



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS  
**CENTRAL OFFICE**  
Manila

097.13 DPWH  
08-28-2018

24 AUG 2018

DEPARTMENT ORDER )  
No. **129** )  
Series of 2018. *24.11* )

SUBJECT : **Mechanics of Ranking Delivery  
Units as Basis for the Grant of  
Performance-Based Bonus (PBB)  
for FY 2017**

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In connection with the implementation of a performance-based incentive system in this Department pursuant to E.O No. 80 dated July 20, 2012 and EO 201 dated February 19, 2016 and as provided under Memorandum Circular (MC) No. 2017-1 dated March 9, 2017 issued by the Inter-Agency Task Force (IATF) on Administrative Order (A.O.) No. 25, the following mechanics of ranking delivery units as basis for the grant of **Performance-Based Bonus (PBB)** for **FY 2017** are hereby prescribed:

**1.0 ELIGIBILITY OF THE DEPARTMENT**

As provided in Section 4.0 of MC No. 2017-1, the Department must satisfy the following conditions to be eligible for the grant of PBB.

- a. **Good Governance Conditions:** Satisfy 100% of the Good Governance Conditions for FY 2017 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0 of MC No. 2017-1.
- b. **Performance Targets:** Achieve each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget of the FY 2017 General Appropriations Act, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) provided in Section 6.0 of MC No. 2017-1.
- c. Use the **CSC-approved Strategic Performance Management System (SPMS)** in rating the performance of First and Second Level officials and employees of the Department; and officials holding managerial and Director positions but are not Presidential appointees. In rating the performance of Career Executive Service (CES) officers and incumbents of CES positions (including Presidential appointees), the **Career Executive Service Performance Evaluation System (CESPES)** shall be the basis.

**2.0 ELIGIBILITY OF INDIVIDUALS**

With reference to Section 7.0 of MC No. 2017-1, the following eligibility requirements for individuals are hereby emphasized:

- 2.1 Eligibility of individuals to the grant of PBB shall be based on the eligibility of the Department and ranking of their respective delivery units.
- 2.2 Employees belonging to the First, Second and Third Levels should receive a rating of "**Satisfactory**" based on the agency's CSC-approved Strategic

Performance Management System (SPMS) or 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 results of the CESPES.

- 2.3 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the **full grant of the PBB**.
- 2.4 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
- 2.5 It is hereby understood that Memo Circular No. 2017-1 of AO25-IATF dated March 9, 2017 shall be deemed an integral part of this issuance and all other rules governing eligibility for the grant of the PBB stipulated therein shall also take effect as applicable. The Corporate Planning and Management Division (CPMD) of the Office of the Secretary shall coordinate with the Human Resource Management Division (HRMD) of the Human Resource and Administrative Service and the PBB Technical Working Group created under Special Order No. 12 ,series of 2016, for the determination of officials and employees who have met the above Personnel Eligibility and therefore entitled to the PBB.

### **3.0 DELIVERY UNITS**

As per Section 8.3a of MC No. 2017-1, a delivery unit shall be the primary subdivision of a department/agency performing substantive line functions, technical services, or administrative support, as reflected in the agency's organizational structure and/or functional chart. As for the DPWH, the identified Delivery Units are as follows:

- Office of the Secretary<sup>1</sup>
- Bureaus
- Services
- Regional Offices
- Unified Project Management Offices

<sup>1</sup> Including the Offices of the Undersecretaries and Assistant Secretaries and immediate support staff.

In this case, the District Engineering Offices (DEOs) shall be clustered under their respective supervising Regional Office. Likewise, all Undersecretaries and Assistant Secretaries, and their immediate support and technical staff, shall be clustered under the Office of the Secretary.

### **4.0 RATING AND RANKING OF DELIVERY UNITS**

#### **4.1 Regional and Unified Project Management Offices**

The Regional Offices shall be ranked based on their respective performance and accomplishments (of set targets) as the primary implementing offices of the department for CY 2017 using the following criteria: a) *Construction*

*Accomplishment; b) Design Audit and Assessment Performance; c) Quality Control Performance in Project Implementation; d) Maintenance Implementation and Practices; e) Absorptive Capacity; f) Procurement; and g) DEOs' Performance.* In terms of including the performances of the DEOs, all criteria shall follow the approved methodology of calculations as stipulated in Annex A of this Order in determining the Regional Offices' rating. Except for "*Design Audit & Assessment Performance*", "*Maintenance Implementation and Practices*", "*Procurement*", and "*DEO's Performance*", the same criteria shall also be applied in evaluating the performance of Unified Project Management Offices (UPMO). If necessary, the methodology of calculations for each criterion shall be updated by the responsible offices as indicated in Annex A, subject for approval by the Secretary.

CRITERIA	Distribution Percentage (%) Weight	
	ROs	UPMO CLUSTERS
a) Construction Accomplishment	15	40
b) Design Audit & Assessment Performance	15	n/a
c) Quality Control Performance in Project Implementation	15	40
d) Maintenance Implementation and Practices	15	n/a
e) Absorptive Capacity	10	20
f) Procurement	10	n/a
g) DEOs' Performance	20	n/a
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>

#### 4.2 OSEC Proper, Bureaus and Services

On the other hand, the performance of the remaining delivery units clustered based on their role as the department's policies and standards formulating offices shall be evaluated based on the targets that each office has accomplished in accordance with their respective approved Annual Goals and Operations Plans for FY 2017, and confirmed by the Management Committee (MANCOM).

##### Criteria (OSEC Proper, Bureaus & Services)

Areas of Evaluation	Distribution Percentage (%) Weight
Operational Plan Accomplishment	40
PGS Balanced Scorecard Accomplishment	40
Regular Function's Accomplishment	20
<b>TOTAL</b>	<b>100%</b>

If in the determination of the CPMD, there are offices that have no Operational Plan Accomplishment and/or PGS Balanced Scorecard Accomplishment for 2017, the performance of delivery units in the Central Office shall be determined using the method utilized for the 2016 PBB modified as follows:

Areas of Evaluation	Distribution Percentage (%) Weight
Average of IPCR of employees in a Bureau/Service	75%

Average of CESPES rating of all CES eligible officials in a Bureau/Service	25%
<b>TOTAL</b>	<b>100%</b>

The CPMD is hereby given the authority to randomly verify individual ratings given by the final raters to their respective employees. For this purpose, the CPMD may require the submission of the documentary evidence used as basis for the ratings given.

#### **4.3 Distribution of Performance Category**

The Corporate Planning and Management Division (CPMD), acting as the Office for Strategy Management (OSM) which is tasked to link incentives to performance, shall finalize the summary of ratings of all delivery units based on the applicable criteria with the official ratings submitted by the responsible offices as stipulated in Annex A. The CPMD shall present the ranking to the EXECOM, wherein the EXECOM will determine the final force ranking of all delivery units based on the following distribution per performance category:

<b>Performance Category</b>	<b>Distribution</b>
Best Delivery Units	Top 10%
Better Delivery Units	Next 25%
Good Delivery Units	Next 65%

#### **5.0 RATES OF THE PBB**

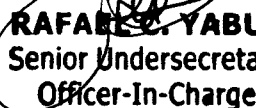
The PBB rates of individual employees shall depend on the performance ranking of the delivery units where they have performed their duties for FY 2017, based on the individual's monthly basic salary as of December 31, 2017 as follows, but not lower than PhP 5,000:

<b>Performance Category</b>	<b>% of Monthly Basic Salary</b>
Best Delivery Unit	65.0%
Better Delivery Unit	57.5%
Good Delivery Unit	50.0%

In computing the PBB amount to be received by each individual, it must be correctly determined whether they are entitled to a full grant or a pro-rated grant as per Section 7 of MC No. 2017-01.

This Order supersedes Department Order No. 44 s. 2017 and shall take effect immediately.

**MARK A. VILLAR**  
Secretary

  
**RAFAEL C. YABUT**  
Senior Undersecretary  
Officer-In-Charge

Encl: (1) Annex A: Calculation of Performance Accomplishment of Delivery Units based on Criteria  
(2) Inter-Agency Task Force on Administrative Order No. 25 (AO25) Memorandum Circular No. 2017-1

1.3 JGT/JCD/MSV/ARM

Department of Public Works and Highways  
Office of the Secretary



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## ANNEX A: Calculation of Performance Accomplishment of Delivery Units Based on Criteria

**Responsible Office** refers to the specific office within the department that shall be in-charge in the assessment and calculation of the specific criterion stipulated in this Department Order.

Criteria	Responsible Office
Construction Accomplishment	Bureau of Construction
Design Audit & Assessment Performance	Bureau of Design
Quality Control Performance in Project Implementation	Bureau of Quality and Safety
Maintenance Implementation and Practices	Bureau of Maintenance
Absorptive Capacity	Finance Service
Procurement	Procurement Service

These offices must provide the CPMD with the official rating of all Regional Offices, District Engineering Offices and the UPMO Clusters in the criterion that they are managing and maintaining. They must also submit to the CPMD, if necessary, a revised criteria definition and methods of calculation once deviations and new policies have been made that may be crucial in the determination of office ratings.

**Construction Accomplishment** measures the performance of the Regional Offices / District Engineering Offices / Unified Project Management Offices based on their actual physical accomplishment in the implementation of DPWH Infrastructure projects generated from the Project and Contract Management Application (PCMA).

The office is computed based on the total releases (carry over and current year projects), 20% of which represent their accomplishment under the pre-construction stage and 80% under the construction stage using the following formula:

$$\% \text{ Total Carry Over Releases (x)} = \frac{\text{Total Carry Over Releases}}{\text{Total Carry Over Releases} + \text{Total Current Year Releases}}$$

$$\% \text{ Total Current Year Releases (y)} = \frac{\text{Total Current Year Releases}}{\text{Total Carry Over Releases} + \text{Total Current Year Releases}}$$

$$\text{Rating} = 20\%(a_x + a_y) + 80\%(b_x + b_y)$$

Where,

- $a_x$  = Pre-construction Accomplishment (Carry Over)
- $a_y$  = Pre-construction Accomplishment (Current Year)
- $b_x$  = Construction Accomplishment (Carry Over)
- $b_y$  = Construction Accomplishment (Current Year)

**Design Audit and Assessment Performance** covers the evaluation/assessment of detailed architectural and engineering design and processes undertaken by the Regional and District Engineering Offices as to compliance with the latest edition of DPWH Design Guidelines, Criteria and Standards (DGCS) and other existing applicable laws, codes and Department Orders/Issuances relative to design.

The ratings are computed based on the following formula:

Areas of Evaluation		Percentage Weight	
		Project	Office
<b>I.</b>	<b>Adequacy of Field Investigation (30%)</b>		
	1. Survey Data (Topographic/Hydrographic/Drainage)	15%	
	2. Geological/Geotechnical Data	15%	
<b>II.</b>	<b>Efficiency of Design Management (30%)</b>		
	1. Completeness of Design Analysis	15%	
	2. Availability of Design Tools		5%
	3. Competency of Design Engineers/Architects		5%
	4. Proper Document Management System		5%
<b>III.</b>	<b>Quality of Plans (40%)</b>		
	1. Compliance to D.O. 56, s. 1995	10%	
	2. Completeness of Drawings/Details	30%	
<b>TOTAL</b>		<b>85%</b>	<b>15%</b>
<b>Total Percentage Equivalent</b>		<b>100%</b>	

**Quality Control Performance in Project Implementation** is an appraisal of the quality control and construction procedures in the implementation of DPWH projects including maintenance undertakings. It takes into account the capability of the organizational unit to implement, resource-wise, the DPWH quality assurance program.

The ratings are computed based on the following formula:

Responsibility Area		Weight
<b>a. Effectiveness of Quality Control Implementation</b>		<b>75%</b>
a.1 Timeliness of testing materials relative to its use in the project	10%	
a.2 Ability to implement quality control policies	15%	
a.3 Quality of completed works	50%	
<b>b. Project Supervision</b>		<b>15%</b>
b.1 Personal Adequacy		
b.2 Personal Competence		
<b>c. Adequacy/Reliability of Laboratory Equipment and Facilities</b>		<b>10%</b>
<b>TOTAL</b>		<b>100%</b>

**Maintenance Implementation and Practices** is the capability of the field offices (Region and District Engineering Offices) to provide the requisite maintenance action/s on defects and deficiencies on our road network and other government infrastructures in a timely and efficient manner employing the highest quality of completed maintenance works in accordance with existing Departmental policies and standards.

The criteria for the computation of the performance rating on maintenance of Regional and District Engineering Offices are as follows:

*1) Road Condition and Evaluation Division (RCMED)*

The basis of the assigned percentage is the semestral inspection of all national roads and bridges of the District Engineering Offices to measure compliance to Department Order No. 41, s. 2016. The degree/level of maintenance is reflected on the total quality of the defects noted during actual field inspection, the response provided by the DEOs to correct/repair the noted defects within the prescribed response times and the acceptability of their submitted justification as to circumstances like in unwarranted delay in completing the rectification works are considered in computing the performance rating. Meanwhile, the Regional Offices are rated based on the performance of the DEOs in their respective jurisdiction;

*2) Policies and Standards Division (PSD)*

The assigned percentage is based on two factors: (1) the timeliness or the prompt submittal of all required documents needed by the Bureau for the PSD to prepare draft policies and guidelines; and (2) the quality and completeness of the requisite submittal. Specific to these requirements, among others, is the adherence by the DEOs on their Annual Maintenance Work Program as to utilization of maintenance funds for labor, equipment and materials;

*3) Safety and Disaster Management Coordination Division (SDMCD)*

The assigned percentage is based on the average score of participants during the Training/Workshops conducted by the BOM, since these training/workshops are interactive. Adherence/compliance to the provisions of Department Order No. 15, s. 2015 are likewise considered in the computation of percentage points.

*4) National Buildings Service Division (NBSD)*

The assigned percentage is based on the prompt submittal of requisite documents and the quality of the submitted reports. Specific to these requirements are the timeliness and quality of submittal of the DEOs Monthly Accomplishment Reports on completed maintenance activities for the repair of Other Public Buildings (OPB), and Flood Control and Drainage Structures, and the complete and verified inventory of these structures.

**Absorptive Capacity** is the ability of an agency to maximize the use of available financial resources. This can be computed as obligation over allotment.

$$\% = \frac{\text{Obligation}}{\text{Allotment}}$$

**Procurement** refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Procuring Entity.

Procurement shall also include the lease of goods and real estate. With respect to real property, its procurement shall be governed by the provisions of Republic Act No. 8974, entitled "An Act to Facilitate the Acquisition of Right-of-Way Site or Location for National Government Infrastructure Projects and for Other Purposes", and other applicable laws, rules and regulations.

The ratings are computed on the following formula:

Criteria	Value (Maximum)
A. Compliance in Civil Works Registry Report of awarded contracts posted/updated in the CWR against total number of contracts processed  $\frac{\text{No. of Contracts Awarded / Completed}}{\text{No. of Contracts Bid out}} = 2.5\% \times 5\%$	50%
B. Compliance to on-time submission of Certificate of Compliance to PhilGeps posting  $\text{On-time Submission} = 2.5\%$ $\text{Non-submission or Late Submission} = 0$	25%
C. Compliance to submission of Agency Procurement Compliance and Performance Indicators (APCPI)  $\text{On-time Submission} = 2.5\%$ $\text{Non-submission or Late Submission} = 0$	25%
<b>OVERALL COMPLIANCE</b> Sum of A, B & C	100%

**DEOs' Performance** is a criterion for the Regional Office that takes into account the accomplishments of all District Engineering Offices under its jurisdiction. It shall be equivalent to the average of all DEO ratings with the following breakdown:

Criteria	Distribution Percentage (%) Weight
	DEOs
Construction Accomplishment	20
Design Audit & Assessment Performance	20
Quality Control Performance in Project Implementation	20
Maintenance Implementation and Practices	20



Absorptive Capacity	10
Procurement	10
<b>TOTAL</b>	<b>100%</b>

Each criterion will be assessed by the Responsible Office. To calculate the final rating, consider:

$$R = \frac{1}{n} \sum_{X=X_1}^{X_n} X$$

Where,

R = Regional Office rating  
n = Total number of DEOs  
X = Rating of individual DEO

**Operational Plan Accomplishment** is the successful completion of initiatives over-and-above the regular functions required to achieve the office's objectives of improving the delivery of their mandate. These initiatives are based on the approved operational plan by the concerned Undersecretary at the start of every financial year which was the result of the offices' conduct of the Annual Operational Planning Meeting or the like.

The rating is computed based on the following formula:

$$\% \text{ Operational Plan Accomplishment} = \frac{\text{No. of Initiatives Completed}}{\text{No. of Proposed Initiatives}} \times 100$$

**PGS Balanced Scorecard Accomplishment** is the offices' adoption and contribution to the enterprise scorecard translated into concrete and quantifiable measures as approved by the concerned Undersecretary. The office scorecard shall be the basis of identifying the targeted strategic measures for CY 2017.

Each measure shall be computed based on the following formula:

$$\% \text{ per measure} = \frac{\text{Actual 2017 Accomplishment}}{\text{Target 2017 Accomplishment}}$$

Then, to calculate the final PGS Balance Scorecard Accomplishment, consider:

$$PGSR = \frac{1}{n} \sum_{X=X_1}^{X_n} X$$

Where,

PGSR = Performance Governance System Rating  
n = Total number of strategic measures  
X = Rating of individual strategic measure



**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. 2017- 1**

March 9, 2017

**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 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016

**1.0 BACKGROUND AND RATIONALE**

- 1.1 During his inaugural address, President Rodrigo Duterte expressed as among his priorities, the restoration of the confidence of the Filipino people in the capacity of the public servants to make people's lives better, safer and healthier. Thus, among others, he directed all agencies of government to be more transparent and expedient in their transactions with the public by reducing requirements and the processing time of all applications, and by making services accessible and convenient for the people.
- 1.2 In his quest to improve the quality of life of the Filipino people, President Duterte also laid out the 0+10 point Socio-economic Agenda towards more inclusive development. He issued Executive Order (EO) No. 1 s. 2016 to mobilize a more responsive government to significantly reduce poverty, improve the lives of most vulnerable sectors of society, promote social education to make them partners in effecting change, and listen to people's feedback. The President also issued EO No. 2 s. 2016 to enforce a more transparent bureaucracy that is accountable to Filipinos. In his message on the National Budget for FY 2017, he committed streamlined government operations, efficient delivery of services, intensified conduct of public financial management reforms with greater attention on formulating impactful programs, and strengthened partnership with communities toward achieving the collective aspirations of the Filipinos. These call for all agencies of government to focus their activities correspondingly and, in order to achieve the desired sectoral outcomes, execute programs in collaborative manner.
- 1.3 To heighten public accountability and transparency, promote greater collaboration among agencies, and ensure accessible and convenient delivery of services to the Filipino people, the Government is refocusing the Results-Based Performance Management System (RBPMS), along with its incentive component – the Performance-Based Incentive System (PBIS). The RBPMS will aim not only to promote Good Governance practices, link budget with outcomes and outputs, strengthen performance management and monitoring in the government but also speed up the streamlining of agency front line services. The PBIS consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) which were authorized under EO No. 80 s. 2012 and EO No. 201, s. 2016 will continue to be an integrated scheme of rewarding exemplary performance in government through the grant of incentives linked with actual performance.
- 1.4 EO No. 201, s. 2016 also provided that the compensation and position classification 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.



- 1.5 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 different levels of performance.

## 2.0 PURPOSE

This Memorandum Circular is issued to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2017 performance to be given in FY 2018.

## 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 done in close coordination with the following:
- a. Department of Budget and Management (DBM) for the Departments and attached agencies;
  - b. Office of the President-Office of the Executive Secretary (OP-OES), Office of the Cabinet Secretary (OP-OCS), and DBM for the Other Executive Offices (OEOs), 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;
  - f. Department of the Interior and Local Government (DILG) for LGUs; and
  - g. Department of Education (DepEd), since the PBB implementation in the Department and the schools has a separate timetable following the school calendar.
- 3.3 All officials and employees of eligible departments/agencies holding regular plantilla positions; contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation are charged against the lump sum appropriation under Personnel Services; and 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 (*see Annex 1 – Master List of Departments/Agencies and prescribed delivery units in departments/ agencies*) must satisfy the following conditions to be eligible for the grant of PBB:
- a. **Good Governance Conditions:** Satisfy 100% of the Good Governance Conditions for FY 2017 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 5.0.
  - b. **Performance Targets:** Achieve each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget of the FY 2017 General Appropriations Act, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) provided in Section 6.0. (See Annex 2 – Form A. Department/Agency Performance Accomplishment for FY 2017, and Annex 3 – Form A1. Details of Bureau/Office Performance Indicators and Accomplishments).

- b.1. For GOCCs under the coverage of DBM without budgetary support, the targets reflected under DBM Form No. 700 in their 2017 Corporate Operating Budgets (COBs) shall be used as basis in assessing their performance and determining their eligibility for the PBB.
- b.2. For GOCCs covered by RA 10149, the targets reflected in their approved FY 2017 Performance Scorecard and eligibility requirements specified in a separate guideline to be issued by GCG shall be the basis in assessing their performance and authorizing the grant of PBB.
- b.3. LWDs should achieve each one of the performance targets for the delivery of MFOs, STO and GASS indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM.
- b.4. For LGUs, the performance targets shall be based on the Guidelines on the Grant of PBB for LGUs to be issued by the AO 25 IATF and DILG.
- 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, and in SUCs; and officials holding managerial and Director positions but are not Presidential appointees. In rating the performance of Career Executive Service (CES) officers and incumbents of CES positions, the Career Executive Service Performance Evaluation System (CESPES) shall be the basis.

## 5.0 FY 2017 GOOD GOVERNANCE CONDITIONS (GGCs)

- 5.1 For FY 2017, the AO 25 IATF sets the following good governance conditions based on the existing performance drivers of the Results-Based Performance Management System (RBPMS) and the thrusts of the Duterte Administration for transparency, accountability and people-focused public service:
  - a. Maintain/Update the Agency Transparency Seal pursuant to Section 93 of the General Provisions of the FY 2017 GAA, to enhance transparency and enforce accountability. The Agency Transparency Seal page should be accessible by clicking on the TS logo on the home page, and should contain the following documents;
    - a.1. Agency's mandates and functions, names of its officials with their position and designation, and contact information;
    - a.2. DBM-approved budget and corresponding targets for FY 2017;
    - a.3. Budget and Financial Accountability Reports;
      - For NGAs/SUCs
        - FY 2013 to FY 2017 FAR No. 1: SAAOBDB
        - FY 2013 to FY 2017 Summary Reports on Disbursements
        - FY 2013 to FY 2017 BAR No.1 – Quarterly Physical Reports of Operations/Physical Plan
      - For GOCCs and LWDs
        - FY 2013 to FY 2017 Annual Reports
    - a.4. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2017. If this portion is not applicable, agencies should indicate "not applicable (NA)".



- a.5. FY 2017 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015, which should be posted not later than one month after the issuance of this Circular and the FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) based on the guidelines to be issued by DBM through a separate circular letter.
- a.6. QMS ISO Certification of at least one core process by any international certification body (ICB) accredited by an International Accreditation Forum (IAF), following through with the progress achieved in 2016. The QMS ISO Certification should be posted not later than December 31, 2017. (See also Section 6.2.a and 10.9)
- a.7. System of Ranking Delivery Units, which should be posted and disseminated to employees not later than October 1, 2017.
- a.8. The (Freedom to Information) FOI Manual should be uploaded on or before October 1, 2017, as indicated in Section 5.1.d.
- b. Maintain/update the posting of all Invitations to Bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions from November 16, 2016 to November 15, 2017. (See also Section 10.6.a)
- c. Compliance with the President's directive on improving all frontline services consistent with the objectives of the Anti-Red Tape Act of 2007 (RA No. 9485) and the President's directive to cut down processing time of all applications from submission to release, and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular No. 14 s. 2016:
  - c.1. Maintain/update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its front line services to citizens, businesses, and government agencies;
  - c.2. Self-assessment and reporting of improvements made by the agency to implement the CSC Memorandum Circular No. 14 s. 2016. The agency needs to target all possible actions/measures to reach the enhanced service standards in 2018 should events/factors prevent it from reaching these in 2017.
- d. Develop the agency's FOI Manual pursuant to requirements and provisions of EO No. 2 s. 2016. For purposes of the FY 2017 PBB, the FOI Manual should be uploaded in the agency Transparency Seal on or before October 1, 2017, for validation by the Presidential Communications Operations Office (PCOO).
- 5.2 Non-compliance with any Good Governance Conditions will render the entire Department/Agency ineligible for the PBB.
- 5.3 Assessment of agency compliance with the GGCs requirements shall be conducted starting October 1, 2017.

## 6.0 FY 2017 PERFORMANCE TARGETS

- 6.1 **MFO Targets.** All MFO indicators and targets in the FY 2017 Performance-Informed Budget approved by Congress shall be the basis for assessing eligibility for the PBB. Organizational performance in the achievement of MFO targets shall be closely monitored through the use of the quarterly agency accountability reports uploaded in the DBM Unified Reporting System (URS) to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the agency for improving the lives of Filipinos.

6.2 **STO Targets.** The common STO indicators and targets shall include the following:

- a. Certification/Continuing certification of the Quality Management System (QMS) for at least one core process. The certification must be issued by any international certification body (ICB) accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICBs. The certification must be valid until December 31, 2017 or later date and must be posted in the agency Transparency Seal. (See also Section 10.9)
- b. If an agency is not yet ISO certified, it should have at least an ISO-aligned documentation for at least one (1) core process, to include the following:
  - b.1. Approved Quality Manual and approved Procedures and Work Instructions Manual, including Forms; and
  - b.2. Evidence of ISO 9001-aligned QMS implementation, i.e. (1) Certification of the Head of the Agency on the conduct of Internal Quality Audit; and (2) Minutes of the FY 2017 Management Review.

For frontline agencies, it is expected that the core process pertains to an agency process most demanded by citizens and businesses.

- c. The second STO target is identified in accordance with the priority of the Agency Head.

6.3 **GASS Targets.** The common GASS targets shall include the following:

- a. Budget Utilization Rate (BUR), which shall consist of:
  - a.1. Obligations BUR computed as obligations against all allotments still effective in FY 2017, both continuing and current year from all appropriation sources, including those released under the "GAA as the allotment order policy, for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2017; and
  - a.2. Disbursements 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 2017.
  - a.3. BUR for GOCCs is computed as follows:
    - $\text{Obligations BUR} = \frac{\text{Total Obligations}}{\text{DBM Approved Corporate Operating Budget (both net of Personnel Services)}}$
    - $\text{Disbursement BUR} = \frac{\text{Total Actual Disbursement}}{\text{Total Actual obligations (both net of Personnel Services)}}$
  - a.4. BUR for SUCs is computed as follows:
    - Obligations and Disbursements BUR will be the same as those for department/agencies.
    - Because all earmarked income (e.g. trust funds, internally generated income, and revolving funds) should benefit and improve the SUCs operations, its Obligations and Disbursements utilization rates will also be reported following the reporting format in Annex 4.



- a.5. Pursuant to Item III. A of the FY 2017 President's Veto Message, Departments/Agencies are directed to ensure the obligation of programs, activities and projects funded under the FY 2017 GAA not later than December 31, 2017. Failure to do so will affect future budget levels of the respective departments/agencies.

Likewise, the Disbursements BUR of departments/agencies should be raised.

- b. Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's Unified Reporting System (URS) 30 days after end of each quarter, as provided in COA-DBM-DOF Joint Circular No. 2014-1 dated July 4, 2014.
- c. The Departments/Agencies shall have fully complied with at least 30% of the prior years' audit recommendations, as shown in the Report on Status of Implementation of Prior Years' Recommendations of the Annual Audit Report (AAR). The objective is to improve the agency's internal control processes, operate effectiveness, and eliminate most, if not all of these audit findings are resolved and remedied by the end of 2019.
- 6.4 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.

## **7.0 ELIGIBILITY OF INDIVIDUALS**

- 7.1 Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by DBM are eligible only if their respective departments/agencies/institutions are eligible. If eligible, their PBB rate for FY 2017 shall be equivalent to 65% of their monthly basic salary. They shall not be included in the Form 1.0 - Report on Ranking of Delivery Units (Annex 5).
- 7.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible to a rate equivalent to 65% of the monthly basic salary of the highest corporate official of the GOCC concerned subject to the following conditions:
- a. The GOCC has qualified for the grant of the FY 2017 PBB;
- b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
- c. The Board Member has nine (9) months aggregate service in the position; and
- d. The GOCC has submitted the appropriate annual Board- approved Corporate Operating Budget (COB) to DBM in accordance with the Corporate Budget Circular No. 22 dated December 1, 2016.
- 7.3 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or 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.
- 7.4 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 mother agency.

- 7.5 Personnel who transferred from one government agency to another agency 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.
- 7.6 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least Satisfactory rating may be eligible to the full grant of the PBB.
- 7.7 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 for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
  - b. Retirement;
  - 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
- 7.8 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.
- 7.9 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2017 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.
- 7.10 Officials and employees who failed to submit the 2016 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015, shall not be entitled to the FY 2017 PBB.
- 7.11 Officials and employees who failed to liquidate all cash advances received in FY 2017 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2017 PBB.
- 7.12 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2017 PBB.
- 7.13 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2016 SALN to the respective SALN repository agencies, liquidated their FY 2017 Cash Advances, and completed the SPMS Forms, as these will be the basis for the release of FY 2017 PBB to individuals.



- 7.14 Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
- 7.15 The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the Department/Agency fails to submit the following:
- FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015
  - FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017.
  - Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on before March 31, 2017. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>
- 7.16 Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB. (See also Section 6.3.c)
- 7.17 Officials and employees responsible for the QMS certification or alignment specified in Sections 6.2.a and 6.2.b shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement.
- 7.18 Officials and employees responsible for posting and dissemination of the Department/Agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply.

## 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 2017 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 Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- 8.2 The resulting ranking of offices/delivery units shall be indicated in the Form 1.0 - Report on Ranking of Delivery Units (Annex 5).
- 8.3 When identifying and determining delivery units, Departments/Agencies must be guided by the Master List of Departments/Agencies and prescribed delivery units per Department/Agency (Annex 1).
- A delivery unit is the primary subdivision of the Department/Agency performing substantive line functions, technical services or administrative support, as reflected in the Department's/Agency's organizational structure/functional chart.

The identification of a delivery unit will depend on the type of government entity, with due consideration to its mandate, organizational level, and scope of operations, as follows:

TYPE OF GOVERNMENT ENTITY	DELIVERY UNITS
Department or Department-Level	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices, if any</li> </ul>
Agency	Intermediate Level <ul style="list-style-type: none"> <li>• Offices</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional/Field Units, if any</li> </ul>
	Division Level <ul style="list-style-type: none"> <li>• Divisions</li> <li>• Field Units, if any</li> </ul>
State University or College	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Services</li> <li>• Campuses</li> <li>• Colleges</li> </ul>
GOCC	<ul style="list-style-type: none"> <li>• Offices</li> <li>• Departments</li> </ul>

- b. For purposes of this Circular, agencies attached to a department or department-level entity shall be treated as an agency separate from its parent department and shall have a separate ranking of delivery units.
  - c. To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance, provided that the resulting ranking distribution shall be in accordance with Section 8.1.
- 8.4 Only the personnel belonging to eligible delivery units are qualified for the PBB. (Refer also to exclusion of individuals as cited in Sections 7). While individual ranking shall be the basis for merit increase, promotion, further training and/or disciplinary action, individual ranking shall no longer be included in the Form 1.0.
  - 8.5 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 PBB

- 9.1 The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50



## 10.0 SUBMISSION OF REPORTS

- 10.1 Departments/Agencies should submit FY 2017 accomplishments using Forms A, A-1 and Form 1.0 on or before January 31, 2018. They 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 officially designated official.
- 10.2 Departments/Agencies should submit to COA the Report on Ageing of Cash Advance with a cut-off date of November 15, 2017 to the respective resident Auditors on or before November 30, 2017. 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 Risk Management and Budget Office the COA Head Office. To facilitate the process, Departments/Agencies may submit directly to COA Head Office the Report on Ageing of Cash Advances duly signed by the Agency Head, Accounting Office and verified by the Agency's Resident COA Auditor.
- 10.3 COA Annual Financial Reports and Statements shall be submitted directly to COA in accordance with the mandated period of submission. Departments/Agencies must submit the FY 2016 financial reports not later than March 31, 2017. Large Agencies are given consideration until April 30, 2017. COA will provide the IATF the list of agencies that complied with this condition.
- 10.4 The Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Audit Report/Management Letter and submit a report thereon, to the concerned Supervising Auditor (SA). The SA will then prepare a summary report for submission to the concerned Cluster Director. Based on the reports submitted by the SAs, the Cluster Director shall submit to the IATF Secretariat, copy furnished the Sector Head and RMBO, PFMS, both of COA, a Summary List of Agencies that complied with the required minimum 30% full implementation of audit recommendations.
- 10.5 DBM financial reports including BFARs shall be submitted directly to DBM, online through the TS or to the URS, as appropriate.
- 10.6 Certificate of Compliance to the Transparency Seal and PhilGEPS are no longer necessary since the concerned oversight agency shall be conducting validation based on the agreed monitoring schedule.
  - a. Departments/agencies should ensure that the status of notices in their PhilGEP-System for all transactions for the period November 16, 2016 to November 15, 2017 is **updated** on or before December 1, 2017. (*Note: Failed or cancelled bid status should still be updated in the PHILGEPS*).

If the agency is unable to update the system or post the BAC Resolution, Notices of Award/Bid Results, Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders for transactions above One Million (P1,000,000) in the PhilGEPS due to factors that are outside of the control of the agency, the agency should submit a report to or inform PhilGEPS and submit a letter of explanation (see Annex 6 for sample letter) addressed to the AO25 IATF on or before December 1, 2017. Acceptance of the explanation/reasons shall be subject to the recommendation of PhilGEPS.
  - b. To comply with Transparency Seal, see Annex 7 – Transparency Seal Guidelines.
  - c. Once a Department/Agency is found Non-Compliant with the ARTA requirement stated in Section 5.1.c1, the Department/Agency will be required to submit a Certificate of Compliance directly to the concerned CSC Regional/Field Office.



- d. To comply with the requirement on Section 5.1.c.2, Departments/Agencies with frontline services should submit their Certificate of Compliance (CoC) with the Anti-Red Tape Law and their self-assessment and report of improvements indicating all frontline transactions, current processing time standards of each transaction, actions that the agency has taken to improve each transaction, and substantial results as proof of successfully demonstrating each action taken. For this purpose, the CSC shall provide enrolled agencies with frontline services a copy of the Validation Guidelines and the corresponding Certificate of Compliance (Self-Assessment of Agency Frontline Transactions) format/template, to be accomplished and submitted on a date prescribed by the CSC to the concerned oversight agency (OP, PMS, or CSC).
  - e. Agency compliance on substantial improvement of frontline services shall be assessed through actual audits by the oversight agencies to determine the consistency with agency submissions. The CSC shall establish guidelines relative to compliance with this requirement.  
  
Agencies with no frontline services shall not be required to submit the Certificate of Compliance (Self-Assessment of Agency Frontline Transactions) herein mentioned but shall be validated based on their compliance with the posting requirement of their respective Service Charters, as required in previous years.
  - f. In the spirit of participatory governance, the CSC validation shall be complemented with the reports on feedback and complaints from citizens gathered by the OP, PMS, CSC and PCOO from the 8888 and FOI portals. These oversight agencies shall issue a negative report on the agencies, including GOCCs and LGUs, complained about in terms of processing times, including the frequency of the complaints in their report. Based on this, the AO 25 IATF will determine the eligibility to the PBB.
  - g. The objective is to substantially improve frontline transactions in government and the responsiveness to citizens and business so that at the end of 2018, processing time standards have reached almost ideal global standards.
- 10.7 The FY 2017 Annual Procurement Plan (APP-non CSE) approved by the Head of Procuring Entity (HOPE) shall be submitted to the Government Procurement Policy Board (GPPB) within one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015. A scanned copy of the APP may be sent to GPPB-TSO's email: [app@gppb.gov.ph](mailto:app@gppb.gov.ph).  
  
The APP non-CSE submissions must indicate: **"APP for CY 2017 of <Complete Name of Head Office / Agency> <Regions \_\_ to \_\_, if applicable> for PBB"** in the subject line. The list of agencies complying with the APP submission requirement shall be posted in the GPPB website ([www.gppb.gov.ph](http://www.gppb.gov.ph)).
  - 10.8 FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017 prescribed format based on the guidelines to be issued by DBM through a separate circular letter.
  - 10.9 The APCPI results should be submitted on or before March 31, 2017, either in electronic (Excel) format through [apcpi@gppb.gov.ph](mailto:apcpi@gppb.gov.ph) indicating: **"2016 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB"** in the subject line; or printed (signed) copies hand carried/mailed through the GPPB-TSO front desk. The list of agencies complying with the APCPI requirement shall be posted in the GPPB website ([www.gppb.gov.ph](http://www.gppb.gov.ph)).
  - 10.10 A certified-true copy of the Agency's ISO QMS Certificate/s shall be submitted to the GQMC thru the DBM Secretariat – Systems and Productivity Improvement Bureau immediately after obtaining an ISO QMS Certificate or Recertification not later than December 31, 2017, for verification purposes.

- 10.11 Results of the validation showing non-compliant agencies shall be posted in the RBPMS website.
- 10.12 The Department of Education, except for its attached agencies, namely: National Council for Children's Television (NCCT), National Book Development Board (NBDB), and National Museum (NM), shall submit its physical accomplishments with April 1, 2018 cut-off on or before April 30, 2018. The same timeline for implementation of good governance conditions, common STO target, and common GASS targets as indicated in Section 15 apply to the Department of Education.
- 10.13 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 compliance validation of the PBB requirements:

PBB REQUIREMENTS	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS
Citizen's Charter	CSC
Assessment of Agency Frontline Services	OP, PMS, CSC
FOI Manual	PCOO
Submission of SALN of employees	Office of the President, Ombudsman, CSC <i>Note: The Departments/Agencies shall submit the list of SALN non-filers.</i>
Submission of Annual Financial Statements and Report on Ageing of Cash Advances	COA
Submission of APP-CSE and APP-nonCSE approved by the HOPE and APCPI results	GPPB-TSO, DBM-PS
MFO-Physical Accomplishments of <ul style="list-style-type: none"> <li>Departments</li> <li>OEOs</li> <li>GOCCs covered by DBM</li> <li>GOCCs covered by RA 10149</li> <li>SUCs</li> <li>LWDs</li> </ul>	DBM-Budget Management Bureaus (BMBs) OP-OES, OP-OCS DBM-BMB-C, and OP-OES GCG CHED and DBM-ROs DBM-BMB-C and LWUA
STO-Accomplishments <ul style="list-style-type: none"> <li>QMS Certification</li> <li>STO identified by agency head</li> </ul>	GQMC DBM-BMBs concerned, OP-OES, CHED, LWUA
GASS <ul style="list-style-type: none"> <li>BUR of Departments, OEOs and GOCCs covered by DBM</li> <li>BUR of SUCs</li> <li>BFARs</li> <li>Report on Status of Implementation of Prior Years' Recommendations in the Annual Audit Report</li> </ul>	DBM-BMBs concerned  DBM Regional Offices DBM and COA COA
Agency Report on Ranking of Delivery Units <ul style="list-style-type: none"> <li>Departments</li> <li>OEOs</li> <li>GOCCs covered by DBM</li> <li>GOCCs covered by RA 10149</li> <li>SUCs</li> <li>LWDs</li> </ul>	DBM-OPCCB DBM-OPCCB and DBM-NCR DBM-BMB-C GCG DBM-RO LWUA and DBM-BMB-C



## **12.0 EFFECTS OF NON-COMPLIANCE**

- 12.1 For FY 2017, agencies that are unable to comply with all the good governance conditions shall be considered ineligible for the PBB FY 2017.
- 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:
  - a. 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,
  - b. Evenly distributing 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:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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:

- a. AO 25 Secretariat at [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)
- b. PBIS Info Board
- c. RBPMS website [www.dap.edu.ph/rbpms](http://www.dap.edu.ph/rbpms)
- d. PCDSPO e-mail at [pbb@gov.ph](mailto:pbb@gov.ph)
- e. Text hotline (Smart: +63920.498.9121)
- f. Facebook ([www.facebook.com/PBBsecretariat](http://www.facebook.com/PBBsecretariat))
- g. Twitter: [@pbbsecretariat](https://twitter.com/pbbsecretariat)

## 15.0 TIMELINE FOR FY 2017 IMPLEMENTATION

Activity	Deadline
a. Submission to COA and DBM of 4 <sup>th</sup> Quarter BFARs (previous year) thru online URS	On or before January 31, 2017
b. Submission of FY 2017 APP-nonCSE approved by the HOPE to GPPB-TSO	Within one month after the issuance of this MC
c. Submission of FY 2016 Financial Reports to COA	On or before March 31, 2017
d. Submission of APCPI Self-Assessment Results for FY 2016 to GPPB-TSO	
e. Submission of FY 2016 Financial Reports to COA ( <i>for Big Agencies</i> )	
f. Submission to COA and DBM of 1 <sup>st</sup> Quarter BFARs (current year) thru online URS	On or before April 30, 2017
g. Submission of 2016 SALN	
h. Submission to COA and DBM of 2 <sup>nd</sup> Quarter BFARs (current year) thru online URS	On or before July 31, 2017
i. Validation of Transparency Seal Compliance	October 1, 2017
j. Validation of Citizen's Charter Compliance	
k. Validation of FOI Manual	
l. Posting of Agency system of ranking delivery units	
m. Submission to COA and DBM of 3 <sup>rd</sup> Quarter BFARs (current year) thru online URS	On or before October 31, 2017
n. Submission of FY 2018 APP-CSE as prescribed by DBM-circular letter to DBM-PS	On or before November 30, 2017
o. Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2017 as cut-off)	On or before December 1, 2017
p. Submission of Letter of explanation/justification if unable to post in PhilGEPS (for transactions above P1,000,000 with November 15, 2017 as cut-off)	
q. Posting of QMS Certification in Agency Transparency Seal	On or before December 31, 2017
r. Submission of report on compliance with 30% of the audit recommendations as shown in the Status of Implementation of Prior Year's Recommendations in the Annual Audit Report	
s. Submission of report on all improvements made by the agency to implement CSC Memorandum Circular No. 14 s. 2016.	
t. Submission of physical accomplishments using Forms A, A1, and Form 1.0 (with December 31, 2017 as cut-off date) - <i>see Annexes 2, 3, 4, 5</i>	On or before January 31, 2018
u. Validation of QMS Certification	
v. Validation of STO Indicator as identified by Head of Agency	

Activity	Deadline
w. Submission of <b>DepEd</b> physical accomplishments using Forms A, A1, and Form 1.0 (with April 1, 2018 as cut-off date) - <i>see Annexes 2, 3, 4, 5</i>	On or before April 30, 2018

#### 17.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES

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.

#### 18.0 EFFECTIVITY

This Circular shall take effect immediately.

*(Handwritten signature)*

**BENJAMIN E. DIOKNO**

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





## ANNEX 1

### Master List of Departments/Agencies and Prescribed Delivery Units in departments/agencies

#### A. DEPARTMENTS

Department	Delivery Units
1. Office of the President	<ul style="list-style-type: none"> <li>• Office of the Executive Secretary*</li> <li>• Technical and Staff Offices</li> <li>• Presidential Advisers/Assistants (per area of concern)</li> <li>• Office with special concerns</li> </ul>
2. Office of the Vice-President	<ul style="list-style-type: none"> <li>• Office of the Vice-President</li> <li>• Office of the Chief of Staff (including Office of the Vice-Chief of Staff)</li> <li>• Staff and Technical Offices</li> </ul>
3. Department of Agrarian Reform a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Council Secretariat</li> <li>• DAR Adjudication Boards</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> </ul>
4. Department of Agriculture a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> </ul>
b. Agricultural Credit Policy Council	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Staff</li> <li>• Division</li> </ul>
c. Bureau of Fisheries and Aquatic Resources	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Technical and Support Services</li> <li>• Centers</li> <li>• Regional Units</li> </ul>
d. National Meat Inspection Services	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Centers</li> </ul>
e. Philippine Carabao Center	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Central Office Division</li> </ul>

Department	Delivery Units
<ul style="list-style-type: none"> <li>f. Philippine Center for Post-Harvest Development and Mechanization</li> <li>g. Philippine Council for Agriculture and Fisheries</li> <li>h. Philippine Fiber Industry Development Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Centers</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> </ul>
<p>5. Department of Budget and Management</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary (Proper)</li> <li>b. Government Procurement Policy Board - Technical Support Office</li> <li>c. Procurement Service</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director* (including Internal Audit, Legal &amp; Corporate Planning Divisions)</li> <li>• Functional Groups</li> </ul>
<p>6. Department of Education</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary (Proper)</li> <li>b. Early Childhood Development Center</li> <li>c. National Book Development Board</li> <li>d. National Council for Children's Television</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary* (including Early Childhood Care Development Council)</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Schools Division Offices</li> <li>• Schools and Learning Centers</li> <li>• National Educators Academy of the Philippines</li> <li>• National Council for Children's Television</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>

Department	Delivery Units
e. National Museum  f. Philippine High School for the Arts	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Basic and Arts Education</li> <li>• Staff Divisions</li> </ul>
7. Department of Energy a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> <li>• Office of the Secretary* (including Investment Promotion Staff, Consumer Welfare and Promotion Staff, Public Affairs Staff and Internal Audit Division)</li> <li>• Services</li> <li>• Bureaus</li> <li>• Geographical Offices</li> </ul>
8. Department of Environment and Natural Resources a. Office of the Secretary (Proper)  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	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Director*</li> <li>• Central Office Divisions</li> <li>• Regional offices</li> <li>• Office of the Director*</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> <li>• Office of the Administrator*</li> <li>• Branches</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>• Divisions</li> </ul>
9. Department of Finance a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Offices</li> <li>• One-Stop Shop Center</li> </ul>



Department	Delivery Units
<ul style="list-style-type: none"> <li>b. Bureau of Customs</li> <li>c. Bureau of Internal Revenue</li> <li>d. Bureau of Local Government Finance</li> <li>e. Bureau of the Treasury</li> <li>f. Central Board of Assessment Appeals</li> <li>g. Insurance Commission</li> <li>h. National Tax Research Center</li> <li>i. Privatization and Management Office</li> <li>j. Securities and Exchange Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Commissioner*</li> <li>• Functional Groups</li> <li>• Collection/District Ports</li> <li>• Office of the Commissioner* (including Performance Evaluation Division)</li> <li>• Services</li> <li>• Revenue Data Centers</li> <li>• Revenue Regional Offices</li> <li>• Office of the Executive Director*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Treasurer of the Philippines*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Board*</li> <li>• Office of the Hearing Officers</li> <li>• Office of the Commissioner* (including Internal Audit Division)</li> <li>• Services</li> <li>• District Offices</li> <li>• Office of the Executive Director*</li> <li>• Branches</li> <li>• Office of the Executive Director*</li> <li>• Services</li> <li>• Office of the Chairperson*</li> <li>• Sectoral Offices</li> <li>• Departments</li> <li>• Extension Offices</li> </ul>
<ul style="list-style-type: none"> <li>10. Department of Foreign Affairs <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>b. Technical Cooperation Council of the Philippines</li> <li>c. UNESCO National Commission of the Philippines</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary* (including Technical Cooperation Council of the Philippines, UNESCO National Commission of the Philippines)</li> <li>• Technical and Support Offices</li> <li>• Embassies</li> <li>• Consulate General</li> </ul>

Department	Delivery Units
d. Foreign Service Institute	<ul style="list-style-type: none"> <li>• Diplomatic Mission</li> <li>• Office of the Director General</li> <li>• Divisions</li> </ul>
11. Department of Health a. Office of the Secretary (Proper)        b. Commission on Population        c. National Nutrition Council	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Special Hospital</li> <li>• Medical Centers</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Population Offices</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Nutrition Offices</li> </ul>
12. Department of Information and Communications Technology a. Office of the Secretary b. Cybercrime Investigation and Coordination Center c. National Privacy Commission d. National Telecommunications Commission	<i>For consultation with DBM-OPCCB</i>
13. Department of Interior and Local Government a. Office of the Secretary (Proper)        b. Bureau of Fire Protection        c. Bureau of Jail Management and Penology        d. Local Government Academy        e. National Police Commission	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Technical and Support Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> <li>• Office of the Chief of the Fire Bureau*</li> <li>• Technical and Support Services</li> <li>• Regional Fire Stations</li> <li>• Office of the Chief of the Jail Bureau*</li> <li>• Directorates</li> <li>• Jail Units by Region</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Commissioner*</li> </ul>

Department	Delivery Units
<p>f. Philippine National Police</p> <p>g. Philippine Public Safety College</p>	<ul style="list-style-type: none"> <li>• Staff Services</li> <li>• Regional Offices</li> <li>• Office of the Chief PNP</li> <li>• Directorate</li> <li>• Support Units</li> <li>• Regional Police Operations</li> <li>• Office of the President*</li> <li>• Functional Groups</li> <li>• Institutes</li> <li>• Academy</li> <li>• College</li> </ul>
<p>14. Department of Justice</p> <p>a. Office of the Secretary</p> <p>b. Bureau of Corrections</p> <p>c. Bureau of Immigration</p> <p>d. Land Registration Authority</p> <p>e. National Bureau of Investigation</p> <p>f. Office of the Government Corporate Counsel</p> <p>g. Office of the Solicitor General</p> <p>h. Parole and Probation Administration</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Technical and Support Services</li> <li>• Office of the Director*</li> <li>• Central Office Divisions</li> <li>• Prison and Penal Farms</li> <li>• Office of the Commissioner* (including board of Special Inquiry)</li> <li>• Central Office Divisions</li> <li>• Airport/Sub-port Offices</li> <li>• Office of the Administrator*</li> <li>• Technical and Support Services</li> <li>• Regional Offices</li> <li>• Office of the Director*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Government Corporate Counsel*</li> <li>• Administrative Unit</li> <li>• Sectoral Teams</li> <li>• Office of the Solicitor General*</li> <li>• Legal Divisions</li> <li>• Support Services</li> <li>• Office of the Administrator*</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> </ul>



Department	Delivery Units
<ul style="list-style-type: none"> <li>i. Presidential Commission on Good Government</li> <li>j. Public Attorney's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Commissioner*</li> <li>• Technical and Support Services</li> <li>• Office of the Chief Public Attorney*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• District Offices</li> </ul>
<p>15. Department of Labor and Employment</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary (Proper)</li> <li>b. Institute for Labor Studies</li> <li>c. National Conciliation and Mediation Board</li> <li>d. National Labor Relations Commission</li> <li>e. National Maritime Polytechnic</li> <li>f. National Wages and Productivity Commission</li> <li>g. Overseas Workers Welfare Administration</li> <li>h. Philippine Overseas Employment Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> <li>• Philippines Overseas Labor Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Conciliation Mediation Branches</li> <li>• Office of the Chairman*</li> <li>• Office of the Executive Clerk of Court</li> <li>• Court Divisions</li> <li>• Regional Arbitration Boards</li> <li>• Sub-Regional Arbitration Boards</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Tripartite Wages and Productivity Boards</li> <li>• Office of the Administration*</li> <li>• Technical and Staff Offices</li> <li>• Regional Welfare Offices</li> <li>• Foreign Posts</li> <li>• Office of the Administrator*</li> <li>• Branches</li> <li>• Technical and Staff Offices</li> </ul>

Department	Delivery Units
i. Professional Regulation Commission	<ul style="list-style-type: none"> <li>• Regional Centers</li> <li>• Office of the Commissioner*</li> <li>• Services</li> <li>• Offices</li> <li>• Regional Offices</li> </ul>
16. Department of National Defense	
a. DND Proper (Office of the Secretary)	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Support Services</li> </ul>
b. Government Arsenal	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
c. National Defense College of the Philippines	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
d. Office of Civil Defense	<ul style="list-style-type: none"> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• Operation Center</li> <li>• Regional Offices</li> </ul>
e. Philippine Veterans Affairs Office (Proper)	<ul style="list-style-type: none"> <li>• Office of the Administrator*</li> <li>• Services</li> </ul>
f. Veterans Memorial Medical Center	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Medical Service</li> <li>• Administrative and Support Divisions</li> </ul>
g. Armed Forces of the Philippines	
i. Philippine Army	<ul style="list-style-type: none"> <li>• Office of the Commanding General*</li> <li>• Staff</li> <li>• Combat Units</li> </ul>
ii. Philippine Air Force	<ul style="list-style-type: none"> <li>• Office of the Commanding General*</li> <li>• Staff</li> <li>• Commands</li> </ul>
iii. Philippine Navy	<ul style="list-style-type: none"> <li>• Office of the Flag Officer in Command*</li> <li>• Staff</li> <li>• Commands</li> </ul>
iv. General Headquarters	<ul style="list-style-type: none"> <li>• Office of the Chief of Staff*</li> <li>• Staff</li> <li>• Commands</li> </ul>
17. Department of Public Works and Highways	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> </ul>



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

Department	Delivery Units
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	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Technical &amp; Staff Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
19. 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. Juvenile Justice and Welfare Council	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
20. Department of Tourism a. Office of the Secretary	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Offices</li> <li>• Services</li> <li>• Regional Offices</li> </ul>

Department	Delivery Units
<ul style="list-style-type: none"> <li>b. Intramuros Administration</li> <li>c. National Parks Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Foreign Field Offices</li> <li>• Office of the Administrator*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
<p>21. Department of Trade and Industry</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>b. Board of Investments</li> <li>c. Construction Industry Authority of the Philippines (Construction Manpower Development Foundation)</li> <li>d. Philippine Trade Training Center</li> <li>e. Design Center of the Philippines</li> <li>f. Intellectual Property Office</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Governor*</li> <li>• Services</li> <li>• Office of the Executive Director*</li> <li>• Board</li> <li>• Foundation</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of Director General*</li> <li>• Bureaus</li> </ul>
<p>22. Department of Transportation</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>i. Land Transportation Office</li> <li>ii. Land Transportation Franchising &amp; Regulatory Board</li> <li>b. Civil Aeronautics Board</li> <li>c. Maritime Industry Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• DOT-CAR</li> <li>• DOT-CARAGA</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> <li>• Central Office Divisions</li> <li>• Regional Franchising and Regulatory Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>

Department	Delivery Units
<p>d. Office of Transportation Cooperatives</p> <p>e. Office for Transportation Security</p> <p>f. Philippine Coast Guard</p> <p>g. Toll Regulatory Board</p>	<ul style="list-style-type: none"> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Board Chairman (including Office of the Executive Director)*</li> <li>• Divisions</li> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• Office of the Commandant*</li> <li>• Functional Groupings</li> <li>• Coast Guard Districts</li> <li>• Office of the Board of Directors* (including Office of the Executive Director)</li> <li>• Divisions</li> </ul>
<p>23. National Economic and Development Authority</p> <p>a. Office of the Director-General</p> <p>b. Philippine National Volunteer Service Coordinating Agency</p> <p>c. Public-Private Partnership Center of the Philippines</p> <p>d. Philippine Statistical Research and Training Institute</p> <p>e. Philippine Statistics Authority (National Statistics Office, Bureau of Agricultural Statistics, Bureau of Labor and Employment Statistics, National Statistical Coordination Board)</p> <p>f. Tariff Commission</p>	<ul style="list-style-type: none"> <li>• Office of the Director-General*</li> <li>• Service</li> <li>• Staff</li> <li>• Regional Offices</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the National Statistician*</li> <li>• Services</li> <li>• Regional Services Offices</li> <li>• Office of the Chairman*</li> <li>• Divisions</li> </ul>



Department	Delivery Units
24. Presidential Communications Operations Office	
a. Presidential Communications Operations Office (Proper)	<ul style="list-style-type: none"> <li>• Office of the Press Secretary*</li> <li>• Services</li> <li>• Media Staff</li> </ul>
b. Bureau of Broadcast Services	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
c. Bureau of Communications Services	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
d. National Printing Office	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
e. News and Information Bureau	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Presidential Press Staff</li> <li>• Philippine News Agency</li> </ul>
f. Philippine Information Agency	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Regional Information Centers</li> </ul>
g. Presidential Broadcast Staff – Radio Television Malacañang (RTVM)	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>

## B. CONSTITUTIONAL OFFICES AND OTHERS

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

a. Office of the Ombudsman	<ul style="list-style-type: none"> <li>• Office of the Ombudsman*</li> <li>• Technical and Support Offices</li> <li>• Clusters</li> </ul>
b. Office of the State Prosecutor	<ul style="list-style-type: none"> <li>• Office of the State Prosecutor*</li> <li>• Bureaus</li> </ul>
5. Autonomous Region in Muslim Mindanao	<ul style="list-style-type: none"> <li>• Office of the Governor*</li> <li>• Technical and Support Offices</li> <li>• Departments</li> <li>• Agencies</li> </ul>

### C. OTHER EXECUTIVE OFFICES

Agency	Delivery Units
1. Career Executive Service Board	<ul style="list-style-type: none"> <li>• Office of the Executive Director</li> <li>• Divisions</li> </ul>
2. Climate Change Commission	<ul style="list-style-type: none"> <li>• Office of the Chairperson*</li> <li>• Divisions</li> </ul>
3. Commission on Filipinos Overseas	<ul style="list-style-type: none"> <li>• Office of the Chairman</li> <li>• Divisions</li> </ul>
4. Commission on Higher Education	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Staff</li> <li>• Services</li> <li>• Regional Offices</li> </ul>
5. Commission on the Filipino Language	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Divisions</li> </ul>
6. Cooperative Development Authority	<ul style="list-style-type: none"> <li>• Central Offices</li> <li>• Extension Offices</li> </ul>
7. Dangerous Drugs Board	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Technical and Support Offices</li> </ul>
8. Energy Regulatory Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman (<i>including the Office of the Executive Director</i>)*</li> <li>• General Counsel and Secretariat of the Commission</li> <li>• Services</li> </ul>
9. Fertilizer and Pesticide Authority	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
10. Film Development Council of the Philippines	<ul style="list-style-type: none"> <li>• Office of the Chairman (<i>including the Office of the Executive Director</i>)*</li> <li>• Administrative and Finance Unit</li> <li>• Cinema Evaluation Board and Archive Unit</li> <li>• Festival and PFESO Unit</li> </ul>
11. Games and Amusement Board	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> </ul>

	<ul style="list-style-type: none"> <li>• Divisions</li> <li>• Field Offices</li> </ul>
12. Governance Commission for Government-Owned or -Controlled Corporations	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Strategy Management Division</i>)</li> <li>• Technical and Staff Offices</li> </ul>
13. Housing and Land Use Regulatory Board	<ul style="list-style-type: none"> <li>• Office of the Chairman and Executive Officer*</li> <li>• Divisions</li> <li>• Project Pool</li> <li>• Field Offices</li> </ul>
14. Housing and Urban Development Coordinating Council	<ul style="list-style-type: none"> <li>• Office of the Chairman</li> <li>• Divisions</li> </ul>
15. Metropolitan Manila Development Authority	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Council Secretariat, Management Information Staff and Public Affairs Staff</i>)</li> <li>• Office of the General Manager*</li> <li>• Services</li> <li>• Offices</li> </ul>
16. Mindanao Development Authority	<ul style="list-style-type: none"> <li>• Office of the Chairperson*</li> <li>• Divisions</li> </ul>
17. Movie and Television Review and Classification Board	<ul style="list-style-type: none"> <li>• Office of the Chairman</li> <li>• Office of the Executive Director</li> <li>• Divisions</li> </ul>
18. National Anti-Poverty Commission	<ul style="list-style-type: none"> <li>• Office of the Director General*</li> <li>• Technical and Support Services</li> </ul>
19. National Commission for Culture and the Arts (Proper)	<ul style="list-style-type: none"> <li>• Office of the Chairman (<i>including the Office of the Executive Director</i>)*</li> <li>• Divisions</li> </ul>
20. National Historical Commission of the Philippines (National Historical Institute)	<ul style="list-style-type: none"> <li>• Office of the Commission Chairman*</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
21. National Library of the Philippines	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
22. National Archives of the Philippines (formerly Records Management and Archives Office)	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Regional Archival Networks</li> </ul>
23. National Commission on Indigenous Peoples	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Office of the Executive Director*</li> <li>• Technical and Support Offices</li> <li>• Regional Offices</li> </ul>
24. National Commission on Muslim Filipinos	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Office of the Director*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> </ul>



25. National Intelligence Coordinating Agency	<ul style="list-style-type: none"> <li>• Office of the Director General*</li> <li>• Directorates</li> <li>• Regional Offices</li> </ul>
26. National Security Council	<ul style="list-style-type: none"> <li>• Office of the Director General*</li> <li>• Technical and Support Units</li> </ul>
27. National Youth Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>• Divisions</li> </ul>
28. Office of the Presidential Adviser on the Peace Process	<ul style="list-style-type: none"> <li>• Office of the Presidential Adviser*</li> <li>• Technical and Support Services</li> </ul>
29. Optical Media Board	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
30. Pasig River Rehabilitation Commission	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Services</li> <li>• Technical Offices</li> </ul>
31. Philippine Commission on Women (National Commission on the Role of Filipino Women)	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
32. Philippine Competition Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>• Technical and Staff Offices</li> </ul>
33. Philippine Drug Enforcement Agency	<ul style="list-style-type: none"> <li>• Office of the Director General*</li> <li>• Support Services</li> <li>• Technical Offices</li> <li>• Regional Offices</li> </ul>
34. Philippine Racing Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>• Divisions</li> </ul>
35. Philippine Sports Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman/Commission Members*</li> <li>• Office of the Executive Director</li> <li>• Services</li> </ul>
36. Presidential Commission for the Urban Poor	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Divisions</li> </ul>
37. Presidential Legislative Liaison Office	<ul style="list-style-type: none"> <li>• Office of the Legislative Adviser*</li> <li>• Divisions</li> </ul>
38. Presidential Management Staff	<ul style="list-style-type: none"> <li>• Office of the PMS Head</li> <li>• Services</li> <li>• Technical Offices</li> <li>• Presidents' Personnel Group Secretariat</li> </ul>
39. Technical Education and Skills Development Authority	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Technical and Staff Offices</li> <li>• Services</li> <li>• Regional Offices</li> </ul>

#### D. STATE UNIVERSITIES AND COLLEGES



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

#### **CAR**

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

#### **Region I**

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

#### **Region II**

13. Batanes State College
14. Cagayan State University
15. 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 State Agricultural University (Pampanga Agricultural College)
26. Philippine Merchant Marine Academy

- 27. Ramon Magsaysay Technological University
- 28. Tarlac College of Agriculture
- 29. Tarlac State University

**Region IV-A**

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

**Region IV-B**

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

**Region V**

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

**Region VI**

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

**Region VII**

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

**Region VIII**

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

**Region IX**

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

**Region X**

- 81. Northwestern Mindanao State College of Science and Technology
- 82. Bukidnon State University
- 83. Camiguin Polytechnic State College
- 84. Central Mindanao University
- 85. Mindanao University of Science and Technology
- 86. Misamis Oriental State College of Agriculture and Technology

**Region XI**

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



**Region XII**

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

**CARAGA**

- 96. Agusan Del Sur State College of Agriculture and Technology
- 97. Caraga State University
- 98. Surigao Del Sur State University
- 99. Surigao State College of Technology

**ARMM**

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

**NCR**

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

### GOCCs covered by RA No. 6758

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. PHIVIDEC Industrial Authority
14. Subic Bay Metropolitan Authority
15. Zamboanga City Special Economic Zone Authority

### GOCCs covered by RA No. 10149

#### **Government Financial Institutions Sector**

##### **Banking Institutions**

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 and Finance Corporation
13. Masaganang Sakahan, Inc.
14. National Development Company
15. National Home Mortgage Finance Corporation

16. Philippine Crop Insurance Corporation
17. Philippine Deposit Insurance Corporation
18. Quedan & Rural Credit Guarantee Corporation
19. Small Business Corporation
20. Social Housing Finance Corporation
21. Trade and Investment Development Corporation of the Philippines

#### **Social Security Institutions**

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

### **Trade, Area Development and Tourism Sector**

#### **Trade**

29. Center for International Trade Expositions and Missions
30. Duty Free Philippines Corporation
31. Philippine International Trading Corporation
32. Philippine Pharma Procurement, Inc. (PITC Pharma, Inc.)

#### **Area**

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

#### **Tourism**

45. Corregidor Foundation Inc.
46. Marawi Resort Hotel Inc.
47. Philippine Retirement Authority
48. Tourism Promotions Board



## **Educational and Cultural Sector**

### **Educational**

- 49. Boy Scouts of the Philippines
- 50. Development Academy of the Philippines
- 51. Girl Scouts of the Philippines

### **Cultural**

- 52. Cultural Center of the Philippines
- 53. Nayong Pilipino Foundation, Inc.

## **Gaming Sector**

- 54. Philippine Amusement and Gaming Corporation
- 55. Philippine Charity Sweepstakes Office

## **Energy and Materials Sector**

### **Energy**

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

### **Materials**

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

## **Agriculture, Fisheries and Food Sector**

### **Agriculture and Fisheries**

- 68. National Dairy Authority
- 69. National Food Authority
- 70. National Tobacco Administration

71. Philippine Coconut Authority
72. Philippine Fisheries Development Authority
73. Philippine Sugar Corporation (PMO)
74. Phividec Panay Agro-Industrial Corporation (PMO)
75. Sugar Regulatory Administration

#### **Food**

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

### **Utilities and Communications Sector**

#### **Utilities**

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

#### **Communications**

95. APO Production Unit, Inc,
96. People's Television Network, Inc
97. Philippine Postal Corporation

### **Health Care Services Sector**

98. La Union Medical Center

### **GOCCs Supervised by PCGG**

99. Philippine Communications Satellite Corporation

### Realty Holding Companies

- 100. Batangas Land Company, Inc.
- 101. First Cavite Industrial Estate, Inc.
- 102. G. Y. Real Estate, Inc.
- 103. Kamayan Realty Corporation
- 104. Pinagkaisa Realty Corporation

### **Note:**

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



**FORM A**  
**DEPARTMENT/AGENCY PERFORMANCE ACCOMPLISHMENT FY 2017**

**DEPARTMENT/AGENCY:** \_\_\_\_\_

MFOs AND PERFORMANCE INDICATORS <sup>(1)</sup>	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS <sup>(4)</sup>
<b>Major Final Outputs (MFOs) / Operations</b>						
<b>MFO 1:</b>						
<b>2017 Budget:</b>						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
<b>MFO 2:</b>						
<b>2017 Budget:</b>						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
<b>STO<sup>(2)</sup></b>						
<b>2017 Budget</b>						
a. QMS Certification or ISO-aligned QMS Documentation						
b. 2 <sup>nd</sup> STO Indicator to be identified in accordance with the priority of the Agency Head						

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT /AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
<b>GASS</b> <sup>(3)</sup>						
<b>2017 Budget</b>						
<b>A. Budget Utilization Rate</b>						
a.1. Obligations BUR						
a.2. Disbursement BUR						
B. Quarterly Submission of Budget and Financial Accountability Reports b.1. - 1 <sup>st</sup> Quarter BFAR b.2. - 2 <sup>nd</sup> Quarter BFAR b.3. - 3 <sup>rd</sup> Quarter BFAR b.4. - 4 <sup>th</sup> Quarter BFAR						
C. Full Compliance with at least 30% of the prior years' COA audit recommendations						

Recommending Approval:

Prepared by:

Planning Officer

Date

Budget Officer

Date

Approved by:

Department Secretary/Agency Head

Date

## Instructions to filling out FORM A - DEPARTMENT/AGENCY PERFORMANCE ACCOMPLISHMENT

- (1) MFOs and Performance Indicators specified in the Performance-Improved Budget of an agency must be indicated in the Form A/A1.
- (2) Certification/Continuing certification of the Quality Management System (QMS) for at least one core process. The certification must be issued by any international certification body (ICB) accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICBs. The certification must be valid until December 31, 2017 or later date and must be posted in the agency Transparency Seal.

If an agency is not yet ISO certified, it should have at least an ISO-aligned documentation for at least one (1) core process, to include the i) Approved Quality Manual and approved Procedures and Work Instructions Manual, including Forms; and ii) Evidence of ISO 9001-aligned QMS implementation, i.e. Certification of the Head of the Agency on the conduct of Internal Quality Audit; and Minutes of the FY 2017 Management Review.

The second STO target is identified in accordance with the priority of the Agency Head.

- (3) Common General Administrative Support Service (GASS) indicators are:
  - a. Budget Utilization Rate Formula

For department/agencies/SUCs.

- Obligations BUR computed as obligations against all allotments still effective in FY 2017, both continuing and current year from all appropriation sources, including those released under the "GAA as the allotment order policy, for maintenance and other operating expenses (MOOE) and capital outlays (CO) in FY 2017; and
- Disbursements BUR 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 2017.

For GOCCs is computed as follows:

- Obligations BUR = Total Obligations / DBM Approved Corporate Operating Budget (both net of Personnel Services)
- Disbursement BUR = Total Actual Disbursement / Total Actual obligations (both net of Personnel Services)

- b. Quarterly submission of Budget and Financial Accountability Reports (BFARs) online using the DBM's Unified Reporting System (URS) 30 days after end of each quarter, as provided in COA-DBM-DOF Joint Circular No. 2014-1 dated July 4, 2014.
- c. Departments/Agencies shall have fully complied with at least 30% of the prior years' audit recommendations, as shown in the Report on Status of Implementation of Prior Years' Recommendations of the Annual Audit Report (AAR).



- (4) Remarks column should include brief and concise explanation or justification if the agency's target for FY 2017 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.

**FORM A1**  
**DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS**  
**DEPARTMENT/AGENCY:** \_\_\_\_\_

MFOs/ Responsible Bureaus/Delivery Units (1)	Performance Indicator 1 (2)	FY 2017 TARGET for Performance Indicator 1 (3)	FY 2017 ACCOMPLISHM ENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2017 TARGET for Performance Indicator 2 (6)	FY 2017 ACCOMPLISHME NT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2017 TARGET for Performance Indicator n (9)	FY 2017 ACCOMPLISHME NT for Performance Indicator n (10)	REMARKS (11)
<b>A. Major Final Outputs (MFOs)</b> (Note: All MFOs and indicators enrolled in the 2017 GAA should be included. Agency may add rows and columns if necessary)										
<b>Major Final Output 1:</b>										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
<b>Major Final Output n:</b>										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
<b>B. Support to Operations (STO)</b>										
<b>STO</b>	Certification/Continuing Certification of the agency QMS for at least one core process		2 <sup>nd</sup> STO Indicator for the Priority of the Agency Head							
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
<b>C. General Administration and Support Services (GASS)</b>										
<b>BUR</b>	Obligations BUR		Disbursement BUR							
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
<b>Submission of BFAR</b>	Submission of 1 <sup>st</sup> Quarter Budget and Financial Accountability Reports		Submission of 2 <sup>nd</sup> Quarter Budget and Financial Accountability Reports		Submission of 3 <sup>rd</sup> Quarter Budget and Financial Accountability Reports		Submission of Quarter "n" Budget and Financial Accountability Reports			
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										

MFOs/ Responsible Bureaus/Delivery Units (1)	Performance Indicator 1 (2)	FY 2017 TARGET for Performance Indicator 1 (3)	FY 2017 ACCOMPLISHM ENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2017 TARGET for Performance Indicator 2 (6)	FY 2017 ACCOMPLISHME NT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2017 TARGET for Performance Indicator n (9)	FY 2017 ACCOMPLISHME NT for Performance Indicator n (10)	REMARKS (11)
Compliance to COA Audit Recommendation	Full Compliance with at least 30% of the prior years' COA audit recommendations									
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



**BUDGET UTILIZATION RATE FORM FOR STATE UNIVERSITIES AND COLLEGES  
INCLUDING EARMARKED INCOMES  
FY 2017 PBB**

**ANNEX - 4**

(In Thousand Pesos)

NAME OF SUC:					AMOUNT IN P'000					2016 Budget Utilization Rate	2017 Budget Utilization Rate
NATURE OF RECEIPTS	FUNDING SOURCE CODE	SOURCE OF REVENUE	LEGAL BASIS	NATURE OF EXPENDITURES	2016 ACTUAL			2017 PROGRAM		2016 Budget Utilization Rate	2017 Budget Utilization Rate
					Cash Balance as of Dec. 31, 2015	Receipt	Expenditure	Cash Balance as of Dec. 31, 2016	Receipt		
<b>I. Off-Budgetary Funds</b> 1. Revolving Fund 2. Retained Income/Receipts <b>II. Custodial Funds</b> 1. Trust Receipts 2. Others											
<b>PREPARED BY:</b> _____ CHIEF ACCOUNTANT					<b>APPROVED BY:</b> _____ HEAD OF OFFICE/AGENCY					<b>DATE:</b> _____ DAY/MO/YR	

*\*Cash Balance as of Dec. 31, 2016 shall be equivalent to the Cash Balance as of December 31, 2015 plus 2016 Actual Receipt minus 2016 Actual Expenditure. The Budget Utilization Rate shall be computed as the ratio of expenditures to the beginning cash balance for the year plus receipt.*

## REPORT ON RANKING OF DELIVERY UNITS

Department/Agency \_\_\_\_\_

<b>1.0 Summary of Information Required</b>
1.1 Total No. of Delivery Units _____
1.2 Total No. of Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of December 31, 2017 _____
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 DELIVERY UNITS

Department/Agency: \_\_\_\_\_

Details for Head of Agency			
Name	Salary Grade	Months in service in 2017	Amount of PBB

Ranking	Names of Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees		
			Names of Employee	Salary Grade (and Step Increment)	Months in service in 2017
2.1 Best (10%)	Delivery Unit 1				
	Delivery Unit 2				



TOTAL BEST							
2.2 Better (25%)	Delivery Unit 1						
	Delivery Unit 2						
TOTAL BETTER							
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					
	TOTAL Did not submit SALN				
2.6 Did not liquidate Cash Advance within reglementary period					
	TOTAL Did not liquidate Cash Advance within reglementary period				
2.7 Did not submit SPMS Forms					
	TOTAL Did not submit SPMS Forms				
2.8 Excluded due to other reasons (i.e Responsible for not submitting APP, APCPI, or others)					
	TOTAL Excluded due to other reasons				

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

*(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:



## EVALUATION MATRIX SUMMARY

(Agency should fill-out the Form 1.0 Evaluation Matrix and reflect the information therein in the Matrix Summary. It shall be the prerogative of the Agency to add as many delivery units as may be necessary.)

Ranking	No. of Delivery Units	Name of Delivery Unit	No. of Officials and Employees Entitled to PBB	Total Requirement
<b>BEST</b>				
	<i>Sub-Total</i>			
<b>BETTER</b>				
	<i>Sub-Total</i>			
<b>GOOD</b>				
	<i>Sub-Total</i>			
<i>Agency Head</i>		<i>(name of Incumbent)</i>	<i>(Position Title &amp; Salary Grade)</i>	<i>(Rate of PBB)</i>
<b>Grand Total</b>				

## SAMPLE PHILGEPS LETTER OF EXPLANATION

(Department/Agency's Letterhead)

Date:

AO25 IATF  
 c/o AO25 Secretariat  
 The Development Academy of the Philippines  
 DAP Building, San Miguel Avenue,  
 Ortigas Center, Pasig City

The following are our reasons/explanation for not-updating/non-posting of Notices of Award/Bid Result, BAC Resolutions, Notices to Proceed/ Purchase Orders and the Actual Approved/Awarded Contracts for the following transaction in the PhilGEPS:

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

Signed by:

Noted by:

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 BAC Chair

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 Head of Procuring Entity

Date:

Date:

*Note: To be issued by agency only if unable to post the Notices of Award/Bid Result, BAC Resolutions, Notices to Proceed/ Purchase Orders and the Actual Approved/Awarded Contract of all transactions above P500,000 within the period of November 16, 2016 to November 15, 2017 in PhilGEPS.*

## 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*

2013-2017 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)

2013-2017 Summary Report on Disbursements

2013-2017 BAR NO. 1 - Quarterly Physical Report of Operations/Physical Plan

2013-2017 FAR No. 5 - Quarterly Report on Revenue and Other Receipts

2013-2017 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)

#### *B. FOR GOCC/WD*

2013-2017 Annual Report

### **III. DBM Approved Budget and Targets** (only for current year)

Budget 2017

Targets/MFOs/GAA targets 2017

### **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 2017

Beneficiaries 2017

Status of Implementation 2017

### **V. Annual Procurement Plan**

- a. FY 2017 Annual Procurement Plan (APP-nonCSE) in the format prescribed under GPPB Circular No. 07-2015
- b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) as prescribed by DBM memo circular

### **VI. QMS Certification by any international organization approved by the Inter-Agency Task Force or ISO 9001:2015 aligned QMS documents**

### **VII. System of Ranking Delivery Units** (to be posted by October 1, 2017)



3. 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. 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. Post the documents in the prescribed order (see above) for easier validation and checking.
5. 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.