



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

August 12, 2021

CELIA B. ELUMBA

Director IV
Philippine Textile Research Institute
Gen. Santos Ave., Bicutan, Taguig City

ATTENTION: Ms. Corazon I. Tapulgo
PBB Focal Person

Dear Director Elumba:

We are pleased to inform you that the **Philippine Textile Research Institute (PTRI)** is **ELIGIBLE** for the grant of Performance-Based Bonus (PBB) for Fiscal Year 2019. However, considering that the PTRI failed to meet two (2) requirements due to **controllable factors**, the unit/person(s) responsible for the non-compliance to the **submission of FY 2019 APP non-CSE** and the **undertaking of Early Procurement for at least 50% of goods and services** requirements, should be **isolated** and **excluded** from the FY 2019 PBB ranking. The summary of the final IATF assessment result is attached.

More than the incentive, we hope that the PBB has significantly contributed to your agency's organizational and employee performance, leading to concrete and visible improvements in the delivery of goods and services to the public.

To complete the PBB process, may we remind your office to publish the agency **FY 2019 Agency Scorecard** in your website or official publication. Kindly coordinate with the AO 25 Technical Secretariat for the finalization of the said report cards.

We understand that COVID-19 pandemic is a huge challenge to all of us. Most government agencies, state universities, and colleges played catch-up to prevent the virus's exponential spread. Despite the situation, we encouraged agencies to continue its efforts in maximizing the agency's digital capabilities, develop online systems, and/or transform its critical services from manual to contactless transactions, for faster and more efficient public service delivery.

Again, we commend the PTRI management and staff and wish you are all safe.

Thank you very much for your usual support.

Sincerely yours,

KIM ROBERT C. DE LEON

OIC-Undersecretary, DBM
Chairperson, AO25 IATF and AO25 Technical Working Group



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Eligibility Requirements	Final Assessment
2019 Good Governance Conditions	
1. Transparency Seal	<ul style="list-style-type: none"> Compliant
2. PhilGEPS Posting	<ul style="list-style-type: none"> Compliant
2019 Physical Targets	
3. Streamlining and Process Improvement of Agency Services	<p>Met the streamlining and process improvement requirement for FY 2019 PBB;</p> <ul style="list-style-type: none"> The PTRI reported that its FY 2019 Citizen’s Charter included only Textile Testing, Textile Processing, and Textile Training Services. The PTRI explained that in FY 2018, the agency subsumed the Research and Development Division under the Textile Processing Service. However, based on agency review, the PTRI distinguished the Research service as a separate service availed by its clients. As such, the PTRI included Textile Research Service in its Forms A/A1. The PTRI is encouraged to update its Citizen’s Charter to reflect revisions and changes in the agency’s services to external clients. The PTRI reduced the number of steps for its Textile Testing by integrating the review and checking of client requirements in the receiving stage. This would ensure the completeness of requests received by the PTRI Officer before proceeding to the succeeding steps. The PTRI improved the Textile Research Service by reducing the number of steps and by integrating the review, evaluation, and drafting stages for the Open Laboratory Contract. The PTRI also adopted a templated contract for easier accomplishment of the client. The PTRI maintained the number of steps for the Textile Processing Service and explained that the evaluation stage is critical to deliver quality outputs. The PTRI explained that in FY 2018, the agency had to check the available schedule of Trainers to accommodate the client’s request for Textile Training Services. In FY 2019, the PTRI developed a scheme where trainers are pre-identified with



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	<p>planned schedules to ensure that the agency can promptly accommodate client requests.</p> <ul style="list-style-type: none"> The PTRI maintained most of the FY 2019 PBB requirements for the Textile Processing Service. The PTRI explained that this service is complex and highly technical and that the evaluation stage is critical in delivering the required output. The AO25 Composite Team noted that the PTRI reduced the turnaround time for most of its services and is already within the prescribed timelines under RA 11032 for simple, complex, and highly technical transactions. The AO25 Composite team observed that the PTRI maintained the number of signatures in all its processes. The PTRI is encouraged to revisit the number of required signatories for possible reduction. The PTRI explained that the DOST established a committee to review the prescribed fees for all DOST testing, calibration, and other technical services. The DOST-wide Committee on Harmonization of Fees and Charges is still reviewing the draft guideline in FY 2019. The PTRI received a 4.67 to 5.00 (out of 5 points) rating from clients who availed its services. The PTRI is encouraged to observe the procedures in conducting the Citizen/Client Satisfaction Survey (CCSS) pursuant to the updated Annex 4 of MC 2020-1. The PTRI is encouraged to undertake digitization, develop online systems, and transform its critical services from manual to contactless transactions for faster and more efficient public service.
2019 Physical Targets	
QMS Requirement	<ul style="list-style-type: none"> Compliant
Submission of FY 2019 APP non-CSE	<ul style="list-style-type: none"> Non-Compliant
Posting of Indicative FY 2020	<ul style="list-style-type: none"> Compliant



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APP non-CSE	
Submission of FY 2020 APP-CSE	<ul style="list-style-type: none"> Compliant
The undertaking of Early Procurement for at least 50% of goods and services	<ul style="list-style-type: none"> Non-Compliant
Submission of FY 2018 APCPI	<ul style="list-style-type: none"> Compliant
Submission of Financial Reports	<ul style="list-style-type: none"> Compliant
Compliance with at least 30% of Prior Years' Audit Recommendations	<ul style="list-style-type: none"> Compliant
Budget Utilization Rate (BUR)	<ul style="list-style-type: none"> Did not meet the 100% target for Obligations BUR and Disbursements BUR under GASS. Actual accomplishments were 99.88% and 84.14%, respectively. <p>The PTRI provided the following explanations:</p> <ul style="list-style-type: none"> Savings generated from efficient procurement process; Delay in the submission of supporting documents and late deliveries for due and demandable obligations; Delay in the approval of the FY 2019 GAA resulted to delays in the delays in procurement activities of the locally-funded projects under the Textile Technology Transfer Program. <ul style="list-style-type: none"> The DBM BMB-F considered the justifications provided by the PTRI for not meeting its targets for the Obligations and Disbursements BUR to be due to uncontrollable factors based on the DBM BMB-F report dated 10/19/2020.
2019 Other Cross-Cutting Requirements	
Posting of Agency Review and Compliance Procedure of Statement and Financial Disclosures	<ul style="list-style-type: none"> Compliant
FOI Compliance	<ul style="list-style-type: none"> Compliant
Posting of Agency's System of Ranking Delivery Units	<ul style="list-style-type: none"> Compliant
OVERALL ASSESSMENT	<ul style="list-style-type: none"> Based on the results of validation, the PTRI is eligible for the



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	grant of FY 2019 PBB. However, since the PTRI failed to meet the submission of the FY 2019 APP non-CSE and the requirement for undertaking of Early Procurement for at least 50% of goods and services, the unit/person(s) responsible for the non-compliances should be isolated and excluded from the FY 2019 PBB ranking.
ELIGIBILITY OF HEAD OF AGENCY	<ul style="list-style-type: none">• The head of PTRI is entitled to PBB amounting to 65% of his/her monthly basic salary as per MC 2019-1 Section 6.1.