

**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. 2016-1

May 12, 2016

TO : All Heads of Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, 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 for Fiscal Year 2016 under Executive Order (EO) No. 80 and EO No. 201

1.0 BACKGROUND AND RATIONALE

- 1.1 Since its implementation in 2012, the Results-Based Performance Management System (RBPMS) has significantly contributed to the government's goal of strengthening public accountability and ensuring the effective delivery of services to the Filipino people. The RBPMS represents a major governance reform that not only links budget with outcomes, but also puts premium on the improvement of the performance management and monitoring system in the government. Along with its incentive component—the Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) which were authorized under EO No. 80, s. 2012¹—the RBPMS has established a simplified but integrated scheme of rewarding exemplary performance in the government through the grant of performance-based bonuses.
- 1.2 Executive Order (EO) No. 201 s. 2016² provided that the compensation and position classification shall be revised or updated to strengthen the performance-based incentive system in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results.
- 1.3 EO No. 201 stipulated that the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System created under Administrative Order No. 25 (s. 2011) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking system to recognize difference in levels of performance.

2.0 PURPOSE

This Memorandum Circular is issued to prescribe the criteria and conditions for the grant of the PBB for FY 2016.

¹ "Directing the Adoption of a Performance-Based Incentive System for Government Employees"

² "Modifying the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of Additional Benefits for Both Civilian and Military and Uniformed Personnel"

3.0 COVERAGE

- 3.1 This Circular covers all Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs) and Local Government Units (LGUs).
- 3.2 The implementation of this circular shall be in close coordination with the following agencies
 - a. Department of Budget and Management (DBM) for the departments and their attached agencies;
 - b. Office of the President-Office of the Executive Secretary (OP-OES) and DBM for the Other Executive Offices, including the OP-attached agencies and GOCCs covered by DBM;
 - c. Commission on Higher Education (CHED) for the SUCs;
 - d. Governance Commission for GOCCs (GCG) for GOCCs covered by Republic Act No. 10149;
 - e. Local Water Utilities Administration (LWUA) for LWDs; and
 - f. Department of the Interior and Local Government (DILG) for LGUs.
- 3.3 All officials and employees of eligible departments/agencies holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned are covered by this Circular.

4.0 ELIGIBILITY CRITERIA

- 4.1 Each agency must satisfy the following conditions (*see Annex 1 - Master List of Departments/Agencies*):
 - a. Achieve agency performance targets under their respective Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2016 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS). Kindly use Form A for Department/Agency Performance Accomplishment (*see Annex 2*), and Form A1 for Details of Bureau/Office Performance Indicators and Accomplishments (*see Annex 3*);
 - a.1. For GOCCs under the coverage of DBM without budgetary support, the targets reflected under DBM Form No. 700 in their Corporate Operating Budgets shall be used as basis in assessing their performance and determining their eligibility for the PBB.
 - a.2. GOCCs covered by RA 10149 should achieve their weighted-average score targets as stated in their respective FY 2016 Performance Scorecards and comply with the requirements for the grant of the PBB to GOCC personnel pursuant to Executive Order No. 203 s. 2016 and the guidelines specified by GCG.
 - a.3. For LWDs, the MFOs and Performance Indicators (PIs) identified under Memorandum Circular No. 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBB.
 - b. Satisfy 100% of the Good Governance Conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2016; and

- c. Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second Level officials and employees of departments/agencies of the national and local government to include: those in GOCCs with original charters, those in State Universities and Colleges, and officials holding managerial and Director positions but are not Presidential appointees; and the Career Executive Service Performance Evaluation System (CESPES) in rating the performance of CES officials and incumbents of CES positions.
- 4.2 For LGUs, the conditions and criteria for eligibility to the FY 2016 PBB shall be issued separately by the AO 25 IATF and DILG.

5.0 FY 2016 PERFORMANCE TARGETS

- 5.1 The MFO indicators and targets in the FY 2016 PIB approved by Congress shall be the basis for assessing eligibility for the PBB.
- 5.2 In addition to the MFO indicators and STO targets in the FY 2016 PIB, departments/agencies shall also accomplish the following:

- a. STO target identified in accordance with the priority of the Agency Head;
- b. Establishment of a Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the AO 25 IATF or ISO-aligned documentation of its QMS for one core process as evidenced by the presence of the following documents in the agency Transparency Seal:
 - b.1 Approved Quality Manual; and
 - b.2 Approved Procedures and Work Instructions Manual including Forms.
- c. LWDs classified as A and B under the Revised Local Water District Manual on Categorization and Re-Categorization, s. 2011, should comply with the STO-QMS requirement in section 5.2b.

Else, LWDs classified as C and D, should adopt operating standards and corresponding reportorial requirements based on established business policies and practices in the water utilities sector as enunciated under the Commercial Practice System (CPS), as well as present their financial statements in accordance with the accounting principles under the New Government Accounting System (NGAS) as prescribed by the Commission on Audit (COA).

- 5.3 The GASS targets shall be as follows:

- a. Budget Utilization Rate (BUR), which shall consist of:
 - a.1. Obligations BUR computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy; and
 - a.2. Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2016.
- b. Compliance to Public Financial Management (PFM) reporting requirements of the COA and the DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:
 - b.1. Budget and Financial Accountability Reports (BFARs)

- b.2. Report on Ageing of Cash Advances
- b.3. COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) [per COA Resolution No. 2014-003].
- c. Adoption and use of the FY 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012 applicable to the main/ head/ central offices for APCPI (*see Annex 4*) that must meet the following requirements:
 - c.1. Submission of the 2015 APCPI results, complete with the following accomplished forms/annexes: (1) Annex A or the Self-Assessment Form; (2) Annex B or the Consolidated Procurement Monitoring Report; (3) Annex D or the Procurement Capacity Development Action Plan; and the Questionnaire. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>
 - c.2. The APCPI results must be submitted in electronic (Excel) format and printed (signed) copies on or before **December 1, 2016**, either electronically through monitoring@gppb.gov.ph or hand carried/mailed through the GPPB-TSO front desk.
 - c.3. The APCPI submissions through monitoring@gppb.gov.ph must indicate: **"2015 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB"** in the subject line.
 - c.4. Timely submission of the APCPI and compliance with the prescribed format shall be mandatory.

The List of Agencies Complying with the APCPI requirement shall be posted in the GPPB website (www.gppb.gov.ph).

- d. Submission of the Annual Procurement Plan (APP) for CY 2016 based on the agency approved budget to the GPPB and its Technical Support Office (TSO) within one month from the issuance of this Circular.
 - d.1. APPs must be approved by the Head of the Procuring Entity and submitted within one month from the issuance of this Circular using the prescribed format under GPPB Circular No. 07-2015. A scanned copy of the APP may be sent to GPPB-TSO's email: monitoring@gppb.gov.ph.
 - d.2. The APP submissions through monitoring@gppb.gov.ph must indicate: **"APP for CY 2016 of <complete name of head office/agency> <Regions __ to __, if applicable> for PBB"** in the subject line.
 - d.3. Timely submission of the APP, as well as compliance with the prescribed format is a must.

The List of Agencies complying with the APP submission requirement shall be posted in the GPPB website (www.gppb.gov.ph).

- 5.4 In case a department/agency is assessed to have deficiencies in meeting its performance commitments, the Department Secretary or Head of Agency may request for re-evaluation of their compliance status and submit the justification/s to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, justifiable reasons are factors that are considered outside of the control of the agency.

- 5.5 As a transition to a new administration, the submission of FY 2016 performance targets and accomplishments on Priority Programs/Projects agreed with the President under the five (5) KRAs of EO No. 43; on commitments of the Department Secretary/Head of Agency approved by the President/Office of the Cabinet Secretary as reflected in the OP Planning Tool; and on Ease of Doing Business set by the National Competitive Council (NCC), shall be suspended for FY 2016 PBB only.

6.0 GOOD GOVERNANCE CONDITIONS (GGCs)

- 6.1 For FY 2016, the IATF set three good governance conditions based on the performance drivers of the Results-based Performance Management System (RBPMS):
- a. Maintain/Update the Agency Transparency Seal;
 - b. Maintain/Update the PhilGEPS posting; and
 - c. Maintain/Update the Citizen's or Service Charter or its equivalent;
- 6.2 Agency Transparency Seal page should be accessible by clicking on the TS logo on the Home page. Agency Transparency Seal should contain the following documents:
- a. Agency's mandates and functions, names of its officials with their position and designation, and contact information;
 - b. DBM-approved budget and corresponding targets for FY 2016;
 - c. Budget and Financial Accountability Reports;
 - c.1. For NGAs/SUCs
 - c.1.1 FY 2013 to FY 2016 FAR No. 1: SAAOBDB
 - c.1.2 FY 2013 to FY 2016 Summary Report on Disbursements
 - c.1.3 FY 2013 to FY 2016 BAR No.1 – Quarterly Physical Report of Operations/Physical Plan
 - c.2. For GOCCs and LWDs
 - c.2.1 FY 2013 to FY 2016 Annual Report
 - d. FY 2016 Major Programs and Projects categorized in accordance with the Five Key Result Areas under EO No 43;
 - e. The program/project beneficiaries as identified in the applicable special provisions. If this portion is not applicable, agencies should indicate not applicable (NA);
 - f. Status of implementation, evaluation and/or assessment reports;
 - g. FY 2016 APP;
 - h. QMS ISO Certification for at least one core process by any international certifying body approved by the IATF or ISO-aligned QMS documents (*as applicable as stated in section 5.2*); and
 - i. System of Ranking Delivery Units, to be posted in the agency Transparency Seal and disseminated to employees not later than October 30, 2016.

(See Annex 5 - Guideline on Transparency Seal)

- 6.3 Assessment of agency compliance with the GGCs and other PBB requirements shall be conducted starting October 1, 2016.

7.0 ELIGIBILITY OF INDIVIDUALS

- 7.1 The [u1] eligibility of Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, and non-ex officio Heads of GOCCs covered by DBM will depend on the eligibility and performance of the respective department/agency. Their PBB shall be based on the monthly basic salary as of December 31, 2016, as follows:

Table 1

Performance of Eligible Agency	PBB as % of Monthly Basic Salary
Agency achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Agency achieved all GGCs, and has deficiency/ies in some of its physical target/s due to uncontrollable reasons	57.5%
Agency achieved all GGCs, and has deficiency in one of its physical target/s due to controllable reasons	50%

Note: Heads of departments/agencies shall not be included in the ranking and reporting of delivery units but will be provided a separate line under Form 1.0.

- 7.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a fixed PBB rate of Php 40,130 subject to the following conditions:
- The GOCC has qualified for the grant of the FY 2016 PBB;
 - The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - The Board Member has nine (9) months aggregate service in the position; and
 - The GOCC has submitted its FY 2016 Corporate Operating Budget (COB) to DBM within the set deadline.
- 7.3 The eligibility of SUC Presidents will be based on the requirements set in CHED Memorandum Order No. 4 s. 2015. Their FY 2016 PBB shall also depend on the eligibility and performance of the respective SUC and based on the monthly basic salary as of December 31, 2016, following Table 1 in section 7.1.
- 7.4 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS);
- 7.5 [Third][u2] Level officials should receive a rating of at least "Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES;
- 7.6 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency's CSC-approved SPMS and should receive a rating of at least "Satisfactory".
- 7.7 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the parent agency.

- 7.8 Personnel who transferred from one government agency to another shall be rated and ranked 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.
- 7.9 An official or employee who has rendered a minimum of nine (9) months of service in FY 2016 and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 7.10 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible to the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Table 2

Length of Service	% of PBB Rate
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;
 - 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;
 - h. Sabbatical Leave
- 7.11 An employee who is on vacation or sick leave with or without pay for the entire year is not eligible to the grant of the PBB.
- 7.12 Personnel found guilty of administrative and/or criminal cases in FY 2016 by formal and executory judgment 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.
- 7.13 Officials and employees who failed to submit the 2015 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2016 PBB.
- 7.14 Officials and employees who failed to liquidate within the reglementary period the Cash Advances received in FY 2016 as required by the COA shall not be entitled to the FY 2016 PBB.
- 7.15 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2016 PBB.
- 7.16 Agency Heads should ensure that officials and employees covered by RA No. 6713 submitted their 2015 SALN to the respective SALN repository agencies, liquidated their FY 2016 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2016 PBB to individuals.

8.0 RANKING OF DELIVERY UNITS

- 8.1 Departments/Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 4.1 are eligible to the FY 2016 PBB. Bureaus, offices or

delivery units eligible to the PBB shall be forced ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

- 8.2 To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units. The AO 25 TWG shall issue a separate guideline on the determination of delivery units.
- 8.3 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB. The resulting ranking of offices/delivery units shall be indicated in Form 1.0 (*Annex 4*). There shall no longer be a ranking of individuals within a delivery unit.
- 8.4 The GCG, LWUA, and DILG shall issue pertinent guidelines on the ranking of delivery units for GOCCs covered by GCG, LWDs, and LGUs, respectively.

9.0 RATES OF THE FY 2016 PBB

The PBB rates of individual employees shall depend on the performance ranking of the bureau or delivery unit where they belong, based on the individual's monthly basic salary as of December 31, 2016^[u3], as follows, but not lower than Php5,000:

Table 3

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

10.0 SUBMISSION OF REPORTS

- 10.1 Departments/Agencies should submit duly completed and signed forms and reports to the IATF (two hard copies and e-copy of Forms A, A-1, 1.0 and other supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight / validating agencies for review / evaluation. All forms and reports should be signed by the Agency head or the duly designated official.
- 10.2 COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA in accordance with the mandated period of submission. COA will provide the IATF the list of agencies that complied with this condition.
 - a. To be eligible, the agency must submit the FY 2015 financial reports not later than March 31, 2016. Large Agencies are given consideration until April 30, 2016.
 - b. Meanwhile, agencies must submit to COA the Report on Ageing of Cash Advances with a cut-off date of November 15, 2016 to the respective Resident Auditors on or before December 1, 2016. Upon validation, the COA Resident Auditor will be responsible for forwarding the validated Report on Ageing of Cash Advances to their respective Supervising Auditor/Cluster Director for proper transmittal to the Risk Management and Budget Office, COA Head Office.
- 10.3 DBM financial reports including BFARs shall be submitted directly to DBM.
- 10.4 Certificates of compliance to the Transparency Seal, ARTA and PhilGEPS are no longer necessary since the concerned oversight agency shall be conducting validation based on

the agreed monitoring schedule. Results of the validation showing non-compliant agencies shall be posted in the RBPMS website.

- 10.5 Departments/Agencies should submit the FY 2016 accomplishments using Forms A and A-1, and the completed Form 1.0 on or before January 15, 2017.
- 10.6 The Department of Education, except for its attached agencies namely the National Council for Children's Television (NCCT), National Book Development Board (NBDB), and National Museum (NM), shall submit its accomplishments with April 1, 2017 cut-off on or before April 18, 2017.
- 10.7 The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies.

11.0 COMPLIANCE VALIDATION

As with the previous cycles of the PBB, the following oversight agencies are tasked to conduct the validation of compliance with the PBB requirement:

PBB Requirement	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS <i>(See Annex 6 on the guideline for PhilGEPS posting)</i>
Citizen's Charter	CSC
Submission of SALN of employees	Office of the President, Office of the Ombudsman and CSC. <i>Note: The SALN validating agencies shall provide the list of SALN non-filers</i>
MFO- Physical Accomplishments of <ul style="list-style-type: none"> Departments OEOs GOCCs covered by DBM GOCCs covered by RA 10149 SUCs LWDs 	DBM-Budget and Management Bureaus (BMBs) concerned OP-OES DBM-BMB for Good Governance Sector and OP-OES GCG CHED and DBM-ROs DBM-BMB for Good Governance Sector and LWUA
STO - accomplishments <ul style="list-style-type: none"> QMS Certification <u>or</u> ISO-aligned QMS documentation STO identified by agency head 	GQMC DBM-BMBs concerned; OP-OES; CHED; LWUA
GASS <ul style="list-style-type: none"> BUR of Departments, OEOs and GOCCs covered by DBM BUR of SUCs Public Financial Management Reports Submission of Financial Statements, Ageing of Cash Advances Report BFARs APCPI Submission of APP 	DBM-BMBs concerned DBM Regional Offices DBM COA DBM and COA GPPB-TSO

PBB Requirement	VALIDATING AGENCY
Agency Rating and Ranking Report <ul style="list-style-type: none"> • Departments • OEOs • GOCCs covered by DBM • GOCCs covered by RA 10149 • SUCs • LWDs 	DBM-OPCCB DBM-OPCCB and DBM-NCR DBM BMB for Good Governance Sector GCG DBM-RO LWUA and DBM-BMB for Good Governance Sector

12.0 EFFECTS OF NON-COMPLIANCE / PROHIBITED ACTS

- 12.1 Agencies that are unable to comply with all the good governance conditions shall be considered ineligible for the FY 2016 PBB.
- 12.2 Prohibited Acts: A Department/Agency/GOCC/LWD/LGU, which, after due process by the oversight agency, has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the **succeeding year** of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:
- Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB, and violation of the provisions of this Circular; and,
 - Evenly distributing the PBB among employees in an agency, in violation of the policy of paying the PBB based on the ranking of delivery units.

13.0 FEEDBACK AND CHANGE MANAGEMENT

- 13.1 Department Secretaries/Head of Agencies with the support of their Performance Management Groups shall develop and implement an internal communications strategy on PBIS, and fulfill the following:
- Engage their respective employees in understanding the PBIS, the performance targets of their respective departments/agencies, as well as the services and outputs that they will need to deliver in order to meet these targets.
 - Disseminate the performance targets and accomplishments of their departments/agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
 - Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their departments/agencies. The Help Desk may be a facility that is embedded in the respective websites of departments/agencies.
 - Set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by officials and employees of their respective departments/agencies. Such may be incorporated in the functions of their Grievance Committee.
- 13.2 The Department Secretary/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 PMG and to recommend strategies to instill a culture of performance within the department/agency.

14.0 INFORMATION AND COMMUNICATION

- 14.1 The Department Secretary/Head of Agency shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior officials designated as the PBB focal person and the spokesperson, respectively.

- 14.2 Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 14.3 The IATF shall maintain the following communication channels:
- AO 25 Secretariat at ao25secretariat@dap.edu.ph
 - PBIS Info Board
 - RBPMS website www.dap.edu.ph/rbpms
 - PCDSPO e-mail at pbb@gov.ph
 - Text hotline (Smart: +63920.498.9121)
 - Facebook (www.facebook.com/PBBsecretariat)
 - Twitter: @pbbsecretariat

15.0 TIMELINE FOR FY 2016 IMPLEMENTATION

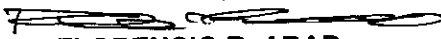
Activity	Deadline
Submission of FY 2015 Financial Reports to COA	On or before March 31, 2016
Submission of FY 2015 Financial Reports to COA (for Big Agencies)	On or before April 30, 2016
Posting of agency system of ranking delivery units	On or before October 30, 2016
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2016 as cut-off)	On or before December 1, 2016
Submission of Certificate of Compliance with PhilGEPS (with November 15, 2016 as cut-off)	On or before December 1, 2016
<i>Note: Certificate of Compliance for Transparency Seal, Citizen's Charter and PhilGEPS posting will not be submitted to DBM-OCIO, CSC, and PhilGEPS) Assessment will be conducted by the validating agencies starting October 1, 2016. Agencies should ensure compliance to the requirements.</i>	
Submission of accomplishments using Forms A, A1, and Form 1.0 (see Annexes 1, 2, 3)	
a. With December 31, 2016 as cut-off date	On or before January 15, 2017
b. With April 1, 2017 as cut-off date (FOR DEPED ONLY)	On or before April 18, 2017
Submission of BFARs to COA and DBM	30 Days or one month after the end of each quarter
Submission of 2015 APCPI Self Assessment	On or before December 1, 2016
Submission of 2016 APP	For purposes of FY 2016 PBB, submit within one month from the issuance of this Guideline
Validation of QMS Certification <u>or</u> the ISO-aligned QMS documentation	On or before January 15, 2017
Validating of 2 nd STO Indicator as identified by head of agency	On or before January 15, 2017

16.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, AND LEGISLATIVE AND JUDICIAL BRANCHES

The Congress, The Judiciary, Constitutional Commissions, and the Office of the Ombudsman are encouraged to follow these guidelines to be eligible to the Performance-Based Bonus.

17.0 EFFECTIVITY

This Circular shall take effect immediately.


FLORENCIO B. ABAD
 Secretary, Department of Budget and Management
 and Chairman, AO 25 Inter-Agency Task Force



LIST OF ANNEXES

***All Annexes may be accessed and downloaded online via
the RBPMS website: www.dap.edu.ph/rbpms/policies-issuances***

Annex 1 – Master List of Departments/Agencies

Annex 2 – Form A Department Performance Accomplishment

Annex 3 – Form A1 Details of Bureau/Office Performance Indicators and Accomplishments

Annex 4 – Form 1 Report on Agency Rating and Ranking

Annex 5 – Guideline on Transparency Seal

Annex 6 – PhilGEPS Guideline

ANNEX 1

FORM A DEPARTMENT/AGENCY PERFORMANCE ACCOMPLISHMENT FY 2016

DEPARTMENT/AGENCY:

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT/AGENCY FY 2015 ACTUAL ACCOMPLISHMENT	DEPARTMENT /AGENCY FY 2016 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
Major Final Outputs (MFOs) / Operations						
MFO 1:						
2016 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
MFO 2:						
2016 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
STO ⁽²⁾						
2016 Budget						
a. STO Indicator for the priority of the agency head						
b. QMS Certification or ISO-aligned QMS Documentation						

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT/AGENCY FY 2015 ACTUAL ACCOMPLISHMENT	DEPARTMENT /AGENCY FY 2016 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
GASS ⁽³⁾						
2016 Budget						
A. BUR						
A1. Obligations BUR						
A2. Disbursement BUR						
B. Submission of PFM to COA and DBM						
B1. BFAR						
B2. Report on Ageing Cash Advance						
B3. COA Financial Reports						
C. APCPI						
D. Submission of APP						

Recommending Approval:

Prepared by:

Planning Officer

Date

Budget Officer

Date

Approved by:

Department Secretary/Agency Head

Date

Instructions to filling out Form A or the Department Performance Target/Accomplishment Report Form

- (1) All MFOs and Performance Indicators specified in the Performance-Improved Budget of an agency must be indicated in the Form A/A1. Hence, if the agency has 3 MFOs and 4 PIs per MFO, all 12 PIs must be indicated in the Form A/A1.
- (2) In addition to the STO indicators and targets indicated in the agency's FY 2016 PIB, agencies must include two Support-to-Operations Indicators, which are as follows:
 - a. The STO indicator can be one of the priority agenda of the agency head.
 - b. One is the Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or ISO-aligned documentation of its QMS for one core process.
- (3) Five (5) common General Administrative Support Service (GASS) indicators, which are:
 - a. The Budget Utilization Rate (BUR), consisting of:
 - a.1. Obligations BUR computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy; and
 - a.2. Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2016.
 - b. Status of submission of the Cash Advance Liquidation Ageing Report and other financial requirements to COA as required by Section 41 of PD 1445;
 - c. Status of compliance with Agency Procurement Compliance and Performance Indicators System (APCPI) per GPPB Resolution No. 10-2012;
 - d. Status of submission of the Annual Procurement Plan (APP) consistent with the 2016 GAA to the GPPB pursuant to Administrative Order No. 46 (S.2015); and
 - e. Status of submission of Budget and Financial Accountability Reports (BFARs) to COA and DBM.
- (4) Remarks column should include brief and concise explanation or justification if the agency's target for FY 2016 is not met. Supporting document may be provided to further expound the given explanation/justification. Remarks column may also contain additional information (i.e. computation, percentage, and/or absolute figures) regarding the target and/or accomplishment.

ANNEX 2

FORM A1

DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS

DEPARTMENT/AGENCY: _____

MFOs/ Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2016 TARGET for Performance Indicator 1 (3)	FY 2016 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2016 TARGET for Performance Indicator 2 (6)	FY 2016 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2016 TARGET for Performance Indicator n (9)	FY 2016 ACCOMPLISHMENT for Performance Indicator n (10)	REMARKS (11)
A. Major Final Outputs (MFOs)										
<i>(Note: All MFOs and indicators enrolled in the 2016 GAA should be included. Agency may add rows and columns if necessary)</i>										
Major Final Output 1:										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
Major Final Output n:										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
B. Support to Operations (STO)										
STO	STO Indicator for the Priority of the Agency Head			QMS Certification or ISO-aligned documentation of agency QMS for one core process						
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
C. General Administration and Support Services (GASS)										
BUR	Obligations BUR			Disbursement BUR						
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
Submission PFM to COA and DBM	BFARs			Report on Ageing Cash Advance			COA Financial Reports			
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
APCPI and APP	APCPI			Submission of APP						
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										

Recommending Approval:

Prepared by:

Planning Officer

Date

Budget Officer

Date

Approved by:

Bureau/Agency Head

Date

ANNEX 3

Form 1.0

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

1.0 Summary of Information Required
1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____
1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of November 30, 2016 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: _____

Details for Head of Agency			
Name	Salary Grade	Months in service in 2015	Amount of PBB

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees			
			Names of Employee	Salary Grade	Months in service in 2015	Amount of PBB
2.1 Best (10%)	Delivery Unit 1					
	Delivery Unit 2					
TOTAL BEST						
2.2 Better (25%)	Delivery Unit 1					

	Delivery Unit 2					
TOTAL BETTER						
Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees			
			Names of Employee	Salary Grade	Months in service in 2015	Amount of PBB
2.3 Good (65%)	Delivery Unit 1					
	Delivery Unit 2					
TOTAL GOOD						
2.4 Did not meet Targets (No PBB)	Delivery Unit 1					
	Delivery Unit 2					
TOTAL POOR						

2.5 Did not submit SALN	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					
2.6 Did not liquidate Cash Advance within reglementary period	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					
2.7 Did not submit SPMS Forms	Delivery Unit 1					
	Delivery Unit 2					
	TOTAL					

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2016**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices / delivery units within the department/agency.)

Head of HR

Date:

Department Agency Head

Date:

ANNEX 4

Master List of Departments/Agencies

DEPARTMENTS

- 1. Office of the President**
- 2. Office of the Vice-President**
- 3. Department of Agrarian Reform**
- 4. Department of Agriculture**
 - a. Office of the Secretary
 - b. Agricultural Credit Policy Council
 - c. Bureau of Fisheries and Aquatic Resources
 - d. Philippine Fiber Industry Development Authority
 - e. National Agricultural and Fisheries Council
(formerly Philippine Council for Agriculture and Fisheries)
 - f. National Meat Inspection Service
 - g. Philippine Carabao Center
 - h. Philippine Center for Postharvest Development and Mechanization
- 5. Department of Budget and Management**
 - a. Office of the Secretary
 - b. Government Procurement Policy Board - Technical Support Office
 - c. Procurement Service
- 6. Department of Education**
 - a. Office of the Secretary
 - b. National Council for Children's Television
 - c. National Book Development Board
 - d. National Museum
 - e. Philippine High School for the Arts
 - f. Early Childhood Development Center
- 7. Department of Energy**
- 8. Department of Environment and Natural Resources**
 - a. Office of the Secretary
 - b. Environmental Management Bureau
 - c. Mines and Geo-Sciences Bureau
 - d. National Mapping and Resource Information Authority
 - e. National Water Resources Board
 - f. Palawan Council for Sustainable Development Staff

9. Department of Finance

- a. Office of the Secretary
- b. Bureau of Customs
- c. Bureau of Internal Revenue
- d. Bureau of Local Government Finance
- e. Bureau of the Treasury
- f. Central Board of Assessment Appeals
- g. Cooperative Development Authority
- h. Insurance Commission
- i. National Tax Research Center
- j. Securities and Exchange Commission
- k. Privatization and Management Office

10. Department of Foreign Affairs

- a. Office of the Secretary
- b. Foreign Service Institute
- c. Technical Cooperation Council of the Philippines
- d. UNESCO National Commission of the Philippines

11. Department of Health

- a. Office of the Secretary
- b. Commission on Population
- c. National Nutrition Council

12. Department of Justice

- a. Office of the Secretary
- b. Bureau of Corrections
- c. Bureau of Immigration
- d. Land Registration Authority
- e. National Bureau of Investigation
- f. Office of the Government Corporate Counsel
- g. Office of the Solicitor General
- h. Parole and Probation Administration
- i. Presidential Commission on Good Government
- j. Public Attorney's Office

13. Department of Labor and Employment

- a. Office of the Secretary
- b. Institute for Labor Studies
- c. National Conciliation and Mediation Board
- d. National Labor Relations Commission
- e. National Maritime Polytechnic
- f. National Wages and Productivity Commission
- g. Overseas Workers Welfare Administration
- h. Philippine Overseas Employment Administration

- i. Professional Regulation Commission
- j. Technical Education and Skills Development Authority

14. Department of National Defense

- a. DND Proper (Office of the Secretary)
- b. Government Arsenal
- c. National Defense College of the Philippines
- d. Office of Civil Defense
- e. Philippine Veterans Affairs Office (Proper)
- f. Veterans Memorial Medical Center
- g. Armed Forces of the Philippines
 - i. Philippine Army (Land Forces)
 - ii. Philippine Air Force (Air Forces)
 - iii. Philippine Navy (Naval Forces)
 - iv. General Headquarters (sub of attached agency with 3 units)

15. Department of Public Works and Highways

16. 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
- m. Philippine Institute of Volcanology and Seismology
- n. Philippine Nuclear Research Institute
- o. Philippine Science High School
- p. Philippine Textile Research Institute
- q. Science Education Institute
- r. Science and Technology Information Institute
- s. Technology Application and Promotion Institute
- t. Information and Communications Technology Office

17. Department of Social Welfare and Development

- a. Office of the Secretary
- b. Council for the Welfare of Children
- c. Inter-Country Adoption Board
- d. National Council on Disability Affairs

- e. National Youth Commission
- f. Juvenile Justice and Welfare Council

18. Department of the Interior and Local Government

- a. Office of the Secretary
- b. Bureau of Fire Protection
- c. Bureau of Jail Management and Penology
- d. Local Government Academy
- e. National Police Commission
- f. Philippine National Police
- g. Philippine Public Safety College

19. Department of Tourism

- a. Office of the Secretary
- b. Intramuros Administration
- c. National Parks Development Committee

20. Department of Trade and Industry

- a. Office of the Secretary
- b. Board of Investments
- c. Construction Industry Authority of the Philippines (Construction Manpower Development Foundation)
- d. Philippine Trade Training Center
- e. Design Center of the Philippines
- f. Intellectual Property Office

21. Department of Transportation and Communications

- a. Office of the Secretary
- b. Civil Aeronautics Board
- c. Maritime Industry Authority
- d. Office of Transportation Cooperatives
- e. Office for Transportation Security
- f. Philippine Coast Guard
- g. Toll Regulatory Board

22. National Economic and Development Authority

- a. Office of the Director-General
- b. Philippine Statistics Authority (National Statistics Office, Bureau of Agricultural Statistics, Bureau of Labor and Employment Statistics, National Statistical Coordination Board)
- c. Philippine National Volunteer Service Coordinating Agency
- d. Public-Private Partnership Center of the Philippines
- e. Philippine Statistical Research and Training Institute
- f. Tariff Commission

23. Presidential Communications Operations Office

- a. Presidential Communications Operations Office (Proper)
- b. Bureau of Broadcast Services
- c. Bureau of Communications Services
- d. National Printing Office
- e. News and Information Bureau
- f. Philippine Information Agency
- g. Presidential Broadcast Staff –Radio Television Malacanang (RTVM)

CONSTITUTIONAL OFFICES AND OTHERS

1. Autonomous Region in Muslim Mindanao

- a. Office of the Regional Governor
- b. Department of Social Welfare and Development *
- c. Department of Education *
- d. Department of Public Works and Highways *
- e. Department of the Interior and Local Government *
- f. Department of Agriculture and Fisheries *
- g. Department of Agrarian Reform *
- h. Department of Environment and Natural Resources *
- i. Department of Transportation and Communication *
- j. Department of Trade and Industry *
- k. Department of Health *
- l. Department of Labor and Employment *
- m. Department of Tourism *
- n. Department of Science and Technology *
- o. Bureau of Fisheries and Aquatic Resources *
- p. Office of the Southern Cultural Communities *
- q. Cooperative Development Authority *
- r. Regional Human Rights Commission *
- s. Commission on Higher Education *
- t. Technical Education and Skills Development Authority *
- u. Regional Planning and Development Office *
- v. Housing and Land Use Regulatory Board *
- w. Regional Board of Investment *
- x. Office of the Regional Treasurer *
- y. Regional Tripartite Wages and Productivity Board *
- z. Land Transportation and franchising Regulatory Board *
- aa. Land Transportation Office *
- bb. Maritime Industry authority *
- cc. Civil Aviation Authority of the Philippines *
- dd. Civil Aeronautics Board *

NOTES:

*** Agencies that are not required to be trained and use the APCPI**

2. Civil Service Commission
3. Commission on Audit
4. Commission on Human Rights
5. Office of the Ombudsman

OTHER EXECUTIVE OFFICES

1. Career Executive Service Board
2. Climate Change Commission
3. Commission on Filipinos Overseas
4. Commission on Higher Education
5. Commission on the Filipino Language
6. Dangerous Drugs Board
7. Energy Regulatory Commission
8. Fertilizer and Pesticide Authority
9. Film Development Council of the Philippines
10. Games and Amusements Board
11. Governance Commission for Government-Owned or Controlled Corporations
12. Housing and Land Use Regulatory Board
13. Housing and Urban Development Coordinating Council
14. Metropolitan Manila Development Authority
15. Mindanao Development Authority
16. Movie and Television Review and Classification Board
17. National Anti-Poverty Commission
18. National Commission for Culture and the Arts (Proper)
19. National Historical Commission of the Philippines (National Historical Institute)
20. National Library of the Philippines
21. National Archives of the Philippines (formerly Records Management and Archives Office)
22. National Commission on Indigenous Peoples
23. National Commission on Muslim Filipinos
24. National Intelligence Coordinating Agency
25. National Security Council
26. National Telecommunications Commission
27. Office of the Presidential Adviser on the Peace Process
28. Optical Media Board
29. Pasig River Rehabilitation Commission
30. Philippine Commission on Women (National Commission on the Role of Filipino Women)
31. Philippine Drug Enforcement Agency
32. Philippine Racing Commission
33. Philippine Sports Commission
34. Presidential Commission for the Urban Poor
35. Presidential Communications Development and Strategic Planning Office
36. Presidential Legislative Liaison Office
37. Presidential Management Staff

STATE UNIVERSITIES AND COLLEGES

CAR

1. Abra Institute of Science and Technology
2. Apayao State College
3. Benguet State University
4. Ifugao State University
5. Kalinga-Apayao State College
6. 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 Philippine State College
11. Pangasinan State University
12. University of Northern Philippines

Region II

13. Batanes State College
14. Cagayan State University
15. Isabelia 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 Agricultural College
26. Philippine Merchants Marine Academy
27. Ramon Magsaysay Technical 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 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 College of Fisheries
- 55. Central Philippines State University
- 56. 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 Islands State University
- 62. Cebu Normal University
- 63. Cebu Technological University
- 64. Negros Oriental State University
- 65. Siquijor State College
- 66. Talisay City State College

Region VIII

- 67. Eastern Samar State University
- 68. Eastern Visayas State University
- 69. Leyte Normal University
- 70. Naval State University
- 71. Northwest Samar State University
- 72. Palompon Institute of Technology
- 73. Samar State University
- 74. Southern Leyte State University
- 75. University of Eastern Philippines
- 76. Visayas State University

Region IX

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

Region X

- 82. North Western Mindanao State College of Science and Technology
- 83. Bukidnon State University
- 84. Camiguin Polytechnic State College
- 85. Central Mindanao University
- 86. Mindanao University of Science and Technology
- 87. Misamis Oriental State College of Agri and Technology

Region XI

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

Region XII

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

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

ARMM

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

NCR

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

GOCCs supervised by DBM

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

Government Financial Institutions Sector

Banking Institution

1. Al-Amanah Islamic Investment Bank of the Philippines
2. Development Bank of the Philippines
3. DBP Data Center, Inc.
4. Land Bank of the Philippines
5. LBP Resources and Development Corporation
6. Land Bank Countryside Dev't Foundation, Inc
7. Philippine Postal Savings Bank' Inc.

Non Banking Institution

8. Credit Information Corporation
9. DBP Leasing Corporation
10. Home Guaranty Corporation
11. LBP Insurance Brokerage, Inc.
12. LBP Leasing Corporation
13. Masaganang Sakahan, Inc.
14. National Development Company
15. National Home Mortgage Finance Corporation
16. National Livelihood Development Corp.
17. People's Credit and Finance Corporation
18. Philippine Crop Insurance Corporation
19. Philippine Deposit Insurance Corporation
20. Quedan & Rural Credit Guarantee Corporation
21. Small Business Corporation
22. Social Housing Finance Corporation
23. Trade and Investment Development Corporation of the Philippines

Social Security Institutions

24. Employees Compensation Commission
25. Occupational Safety and Health Center
26. Government Service Insurance System
27. Home Development Mutual Fund
28. Philippine Health Insurance Corporation
29. Social Security System
30. Veterans Federation of the Philippines

Trade, Area Development and Tourism Sector

Trade

31. Center for International Trade Expositions and Missions
32. Duty Free Philippines Corporation
33. Philippine International Trading Corporation
34. PITC Pharma, Inc.

Area

35. Bases Conversion Development Authority
36. Clark Development Corporation
37. John Hay Management Corporation
38. Laguna Lake Development Authority
39. National Housing Authority
40. Palacio Del Gobernador Condominium Corporation
41. Partido Development Administration
42. Philippine Reclamation Authority
43. Poro Point Management Corporation
44. Quezon City Development Authority
45. Southern Philippines Development Authority
46. Tourism Infrastructure & Enterprise Zone Authority

Tourism

47. Corregidor Foundation Inc.
48. Marawi Resort Hotel Inc.
49. Philippine Retirement Authority
50. Tourism Promotions Board

Educational and Cultural Sector**Educational**

51. Boy Scouts of the Philippines
52. Development Academy of the Philippines
53. Girl Scouts of the Philippines

Cultural

54. Cultural Center of the Philippines
55. Nayong Filipino Foundation, Inc

Gaming Sector

56. Philippine Amusement and Gaming Corporation
57. Philippine Charity Sweepstakes Office

Energy and Materials Sector**Energy**

58. National Electrification Administration
59. National Power Corporation
60. National Transmission Corporation
61. Philippine National Oil Company
62. Power Sector Assets and Liabilities Management Corporation
63. PNOC Exploration Corporation

64. PNOG Renewables Corporation

Materials

65. Batong Buhay Gold Mines, Inc.
66. Bukidnon Forest, Inc.
67. Natural Resources Development Corporation
68. North Davao Mining Corporation
69. Philippine Mining Development Corporation (formerly NRMDC)

Agriculture, Fisheries and Food Sector

Agriculture and Fisheries

70. National Dairy Authority
71. National Food Authority
72. National Tobacco Administration
73. Philippine Coconut Authority
74. Philippine Fisheries Development Authority
75. Philippine Sugar Corporation (PMO)
76. Phividec Panay Agro-Industrial Corporation
77. Sugar Regulatory Administration

Food

78. Food Terminal, Inc. (PMO)
79. National Sugar Development Company
80. Northern Foods Corporation (PMO)

Utilities and Communications Sector

Utilities

81. Cebu Port Authority
82. Civil Aviation Authority of the Philippines
83. Clark International Airport Corporation
84. Light Rail Transit Authority
85. Local Water Utilities Administration
86. Mactan-Cebu international Airport Authority
87. Manila International Airport Authority
88. Metropolitan Waterworks and Sewerage System – CO
89. Metropolitan Waterworks and Sewerage System – RO
90. National Irrigation Administration
91. North Luzon Railway Corporation
92. Panay Railways, Inc.
93. PEA Tollway Corporation
94. Philippine Aerospace Development Corporation
95. Philippine National Construction Corporation (PMO)
96. Philippine National Railways
97. Philippine Ports Authority
98. Southern Utility Management

Communications

- 99. APO Productions Unit, Inc,
- 100. Intercontinental Broadcasting Corporation
- 101. People's Television Network, Inc
- 102. Philippine Postal Corporation

Health Care Services Sector

- 103. La Union Medical Center

GOCCs Supervised by PCGG

- 104. Philippine Communications Satellite Corporation

Realty Holding Companies

- 105. Batangas Land Company
- 106. First Cavite Industrial Estate Inc.
- 107. G. Y. Real Estate Inc.
- 108. Kamayan Realty Corporation
- 109. Pinagkaisa Realty Corporation

ANNEX 5

Guideline on Transparency Seal

1. All agencies should maintain a Transparency Seal page, accessible by clicking the TS logo on the Home page. It should be visible. **Submit the link to the website (recommended .gov.ph domain) when applying for PBB.**
2. The following are the **ONLY** required documents:
 - I. Agency's Mandate, Vision, Mission and List of Officials**
 - II. Annual Financial Reports** (whole year/as of December end of the year/4th Quarter. Incomplete or non-cumulative will not be counted)
 - A. FOR NGA/SUCs**
 - 2013-2016 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)
 - 2013-2016 Summary Report on Disbursements
 - 2013-2016 BAR NO. 1 - Quarterly Physical Report of Operations/Physical Plan
 - 2013-2016 FAR No. 5 - Quarterly Report on Revenue and Other Receipts
 - 2013-2016 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
 - B. FOR GOCC/WD**
 - 2013-2016 Annual Report
 - III. DBM Approved Budget and Targets (only for current year)**
 - Budget 2016
 - Targets/MFOs/GAA targets 2016
 - IV. Projects, Programs and Activities, Beneficiaries, and Status of Implementation**
 - (only for current year - indicate if not applicable or else zero rating will be given)
 - Projects, Programs 2016
 - Beneficiaries 2016
 - Status of Implementation 2016
 - V. Annual Procurement Plan 2016 (only for current year)**
 - Annual Procurement Plan 2016
 - VI. QMS ISO Certification for at least one core process by any international certifying body approved by the IATF or ISO-aligned QMS documents**
 - VII. System of Ranking Delivery Units (to be posted by October 30, 2016)**
3. The following are the prescribed formats:
 - New page/section in the website (No pdfs, xls, jpgs etc.): Items I (Mandate, directory)
 - XLS. or PDF for Items II, III, IV and V. (Open in new tab for preview, please no automatic downloading of files. You can use google drive, dropbox or any other file hosting software to let you preview the file when clicked)
4. It is recommended that the links to the documents open in a **new tab/page for preview with option to download**. Please no auto-download files.
5. Post the documents in the prescribed order (see above) for easier validation and checking.
6. Nesting folders are discouraged. Post the links to the documents in a single webpage reserved for the transparency seal. If the files are hidden in folders, there is a risk that the documents might be overlooked by the validator.

ANNEX 6

PhilGEPS Guidelines

Departments/Agencies should ensure PhilGEPS complete posting based on the following guidelines:

Status of Notice in PhilGEPS	Status of Award in PhilGEPS	Required Action
Closed / Closed – Pending Opening	Null	<p>Identify specific bid result and explain the status of each line item.</p> <p>The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to toao25secretariat@dap.edu.ph.</p>
Closed / Closed – Pending Opening	Posted	<p>Identify specific bid result for each line item and post the Notice to Proceed and Approved Contract in PhilGEPS</p> <p>In the event that the agency cannot post the NTP and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph.</p>
Awarded	Null	<p>Identify specific bid result for each line item and post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS</p> <p>In the event that the agency cannot post the Award Notice, Notice to Proceed, Approved Contract and BAC Resolution in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph.</p>
Awarded	Posted	<p>Post the Notice to Proceed and Approved Contract in PhilGEPS.</p> <p>In the event that the agency cannot post the Notice to Proceed and Approved Contract in PhilGEPS, a justification for each item should be submitted. The justification should be signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph.</p>

If departments/agencies are unable to post, they must provide a justification signed by the Head of Procuring Entity and by the BAC Chair and submit to ao25secretariat@dap.edu.ph. Kindly follow the format below:

(Agency's Letterhead)

This justification/s is being issued in response to the non-compliance of posting of the following items on the PhilGEPS website:

Reference No.	Notice Title	Line Item ID	Notice Status	Award Status	Remarks/Explanation

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ 2015 at (City/Municipality), Philippines.

Signed by:

Noted by:

BAC Chair

Head of Procuring Entity

Date:

Date: