



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

DEPARTMENT ORDER NO. 32, s. 2019

Subject : **INTERNAL GUIDELINES ON THE GRANT OF THE
FY 2019 PERFORMANCE-BASED BONUS (PBB) INCLUDING
THE PROCESS AND CRITERIA FOR RANKING OF ELIGIBLE
BUREAUS/SERVICES/OFFICES (B/S/Os)**

Date : 6 DECEMBER 2019

1.0 PURPOSE

In the interest of the service and pursuant to Memorandum Circular (MC) Nos. 2019-1¹ and 2019-2² issued by the Inter-Agency Task Force on Administrative Order No. 25, s. 2011 (AO 25 IATF or the Task Force), the guidelines on the grant of the Performance-Based Bonus (PBB) for FY 2019 in the Department of Budget and Management (DBM) – Office of the Secretary (OSEC) is hereby issued for the following purposes:

- 1.1 Guide the DBM-OSEC B/S/Os on the requirements for the grant of the FY 2019 PBB;
- 1.2 Adopt a uniform criteria on the rating and ranking of B/S/Os, and the rating of their officials and employees;
- 1.3 Guide the DBM officials and employees on the system and process of rating and ranking the B/S/Os and in determining the eligibility of officials and employees;
- 1.4 Determine the roles and responsibilities of:
 - 1.4.1 each B/S/O to become eligible for the FY 2019 PBB grant, and
 - 1.4.2 the key offices/units in implementing the guidelines on the grant of the FY 2019 PBB; and
- 1.5 Set deadlines for the submission of the FY 2019 PBB requirements.

¹ Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016, dated September 3, 2019.

² Supplemental Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019 under Executive Order (EO) No. 80, S. 2012 and EO No. 201, s. 2016, dated November 12, 2019.

2.0 COVERAGE

2.1 This Department Order covers the following:

2.1.1 All B/S/Os of the DBM-OSEC; and

2.1.2 All B/S/O officials and employees holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship with the DBM-OSEC, and whose compensation is charged to the appropriation for Personnel Services, or those occupying positions in the DBM-OSEC-approved contractual staffing pattern.

3.0 REQUIREMENTS TO BE ELIGIBLE FOR THE GRANT OF THE FY 2019 PBB

3.1 Consistent with Items 4.0, 5.0 and 6.0 of the AO 25 IATF MC No. 2019-1 (hereinafter "AO 25 IATF MC," and updated through MC No. 2019-2), the following requirements/conditions must be satisfied by the DBM-OSEC to be eligible for the FY 2019 PBB grant:

3.1.1 **Good Governance Conditions (GGCs).** Satisfy **100%** of the following GGCs set for FY 2019 by the AO 25 IATF based on the performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration to heighten transparency, strengthen public accountability, and provide an equitable, inclusive and people-centered public service:

3.1.1.1 **Maintain/Update the DBM Transparency Seal (TS)** pursuant to Section 106 of Republic Act (RA) No. 11260 or the FY 2019 General Appropriations Act (GAA), and consistent with the instructions provided in Annex 2 (Guidelines on Transparency Seal) of the AO 25 IATF MC. The same should be updated **on or before** the conduct of the AO 25 IATF validation on **October 1, 2019**.

The DBM-OSEC TS page shall be accessible to all interested stakeholders through the TS logo on the DBM home page, containing the following information and documents:

a. The DBM **mandate, vision, mission, and the names, position, designation, and contact information of its officials;**

b. **Annual Financial Reports** to include the following documents covering the whole year or as of December/end of the year/4th Quarter of FYs 2015-2019:

b.1 Financial Accountability Report (FAR) No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) as of December,

- b.2 Summary Reports on Disbursements,
- b.3 Budget Accountability Report (BAR) No. 1: Quarterly Physical Report of Operations/ Physical Plan,
- b.4 FAR No. 5: Quarterly Report on Revenue and Other Receipts, and
- b.5 Financial Plan providing a Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligation.

These reports shall be submitted and posted in the DBM TS on or before **April 30, 2019**. Incomplete or non-cumulative documents will not be considered as compliant;

- c. **The DBM-Approved Budget and Corresponding Targets for FY 2019;**
- d. **Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019.** In case of non-applicability to DBM-OSEC, a notice or information stating the matter shall also be indicated in the same section provided for the item;
- e. **Annual Procurement Plan (APP):**
 - e.1 FY 2019 APP for non-Common Supplies and Equipment (non-CSE) presented as prescribed under Government Procurement Policy Board (GPPB) Circular No. 07-2015³ **to be posted not later than one month after the issuance of the AO 25 IATF MC.**⁴ The preparation and submission of the FY 2019 APP non-CSE is provided in Item 3.1.2.4.c,
 - e.2 Indicative FY 2020 APP non-CSE consistent with the FY 2020 National Expenditure Program (NEP) **to be posted** on the DBM TS page not later than **September 30, 2019**. The preparation and submission of the FY 2020 APP non-CSE is provided in Item 3.1.2.4.e,
 - e.3 FY 2020 APP CSE to be posted on the DBM TS page not later than **October 31, 2019**. The preparation and submission of the FY 2020 APP CSE is provided in Item 3.1.2.4.d;

³ Preparation of the Annual Procurement Plan, dated July 16, 2015.

⁴ Date of Issuance, September 03, 2019.

f. **Quality Management System (QMS) Certification** under ISO 9001:2015 Standard valid until December 31, 2019 or a later date, **to be posted** on the TS not later than **December 31, 2019**. The preparation and submission of the QMS is provided in Item 3.1.2.3;

g. **System of Ranking the B/S/Os for the grant of the FY 2019 PBB**, following the format provided in Annex 8 of the AO 25 IATF MC **to be posted** on the TS and disseminated/cascaded to employees not later than **October 1, 2019**.

The posting shall also include information on the activities and/or details of cascading the System of Rating and Ranking Delivery Units, and the contact information of employees with whom concerns/queries on the matter may be addressed.

Should the DBM-OSEC decide to retain the FY 2018 System of Ranking, the same should indicate in the DBM TS that no changes therein have been made for FY 2019;

h. **Agency Review and Compliance Procedure of Statements and Financial Disclosures** used by the Department's Statement of Assets, Liabilities and Net worth (SALN) Review and Compliance Committee (RCC) should **be uploaded** on the DBM TS page not later than **October 1, 2019**. The requirements on the matter is provided in Item 3.1.3.1;

i. **Freedom of Information (FOI):**

i.1 The Final People's Freedom of Information (FOI) Manual signed by the DBM Secretary shall be posted on the TS page not later than **November 30, 2019**

i.2 The Agency Information Inventory shall be posted on the TS page not later than **January 31, 2020**

i.3 The 2019 FOI Summary Report shall be uploaded on the TS page later than **January 31, 2020**, and

i.4 The 2019 FOI Registry shall be uploaded on the TS page not later than **January 31, 2020**.

The preparation of the complete FOI requirements is provided in Item 3.1.3.2.

The links to the TS documents shall open the appropriate tab/page for preview with option to download the same. Nesting of folders shall not be allowed.

The oversight agencies concerned shall validate the TS compliance based on the agreed monitoring schedule.

3.1.1.2 Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Revised Implementing Rules and Regulations (IRR) of RA 9184⁵ for transactions above Php1 million from January 1 to December 31, 2019, including the Early Procurement of FY 2020 non-CSE items, and as provided in Annex 6 (Guideline on PhilGEPS Posting) of the AO 25 IATF MC.

- a. The DBM-OSEC's status of notices in the PhilGEPS for all transactions for the aforecited covered period, including the early procurement of the **FY 2020 APP non-CSE items**, should be updated on or before **January 31, 2020**. Failed/cancelled bid status should likewise be updated in the PhilGEPS.
- b. In case the DBM-OSEC fails to update/post the required documents⁶ for transactions above Php1 million in the PhilGEPS due to factors that are beyond the control of the Department, the DBM-OSEC, through its Responsible Unit,⁷ should inform PhilGEPS and submit a letter of explanation⁸ to the AO 25 IATF on or before **January 31, 2020**. Acceptance of the explanation/justification shall be subject to the recommendation of the PhilGEPS.

The oversight agency concerned shall be conducting PhilGEPS compliance validation based on the agreed monitoring schedule.

⁵ Government Procurement Reform Act.

⁶ (i) Bids and Awards Committee (BAC) Resolution, (ii) Notices of Award/Bid Results, (iii) Actual Approved/Awarded Contracts, and (iv) Notices to Proceed/Purchase Orders for transactions above P 1 million.

⁷ AS-Procurement Management Division for the Central Office and the Regional Offices' (ROs) respective BAC for the ROs.

⁸ Sample format of letter provided in Annex 6 of the AO 25 IATF MC No. 2019-1.

3.1.2 **Performance Targets.** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements. The four (4) general groups of requirements with specified targets include the following:

3.1.2.1 **Streamlining and Process Improvement (SPI) of the DBM-OSEC's Critical Services**

- a. This shall cover the following:
 - a.1 All services/processes declared in the DBM-OSEC Citizen's Charter; and
 - a.2 Critical services and key processes rendered by other DBM-OSEC B/S/Os, including internal management and support offices.
- b. Each of the DBM-OSEC B/S/Os shall be part of or be declared in at least one (1) critical service or key process performed by the DBM-OSEC as categorized above.
- c. To measure the performance and improvement on the delivery of the DBM-OSEC's critical services, the corresponding baseline data, targets and accomplishments thereon shall be reported to the AO 25 IATF using the prescribed forms in Annexes 3A (Modified Form A) and 3B (Modified Form A1) of the AO 25 IATF MC.

These forms shall include information on the status as of FY 2018, the targets for FY 2019, and the status of efforts done in 2019 pertaining to the following criteria for each service/process based on the Department's Citizen's/Service Charter updated prior to FY 2019:

- c.1 **Number of Steps** to be taken to complete the transaction cycle;
- c.2 **Turnaround Time (TAT)** which refers to the time required to complete the service/process and defined as:
 - c.2.1 the sum of the waiting and processing time required to complete the service/process; and
 - c.2.2 the time covered from the moment the transacting client begins to fill

out a form or queue, including the waiting time, until the service/process availed of is delivered/completed;

- c.3 **Number of Signatures** which refer to the number of signatures and initials from the employees and officers of the Department necessary to complete each service/process;
- c.4 **Number of Required Documents** necessary to complete the transaction cycle, which refers to the total number of required documents that must be provided by the transacting client to the government;
- c.5 **Transaction Costs** which are costs incurred by the transacting client in the course of availing of a government service. These are categorized as follows:
 - c.5.1 ***Primary transaction costs*** which are fees declared in the Department's Citizen's/Service Charter to be paid by the transacting client to avail of a particular government service offered and/or provided by the Department, e.g. application fees and registration fees.
 - c.5.2 ***Other transaction costs*** which are:
 - c.5.2.a costs incurred by the transacting client to obtain the supporting information/document from another agency in order to secure the necessary primary information/document from the Department.
 - c.5.2.b other expenses shouldered by the transacting client until the service is completed by the Department, e.g., costs paid for birth certificates to secure a passport; fees for

barangay clearance to secure police clearance or business permit; expenses for photocopying, printing, and transportation.

- c.6 **Substantive Compliance Costs** which are incremental costs, other than administrative costs, incurred by the transacting public to comply with regulations. These include overhead costs, direct labor costs, and external service costs. The purchase of an early warning device for vehicle owners, fire extinguishers for business permits, and maintenance costs for waste disposal system for establishments are examples of substantive compliance costs.
- c.7 **Citizen/Client Satisfaction Results** which refers to data on the results of the Client Satisfaction Survey (CSS) conducted for each service/process;
- d. The DBM-OSEC shall pursue the following areas for improvement for its critical services:
 - d.1 Reduction in the number of signatures to not more than three (3);
 - d.2 Simplification of application forms or reduction in the number of documentary requirements; and
 - d.3 Reduction in the turnaround time and completion of the transaction.
- e. Supporting documents (flow charts, legal bases, additional documents, etc.) shall also be prepared and submitted by DBM B/S/Os to evidence actual improvements and streamlining accomplishments.

In the event that the DBM-OSEC's identified targets for any of its critical services are not achieved, justifications, explanations, and supporting documents on each should be provided by the B/S/Os concerned, for inclusion in the DBM submission to the Task Force. The acceptance of explanation submitted shall be subject to the review and recommendation of the validating agency;

- f. To assist the AO 25 Composite Teams to understand and appreciate the contents of the DBM-OSEC submitted Report, detailed report on the services provided must be declared in the AO 25 IATF modified Form A1, to include the following additional information:
 - f.1 Name of service - as declared in the Citizen's Charter;
 - f.2 Responsible delivery unit/s - units contributing to the completion of the reported service/process;
 - f.3 Identified client/s - all types of clients who avail of the service rendered;
 - f.4 Number of client visit/s in 2019 - total number of visits to include returns that the client underwent in completing the entire service;
 - f.5 Volume of transactions in 2019 - data on the volume of transactions of the declared services rendered by the DBM-OSEC;
 - f.6 Remarks - to contain the justifications, explanations, and/or supporting data on the reported information/accomplishments on the service.

3.1.2.2 **Client Satisfaction Survey (CSS)**

- a. To determine the effectiveness of the DBM-OSEC's streamlining and process improvements, feedback mechanisms and client satisfaction metrics shall be established in the Department to measure the service/process improvement efforts.
- b. The DBM-OSEC shall report following information using Annex 4 (Client/Citizen Satisfaction Report) of the AO 25 IATF MC and submit the same to the Task Force on or before **August 31, 2020**:
 - b.1 Description of the methodology of the CSS used for each process/service;
 - b.2 FY 2019 CSS results;
 - b.3 Results/status/updates of the improvement action plan reported in the FY 2018 PBB; and
 - b.4 FY 2020 continuous improvement plan.

3.1.2.3 **STO Target**

The FY 2019 STO target entails the initial certification/recertification of the Department's QMS for at least one (1) core process or frontline service,⁹ with the following conditions for compliance:

- a. The certification must be issued by any of the certification bodies accredited by a member of the International Accreditation Forum, preferably by the Philippine Accreditation Bureau under the Department of Trade and Industry;
- b. The certification must be valid until December 31, 2019 or a later date;
- c. The certification must be posted in the DBM TS page not later than **December 31, 2019**; and
- d. A certified true copy of the QMS ISO certificate shall be submitted to the Government Quality Management Committee (GQMC), through its Secretariat - Systems and Productivity Improvement Bureau, not later than **December 31, 2019**.

3.1.2.4 **GASS Targets**

The GASS targets shall consist of the following seven (7) sub-requirements:

- a. **Budget Utilization Rate (BUR)**, which consist of the following:
 - a.1 **Obligations BUR**, computed as the obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all PAPs funded in FY 2019 from all appropriation sources, including those released under the policy of the 2019 GAA as the Allotment Order, net of savings from procurement and implementation of cost-cutting measures, as follows:

$$\text{Obligations BUR} = \frac{\text{Obligations for MOOE and CO for 2019 appropriations}}{\text{Allotments for MOOE and CO for 2019 appropriations}} \times \text{Net of savings in allotment from efficiency and cost cutting measures}$$

⁹ Should pertain to the DBM-OSEC's core process most demanded by clients and businesses, and included among those targeted under the FY 2019 PBB SPI requirement.

- a.2 **Disbursement BUR**, measured as the ratio of total disbursements (cash and non-cash, excluding PS) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2018 but executed and paid only in 2019. This is to measure the disbursements and obligations for MOOE and CO for the 2019 appropriations, as follows:

$$\text{Disbursement BUR} = \frac{\text{Disbursements for MOOE and CO for 2019 appropriations}}{\text{Obligations for MOOE and CO for 2019 appropriations}}$$

Following the above formulas, the provisions of Section 1 of Executive Order 91, s. 2019 on Cash Budgeting System (CBS) shall be adopted effective January 1, 2019. Thus, all authorized appropriations shall be available for obligation and disbursement only until the end of each Fiscal Year.

Accordingly, in FY 2019 as the first year of the CBS implementation, compliance on the following shall be strictly observed:

- i. Appropriations for infrastructure capital outlays shall be valid for obligation until December 31, 2019, while the completion of construction, inspection and payment thereof shall be made not later than December 31, 2020; and
 - ii. Appropriations for maintenance and other expenses, as well as other capital outlays, shall likewise be valid for obligation until December 31, 2019. The delivery, inspection and payment thereof shall be not later than June 30, 2020.
- b. **Sustained Compliance with Audit Findings**, requires the full implementation of at least 30% of the prior years' audit recommendations¹⁰, to improve the DBM-OSEC's internal control processes, enhance operational effectiveness, and eliminate, resolve, and remedy most, if not all, of the audit findings, by the end of 2020.

¹⁰ Shown in the Report on Status of Implementation of Prior Year's Recommendations or the Agency Action Plan and Status of Implementation

The following must be noted in measuring compliance with this requirement:

- b.1 Audit recommendations to be considered will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR); and
 - b.2 Audit findings closed since FY 2017 should not recur.
- c. **Submission of the APP non-CSE** to the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) on **March 31, 2019**.¹¹

The APP non-CSEs should follow the format prescribed under GPPB Circular No. 07-2015 and approved by the Head of Procuring Entity (HOPE) prior to its submission to the GPPB-TSO. A scanned copy of the same should also be submitted to the GPPB-TSO through email: **app@gppb.gov.ph** with subject line "APP for CY <year> of <complete name of Head of Office/Agency><Regions __ to __, if applicable> for PBB."

- d. **Submission of the FY 2020 APP CSE** to the DBM-Procurement Service (PS) not later than **December 15, 2019** by online uploading of the filled-out template in the PhilGEPS Virtual Store.
- e. **Undertaking of Early Procurement for at least 50% of the value of goods and services based on the budget of the DBM-OSEC submitted to Congress consistent with the National Expenditure Program (NEP).**

Projects to be procured through the following modalities shall be excluded from the computation of the total value of goods and services:¹²

- i. Repeat Order
- ii. Shopping
- iii. Negotiated Procurement:
 - Emergency cases
 - Take-Over of Contracts
 - Small Value Procurement

¹¹ GPPB Circular No. 02-2019.

¹² GPPB Circular No. 06-2019.

e.1 The following should be undertaken on or before January 31, 2020:

e.1.1 Posting in the PhilGEPS of the updated Approved Contract and Notice to Proceed resulting from the conduct of early procurement; and

e.1.2 Submission of the respective **Certification under Oath** of each of the Heads of the Procuring Entity (HOPE) of the Central and Regional Offices reflecting their compliance with the EPA requirement.

To support Early Procurement, the **Indicative FY 2020 APP non-CSE** should be posted on the DBM TS page not later than **September 30, 2019**.

f. **Submission of results of the FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System¹³** of the DBM, complete with the following forms, on or before **March 31, 2019**:

- f.1 APCPI - Self-Assessment Form;
- f.2 APCPI - Consolidated Procurement Monitoring Report;
- f.3 APCPI - Procurement Capacity Development Action Plan; and
- f.4 The APCPI Questionnaire.

The APCPI forms should be submitted in either of the following means:

- i. electronic (Excel) format through email: **apcpi@gppb.gov.ph** with subject line "2018 APCPI Initial Results of <Complete Name of Head Office / Agency > for PBB", or
- ii. printed signed copies hand carried/mailed through the GPPB-TSO front desk.

¹³ In accordance with GPPB Resolution No. 39-2017

3.1.3 **Other Cross-Cutting Conditions** cover the following two (2) requirements set by the AO 25 IATF:

3.1.3.1 **Establishment of Agency Review and Compliance Procedure on Statement of Assets, Liabilities and Net Worth (SALN) and the Conduct of SALN Review Activity using the same.**

The DBM Agency Review and Compliance Procedure of the SALN shall be established, cascaded to all employees, and uploaded in the DBM TS.

This requirement shall also include the **establishment of a SALN Review and Compliance Committee** to implement the said procedure in accordance Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, and the Civil Service Commission Resolution Nos. 1300455¹⁴ and 1500088¹⁵. The Committee shall also determine whether the SALNs are submitted on time, complete, and in proper form.

3.1.3.2 **Comply with the FOI Program**¹⁶ based on the enhanced requirements of the Presidential Communications Operations Office. This requirement involves the submission of the following documents within the prescribed deadline/s and in accordance with the FOI prescribed format, as well as the TS posting of the same:

- a. Updated People's FOI Manual signed by the DBM Secretary. The Manual shall also include the new designated list of FOI Receiving Officer/s and corresponding contact details, if any;
- b. The FOI Reports to include:
 - b.1 Agency Information Inventory,
 - b.2 FY 2019 FOI Summary Report,
 - b.3 FY 2019 FOI Registry; and
- c. Screenshot of the DBM website containing a visible and functional FOI logo linked to the eFOI portal i.e., **www.foi.gov.ph**

The aforecited FOI Reports shall be accomplished **strictly** using the Excel format (.xls) based on the templates provided in the link (www.bitly/2018FOIReports). Soft copies of all the FOI Program requirements are to be **sent/submitted to foipco@gmail.com** on or before **January 31, 2020**.

¹⁴ Re: Review and Compliance Committee for the Statement of Assets, Liabilities and Net Worth (SALN), dated March 4, 2013

¹⁵ Re: Revised Statement of Assets, Liabilities and Net Worth (SALN), dated January 23, 2015

¹⁶ Pursuant to Executive Order No. 2, s. 2016

- 3.2 **Non-compliance** with **any** or all of the GGC will render the entire DBM-OSEC ineligible for the FY 2019 PBB Grant.

In case the DBM-OSEC is unable to comply with a maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies, the DBM-OSEC shall be considered ineligible for the FY 2019 PBB grant.

Timelines for the Departments/Agencies compliance set by the AO 25 IATF is attached hereto as **Annex A**.

- 3.3 In case the DBM-OSEC is assessed to have **deficiencies** in meeting its performance commitments or not able to comply with any of the aforementioned requirements and targets, the DBM Secretary should submit justifications and/or explanation and supporting documents to warrant reconsideration.

For reassessment and validation purposes, justifiable reasons are those factors considered outside of the control of the agency, and acceptance of the same shall be subject to the recommendation of the validating agencies identified and designated by the AO 25 IATF.

- 3.4 To assist in ensuring the compliance of the DBM-OSEC with the aforementioned requirements and its readiness for the AO 25 IATF validation, Lead Coordinating/Monitoring/Overall Oversight (LCMO) Units are identified to serve as focal units on matters pertaining to their respective PBB implementation assignments, and oversee the specific activities related to the PBB implementation within their functional jurisdiction.

- 3.5 A summary of the eligibility criteria/requirements with corresponding responsible B/S/Os and LCMO units is provided in **Annex B**.

4.0 ELIGIBILITY REQUIREMENTS FOR B/S/Os AND INDIVIDUALS

4.1 Eligibility of B/S/Os

The B/S/Os that meet the applicable requirements and conditions under Item 3.0 of this Department Order shall be eligible for the grant of the FY 2019 PBB. It is emphasized that failure of the responsible B/S/O to satisfy the conditions and targets set under the same Item may entail ***exclusion/isolation from the PBB ranking*** and non-eligibility of its officials and employees to the PBB grant.

Unless otherwise specified by the AO 25 IATF, the DBM PMT shall have the final decision on the identification of units to be excluded, and the implementation methods/process/strategy to be adopted in executing the same.

4.2 Eligibility of Individuals

The following are the performance criteria and requirements for the eligibility of individuals for the FY 2019 PBB:

- 4.2.1 The eligibility of the DBM Secretary will depend on the eligibility of the DBM-OSEC. The DBM Secretary's PBB for FY 2019 shall be equivalent to sixty-five percent (65%) of monthly basic salary as of December 31, 2019. The Secretary shall not be included in the Form 1- Report on Ranking of Delivery Units.
- 4.2.2 Only eligible personnel belonging to eligible B/S/Os are qualified for the PBB. The PBB rates of individual employees (which shall be based on the basic salary as of December 31, 2019) shall depend on the performance ranking of their respective B/S/O.
- 4.2.3 Employees with positions belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the DBM's Civil Service Commission (CSC)-approved Strategic Performance Management System (SPMS).
- 4.2.4 Third-level officials should have a rating of at least "Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES), which covers all incumbents of CES positions for an uninterrupted period of at least three (3) months and after having been subjected to the processes and procedures as provided under CESB Resolution No. 1136¹⁷ series of 2014, as amended by CESB Resolution No. 1370A.¹⁸ Payment of the PBB to third-level officials shall be contingent on the release of results of the CESPES.
- 4.2.5 An official or employee who rendered a minimum period of nine (9) months of service in FY 2019 and with at least "Satisfactory" rating for the year may be eligible to the full grant of the PBB.
- 4.2.6 An official or employee who rendered a minimum period of three (3) months but less than nine (9) months of service, and with at least "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%

¹⁷ Guidelines on the Enhanced Career Executive Service Performance Evaluation System (CESPES)

¹⁸ Adjusting the CESPES Calendar from an Annual Rating Period to a Semester Rating Period, dated August 31, 2017

4.2.6.1 The following are the valid reasons for the pro-rata grant of the FY 2019 PBB to employees who may not meet the nine (9) - month actual service requirement:

- a. 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
- h. Sabbatical Leave.

4.2.7 Personnel who transferred from one government agency to another shall be rated, ranked and paid 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.

4.2.8 Personnel who transferred from a government agency that is non-participating in the PBB implementation or found to be ineligible for the grant of PBB shall be rated by the agency where he/she served the longest. The official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.

4.2.9 An official or employee 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 mother agency.

4.2.10 An official or employee who transferred or was reassigned from one B/S/O to another within the DBM-OSEC shall be included in the B/S/O where he/she served the longest. If equal months were served for each Office, he/she will be included in the recipient unit.

4.3 Individuals Not Eligible for the FY 2019 PBB Grant

The following officials and employees shall not be eligible to the FY 2019 PBB Grant:

- 4.3.1 Those on vacation or sick leave, with or without pay, for the entire year;
- 4.3.2 Those found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019. However, a penalty of reprimand shall not cause PBB disqualification;
- 4.3.3 Those who failed to submit the FY 2018 SALN prescribed in the rules under the CSC Memorandum Circular No. 3, s. 2015;
- 4.3.4 Those who failed to liquidate all cash advances received in FY 2019 within the reglementary period as prescribed by the relevant Commission on Audit (COA) Circulars;¹⁹
- 4.3.5 Those who failed to accomplish and submit the following SPMS forms to the Administrative Service - Human Resource Development Division (AS-HRDD):
 - 4.3.5.1 Individual Performance Commitment and Review (IPCR),
 - 4.3.5.2 Division Performance Commitment and Review (DPCR),
 - 4.3.5.3 Individual Performance Accomplishment Report (IPAR),
 - 4.3.5.4 Division Performance Accomplishment Report (DPAR),
 - 4.3.5.5 Individual Development Plan (IDP), or
 - 4.3.5.6 CESPES ratings; and
- 4.3.6 Those responsible for DBM-OSEC's non-compliance with the following PBB requirements:
 - 4.3.6.1 Establishment and conduct of the SALN review and compliance procedure;
 - 4.3.6.2 DBM-OSEC's prior years' audit recommendations;
 - 4.3.6.3 DBM-OSEC's QMS certification or alignment; or
 - 4.3.6.4 Posting and dissemination of the DBM-OSEC system of ranking performance of B/S/Os.

5.0 RANKING OF ELIGIBLE B/S/OS AND PBB RATES FOR FY 2019 PBB

- 5.1 For the Rating and Ranking of DBM-OSEC, all eligible B/S/Os shall be clustered/grouped considering the Department's functional set-up as may be recommended by the DBM PMT and approved by the DBM Secretary. The Rating and Ranking within each PBB group shall take into consideration, among others, the difficulty and gravity of tasks and responsibilities of B/S/Os under each Group.

¹⁹ COA Circular 97-002 dated February 10, 1997 and COA Circular 2009-002 dated May 18, 2009

Annex C hereof provides the PBB Grouping and identified Raters which shall be adopted for the rating and ranking of B/S/Os.

- 5.2 B/S/Os shall be rated using a Rating System with the following criteria and percentage score weights:

Criteria/Bases	% Share to Total Score
Year-end Office Performance Accomplishment Report (OPAR) Rating Score	50%
Streamlining and Process Improvement (SPI) Accomplishment	20%
Development Initiatives, Programs, and Projects (DIPPs)	20%
OPAR Outputs	10%
Total	100%

- 5.2.1 The 50% of the B/S/O's total score shall be derived from the verified and approved FY 2019 OPAR rating scores covering two (2) semesters.

- 5.2.2 The 20% score share for the SPI Accomplishments shall be derived as follows:

- 5.2.2.1 Each B/S/O shall declare at least one (1) critical service/process to be enrolled for the PBB Rating and Ranking;
- 5.2.2.2 Each enrolled process should have declared baseline data and target improvements for each of the SPI criteria (Number of Steps, Turnaround Time, Number of Signatures, Number of Required Documents, and Citizen/Client Satisfaction Results);
- 5.2.2.3 Accomplishments on each enrolled process as of December 31, 2019 shall be submitted by the B/S/Os concerned reflecting the SPI efforts/measures implemented;
- 5.2.2.4 Validated accomplishments shall be submitted to the PBB raters of each PBB Group, and shall serve as the Raters' basis in determining the 20% of the total score of the B/S/Os under their jurisdiction;

5.2.2.5 The 20% score for the SPI shall be allocated to the following SPI criteria:

SPI Criteria		% score
Number of Steps	-	5 %
Turnaround time	-	5 %
Number of Signatures	-	5 %
Number of Required Documents	-	5 %

5.2.3 The criteria for the DIPP's shall be agreed upon by the assigned Senior Officials per PBB Group, taking into consideration the various challenges encountered by the respective B/S/Os in their operations and reform initiatives. It is intended to account for, and reflect the efforts exerted by the B/S/Os concerned in contributing to the achievement of the Functional Group's objectives and targets, and the DBM-OSEC's total accomplishment.

5.2.3.1 In general, the DIPP's ***is recommended*** to be measured using the following sub-criteria:

- a. Variety – diversity of outputs/services which may be generally categorized in relation to the following DBM activities:
 - a.1 budget administration
 - a.2 policy formulation
 - a.3 processing of requests/provision of services
 - a.4 performance monitoring and reporting
 - a.5 provision of secretariat services
- b. Scope/Significance – overall reach and value of the outputs/services to users or clients; sub-criteria may generally consider the following categories:
 - b.1 domestic, international
 - b.2 national government, local government units, government owned -and/or- controlled corporations, or state universities and colleges

5.2.3.2 The agreed upon sub-criteria and rating on DIPP's shall be reflected in the Accomplished Rating and Ranking Form to be submitted by each PBB Group to the CPMS.

5.2.4 The 10% of the total score shall be derived from the OPAR outputs. In general, the OPAR outputs criteria ***is recommended*** to be measured as percentage improvement in the recorded raw accomplishments in key Success Indicators (SIs) reflected in both FYs 2018 and 2019 OPARs of each B/S/Os in the PBB Group. The key OPAR SI shall be determined or selected by the Raters.

- 5.3 The PBB Group Raters shall discuss the rating and ranking of the B/S/Os under their Group. Each Rating and Ranking Group shall designate at least one (1) technical staff to serve as the Group Secretariat and record the proceedings of the meeting.
- 5.3.1 The Secretariat shall prepare the Group's Minutes of Meeting for submission to the Corporate Planning and Management Service (CPMS) together with the accomplished Rating and Ranking Sheet of the Group. Submission of the PBB Group Rating and Ranking Sheet by the Group Secretariat **without** the required Minutes of Meeting **shall not be accepted** by the CPMS.
- 5.3.2 Any changes made by the Raters in the rating criteria and corresponding percentage score weights as prescribed under this Department Order, and/or computations in the accomplishments as reported by the CPMS for the purpose of PBB Rating and Ranking shall be reported and subject to the review and approval of the DBM PMT prior to the implementation of the results thereof.
- 5.3.3 The CPMS shall issue the necessary Memorandum and accompanying forms in the conduct of the Rating and Ranking of B/S/Os.
- 5.4 The eligible B/S/Os shall be ranked according to the following performance categories:

Ranking	Performance Category	PBB Grant as % of Monthly Basic Salary
Top 10%	Best B/S/O	65.00%
Next 25%	Better B/S/O	57.50%
Next 65%	Good B/S/O	50.00%

Based on the AO 25 IATF-prescribed ranking distribution and DBM-OSEC's thirty-five (35) B/S/Os, the DBM-OSEC shall have the corresponding number of entitled B/S/Os per performance category:

Percentage Ranking Distribution	Performance Category	Computation	Number of DBM-OSEC B/S/Os
Top 10%	Best Delivery Unit	$35 \times 0.10 = 3.50$	4
Next 25%	Better Delivery Unit	$35 \times 0.25 = 8.75$	9
Next 65%	Good Delivery Unit	$35 \times 0.65 = 22.75$	22
Total No. of DBM-OSEC B/S/Os			35

Assuming that all DBM-OSEC B/S/Os are deemed eligible, each of the PBB Groups identified in Annex C shall follow the ranking distribution per performance category:

PBB Group	No. of B/S/Os	Performance Category		
		Best	Better	Good
Group 1: Support	5	1	1	3
Group 2: Policy	7	1	2	4
Group 3: Operations	7	1	2	4
Group 4: Regional Operations	16	1	4	11
Total	35	4	9	22

- 5.5 The resulting ranking of B/S/Os shall be indicated in the Form 1.0 (Report on Ranking of Offices/Delivery Units) to be submitted to the AO 25 IATF.
- 5.6 To recognize the high performance of government employees in relation to the achievement of DBM-OSEC targets and requirements, the AS-HRDD shall list the name of employees who belong to each B/S/O using the Form 1.0, as provided in Annex 7 of the AO 25 IATF MC.

6.0 CAUSES FOR DISQUALIFICATION AND PROHIBITED ACTS

The AO 25 IATF MC provides the following causes for disqualification and prohibited acts:

- 6.1 In the event that the AO 25 IATF conducted random check of the submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of the DBM-OSEC, such incident shall be a ground to disqualify an agency in the succeeding PBB cycle.
- 6.2 An agency shall be disqualified from the PBB in the **succeeding year** of its implementation in case it is determined to have committed the following prohibited acts after due process given by the oversight agency:
 - 6.2.1 Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of the AO 25 IATF MC; and
 - 6.2.2 Evenly distributing the PBB among employees, in violation of the policy of paying the PBB based on the ranking of B/S/Os.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case against the employees concerned.

7.0 RESPONSIBILITIES OF B/S/Os AND INDIVIDUALS CONCERNED

The following are the duties and responsibilities in implementing the FY 2019 PBB.

7.1 Bureaus/Services/Offices (B/S/Os)

- 7.1.1 At the end of the performance period, the B/S/Os shall submit to their respective Functional Group Heads (FGHs) their OPAR accomplishments for the First and Second Semesters for purposes of performance evaluation within the prescribed period, copy furnished the CPMS. The same shall be endorsed by their FGHs to the DBM PMT, through the DBM PMT Secretariat;
- 7.1.2 On the CPMS prescribed deadline, submit to the CPMS their SPI Accomplishments and related requirements for evaluation and consolidation prior to its submission to the DBM PMT;
- 7.1.3 Ensure that the submitted PBB targets and accomplishments are harmonized with the commitments stated in the GAA/Budget Execution Documents (BEDs), their respective OPCR and the posted Citizen's Charter;
- 7.1.4 Comply and coordinate with the CPMS and the LCMO units concerned per Annex B hereof relative to the requirements specified under the activities in Annex A;
- 7.1.5 Prepare for spot-checks that may be conducted by the AO 25 IATF to validate claims and certifications made by the DBM-OSEC; and
- 7.1.6 Provide justifications/explanations as required by the AO 25 IATF to assist the LCMO units or PMT Secretariat in conveying them to the said body.

7.2 Lead Coordinating/Monitoring/Overall Oversight (LCMO) Units

- 7.2.1 Coordinate and follow up with B/S/Os concerned on the submission of the PBB requirements under their respective coverage;
- 7.2.2 Ensure consistency and timely submission of requirements/documents to AO 25 IATF-designated oversight and validating agencies;
- 7.2.3 Address issues and concerns identified by validating and/or oversight agencies with respect to the DBM's compliance to requirements, and prepare related documents/requirements on the same, and facilitate the preparation of the necessary justifications/explanations for non-compliance with FY 2019 PBB requirement per the AO 25 IATF evaluation results; and

- 7.2.4 Provide status report on DBM compliance with the requirements under their respective coverages, as well as photocopies of submitted documents, as applicable, to the DBM PMT through the CPMS.

7.3 Functional Group Heads (FGHs)

- 7.3.1 Submit to the CPMS the accomplished Rating and Ranking Report of eligible B/S/Os under their supervision, with corresponding Minutes of Meeting, in time for the submission of DBM-OSEC's Accomplishment to the AO 25 Secretariat; and
- 7.3.2 Inform the Directors of the B/S/Os under their respective coverages of the results of the rating and ranking after approval thereof by the DBM Secretary.

7.4 Administrative Service - Human Resource Development Division (AS- HRDD)

- 7.4.1 Prepare the preliminary Form 1.0 and the number/list of personnel therein, based on the submissions duly signed by the PBB Group Raters of B/S/Os to be submitted to the CPMS in time for submission to the AO 25 Secretariat; and
- 7.4.2 Provide the CPMS a complete list of DBM employees, with corresponding information on their respective compliance with the FY 2019 PBB requirements for eligibility of individual employees.

7.5 Corporate Planning and Management Service (CPMS)

- 7.5.1 Coordinate and monitor the DBM-OSEC's compliance with PBB Forms, based on the data provided by the B/S/Os in their respective Accomplishment Reports, to be submitted to the DBM PMT for evaluation/approval;
- 7.5.2 Submit the consolidated AO 25 IATF-prescribed Forms to the DBM PMT for evaluation/review and endorsement for approval of the Secretary;
- 7.5.3 Transmit the rating and ranking of B/S/Os prepared and submitted by the PBB Group Secretariat to the AS-HRDD for the preparation of the preliminary Form 1.0 Report on Ranking of B/S/Os for DBM-OSEC submission to AO 25 IATF; and
- 7.5.4 Assist in the development and implementation of internal communications strategy on the Performance-Based Incentive System (PBIS):
 - 7.5.4.1 Disseminate the performance targets and accomplishments of the DBM-OSEC by posting the same on the website,

- 7.5.4.2 Conduct briefing, consultation meetings, and other related activities with the DBM-OSEC PRIME Officers/Alternates, PBB Group Raters, FGHS, B/S/Os, officials and employees on the DBM-OSEC's PBB implementation,
- 7.5.4.3 Prepare and draft the necessary Department Orders, Office Orders, PBB Advisories and Memoranda to facilitate the DBM-OSEC's PBB implementation, and
- 7.5.4.4 Act as Help Desk, through telephone no. 8657-3300 local 3218 and 3219, to respond to queries and comments on the DBM-OSEC's FY 2019 PBB targets and accomplishments and other PBB-related concerns.

7.6 DBM Performance Management Team (PMT)

- 7.6.1 Assess the PBB Reports per initial evaluation of the CPMS, submit the said reports to the Office of the Secretary or the DBM Executive Committee for approval and, upon approval, transmit the same to the AO 25 IATF through the AO 25 Secretariat, subject to the rules on re-evaluation, as may be applicable;
- 7.6.2 Decide on issues and concerns on the DBM-OSEC PBB performance, and DBM reports thereon to be submitted to the AO25 IATF;
- 7.6.3 Lead efforts on the development and implementation of the internal communications strategy on the PBIS;
- 7.6.4 Act as Appeals Body and Final Arbiter for PBB issues and concerns;
- 7.6.5 Oversee the implementation of this Department Order, and issue the necessary advisories and directives, consistent with the AO 25 IATF MC; and
- 7.6.6 Endorse and submit all authorized PBB-related documents to the AO 25 IATF through the CPMS or any authorized representatives.

8.0 APPEALS

All appeals relative to the implementation of the DBM-OSEC's grant of the FY 2019 PBB shall be acted upon pursuant to Item 9.0 of Department Order No. 22, s. 2017 on the DBM SPMS Guidelines, dated November 17, 2017.

9.0 CALENDAR OF PBB ACTIVITIES

The indicative timeline set by AO 25 IATF for compliance of the Departments/Agencies with the requirements of the FY 2019 PBB implementation provided in Annex A hereof shall be observed by all DBM-OSEC B/S/Os, officials and employees concerned, subject to the issuance of subsequent PBB advisories by the DBM PMT.

10.0 DELEGATION OF AUTHORITY

The DBM PMT is hereby authorized to issue necessary guidelines and directives relative to the grant of the FY 2019 PBB consistent with the AO 25 IATF MC Nos. 2019-1 and 2019-2.

11.0 AMENDMENTS

All other Orders or provisions thereof inconsistent and contrary to this Department Order are hereby superseded, rescinded, and/or amended accordingly.

12.0 EFFECTIVITY

This Department Order shall take effect immediately.


WENDEL E. AVISADO
Secretary


Department of Budget
and Management

0SEC-2019-04425

TIMELINE FOR THE FY 2019 PBB IMPLEMENTATION

Requirements	Due Dates of Submission per AO 25 IATF MC No. 2019-01
Performance Targets	
Operations	
1. Streamlining and Process Improvement of Services	August 31, 2020
2. Citizen/Client Satisfaction	
Support to Operations (STO)	
3. QMS certification <ul style="list-style-type: none">- Posting in the Transparency Seal- Submission of the certified true copy to the GQMC through the DBM-SPIB	December 31, 2019
General Administration and Support Services (GASS)	
4. Budget Utilization Rate (BUR)	August 31, 2020
5. Sustained Compliance with Audit Findings	December 31, 2019
6. Submission of BFARs online thru URS <ul style="list-style-type: none">- First Quarter- Second Quarter- Third Quarter- Fourth Quarter	April 30, 2019 July 30, 2019 October 30, 2019 January 30, 2020
7. COA Financial Reports	April 30, 2019
8. Procurement Documents <ul style="list-style-type: none">- FY 2019 APP non-CSE- Indicative FY 2020 APP non-CSE- FY 2020 APP CSE- Undertaking of early procurement for at least 50% of value of goods and services and conduct of the following:<ul style="list-style-type: none">a. Submission of Certification under Oath of Complianceb. Posting of all Contracts and Notice to Proceed- Results of the FY 2018 APCPI System	March 31, 2019 September 30, 2019 December 15, 2019 January 31, 2020 March 31, 2019
Good Governance Conditions (GGCs)	
9. Transparency Seal	October 1, 2019
10. PhilGEPS Posting	January 31, 2020
Other Cross-Cutting Requirements	
11. Submission of SALN of employees	April 30, 2019
12. Agency Review and Compliance Procedure of Statement and Financial Disclosures	October 1, 2019
13. FOI Compliance <ul style="list-style-type: none">- People's FOI Manual- Agency Information Inventory- 2019 FOI Summary Report- 2019 FOI Registry- Screenshot of Agency's Homepage	November 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020 January 31, 2020
14. Posting of DBM-OSEC's System of Rating and Ranking B/S/Os	October 1, 2019
15. Submission of Agency Report on Rating and Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix)	August 31, 2020

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SUMMARY OF ELIGIBILITY REQUIREMENTS WITH CORRESPONDING RESPONSIBLE/CONTRIBUTING B/S/OS AND LCMO UNITS

Requirements	Responsible/Contributing B/S/Os	LCMO Unit
Performance Targets		
Operations		
1. Streamlining and Process Improvement of Services	All DBM-OSEC B/S/Os	CPMS
2. Citizen/Client Satisfaction	All DBM-OSEC B/S/Os	CPMS
Support to Operations (STO)		
3. QMS certification <ul style="list-style-type: none"> - Posting in the Transparency Seal - Submission of certified true copy of Certificate to validating entity 	All DBM-OSEC B/S/Os CPMS	OCIO CPMS
General Administration and Support Services (GASS)		
4. Budget Utilization Rate (BUR)	All DBM-OSEC B/S/Os	FS
5. Sustained Compliance with Audit Findings	All DBM-OSEC B/S/Os concerned	FS
6. Submission of BFARs online thru URS	All DBM-OSEC B/S/Os concerned with respect to the submission of Reports	FS and CPMS
7. COA Financial Reports	All DBM-OSEC B/S/Os	FS LGRCB-RCU for ROs
8. Procurement Documents <ul style="list-style-type: none"> - FY 2019 APP non-CSE - Indicative FY 2020 APP non-CSE - FY 2020 APP CSE - Undertaking of early procurement for at least 50% of value of good and services - Results of the FY 2018 APCPI System 	All DBM-OSEC B/S/Os	AS LGRCB-RCU for ROs
Good Governance Conditions (GGCs)		
9. Transparency Seal	All DBM-OSEC B/S/Os	OCIO
10. PhilGEPS Posting	All procuring B/S/Os in the Central Office, and the ROs BAC	AS-PMD LGRCB-RCU for ROs
Other Cross Cutting Requirements		
11. Submission of SALN of employees	All DBM-OSEC B/S/Os & employees	AS-HRMD
12. Agency Review and Compliance Procedure of Statement and Financial Disclosures	LS, IAS, and AS ROs	LS, AS-HRMD, AS
13. FOI Compliance <ul style="list-style-type: none"> - People's FOI Manual - Agency Information Inventory - 2019 FOI Summary Report - 2019 FOI Registry - Screenshot of Agency's Homepage 	BITS AS-CRD and OCIO OCIO OCIO OCIO	BITS AS-CRD and OCIO OCIO OCIO OCIO
14. Posting of DBM-OSEC's System of Rating and Ranking B/S/Os	All DBM-OSEC B/S/Os, DBM PMT	CPMS and AS-HRDD
15. Submission of Agency Report on Rating and Ranking of B/S/Os (Form 1.0 and PBB Evaluation Matrix)	All DBM-OSEC B/S/Os	CPMS and AS-HRDD

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ANNEX C

RATING AND RANKING GROUP OF BUREAUS/SERVICES/OFFICES (B/S/Os) FOR FY 2019 GRANT OF PBB

GROUPS	NO. OF B/S/Os	B/S/Os		RATERS
Group 1: Support	5	<ul style="list-style-type: none"> AS CPMS FS 	<ul style="list-style-type: none"> ICTSS LS 	<i>Lead Rater:</i> <ul style="list-style-type: none"> Asec. Achilles Gerard C. Bravo <i>Co-Raters:</i> <ul style="list-style-type: none"> Usec. Janet B. Abuel Asec. Clarito Alejandro D. Magsino
Group 2: Policy	7	<ul style="list-style-type: none"> BITS FPRB LGRCB 	<ul style="list-style-type: none"> OPCCB OSEC IAS SPIB 	<i>Lead Rater:</i> <ul style="list-style-type: none"> Usec. Laura B. Pascua <i>Co-Raters:</i> <ul style="list-style-type: none"> Usec. Herman B. Jumilla Usec. Agnes Joyce G. Bailen Usec. Lloyd Christopher A. Lao Asec. Myrna S. Chua Asec. Rolando U. Toledo Asec. Macacuna A. Moslem
Group 3: Operations	7	<ul style="list-style-type: none"> BTB BMBs A to F 		<i>Lead Rater:</i> <ul style="list-style-type: none"> Usec. Tina Rose Marie L. Canda <i>Co-Rater:</i> <ul style="list-style-type: none"> Usec. Janet B. Abuel
Group 4: Regional Operations	16	<ul style="list-style-type: none"> Regions I-III, IVA & IVB, V – XIII, CAR and NCR 		<i>Lead Rater:</i> <ul style="list-style-type: none"> Usec. Herman B. Jumilla <i>Co-Raters:</i> <ul style="list-style-type: none"> Usec. Janet B. Abuel Asec. Achilles Gerard C. Bravo