



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

Circular Letter No. 2013-7
Date: August 5, 2013

TO : All Heads of Departments, Other Executive Offices, Constitutional Offices of the National Government, including Government-Owned or Controlled Corporations (GOCCs) supervised by the Department of Budget and Management (DBM)

SUBJECT : Conduct of Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013 under Executive Order No. 80, s. 2012

- 1.0 Following the approval of Memorandum Circular 2013-01, providing the guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013, the AO 25 Inter-Agency Task Force (IATF) will hold **four (4) half-day orientations** on **August 12 and 13, 2013** at the **Multi-Purpose Hall, 4/F DBM Building, Manila**. Please refer to **Annexes A, B, C and D** for the orientation schedules of identified departments/agencies.
- 2.0 Due to limited space, departments/agencies and GOCCs supervised by the DBM are requested to send a **maximum of three (3) representatives** including the following officials:
 - Undersecretary/Assistant Secretary designated as PBB Focal Person by the Department Secretary/Agency Head
 - Chief Information Officer
 - Undersecretary/Assistant Secretary/Director for Planning and Policy
- 3.0 Further, departments/agencies should request **only one (1) representative**, i.e., the designated PBB Focal Person, **from each of their attached/line agencies** to join the orientation.
- 4.0 Please accomplish the attached **Confirmation Slip** and submit to the AO 25 Secretariat **on or before August 8, 2013**, to secure your slots. Kindly ensure that the requested details are provided so we can register your respective PBB Focal Person in the PBB InfoBoard Directory.
- 5.0 Thank you and we look forward to your full cooperation to ensure the effective implementation of the PBB for FY 2013.

FLORENCIO B. ABAD

Secretary, Department of Budget and Management
and Chair, AO 25 Inter-Agency Task Force

Annex A
Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013
August 12, 2013, 8:00AM – 11:00AM, DBM Multi-Purpose Hall, Manila

Departments/Agencies	No. of Participants
1. Department of Environment and Natural Resources	3
1.1. Environmental Management Bureau	1
1.2. Mines and Geo-Sciences Bureau	1
1.3. National Mapping and Resource Information Authority	1
1.4. National Water Resources Board	1
1.5. Palawan Council for Sustainable Development Staff	1
2. Department of Foreign Affairs	3
2.1. Foreign Service Institute	1
2.2. Technical Cooperation Council of the Philippines	1
2.3. UNESCO National Commission of the Philippines	1
3. Department of National Defense	3
3.1. Government Arsenal	1
3.2. National Defense College of the Philippines	1
3.3. Office of Civil Defense	1
3.4. Philippine Veterans Affairs Office	1
3.5. Armed Forces of the Philippines	1
4. Department of Justice	3
4.1. Bureau of Corrections	1
4.2. Bureau of Immigration	1
4.3. Land Registration Authority	1
4.4. National Bureau of Investigation	1
4.5. Office of the Government Corporate Counsel	1
4.6. Office of the Solicitor General	1
4.7. Parole and Probation Administration	1
4.8. Presidential Commission on Good Government	1
4.9. Public Attorney's Office	1
5. Department of the Interior and Local Government	3
5.1. Bureau of Fire Protection	1
5.2. Bureau of Jail Management and Penology	1
5.3. Local Government Academy	1
5.4. National Police Commission	1
5.5. Philippine National Police	1
5.6. Philippine Public Safety College	1
6. Department of Agrarian Reform	3
7. Department of Education	3
7.1. National Book Development Board	1
7.2. National Council for Children's Television	1
7.3. National Museum	1
7.4. Philippine High School for the Arts	1
8. Department of Health	3
8.1. Commission on Population	1
8.2. National Nutrition Council	1
9. Department of Social Welfare and Development	3
9.1. Council for the Welfare of Children	1
9.2. Inter-Country Adoption Board	1

Annex A Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013 August 12, 2013, 8:00AM – 11:00AM, DBM Multi-Purpose Hall, Manila	
Departments/Agencies	No. of Participants
9.3. National Council on Disability Affairs	1
10. Department of Labor and Employment	3
10.1. Institute for Labor Studies	1
10.2. National Conciliation and Mediation Board	1
10.3. National Labor Relations Commission	1
10.4. National Maritime Polytechnic	1
10.5. National Wages and Productivity Board	1
10.6. Philippine Overseas Employment Administration	1
10.7. Professional Regulation Commission	1
10.8. Technical Education and Skills Development Authority	1
11. Autonomous Regional Government	3

Annex B
Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013
August 12, 2013, 1:00PM – 4:00PM, DBM Multi-Purpose Hall, Manila

Departments/Agencies	No. of Participants
1. Department of Agriculture	3
1.1. Agricultural Credit Policy Council	1
1.2. Bureau of Fisheries and Aquatic Resources	1
1.3. Cotton Development Administration	1
1.4. Fertilizer and Pesticide Authority	1
1.5. Fiber Industry Development Authority	1
1.6. Livestock Development Council	1
1.7. National Agricultural and Fishery Council	1
1.8. National Meat Inspection Service	1
1.9. Philippine Carabao Center	1
1.10. Philippine Center for Postharvest Development and Mechanization	1
2. Department of Finance	3
2.1. Bureau of Customs	1
2.2. Bureau of Internal Revenue	1
2.3. Bureau of Local Government Finance	1
2.4. Bureau of Treasury	1
2.5. Central Board of Assessment Appeals	1
2.6. Cooperative Development Authority	1
2.7. Insurance Commission	1
2.8. National Tax Research Center	1
2.9. Privatization and Management Office	1
2.10. Securities and Exchange Commission	1
3. Department of Trade and Industry	3
3.1. Board of Investments	1
3.2. Construction Industry Authority of the Philippines	1
3.3. Construction Manpower Development Foundation	1
3.4. Philippine Trade Training Center	1
3.5. Product Development and Design Center of the Philippines	1
4. National Economic Development Authority	3
4.1. National Statistical Coordination Board	1
4.2. National Statistics Office	1
4.3. Philippine National Volunteer Service Coordinating Agency	1
4.4. Public-Private Partnership Center of the Philippines	1
4.5. Statistical Research and Training Center	1
4.6. Tariff Commission	1
5. Department of Energy	3
6. Department of Public Works and Highways	3
7. Department of Transportation and Communications	3
7.1. Civil Aeronautics Board	1
7.2. Maritime Industry Authority	1
7.3. Office of Transportation Cooperatives	1
7.4. Office for Transportation Security	1
7.5. Toll Regulatory Board	1

Annex B
Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013
August 12, 2013, 1:00PM – 4:00PM, DBM Multi-Purpose Hall, Manila

Departments/Agencies	No. of Participants
8. Department of Tourism	3
8.1. Intramuros Administration	1
8.2. National Parks Development Committee	1
9. Department of Science and Technology	3
9.1. Advanced Science and Technology Institute	1
9.2. Food and Nutrition Research Institute	1
9.3. Forest Products Research and Development Institute	1
9.4. Industrial Technology Development Institute	1
9.5. Metals Industry Research and Development Center	1
9.6. National Academy of Science and Technology	1
9.7. National Research Council of the Philippines	1
9.8. Philippine Atmospheric, Geophysical and Astronomical Services Administration	1
9.9. Philippine Council for Agriculture, Forestry and Natural Resources	1
9.10. Philippine Council for Aquatic and Marine Research and Development	1
9.11. Philippine Council Health Research and Development	1
9.12. Philippine Council for Industry, Energy and Emerging Technology Research and Development	1
9.13. Philippine Institute of Volcanology and Seismology	1
9.14. Philippine Nuclear Research Institute	1
9.15. Philippine Science High School	1
9.16. Philippine Textile Research Institute	1
9.17. Science Education Institute	1
9.18. Science and Technology Information Institute	1
9.19. Technology Application and Promotion Institute	1

Annex C
Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013
August 13, 2013, 8:00AM – 11:00AM, DBM Multi-Purpose Hall, Manila

Departments/Agencies	No. of Participants
1. Anti-Money Laundering Council	3
2. Climate Change Commission	3
3. Commission on Filipinos Overseas	3
4. Commission on Higher Education	3
5. Komisyon sa Wikang Filipino	3
6. Dangerous Drugs Board	3
7. Energy Regulatory Commission	3
8. Film Development Council of the Philippines	3
9. Games and Amusements Board	3
10. Governance Commission for GOCCs	3
11. Housing and Land Use Regulatory Board	3
12. Housing and Urban Development Coordinating Council	3
13. Mindanao Development Authority	3
14. Movie and Television Review and Classification Board	3
15. Metro Manila Development Authority	3
16. National Anti-Poverty Commission	3
17. National Commission for Culture and the Arts	3
18. National Archives of the Philippines	3
19. National Historical Commission of the Philippines	3
20. National Library of the Philippines	3
21. National Commission on Indigenous Peoples	3
22. National Commission on Muslim Filipinos	3
23. National Intelligence Coordinating Agency	3
24. National Security Commission	3
25. National Telecommunications Commission	3
26. Optical Media Board	3
27. Office of the Presidential Adviser on the Peace Process	3
28. Pasig River Rehabilitation Council	3
29. Philippine Commission on Women	3
30. Philippine Drug Enforcement Agency	3
31. Philippine Racing Commission	3
32. Philippine Sports Commission	3
33. Presidential Commission for the Urban Poor	3
34. Presidential Communications Development and Strategic Planning Office	3
35. Presidential Legislative Liaison Office	3
36. Presidential Management Staff	3
37. Securities and Exchange Commission	3

Annex D

**Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013
August 13, 2013, 1:00PM – 4:00PM, DBM Multi-Purpose Hall, Manila**

Departments/Agencies	No. of Participants
1. Office of the President	3
2. Office of the Vice President	3
3. Presidential Communication Operations Office	3
3.1. Bureau of Communications Services	1
3.2. Bureau of Broadcast Services	1
3.3. National Printing Office	1
3.4. News and Information Bureau	1
3.5. Philippine Information Agency	1
3.6. Radio-Television Malacanang	1
4. Department of Budget and Management	3
4.1. Procurement Service	1
4.2. Internal Audit Service	1
5. Commission of Audit	3
6. Commission on Elections	3
7. Commission on Human Rights	3
8. Civil Service Commission	3
8.1. Career Executive Service Board	1
9. Office of the Ombudsman	3
10. Congress (Senate of the Philippines and House of Representatives)	3
11. Judiciary	3
12. Authority of Freeport Area of Bataan	3
13. Aurora Pacific Economic and Freeport Zone Authority	3
14. Cagayan Economic Zone Authority	3
15. Lung Center of the Philippines	3
16. National Kidney Transplant Institute	3
17. Philippine Children's Medical Center	3
18. Philippine Center for Economic Development	3
19. Philippine Economic Zone Authority	3
20. Philippine Heart Center	3
21. Philippine Institute for Traditional and Alternative Health Care	3
22. Philippine Institute for Development Studies	3
23. Philippine Rice Research Institute	3
24. Philippine Veterans Investment Development Corporation	3
25. Subic Bay Metropolitan Authority	3
26. Zamboanga City Special Economic Zone Authority	3



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CONFIRMATION SLIP

(Departments, Other Executive Offices, Constitutional Offices, GOCCs supervised DBM)

This is to confirm the attendance of the following officials of the Department/Agency to the Orientation on the 2013 PBB Guidelines scheduled on *(Please check appropriate schedule as specified in Annexes A, B, C and D)*:

- August 12, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 12, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall
- August 13, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 13, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall

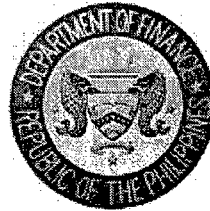
Department/Agency:				
Names	Position/Designation	Email Address	Office Number	Mobile Number
1.				
2.				
3.				

Please submit the accomplished confirmation slip **on or before August 8, 2013** thru any of the following:

Email : ao25secretariat@dap.edu.ph
Subject: Confirmation Slip for the 2013 PBB Orientation Workshop

Fax : 631-2132/631- 2146 (Attention: AO 25 Technical Secretariat)

Courier: 4/F, Center for Governance DAP Building, San Miguel Avenue, Pasig City
Look for Ms. Ludy Tebelin or Ms. Jemima Landong



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**CONFIRMATION SLIP
(Attached Agency)**

This is to confirm the attendance of the following official of Agency to the Orientation on the 2013 PBB Guidelines scheduled on *(Please check appropriate schedule as specified in Annexes A, B, C and D)*:

- August 12, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 12, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall
- August 13, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 13, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall

Agency:				
Department:				
Names	Position/Designation	Email Address	Office Number	Mobile Number
1.				

Please submit the accomplished confirmation slip **on or before August 8, 2013** thru any of the following:

Email : ao25secretariat@dap.edu.ph
Subject: Confirmation Slip for the 2013 PBB Orientation Workshop

Fax : 631-2132/631- 2146 (Attention: AO 25 Technical Secretariat)

Courier: 4/F, Center for Governance DAP Building, San Miguel Avenue, Pasig City
Look for Ms. Ludy Tebelin or Ms. Jemima Landong

APPROVED SCHEDULE OF 2013 PBB ORIENTATION

Proposed Schedule and Venue	Responsible AO 25 TWG Members	Target Departments/Agencies	Estimated No. of Participants
12 August 2013 8:00am-11:00am Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> • DBM Dir. MSChua • DAP SVP MLMendoza 	DENR, DFA, DND, DOJ, DILG, DAR, DepEd, DOH, DSWD, DOLE, including their Attached Agencies ARMM Regional Government	78
12 August 2013 1:00pm-4:00pm Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> • DBM Usec. LBPascua • DAP SVP MLMendoza • DOF Usec. GSBeltran 	DA, DOF, DTI, NEDA, DOE, DPWH, DOTC, DOT, DOST, including their Attached Agencies	88
13 August 2013 8:00am-11:00am Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> • DBM Dir. MSChua • OP-DESFA NCOliveros • DAP SVP MLMendoza 	37 OEOs	111
13 August 2013 1:00pm-4:00pm Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> • DBM Usec. LBPascua • OP-DESFA NCOliveros • DAP SVP MLMendoza 	OP, OVP, PCOO, DBM, including their Attached Agencies GOCCs under DBM COA, COMELEC, CHR, CSC, OMB, Congress, Judiciary,	87
16 August 2013 8:00am-11:00am Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> • DBM Dir. MSChua • DBM Dir. REsteban • DAP SVP MLMendoza • CHED Chairperson PBLicuanan and/or Comsnr. CBautista • CHED Dir. JCTayag 	Luzon SUCs	171
16 August 2013 1:00pm-4:00pm Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> • DBM Dir. MSChua • DBM Dir. REsteban • DAP SVP MLMendoza • CHED Chairperson PBLicuanan and/or Comsnr. CBautista • CHED Dir. JCTayag 	Visayas and Mindanao SUCs	162