for Head of Agency						
Position Title	Name	Salary Grade	Step Increment	Monthly Basic Salary as of December 31, 2023	Months of service in 2023	Amount of the PBB

A. Eligible Employees to the PBB

Name of Delivery Units	List of Employees					
	Name	Salary Grade	Step Increment	Monthly Basic Salary as of December 31, 2023	Months of service in 2023	Amount of the PBB
Delivery Unit 1						
Sub-total:						
Delivery Unit 2						
Sub-total:						
Delivery Unit 3						

Name of Delivery Units	List of Employees					Amount of the PBB
	Name	Salary Grade	Step Increment	Monthly Basic Salary as of December 31, 2023	Months of service in 2023	
					Sub-total:	
					GRAND TOTAL:	

B. Ineligible Employees to the PBB

	Name of Delivery Unit	Name of Employee	Salary Grade	Step Increment	Monthly Basic Salary as of December 31, 2023	Months of Service in 2023
Did not meet PBB Targets	Delivery Unit 1					
	Delivery Unit 2					
Did not submit SALN	Delivery Unit 1					
	Delivery Unit 2					
Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
Did not submit SPMS Forms	Delivery Unit 1					

	Delivery Unit 2					
Others	Delivery Unit 1					
	Delivery Unit 2					

Prepared by:

Approved by:

Head of HR Unit

Department/Agency Head

Date:

Date:

Department/ _____

Summary of Information Required

Total No. of Delivery Units : _____
 Total No. of Delivery Units that achieved their performance targets : _____
 Total No. of Filled Positions as of *December 31, 2023* : _____
 Total No. of Officials and Employees Entitled to the PBB : _____
 Total Agency Score : _____
 Total Amount Required for Payment of the PBB : _____

No. of DU	Name of Delivery Unit	No. of Officials and	Total Requirement
1			
2			
3			
4			
5			
	Add rows...		
Sub-total		-	-
Agency Head			

Grand Total	1	-
--------------------	----------	---

FY 2023 Agency Accountability Timelines

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December 31, 2023	<p>Posting on the TS webpage the copy/ies of ISO QMS certification/recertification or equivalent certification.</p>	<p>GQMC-DBM Secretariat – Systems and Productivity Improvement Bureau (SPIB) for departments/agencies and GOCCs under the DBM</p> <p>Commission on Higher Education for SUCs</p> <p>GCG for GOCCs under its coverage</p> <p>LWUA for LWDs</p>
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Republic of the Philippines
Department of Environment and Natural Resources
 Visayas Avenue, Diliman, Quezon City
 Tel Nos. 929-6626 to 29; 929-6636 to 35
 929-7041 to 43; 929-6252; 929-1669
 Website: <http://www.denr.gov.ph> E-mail: web@denr.gov.ph

MEMORANDUM

TO : **Regional Executive Directors**
 Region 1 to 13, NCR, and CAR
Bureau Directors
 BMB, LMB, FMB and ERDB

FROM : **Undersecretary for Finance, Information Systems and Climate Change**

SUBJECT : **REITERATION ON THE SUBMISSION OF BUDGET AND FINANCIAL ACCOUNTABILITY REPORTS (BFARs) AND OTHER FINANCIAL REPORT**

DATE : **08 JANUARY 2021**

Pursuant to Joint Circular No. 2019-1 re: Updated guidelines relative to Budget and Financial Accountability Reports (BFARs) starting FY 2019, may we reiterate the timelines for submission of the following reports:

Budget and Financial Accountability Reports (BFARs)			
Reports	PENRO	Regional Offices /Bureau's	Central Office
FAR 1– (SAAODB) FAR 1-A – (SAAODBOE) FAR 1-B – (LASA) FAR 1-C – (SODLB for Inter-Agency Fund Transfers) - c/o Accounting Division FAR 2 – (SABUDB for OFF-Budgetary Funds) FAR 2-A – (SABUDBOE for OFF-Budgetary Funds)	Submit to Regional Office (RO) on or before 10th day following the end of the Quarter	Submit to Central Office (CO) on or before 15th day following the end of the Quarter	Submit to COA, DBM and BTr on or before 30th day following the end of the Quarter - c/o Budget Division
FAR 3 – (ADDO)	Submit to RO on or before 10th day following the end of the Year	Submit to CO on or before 15th day following the end of Year	Submit to COA, DBM and BTr on or before 30th day following the end of Year - c/o Accounting Division
FAR 4 – (MRD)	Submit to RO on or before 3rd day following the end of the month (to supplement data on the SPMR/FMR)	Submit to CO on or before 5th day following the end of the month (to supplement data on the SPMR/FMR)	Submit to COA, DBM and BTr on or before 10th day following the end of month - c/o Accounting Division
FAR 5 – (QRROR) FAR 6 – (SABUDB for Trust Receipt)	Submit to RO on or before 10th day following the end of the quarter	Submit to CO on or before 15th day following the end of the quarter	Submit to COA, DBM and BTr on or before 30th day following the end of the quarter - c/o Accounting Division


To facilitate the submission of Monthly Report of Disbursement (MRD), the Cashier Unit shall submit to the Accounting Division the Summary Report of Disbursement (RCI and RADAI) on the 1st day following the end of the month.

Please be reminded that said reports shall be submitted electronically to DBM through the Unified Reporting System (URS) per DBM Circular Letter No. 2016-11 dated December 6, 2016.

Furthermore, may we also request for your submission of quarterly updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) and expanded plantilla on or before the 15th day following the end of the quarter.

Please submit the soft copy of your reports thru the following e-mail address: budget@denr.gov.ph; denrbudgetcentral@yahoo.com.ph; and lladdaran@yahoo.com. For inquiries, call Ms. Lilia P. Saroca of the Consolidation and Report Compliance Section of Budget Division at 8926-80-78 or VOIP #1025 and Ms. Leodina Laddaran of the Consolidation Section of Accounting Division at 8928-02-54 or VOIP #1020. You may download the said Circular from the DBM Website at www.dbm.gov.ph.

For your strict compliance.


ATTY. ANALIZA REBUELTA-TEH
§



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos.: (632) 8929-66-26 to 29 o (632) 8929-62-52
8929-70-41 to 43

DENR Memorandum Circular
No. 2023- _____

SUBJECT: GUIDELINES ON THE GRANT OF FY 2023 PERFORMANCE-BASED BONUS (PBB)

1.0 PURPOSE

Consistent with the Memorandum Circular No. 2023-1, entitled “Guidelines on the Grant of the PBB for FY 2023 under EO No. 80, s. 2012 and EO No. 201, S. 2016” issued by the AO 25-IATF, this Circular prescribes the criteria and conditions for the grant of the PBB for FY 2023 performance. Achieving a prosperous, inclusive, and resilient society through economic transformation requires the practice of open, efficient, and accountable governance. In pursuit of the goal of the Philippine Development Plan (PDP) 2023-2028 to practice good governance and improve bureaucratic efficiency, the FY 2023 PBB will contribute to raising the productivity, performance, transparency, and accountability of government agencies and employees, using the enhanced Results-based Performance Management System and the simplified Performance-based Incentive System.

The FY 2023 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results**. The Good Governance Conditions (GGCs) shall no longer be included in the criteria to assess the overall eligibility of the agency for FY 2023 PBB. However, since the observance of these conditions shall still be used to determine the eligibility of delivery units and individuals, the monitoring of their compliance shall now be the responsibility of the Heads of Agencies.

2.0 COVERAGE

2.1 All Delivery Units/Offices of the DENR at the Central, Regional and Staff Bureaus.

2.2 All officials and employees holding regular, contractual and casual positions are covered by this Circular. Excluded from the coverage are individuals engaged without employer-employee relationship with the DENR and funded from non-Personnel Services (PS) budget.

3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2023 PBB, the criteria and conditions under the four (4) dimensions of accountability, namely: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** must be satisfied. A **total score of at least 70 points** based on the PBB Scoring System must be attained. This will be discussed in detail in Section 4.0.

The four (4) dimensions of accountability are defined as follows:

Performance Results – refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2023 General Appropriations Act (GAA). See Annex 1 for the PIB-GAA list of performance indicators.

Process Results – refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, digitization, standardization, systems and procedures reengineering, and other related improvements.

Financial Results – refer to the actual spending of the agency’s budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2023 GAA.

Citizen/Client Satisfaction Results – refer to the achievements in satisfying the quality expectations of the transacting public/client.

4.0 FY 2023 PBB TARGETS, ASSESSMENT AND SCORING SYSTEM

The agency’s accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2023 PBB, the agency must attain a **total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria.**

Criteria and Conditions	Weight	Performance Rating				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. The unit/s most responsible (including its head) for the criteria with a performance rating of below 4, will be isolated from the grant of the FY 2023 PBB.

4.1 Performance Results

The targets under Performance Results enable agencies to intensify transparency in public spending, concentrate their efforts and available resources on their mandates and core functions, as well as ensure the timely delivery of high-quality high-impact activities.

The Agency’s performance in the achievement of targets shall be monitored and validated thru the use of the URS and/or BFARs which shall be submitted within 30 days after the end of each quarter. For deficiencies or non-attainment of FY 2023 targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit (COA), the DBM, and the Bureau of the Treasury (BTr), as applicable through the DBM URS and/or IFMIS, within thirty (30) days after the end of the 4th quarter of FY2023.

4.1.1 The requirements under Performance Results shall be assessed and scored as follows:

1	2	3	4	5
Met below 50% of performance indicators of the Congress-approved performance targets for FY2023.	Met 50% to less than 70% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 70% to less than 80% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 80% to less than 100% of performance indicators of the Congress-approved performance targets for FY 2023.	Met each one or 100% of the Congress-approved performance targets for FY 2023 (all performance indicators)

4.1.2 The Offices Responsible in delivering the DENR Performance Results are the following:

- a. Regional Offices – shall ensure the achievement of targets and the submission of accomplishments under Performance-Informed Budgeting (PIB) of the FY 2023 General Appropriation Act (GAA), specifically for the output indicators (*Annex 1*). For physical accomplishments, the form prescribed by the Policy and Planning Service (PPS) shall be used. The accomplishments submitted in a quarterly basis shall be used by the national focal for monitoring. Accomplishment Report shall be accompanied with valid justifications for any deficiencies or non-attainment of FY 2023 targets.
- b. Staff Bureaus – shall ensure the submission of necessary data/information to be included in the Budget and Financial Accountability Reports (BFARs), specifically for output and outcome indicators. They shall also monitor and validate the accomplishments of the Regions concerning their sector, and provide evidence on the completion of targets on the output and outcome indicators relative to their sector. The accomplishments submitted in a quarterly basis shall be used by the national focal for monitoring. Accomplishment Report shall be accompanied with valid justifications for any deficiencies or non-attainment of FY 2023 targets.
- c. Policy and Planning Service – shall **serve as the overall National Focal Office** that will review, monitor and validate the accomplishments submitted by the Regions and Bureaus. It shall consolidate and submit the BFARs through the Unified Reporting System (URS) and ensure the completeness of the FY 2023 PBB requirements to be submitted to the AO25 IATF.

4.2 Process Results

The target under Process Results is the greater ease of transaction of core services based on mandated functions (external) covering government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions, and the administrative and supporting services (internal) within the agency.

Further ease of transaction of critical external and internal services may be achieved through more rigorous approaches such as reengineering, streamlining, digitalization and other technological applications, and other types of process innovations implemented in the agencies including their Regional,

Satellite, and Extension Offices.

As defined in ARTA MC 2019-002-A¹, the services may be categorized based on the following:

- a. **External services** - refer to government services applied for or requested by external citizens or clients or those who do not form part or belong to the government agency or office.
- b. **Internal services** - refer to government services applied for or requested by internal clients or individuals who are within the respective government agency or office, such as, but not limited to, its personnel or employees, whether regular or contractual. Internal services include services such as, but are not limited to, back-end/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorization, or concession.

4.2.1 For FY 2023 PBB, the target will be substantive improvements in ease of doing business/ease of transaction concerning two (2) critical services consisting of one (1) core service (external) based on the mandated function of the agency and one (1) support/administrative service (internal) as declared in the agency's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

In selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), agencies shall consider the selection of the services based on any of the following factors, or a combination thereof. The selected critical service is:

- a. A core service which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The most complained service with the greatest number of complaints received by the agency and other complaints-handling agencies.
- c. The service/s with the greatest number of pending transactions or backlogs that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A service that generates income/revenue for the government.
- e. A service attributable to the PREXC/Programs of agencies.
- f. A service that involves inter-agency action to complete the transaction.

4.2.2. The substantial improvements or substantial reduction of the selected services may focus on the following areas of the selected services:

- a. Actual documentary requirements for a transaction for instance duplicative/ unnecessary/ non-value-adding documents and various prerequisites to be obtained from other government offices;
- b. Total processing time to include queueing to start a transaction, waiting time to complete a transaction, and backroom processing; in other words, the total turnaround time, not just the estimated time reflected in the agency's Citizens Charter;

¹ Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 s., 2019 Guidelines on the Implementation of the Citizen's Charter in Compliance with RA No. 11032.

- c. Overall transaction cost to obtain the service (while the official fees cannot be reduced unless authorized, the other transaction costs on the part of the transacting public (both visible and not visible) could be reduced. Agencies could find out what these costs are if they get feedback and listen to the transacting public,
- d. Multiple hand-offs where the transacting public needs to go to several offices and/or windows in order to complete a transaction; and elimination of multiple reviews and approvals to complete a transaction;
- e. Administrative burden associated with the transaction i.e., the complexity and amount of effort that the agency need to expend in order to process the transaction-, and
- f. Access to the service that makes the transaction very easy, convenient, without or only with very minimal cost, reliable, and predictable.

The Agency may use the concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted initial Reengineering Plan to ARTA as the basis for prioritizing areas for improvement. Agency’s substantial improvement results shall be reported through Annex 2: Modified Form A which also contains a guide in accomplishing said form. Agencies must report objectively verifiable evidence of achievements from the completed transactions of the reported services in ease of doing business/ease of transaction using Annex 2.

4.2.3 The requirements under Process Results shall be assessed and scored as follows:

Table 3: Rating Scale for Process Results				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transactions in internal service	Achieved substantial improvements to ease transactions in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

4.2.4 The Offices responsible in delivering the DENR Process Results are the following:

- a. The Sub-Committee on Anti-Red Tape (Sub-CART) on Streamlining and Process Improvement of Critical Services (SPICS) pursuant to Special Order No. 2021-551 dated 19 October 2021 – shall **serve as the Principal Body** that shall spearhead the Agency’s compliance with the requirements under this dimension. They shall lead in selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), considering the factors specified in Section 4.2.1- 4.2.2.

They shall monitor and consolidate the Modified Form A submitted by the offices concerned, prepare the necessary means of verification (MOVs) and ensure the agency’s compliance with FY 2023 PBB requirements under this dimension. Said offices must submit an e-copy, both soft and signed scanned copy, of the Modified Form A to the DENR CART and to the DENR PBB Secretariat on or before January 31, 2024.

- b. Knowledge and Information System Service (KISS) in coordination with Sub-CART on SPICS is responsible for the Digitalization initiatives or

digital transformation of external and internal services through the following:

- b.1. development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions;
- b.2. utilization of disruptive and emerging technologies in system development and integration (e.g., blockchain, application programming interface, robotic process automation, cloud services, etc.);
- b.3. enabling data linkages and interoperability capacities among information systems;
- b.4. creating capacities for data management and analytics;
- b.5. modernization of existing systems and applications; and
- b.6. other process improvements using information technology.

The report should highlight the tangible results of digitalization in terms of ease of doing business or ease of transaction from the point of view of the transacting public client, such as but not limited to reduced waiting and processing times; reduced wastes in the process; lowered costs; real-time generation of reports for informed decision-making; expanded coverage; improved client satisfaction rating and similar outcomes. The complete report on digitalization is also considered as an Agency Accountability as stated in Section 5.

- c. DENR Payments Digitalization Team (PDT) pursuant to Special Order No. 2023-325 – shall oversee the implementation of the payment’s digitalization process in the DENR.
- d. The Sub-Committee on Anti-Red Tape (Sub-CART) on Citizen Charter (Compliance Monitoring) pursuant to Special Order No. 2021-551 dated 19 October 2021 – shall ensure the updating and posting of DENR Citizen’s Charter.
- e. DENR CART – shall ensure the overall compliance of the Department on the Process results Dimension. Said Committee must submit a signed copy of the accomplishment report to the DENR PBB Secretariat.
- f. Staff Bureaus – shall ensure the implementation of their streamlining processes and accomplishment of Modified Form A. They shall also provide technical assistance on the identified external and internal services.
- g. Regional Offices – shall ensure the implementation of streamlining processes, digitalization and other technological applications, and other types of process innovations, especially the frontline services and the critical services identified by Sub-CART on SPICS. The accomplishment shall be reported using the Modified Form A and shall be submitted on the deadline set by Sub-CART on SPICS.
- h. Central Office Units – shall ensure the implementation of their streamlining processes, especially the frontline services, and accomplishment of Modified Form A.

4.3. Financial Results

4.3.1 The targets under Financial Results reflect the final payments made from the annual budget allotment to realize the committed programs and projects based on the valid appropriations for FY 2023. Hence, for FY 2023, the Disbursements Budget Utilization Rate (BUR) shall be accomplished as follows:

Disbursements BUR is measured by the ratio of total disbursements (excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in FY 2023, net of goods and services obligated by December 31, 2022, but paid only in FY 2023. The total obligations for MOOE and CO shall refer to those made from the current appropriations under the FY 2023GAA and the continuing appropriations under FY 2022. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been utilized for payment of accepted goods delivered and services rendered. Hence,

$$\text{Disbursement BUR} = \frac{\text{Total Disbursement (excluding PS), net of payment made in FY 2023 for past years' obligations}}{\text{Total Obligations}}$$

Same as for the Performance Results, the concerned offices shall ensure the submission of the quarterly BFARs through the DBM-URS and/or IFMIS, in a timely manner. Financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis for determining the FY 2023 BUR accomplishment of agencies.

4.3.2 The requirements under the Financial Results shall be scored as follows:

Table 4: Rating Scale for Financial Results				
1	2	3	4	5
Below 40% Disbursements BUR	40%-55% Disbursements BUR	55%-70% Disbursements BUR	70%-85% Disbursements BUR	85%-100% Disbursements BUR

4.3.3 The Offices responsible in delivering the DENR Financial Results are the following:

- a. Regional Offices, Staff Bureaus and Central Office Delivery Units – shall ensure the disbursement of total budget allotment.
- b. Financial and Management Service – shall **serve as the National Focal Office** that will monitor, consolidate, submit the Financial Report and ensure the agency’s compliance with FY 2023 PBB requirements under this dimension.

4.4. Citizen/Client Satisfaction Results

Agencies shall ensure the resolution of all complaints and grievances reported to Hotline #8888 and Contact Center ng Bayan (CCB), and their compliance to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.

Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

- 4.4.1. To provide evidence on this criteria, the concerned office shall submit a report summarizing the #8888 and CCB complaints received in FY 2023 and their status; if resolved or pending.

To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to the definitions provided in Section 2.4.2c of MC No. 2021-2 (Annex 3).

- 4.4.2. The requirements under the Citizen/Client Satisfaction Results (CCSS) shall be assessed and scored as follows:

1	2	3	4	5
0% resolution and compliance rate to #8888 and CCB complaints	At least 1% resolution and compliance rate to #8888 and CCB complaints	At least 50% resolution and compliance rate to #8888 and CCB complaints	At least 75% resolution and compliance rate if there are more than 250 tickets to #8888 and CCB complaints <hr/> At least 80% resolution and compliance rate for 250 or less tickets to #8888 and CCB complaints	100% resolution and compliance to #8888 and CCB complaints

- 4.4.3 The Offices responsible in delivering the DENR Client Satisfaction Results are the following:
- a. Regional Offices, Staff Bureaus and Central Office Delivery Units – shall ensure the attainment of 100% resolution and compliance rate to #8888 and CCB complaints. They shall submit a report summarizing the #8888 and CCB complaints received in FY 2023 to the corresponding designated National Focal Offices. The report shall include the status of the complaints; whether resolved or pending.
 - b. DENR Action Center – shall **serve as the National Focal Office on the #8888** that will monitor, consolidate and submit the report and ensure the agency’s compliance with FY 2023 PBB requirements for this dimension.
 - c. HRDS Personnel Division – shall **serve as the National Focal Office on the CCB** that will monitor, consolidate and submit the report and ensure the agency’s compliance with FY 2023 PBB requirements for this dimension.

The above-mentioned Responsible Offices in all criteria shall submit the accomplishment reports to the identified National Focal Office/s for each dimension. The National Focal Office/s shall be responsible in the assessment and consolidation of the submitted accomplishment reports and shall provide the DENR PBB Secretariat scores using the rating scale. The scores provided by the National Focal Offices shall be the basis of DENR PBB Secretariat’s self-assessment on the overall performance of the Department.

Should there be deficiencies in the accomplishments for any of the criteria and conditions, justifications shall be made, as discussed in Section 8. **The reports and scores should be submitted to the Performance Management Group (PMG) through the DENR PBB Secretariat (Policy and Planning Service), not later**

than **31 January 2024**. It should be noted, however, that all the submissions for FY 2023 PBB qualification shall be subjected to further validation by the AO25 IATF.

5.0 AGENCY ACCOUNTABILITIES

Although no longer required in determining the overall PBB eligibility, the following requirements shall continue to be implemented, monitored and complied. The compliance with the following requirements shall be used **as basis in determining the eligibility of responsible units and individuals**. These legal requirements must be submitted directly to the oversight/validating agencies.

Deadline	Requirements	DENR-CO Focal	Validating Agency
Before January 31 st of the fiscal year	Undertaking of Early Procurement Activities (EPA) covering FY 2024 Procurement Projects. Submit a Certificate of Compliance that the agency conducted EPA for at least 50% of the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO. Note: EPA should be conducted in FY 2023.	AS - PSMD	GPPB-TSO
March 31, 2023	FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE to GPPB-TSO)	AS - PSMD	GPPB-TSO
June 30, 2023	Results of FY 2022 APCPI System Submit results of the APCPI system for FY 2021 Procurement Transactions to GPPB-TSO	AS - PSMD	GPPB-TSO
August 31, 2023 (based on PS Advisory 2023-014)	FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (Annex 4). Submission of the FY 2024 APP-CSE is exclusively through the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system. Note: PS-DBM will not accept hard copies and submissions via email.	AS - PSMD	DBM-PS
September 30, 2023	Posting of Indicative FY 2024 APP-non CSE in the agency's Transparency Seal webpage	AS – PSMD; SCIS	DBM-OCIO
October 01, 2023	Maintenance/Update of the agency Transparency Seal (TS) under Section 102 of the General Provisions of the FY 2023 GAA. The TS page should be accessible by clicking the TS logo on the home page.	SCIS	DBM-OCIO
October 01, 2023	Submission and Review of SALN. 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 2023.	HRDS – PD; SCIS	CSC
November 30, 2023	Compliance with the National Competition Policy (NCP) Submit the complete set of applicable National Competition Policy or NCP-related requirements to the Philippine Competition Commission (PhCC) as stated in Annex 5 to 5.4 of the AO25 MC no. 2023-1 (Annex 5)	PPS-PSD	PhCC

Deadline	Requirements	DENR-CO Focal	Validating Agency
December 31, 2023	<p>ISO QMS Certification or equivalent certification of at least one (1) critical frontline service or core process. (Annex 6)</p> <p>Posting on the TS webpage the copy/ies of ISO QMS certification/ recertification or equivalent certification.</p>	DENR QMS Team; SCIS	DBM-SPIB
December 31, 2023	<p>Compliance with Audit Findings and Liquidation of Cash Advances</p> <p>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 2021 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 2023.</p>	FMS - MD	COA
January 31, 2024	<p>PhilGEPS posting of all invitations to bids and awarded contracts – 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) (Annex 7)</p> <p>Update all procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the PhilGEPS.</p>	AS - PSMD	PS-PhilGEPS
January 31, 2024	<p>Compliance with the Freedom of Information (FOI) Program</p> <p>Submit the following Freedom of Information (FOI) Program requirements to PCOO</p> <ul style="list-style-type: none"> a. Updated People's FOI Manual b. Updated One-Page FOI Manual c. Updated FOI Reports: Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report d. Onboarding to the eFOI portal e. FOI Feedback Report f. Addressed overdue or pending FOI Requests 	Admin Service – Records Office and SCIS	PCOO
NEW REQUIREMENTS			
The focal office shall submit on or before 31 January 2024 to DENR PBB Secretariat	<p>Report on the digitalization initiatives or digital transformation of external and internal services</p> <p>Agencies may submit based on their preferred format for the report on digitalization.</p>	KISS; DENR PDT	AO25
February 29, 2024	Special Order designating the Agency's Committee on Anti-Red Tape (CART)	LAS-IAD	ARTA

Deadline	Requirements	DENR-CO Focal	Validating Agency
	Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007.		
Last working day of April 2024	Administered Client Satisfaction Measurement or CSM aligned with the ARTA Memorandum Circular No. 2022-05 or the Guidelines on the Implementation of the Harmonized Client Satisfaction Measurement.	KISS; SCIS / SMCRD	ARTA

The DENR Central Office Focal for each agency accountability shall be responsible in monitoring the compliance of the Regional Offices, Staff Bureaus and Central Office Delivery Units and should **submit report of compliance of the Delivery Units to the DENR-PMG, through the DENR PBB Secretariat (Policy and Planning Service), not later than 31 January 2024.** Moreover, the CO Focal Office shall prescribe standards consistent with the oversight/validating agency to ensure the delivery of the expected outputs in terms of quantity, quality and timeliness of outputs and/or submissions.

In case of further instructions relative to Agency Accountabilities by the Oversight/Validating Agencies, a Memorandum/Advisory from the National Focal Office shall be issued, copy furnished the PMG Chairperson, whenever necessary.

6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 Similar to FY 2022 PBB, the Delivery Units (DUs) of eligible agencies shall no longer be ranked for FY 2023 PBB. However, the unit/s most responsible for deficiencies shall be isolated.

6.1.1 Based on Table 1, to be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (4) accountability dimensions. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY2023 PBB.

6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2023 PBB.

6.1.3 The National Focal Offices responsible for the non-attainment of at least twenty (20) points or equivalent to at least a performance rating of four (4) in any of the four dimensions and, the Agency Accountabilities shall be responsible in determining the unit/s most responsible (including its head) for the non-attainment of targets and non-compliance, respectively. The said National Focal Office shall submit to DENR PBB Secretariat the list of units including names to be isolated within 15 calendar days upon receipt of the final results copy furnished the DENR-HRDS.

6.2 Eligible DUs shall be granted FY 2023 PBB at uniform rates across the agency, including their officials and employees. The corresponding rates of the PBB shall be based on the achieved total score as shown in Section 7.0.

- 6.3 To be eligible for the PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least **"Very Satisfactory"** based on the CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB. The HRDS-Personnel Division shall provide the necessary data and shall be submitted 15 calendar days upon the receipt of eligibility result of the Agency.
- 6.4 The Department Secretary is eligible only if his/her agency is eligible. If eligible, his/her PBB shall be equivalent to the rates stated in Section 7.0
- 6.5 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.
- 6.6 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 6.7 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.9.
- 6.8 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Very Satisfactory rating may be eligible for the full grant of the PBB.
- 6.9 An official or employee who has rendered less than nine (9) months but a minimum of three (3) months of service and with at least Very Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of 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 PBB on a pro-rata basis:

- a. Being a newly hired employee
 - b. Retirement and Death
 - 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; and/or
 - h. Sabbatical Leave
- 6.10 Heirs of the deceased personnel who qualified for 2023 PBB shall be required to present proof of legitimacy of claim.

- 6.11 An employee who is on vacation or sick leave, with or without pay for the entire year is not eligible for the grant of the PBB.
- 6.12 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6.13 Officials and employees who failed to submit their 2022 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s 2015; or those who are responsible for non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY2023 PBB.
- 6.14 Officials and employees who failed to liquidate all cash advances received in FY 2023 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May18, 2009, shall not be entitled to the FY 2023 PBB.

7.0 RATES OF THE PBB

- 7.1 The total score as stated in Section 4.0 shall be the basis for determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% monthly basic salary of an individual as of December 31, 2023. For illustration, see Table 6 below.

Table 6: Rates of the PBB	
Total Score	PBB Rates
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

- 7.2 Should the agency be assessed to be eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit the complete PBB requirements on time.

8.0 JUSTIFICATION OF DEFICIENCIES

In the event of non-attainment of the prescribed performance rating of at least “4” for all the dimensions and non-compliance of the agency’s accountabilities, the highest ranking official in-charge of the offices, as stated in Sections 4.0 and 5.0, shall include a justification and/or underlying reasons for the deficiencies or non-attainment of a particular PBB requirement in the report to be submitted on/before the deadline, as will be discussed in Section 9.0.

If the deficiency or non-compliance of each criterion is caused by controllable factors, the names of the most responsible unit and/or individuals who shall be isolated from the grant of FY 2023 PBB shall be included in the report. The justification for the controllable factors is still subject for verification of the concerned national focal.

Meanwhile, if the deficiency or non-compliance of each criterion is caused by uncontrollable factors, such as inaccessibility in the uploading of accomplishments in the Unified Reporting System due to system error, there shall be an issuance of verifiable justification which shall be subjected to further verification by the AO25 Secretariat.

9.0 TIMELINE AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 9.1 All Regional Offices, Staff Bureaus, and Central Office Delivery Units shall submit to respective National Focal Office the proofs of accomplishments with corresponding justification/s, in case of non-attainment of targets, for Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results using the prescribed forms on or before 15 January 2024 for assessment, review and consolidation.
- 9.2 The national focal/s and Central Office Focal/s shall submit thru email at ppso.pmed@denr.gov.ph the consolidated reports and evidence of accomplishments on the four criteria, including all explanations and justifications for deficiencies, to the PMG Chair through its Secretariat on or before 31 January 2024. The submission shall be in an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat).

The Central Office focals on the Agency Accountabilities indicated in Section 5.0 shall provide necessary documents such as consolidated reports or proofs of compliance to the DENR PBB Secretariat for submission to AO25.

- 9.3 As part of the AO25 efforts in digitalizing and streamlining the assessment processes, beginning FY 2023 PBB, the submission of accomplishment reports shall be fully online through the Government Executive Information System (GEIS) platform. The GEIS serves as the main source of performance information for agencies including both the historical and current status of eligibility to the PBB and compliance with government standards. Further details on the use of the GEIS shall be disseminated to the agencies through a separate communication.
- 9.4 The DENR PBB Secretariat shall submit fully online all pertinent documents for submission to AO25 on or before **29 February 2024**. Late submission of complete PBB requirements of agency that are assessed to be eligible to the grant of the FY 2023 PBB, shall be subject to a penalty (5% reduction in the rates of incentives) as indicated in Section 7.2.

The DENR PBB Secretariat shall ensure that all explanations and justifications for deficiencies are already attached in their online submission.

Table 7. Summary of Timelines	
Required Documents	Deadline of Submission
Means of Verification and Justification for non-attainment of targets from Central Office Units, Regions, and Staff Bureaus for the four Dimensions	15 January 2024
Consolidated Reports from National Focal/s and Central Office Focal/s for the Four Dimensions and Agency Accountabilities	31 January 2024
Submission of documents/ requirements to AO25 Secretariat (online)	29 February 2024

- 9.5 The HRDS thru Personnel Division shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549 2, agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof, and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2023 PBB requirement of the agency, to be complemented by a simplified Annex 9: Report on Ranking of Offices/Delivery Units.
- 9.6 Should there be any further instructions relative to FY 2023 PBB Guidelines founded on the AO25 IATF directives, a Memorandum/Advisory from the PMG Chairperson shall be issued, whenever necessary.

10.0 SOURCE OF FY 2023 PBB FUND

The DENR FY 2023 PBB shall be charged against Miscellaneous Personnel Benefits Fund (MPBF) in the General Appropriations Act.

11.0 EFFECTIVITY

This Circular shall take effect immediately.

MARIA ANTONIA YULO LOYZAGA
Secretary



25 May 2022

MEMORANDUM

FOR/TO : All Staff Bureau Directors
All DENR Regional Executive Directors

TO : All Transparency Seal Focal Persons
Staff Bureaus and Regional Offices

FROM : The Director, Strategic Communication and Initiatives Service and
Transparency Seal Focal Point

SUBJECT : **FY2022 TRANSPARENCY SEAL ADVISORY NO. 3:**
UPDATING OF TRANSPARENCY SEAL REQUIREMENTS FOR
PBB FY2022

This has reference to **Memorandum Circular No. 2022-01** dated **March 24, 2022** entitled **Guidelines on the Grant of Performance-Based Bonus for Fiscal Year (FY) 2022 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016**, issued by the AO25 Inter-Agency Task Force (IATF) which provides that one of the Good Governance Conditions (GGCs) for the grant of Performance-Based Bonus (PBB) is the Maintenance/Updating of the Agency Transparency Seal.

Section 5 (Agency Accountabilities) of the said Memorandum states that “While the above conditions (particularly the Updating of Transparency Seal) 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 the responsible units and individuals. Agencies should submit these legal requirements directly to the oversight agencies.”

The following are the reports to be updated or uploaded to the Agency Transparency Seal (please follow same format):

I.	DENR mandates and functions, names of officials with their positions and designations, and contact information
a.	DENR Mandate, Vision, Mission
b.	DENR Directory of Officials
II.	Annual Financial Reports
a.	<u>FAR No. 1.</u> Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAOBDB)
	a.1. FY2022 (Quarterly)
	a.2. FY2021 (Annual)
	a.3. FY2020 (Annual)
b.	<u>FAR No. 4.</u> Monthly Report of Disbursements (Monthly)
	b.1. FY2022 (Monthly)
	b.2. FY2021 (Annual)
	b.3. FY2020 (Annual)
c.	<u>BAR No. 1.</u> Quarterly Physical Report of Operations
	c.1. FY2022 (Quarterly)
	c.2. FY2021 (Annual)
	c.3. FY2020 (Annual)

Let's Go Green!

	d.	BED No. 2. Physical Plan (Annual)
		d.1. FY2022
		d.2. FY2021
		d.3. FY2020
	e.	FAR No. 5. Quarterly Report on Revenue and Other Receipts (Quarterly)
		c.1. FY2022 (Quarterly)
		c.2. FY2021 (Annual)
		c.3. FY2020 (Annual)
	f.	BED No. 1. Financial Plan (Annual)
		f.1. FY2022
		f.2. FY2021
		f.3. FY2020
III.		DBM Approved Budget and Targets (only for current year)
	a.	DENR Budget FY2022
	b.	Corresponding GAA Targets FY2022
IV.		DENR Projects, Programs and Activities, Beneficiaries, and Status of Implementation (only for current year - indicate if not applicable or else zero rating will be given)
	a.	Enhanced National Greening Program (FY2022)
	b.	Land Disposition (FY2022)
	c.	Payapa at Masaganang Pamayanan (PAMANA) (FY2022)
V.		Annual Procurement Plan (APP)
	a.	FY 2022 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015 (to be posted not later than March 31, 2022)
	b.	FY 2023 Indicative Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015 (to be posted not later than September 30, 2022)
	c.	FY 2023 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM Memo Circular (to be posted not later than September 30, 2022)
VI.		QMS Certification of at least one core process by any international organization approved by the Inter-Agency Task Force or ISO 9001:2015 aligned QMS documents
	a.	DENR Quality Policy
	b.	Quality Management Manual and Annexes
	c.	Quality Management Manual Annexes
	d.	QMS ISO Registration Certificates (to be posted not later than December 31, 2022)
VII.		System of Ranking Delivery Units for FY2021 PBB (to be posted by October 1, 2022)
	a.	Guidelines on the Grant of the Performance-Based Bonus (PBB) for FY2021 (DENR Memorandum Circular No. 2022-11)
VIII.		The Agency Review and Compliance Procedure of Statements and Financial Disclosures (to be posted by October 1, 2022)
	a.	DENR Review and Compliance Procedure for SALN
IX.		Freedom of Information (FOI)
	a.	Updated DENR Freedom of Information Manual
	b.	DENR Information Inventory (to be posted by January 30, 2023)
	c.	FY2022 DENR FOI Summary Report (to be posted by January 30, 2023)
	d.	FY2022 DENR FOI Registry (to be posted by January 30, 2023)
	e.	Screenshot of DENR Website containing a visible and functional FOI logo linked to e-FOI portal (www.foi.gov.ph), to be submitted through email: foipco@gmail.com on or before Jan. 30, 2023.
	f.	Modified One-Page FOI Manual (c/o FOI Focal)
	g.	Updated AID-FOI Tool (to be posted by January 30, 2023)
	H	FOI Client/Customer Satisfaction Report (to be posted by January 30, 2023)
	i.	DENR FOI Certificate of Compliance (upon issuance of PCOO)

TIMELINESS OF UPDATING/UPLOADING AND SUBMISSION OF REPORTS ON TRANSPARENCY SEAL

Deadlines for Uploading for Regions and Staff Bureaus

The deadlines set for submission of Financial Reports by regional offices to the Central Office (Performance Management Group) is on or before the 15th day following the end of each quarter (FAR No. 1 & FAR No. 5) and 5th day following the end of the month (FAR No. 4), as stated in the attached Memorandum dated January 08, 2021 on Reiteration on the Submission of Budget and Financial Accountability Reports (BFARs) and other Financial Reports. Uploading of TS requirements may be done until the 2nd day thereafter as per attached FY2022 DENR Transparency Monitoring Sheet.

Deadlines for Uploading for OSEC/Central Office

The deadline set for the submission of financial reports to the Department of Budget and Management and Commission on Audit is on or before the 30th day following the end of each quarter (FAR No. 1 & FAR No. 5) and 10th day following the end of the month (FAR No. 4). Uploading of said reports shall be done until the 2nd day thereafter.

Timeliness and Quantity Performance Rating (per SPMS Calculator)

Timeliness		Quantity	Rating	Quantity	Rating
Uploading Period (based on deadline)	Rating	39 and above	5.000	18	2.186
2 days ahead	5.000	38	4.778	17	2.103
1 day ahead	5.000	37	4.566	16	2.041
On deadline	3.000	36	4.354	15	1.990
1 day late	1.990	35	4.071	14	1.909
2 days late and beyond	1.000	34	3.391	13	1.849
No submission	0	33	3.707	12	1.788
		32	3.424	11	1.707
		31	3.212	10	1.647
		30	3.000	09	1.586
		29	2.928	08	1.505
		28	2.866	07	1.444
		27	2.804	06	1.384
		26	2.722	05	1.303
		25	2.660	04	1.242
		24	2.598	03	1.182
		23	2.516	02	1.101
		22	2.454	01	1.040
		21	2.392	0	0
		20	2.309	TS SPMS Target: 30	
		19	2.248		

For your information and compliance.



KHACH S. BAYAM

cc: The Assistant Secretary for Policy and Planning
Vice-Chair, Performance Management Group

The Director, Planning and Policy Service Office