

**Department of Science and Technology
PHILIPPINE TEXTILE RESEARCH INSTITUTE**

**GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2019
AND SYSTEM OF RANKING OF DELIVERY UNITS/INDIVIDUALS**

1.0 PURPOSE

This Guidelines shall contain the criteria and conditions for granting the Performance-Based Bonus (PBB) and system of ranking of delivery units and individuals for FY 2019 to be given in FY 2020 under Inter-Agency Task Force (IATF) Memorandum Circular No. 2019-1 dated September 03, 2019.

Essentially, the same criteria and conditions for FY 2018 PBB will be used to support the PTRI streamlining services relative to the implementation of Republic Act (RA) No. 11032 known as the *Ease of Doing Business (EODB) and Efficient Government Service Act of 2018* to simplify its processes and ensure citizen-centric public service delivery.

2.0 COVERAGE

2.1 All officials and employees of PTRI holding regular plantilla positions.

3.0 ELIGIBILITY CRITERIA

PTRI must satisfy the following conditions to be eligible for the grant of FY 2019 PBB.

3.1 **Good Governance Conditions:** Satisfy 100% of Good Governance Conditions (GGCs) for FY 2019 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0.

3.2 **Performance Targets:** Achieve all the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019.

This is to achieve the streamlining requirements of government services, higher citizen/client satisfaction, and fiscal discipline. The details of the requirements are indicated in Section 5.0 hereof;

3.3 **Performance Rating System to be Used for Personnel in the First and Second Levels, and for Career Executive Service (CES) positions.** The CSC-approved Strategic Performance Management System (SPMS) will be used in rating the performance of the First and Second Level employees of PTRI. The rating of the performance of PTRI Director shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

4.0 FY 2019 GOOD GOVERNANCE CONDITIONS (GGCs)

4.1 The PTRI sets the following GGCs for 1) heightened transparency, 2) stronger public accountability, and 3) more inclusive and people-centered public service;

a. Maintain/Update the PTRI Transparency Seal (TS) for 2019 pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA). The PTRI TS page should be accessible by clicking the TS logo on the home page (<https://ptri.dost.gov.ph/transparency>) which shall include the following:

a.1 PTRI's mandate, functions and names of PTRI key personnel with their position and designation, and contact information;



- a.2 Annual Financial Reports
 - 2015-2019 Summary Report on Disbursements
 - 2015-2019 BAR No.1 Quarterly Physical Report of Operations/Physical Plan
 - 2015-2019 FAR No. 5 Quarterly Report on Revenue and Other Receipts
 - 2015-2019 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
- a.3 DBM Approved Budget and Corresponding Targets for FY 2019
 - Budget for FY 2019
 - GAA Targets for FY 2019
- a.4 Projects Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019
 - Projects, Programs 2019
 - Beneficiaries 2019
 - Status of Implementation 2019
- a.5 FY 2019 Annual Procurement Plan (FY 2019 APP-Non-CSE) Indicative FY 2020 APP Non-CSE and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE). (See also Section 5.4.d and 5.4.e)
- a.6 Quality Management System (QMS) Certification to ISO 9001:2015 issued by TUV RHEILAND. (See also Section 5.3). The QMS ISO Certification should be posted not later than December 31, 2019.
- a.7 System of Ranking Delivery Units. (See Section 7.4) should be cascaded to PTRI employees, and posted in the TS page not later than October 1, 2019.
- a.8 The PTRI Review and Compliance Procedure of Statements and Financial Disclosures (See Section 5.5.a). The scanned copy should be posted in the TS page not later than October 1, 2019; and;
- a.9 The Final People's Freedom to Information (FOI) Manual signed by PTRI Director; PTRI Information Inventory should be posted not later than October 1, 2019; and 2019 FOI Registry and 2019 FOI Summary Report should be posted not later than January 31, 2020. (See Section 5.5.b)
- b. **Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non - Common Use Supplies and Equipment (Non-CSE) items. PTRI should track their status of compliance through the PhilGEPS microsite: <https://dataphilgeps.gov.ph/pbbweb/pbbwebapp.aspx> (Annex 6: Guideline on PhilGEPS Posting of IATF MC 2019-1)
- c. **Maintain/Update the Citizen's or Service Charter or its equivalent**, reflecting the PTRI's enhanced service standards for all its services to citizens, businesses, and government agencies, consistent with the objectives of **RA No. 11032** and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

PTRI shall submit its Certificate of Compliance (CoC) based on the format prescribed by the Anti-Red Tape Authority ("Authority") on or before **December 6, 2019** through the AO25 Secretariat. The Authority shall conduct a validation of the Citizen's or Service Charter starting January 2020.

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4.2 Non-compliance with any of the GGCs will render the entire PTRI ineligible for the PBB. Assessment of PTRI compliance with the GGC requirements shall be conducted by concerned government agencies starting October 1, 2019.

4.3 Monitoring of PBB Compliance

The Chairperson of the PTRI Performance Management Team (PMT) shall monitor compliance of the GGCs one week before the deadline to ensure PBB eligibility.

5.0 FY 2019 PERFORMANCE TARGETS

With respect to the Physical Targets, the following requirements shall strengthen the performance of PTRI in efficiently providing public services.

5.1 **Streamlining and Process Improvement of the Agency's Critical Services** covering Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to Government (G2G) transactions as cited in the PTRI Citizen's/Service Charter. To promote the periodic measurement of PTRI performance in delivering said services it shall determine and report the following using IATF MC No. 2019-1, Annex 3A Modified Form A - Department/Agency Performance Report.

- a. **Number of Steps** refers to number of steps to complete the service. PTRI shall report in detail the steps necessary to complete the service including flow charts indicating the front end and back end.
- b. **Turnaround Time (TAT)** is the sum of the waiting time and processing time. TAT starts from the moment the transacting client enters the queue or fills out the form, and the waiting time incurred until the service has been completed/delivered.
- c. **Number of Signatures** refers to the number of signatures and initials from the employees and officers of the PTRI necessary to complete each service.
- d. **Number of Required Documents** refers to the total number of required documents that must be provided by the transacting client to the government.
- e. **Transaction Costs** are the costs incurred by the transacting client in the course of availing of a PTRI service.
 - **Primary Transaction Costs/Fees** are the fees declared in the PTRI's Citizen's/ Service Charter to be paid to the PTRI by the transacting client for availing a PTRI service.

PTRI does not charge **Other Transaction Costs** which are which are the other costs incurred by the transacting client to obtain supporting information from another agency in order to secure the necessary primary information. These costs also include the other expenses shouldered by the transacting client until the service has been completed by the government. Examples are the costs of birth certificates to secure passports, barangay clearance to secure business permit, required photos, printing costs, photocopying costs, transportation expenses of the transacting client, etc.

- f. PTRI does not charge **Substantive Compliance Costs** which are the incremental costs other than administrative costs incurred by the transacting public in the course of complying with a regulation. These include implementation costs, direct labor costs, overhead costs, equipment costs, material costs, and external service costs. Examples are the purchase of early warning device for vehicle owners, expenses in the installation of accelerograph for building with 10 floors and up, costs in the maintenance of waste disposal system for establishment, etc.

PTRI shall report the baseline information of each abovementioned streamlining criteria based on the PTRI Citizen's/Service Charter updated prior to FY 2019. They shall set their FY 2019 Streamlining Improvement Target for each

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streamlining criteria for every declared service including the following specific targets:

- a. Reduction in the number of signatures to not more than three (3);
- b. Simplification of application forms or reduction in the documentary requirements; and
- c. Reduction in the turnaround time and completion of the transaction in accordance with the provisions of the EODB law not to exceed the maximum period of three (3), seven (7), and twenty (20) based on the classification of transactions, unless otherwise indicated under special laws.

PTRI shall submit supporting documents such as flow charts, legal bases, additional documents, etc. to show actual improvements, and proof of streamlining accomplishments. In the event the PTRI is unable to achieve the targets they set in this section, PTRI shall provide justifications, explanations, and supporting documents using the remarks. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.

- 5.2 **Citizen/Client Satisfaction.** To determine the effectiveness of the streamlining and process improvements initiated by PTRI, the satisfaction level of the citizens/clients will be measured and reported. Thus, PTRI should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. PTRI shall report the results of the Citizen/Client Satisfaction Survey for each service.

PTRI shall report the following information using *Annex 4: Citizen/Client Satisfaction Report of IATF MC 2019-1*

- a. Description of the methodology of the Citizen/Client Satisfaction Survey used for each reported service.
- b. Results of the Citizen/Client Satisfaction Survey for FY 2019
- c. Results of their action plan reported in the FY 2018 PBB
- d. Continuous improvement plan for FY 2020

- 5.3 **STO Target.** Initial certification/Recertification of the PTRI's QMS covering at least one (1) core process or frontline service as mandated under its existing pertinent laws.

The PTRI ISO 9001:2015 QMS certificate granted by TUV Rheiland valid until December 2021 shall be posted in the PTRI TS page not later than December 31, 2019.

A certified-true copy of the Certificate/s shall be submitted to the Government Quality Management Committee (GQMC), through the DBM Secretariat — Systems and Productivity Improvement Bureau, immediately after obtaining a QMS Certificate or Recertification not later than December 31, 2019, for verification purposes.

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

- a. **Budget Utilization Rate (BUR)**, which shall consist of:

1. **Obligations BUR** computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2019 from all appropriation sources, including those released under the General Appropriations Act as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures; and

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



2. **Disbursements BUR** which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2019 appropriations, net of goods and services obligated by December 31, 2018 but executed and paid only in 2019. The objective is to measure the disbursements and obligations for MOOE and CO for the 2019 appropriations.

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

- b. **Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2017 should also not recur. The objective is to improve the PTRI's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the PTRI audit findings, by the end of 2020.
- c. **Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs)** Online Using the DBM's Unified Reporting System (URS) 15 days after end of every quarter, as provided in Section 102 of the FY 2019 GAA.
- d. **Submission of Annual Procurement Plan (APP-non CSE)** approved by the PTRI Director to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015 by posting it in the PTRI TS.

FY 2019 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2019 (GPPB circular No. 02-2019). The same should be posted in the PTRI TS page not later than one month after the issuance of this Guidelines.

The APP non-CSE submissions must indicate: "APP for CY <Year> of <Complete Name of Head Office / Agency><Regions - to -, if applicable> for PBB" in the subject line and must be sent through email at app@gppb.gov.ph.

- e. **Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE)** to the DBM-Procurement Service on or before October 31, 2019 in the prescribed format by DBM-PS. The same should be posted in the PTRI TS page not later than October 31, 2019.
- f. **Undertaking of Early Procurement for at least 50% of the value of goods and services based on PTRI's budget submitted to the Congress consistent with the NEP.** In implementing the cash budgeting system, PTRI should subject at least 50% of its budget for works, goods and services requirements to be procured for FY 2020 operations to Early Procurement, short of award as early as the submission of the NEP to Congress. PTRI should update its PhilGEPS postings for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS on or before **January 31, 2020**.

To support the Indicative FY 2020 APP-non CSE consistent with the FY 2020 National Expenditure Program (NEP) should be posted in the PTRI TS page not later than **September 30, 2019**.

- g. **Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017, 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 or before **March 31, 2019**. The APCPI Tool may be downloaded from the GPPB website using this

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link: <http://www.gppb.gov.ph/apcpi/apcpi.html>. Submit either in electronic (Excel) format through apcpi@gppb.gov.ph indicating: "2018 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.

5.5 **Other cross-cutting requirements.** The PTRI shall adopt the AO 25 IATF cross-cutting requirements as follow:

- a. **Establishment and Conduct of Agency Review and Compliance Procedure of SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos. 1300455 and 1500088. PTRI shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

PTRI Director should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to CSC as prescribed in the rules provided under CSC Memorandum Circular No. 3s. 2015. The PTRI Review and Compliance Procedure of SALN used by the Institute's SALN Review and Compliance Committee should be cascaded to all employees. The scanned copy of the same shall be uploaded in the PTRI TS webpage not later than October 1, 2019. (See also Section 6.11, 6.14, 10.3)

- b. **Comply with the Freedom of Information (FOI) Program** pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). PTRI should comply to the following FOI requirements within the set deadline:

1. The Updated People's FOI manual (including new designated list of FOI Receiving Officer/s and its contact details, if any) duly signed by the PTRI Director and uploaded in the PTRI TS page on or before **November 30, 2019**;
2. The FOI Reports (PTRI Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report) submitted to Presidential Communications Operations Office (PCOO) and uploaded in the PTRI TS page on or before **January 31, 2020**; and,
3. A screenshot of the PTRI website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.ciov.ph) submitted through email: foi.pco@gmail.com on or before **January 31, 2020**.

PTRI should submit the accomplished FOI Reports strictly in **one (1) Excel format (.xls)** based on templates provided in this link: www.bit.ly/2019FOIReports. Submissions not compliant to the file format and templates will not be considered. All agencies including those already onboard the eFOI portal, are required to send the soft copy submissions to foipco@gmail.com. Policy issuances and memoranda can be accessed in this link: www.foi.gov.ph/resources.

In case PTRI is not able to meet any of the above performance targets, the Director should submit the justifications/explanations and supporting documents to warrant reconsideration. For validation purposes, justifiable reasons are factors that are considered outside the control of the Institute. Acceptance of justifications/explanations shall be subject to the recommendation of validating agencies.

5.6 To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, PTRI should also declare non-frontline services provided to units/employees performed by the latter delivery units.

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Doing so will strengthen the accountability of every delivery unit in streamlining and improving their processes and services to citizens/clients, internal units/employees, and to the Composite Team from AO 25 IATF agencies. Likewise, it will also provide performance data to support the equitable ranking of each delivery unit. PTRI shall also report applicable baseline information enumerated in Sections 5.1 and 5.2.

6.0 ELIGIBILITY OF INDIVIDUALS

- 6.1 The Director is eligible, only if PTRI is eligible. If eligible, the PBB rate for FY 2019 shall be equivalent to 65% of the monthly basic salary as of December 31, 2019. The Director shall not be included in the Form 1 – Report on Ranking of Delivery Units.
- 6.2 PTRI is not a GOCC hence, Section 6.2 of IATF MC Circular 2019-01 is not applicable.
- 6.3 Employees belonging to First, Second and Third Levels should receive a rating of at least "Satisfactory" based on PTRI's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

The equivalent individual ratings are as follows:

Individual Rating	PTRI SPMS Rating	Adjectival Rating
5.00	5	Outstanding
4.0 – 4.99	4	Very Satisfactory
3.0 – 3.99	3	Satisfactory
2.0 – 2.99	2	Unsatisfactory
<2.0	1	Poor

- 6.4 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.
- 6.5 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.
- 6.6 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in *Section 6.8*.
- 6.7 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.
- 6.8 An official or employee who rendered less than nine (9) months but with 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 SERVICES	% 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%

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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
- 6.9 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.
- 6.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 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.
- 6.11 Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
- 6.12 Officials and employees who failed to liquidate all cash advances received in FY 2019 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 2019 PBB.
- 6.13 Officials and employees who failed to submit their complete SPMS Forms (two IPCRs, if applicable) shall not be entitled to the FY 2019 PBB.
- 6.14 The Director should ensure that officials and employees covered by RA No. 6713 submitted their 2018 SALN to CSC, liquidated their FY 2019 Cash Advances or completed the SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
- 6.15 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the PTRI's system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the PTRI fails to comply with any of these requirements.

7.0 RANKING OF DELIVERY UNITS

- 7.1 PTRI and corresponding delivery units that meet the criteria & conditions in *Section 3.0* are eligible to the FY 2019 PBB. PTRI delivery units eligible to the PBB shall be forced ranked according to the following:

RANKING	PERFORMANCE CATEGORY
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Units

The declarations of responsible delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units. The resulting ranking of delivery units shall be indicated in IATF MC No. 2019-1 Annex 7: Form 1 Report on Ranking of Delivery Units

- 7.2 The delivery units of PTRI are as follows:



- 7.2.1 Office of the Director
- 7.2.2 Finance and Administrative Division
- 7.2.3 Research and Development Division
- 7.2.4 Technical Services Division

One delivery unit each will be categorized as Best and Better and the rest as Good Delivery Units.

Only the personnel belonging to eligible delivery units are qualified for the PBB. Refer also to exclusion of individuals as cited in *Section 7.0*. 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. (See IATF MC No. 2019-1 Annex 7)

- 7.3 To recognize high performance of PTRI employees in relation to the achievement of targets and requirements for the grant of the FY 2019 PBB, The Institute shall list the names of employees who belong in the Best/Better/Good Delivery Unit/s using the Form 1.0. (See IATF MC No. 2019-1 Annex 7)
- 7.4 To heighten transparency among delivery units and employees, PTRI shall cascade to their employees the guidelines/mechanics in ranking delivery units for the grant of the FY 2019 PBB. PTRI shall prepare the System of Agency Ranking Delivery Units for FY 2019 PBB using IATF MC No. 2019-1 Annex 8 Guidelines/Mechanics in Ranking Delivery Units. The duly completed and signed PTRI guidelines in ranking delivery units shall be posted on the PTRI TS page on or before October 1, 2019.

8.0 RATES OF THE PBB

- 8.1 The rates of the PBB for each individual shall be based on the performance ranking of the individual's delivery unit with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019, 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

9.0 SUBMISSION OF REPORTS

- 9.1 PTRI should submit its FY 2019 accomplishments using the Modified Form A-Department/Agency Performance Report, Modified Form A1 -Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1.0 and the PBB Evaluation Matrix. PTRI should submit duly completed and signed forms and reports to the IATF (two hard copies and e-copies, ie. PDF and editable MS Word files, of Modified Form A Department/ Agency Performance Report, Modified Form A1-Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1.0 and supporting documents) through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for review/evaluation (**Annexes 3A, 3B, 4, 7, respectively**). All forms and reports should be signed by the PTRI Director or the duly designated official.
- 9.2 Submission of PTRI physical accomplishments and other requirements will be until February 28, 2020. PTRI shall ensure that all explanations and justifications are already attached to their submission.
- 9.3 The COA 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).

9.4 The IATF shall conduct spot-checks to validate claims and certifications made by PTRI.

9.5 The AO 25 IATF sets the following implementation timeline for the FY 2019 PBB.

REQUIREMENTS	RESPONSIBLE DIVISION/SECTION/UNIT	DEADLINE OF SUBMISSION TO THE DIRECTOR	VALIDATING AGENCY	DEADLINE OF SUBMISSION TO VALIDATING AGENCY	START OF VALIDATION
Physical Targets					
Operations					
1. Streamlining and Process Improvement of Agency Services - Modified Form A - Modified Form A-1	All process owners Division/Section/Unit Heads PBB Focal Person	October 31, 2019 (Targets) January 31, 2020 (Actual Accomplishment)	Composite Team from AO 25 IATF agencies	February 28, 2020	March 1, 2020
2. Citizen/Client Satisfaction • CSM Report Annual Report	TIPS (Plant Tour & Training), TSD (Testing & Processing), RDD (Processing) QMR FAD	January 31, 2020	Composite Team from AO 25 IATF agencies	February 28, 2020	March 1, 2020
Support to Operations (STO)					
1. QMS Certification • Post QMS Certification in TS page • Submit certified true copy of QMS certificate to GQMC through DBM-SPIB	PICTS QMR	December 01, 2019 December 15, 2019	GQMC	December 31, 2019	From January 1 to 31, 2020
General Administration and Support Services (GASS)					
1. BUR (Obligations/Allotment & Disbursement/Obligations) • First Quarter • Second Quarter • Third Quarter • Annual	Accounting BTS PICTS	April 5, 2019 July 5, 2019 October 5, 2019 January 5, 2020	DBM Bureau E	February 28, 2020	March 1, 2020
2. Sustained Compliance with Audit Findings • Fully implement 30% of the prior year's recommendations	Accounting	November 29, 2019	COA	December 31, 2019	December 31, 2019
3. Submission of BFARs online through the URS • First Quarter • Second Quarter • Third Quarter • Annual	Accounting BTS PICTS	April 5, 2019 July 5, 2019 October 5, 2019 January 5, 2020	DBM and COA	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020
4. COA Financial Reports	Accounting	March 15, 2019	COA	March 30, 2019	March 30, 2019
5. Procurement Documents • FY 2019 APP-non CSE • Indicative FY 2020 APP-non CSE • FY 2020 APP-CSE • Undertaking of Early Procurement for at least 50% of goods and services • Results of FY 2018 APCPI System	PPGSS PICTS End-user	January 16, 2019 August 15, 2019 September 15, 2019 October 15, 2019 February 16, 2019	GPPB-TSO DBM-PS GPPB-TSO GPPB-TSO GPPB-TSO	March 31, 2019 September 30, 2019 October 31, 2019 January 31, 2020 March 31, 2019	One (1) month after the issuance of resolution September 30, 2019 October 31, 2019 January 31, 2020 March 31, 2019
Good Governance Conditions					
1. Transparency Seal • Certificate of Compliance (TS-GAA	Chief FAD	September 23, 2019	DBM-OCIO	October 1, 2019	October 1, 2019

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2019)					
<ul style="list-style-type: none"> Posting of DBM Approved budget and corresponding targets for FY 2019 Posting of Major projects, programs and activities beneficiaries and status of implementation for FY 2019 	PICTS	January 2, 2019			
		January 2, 2019			
2. PhilGEPS Posting (transactions above P1,000,000 and with December 31, 2019 as cut-off), including the Early Procurement of FY 2020 Non-CSE items.	PPGSS BAC Chairperson	November 29, 2019	PhilGEPS	January 31, 2020	February 1, 2020
3. Citizen's/Service Charter	Chief FAD PICTS	November 23, 2019	ARTA Authority	December 06, 2019	January 1, 2020
<ul style="list-style-type: none"> Manual Certificate of Compliance (CoC) pursuant to Section 4.1 c 					
Other cross-cutting requirements					
1. Submission of SALN of employees	HRRMS	April 26, 2019	CSC	April 30, 2019	April 30, 2019
2. PTRI Review and Compliance Procedure of SALN	HRRMS PICTS	September 15, 2019	CSC	October 1, 2019	October 1, 2019
3. FOI Compliance	FOI Point Person (Chief, FAD) FOI Secretariat PICTS	October 15, 2019 January 15, 2020 January 15, 2020 October 15, 2019	PCOO	November 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020	November 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020
4. Posting of PTRI System Ranking Delivery Units	PMT PICTS	September 30, 2019	DAP	October 1, 2019	October 1, 2019
5. Submission of PTRI Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	PMT HRRMS PICTS	February 15, 2020	DBM-BMBs	February 28, 2020	March 1, 2020

10. EFFECTS OF NON-COMPLIANCE

- 10.1 For FY 2019, PTRI if unable to comply with all the Good Governance Conditions shall be considered ineligible for the FY 2019 PBB.
- 10.2 PTRI that are unable to comply with a maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies shall be considered ineligible for the FY 2019 PBB.
- 10.3 In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of PTRI such incident could be a cause to disqualify the department/agency in the succeeding cycle of the PBB.
- 10.4 Prohibited Acts: PTRI, 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:

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- 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 IATF Memorandum Circular 2019-1; 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.

11.0 FEEDBACK AND CHANGE MANAGEMENT

- 11.1 PTRI Director with the support of the Performance Management Team (PMT) should enhance the implementation of their internal communications strategy on Performance-Based Incentive System (PBIS), and fulfill the following:
 - a. Engage the employees in understanding the PBIS, the performance targets of their respective divisions/sections/units, 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 divisions/sections/units to their employees through the intranet and PTRI website.
 - c. Planning and Information & Communication Technology Staff (PICTS) shall respond to queries and comments on the targets and accomplishments of their divisions/sections/units. The Help Desk may be a facility that is embedded in the PTRI website (<http://www.ptri.dost.gov.ph/helpdesk>)
 - d. PMT shall respond to the PBIS-related issues and concerns raised by officials and employees of PTRI. Such may be incorporated in the functions of their Grievance Committee.
- 11.2 The PTRI Director shall designate the Chief, FAD as PBB Focal Person and Spokesperson.

12.0 INFORMATION AND COMMUNICATION

- 12.1 The PTRI Director shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the PTRI PBB Focal/Spokesperson.
- 12.2 PTRI should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB. It shall conduct general assembly to orient employees on the implementation of the FY 2019 PBB Guidelines.
- 12.3 PTRI shall maintain the following communication channels:
 - a. PTRI Bulletin Board
 - b. PTRI Help Desk (<http://www.ptri.dost.gov.ph/helpdesk>)
 - c. PTRI Email: ptri@ptri.dost.gov.ph / ptridost47@gmail.com
 - d. PTRI Facebook: (<http://www.facebook.com/ptridost>)
 - e. PBB Focal Person Email : citapulgo@ptri.dost.gov.ph / cztapulgo@yahoo.com


13.0 EFFECTIVITY


This Guideline shall take effect immediately and signed copy shall be posted in the PTRI website.

[Handwritten signatures and initials in blue ink at the bottom of the page]

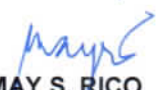
Performance Management Team:


CORAZON I. TAPULGO
Chief, FAD & Chairperson


JULIUS L. LEAÑO, JR.
Chief, RDD, Member


MARNIE B. DONES
PO III, PICTS, Member


MERLITA R. ODI
AO V, BTS, Member

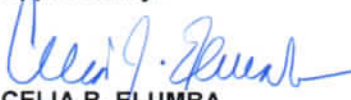

MAY S. RICO
Chief, TSD, Member


EVANGELINE FLOR P. MANALANG
Supvg. SRS, TIPS, Member


ELEONOR V. DAYAWON
AO V, HRRMS, Member


BOBBY E. AGANG
President, PTRIEA, Member

Approved by:


CELIA B. ELUMBA
Director IV



MODIFIED FORM A – DEPARTMENT/AGENCY PERFORMANCE REPORT

DEPARTMENT/AGENCY: _____

STREAMLINING AND PROCESS IMPROVEMENT OF GOVERNMENT SERVICES

NAME OF SERVICE ¹	NUMBER OF STEPS		TURNAROUND TIME		NUMBER OF SIGNATURES		NUMBER OF REQUIRED DOCUMENTS		TRANSACTION COSTS				SUBSTANTIVE COMPLIANCE COST		CITIZEN/CLIENT SATISFACTION RESULTS	
	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS
Frontline Services																
Name of Service 1																
Name of Service 2																
Name of Service 3																
Non-Frontline Services																
Name of Service 1																
Name of Service 2																
Name of Service 3																

Prepared by: _____

Name of Officer / Designation / Date

Approved by: _____

Department Secretary/Agency Head/ Date

¹ Departments/Agencies may add rows as needed.

MODIFIED FORM A – DEPARTMENT/AGENCY PERFORMANCE REPORT (PAGE 2)

I. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2018 ACCOMPLISHMENT	FY 2019 ACCOMPLISHMENT	REMARKS
• Obligations BUR			
• Disbursement BUR			

B. Sustained Compliance with Audit Findings

TOTAL NUMBER AUDIT RECOMMENDATIONS	NUMBER OF FULLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF PARTIALLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF RECOMMENDATIONS NOT IMPLEMENTED	PERCENTAGE (%) OF FULL IMPLEMENTATION

C. Compliance with Quarterly Submission of Financial Reports

- Quarterly BFARs:
 - 1st Quarter BFAR Date posted in online URS: _____
 - 2nd Quarter BFAR Date posted in online URS: _____
 - 3rd Quarter BFAR Date posted in online URS: _____
 - 4th Quarter BFAR Date posted in online URS: _____

- COA Financial Reports Date submitted to COA: _____

D. Compliance with Procurement Requirements

- FY 2019 APP-non CSE Date posted on TS Page: _____
- Indicative FY 2020 APP-non CSE Date posted on TS Page: _____
- FY 2020 APP-CSE Date submitted to DBM-PS: _____
- Results of FY 2018 APCPI System Date posted on TS Page: _____
- Date submitted to GPPB-TSO: _____

II. GOOD GOVERNANCE CONDITIONS (GGC)

A. Maintain/Update the Transparency Seal

Date updated TS with all requirements: _____

B. Post/Update PhilGEPS Postings

Date updated PhilGEPS postings: _____

If UNABLE to post or update the BAC Resolution, Notices of Award/Bid Results, Actual Approved/ Awarded Contracts and/or Notices to Proceed/Purchase Orders for transactions above one million (PHP 1,000,000), submit a letter of explanation to AO 25 Secretariat (See Annex 6).

Date submitted the explanation/s: _____

C. Certification of the Agency's QMS

- Posting of certification on TS Page Date posted on TS Page: _____
- Submission of ISO QMS certification Date submitted to SPIB: _____

III. Other cross-cutting requirements

A. Establishment and Conduct of Agency Review and Compliance Procedure of SALN

Date posted on TS page: _____

B. Compliance with FOI Program

- People's FOI Manual Date emailed to PCOO: _____
- Agency Information Inventory Date posted on TS Page: _____
- 2019 Summary Report and 2019 FOI Registry Date emailed to PCOO: _____
- Screenshot of agency's home page Date posted on TS Page: _____
- Date emailed to PCOO: _____

C. Agency's System of Ranking Delivery Units

Date posted on TS page: _____

Prepared by : _____
Name of Officer / Designation / Date

Approved by : _____
Department Secretary/Agency Head / Date

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

**GUIDELINES IN ACCOMPLISHING
FORM A – MODIFIED DEPARTMENT/AGENCY PERFORMANCE REPORT**

I. Streamlining and Process Improvement of the Agency's Critical Service

1. Indicate the name of the frontline/non-frontline service.
2. Indicate the Targets in FY 2019 and FY 2019 Status of Streamlining Efforts for each service.
3. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Fees Paid for each service.
4. Indicate Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Other Transaction Fees for each service.
5. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Substantive Compliance Cost for each service.
6. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Number of Signatures for each service.
7. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Number of Required Documents for each service.
8. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Turnaround Time for each service.
9. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Citizen/Client Satisfaction Results for each service.

II. General Administration and Support Services (GASS)

1. Indicate the FY 2018 and FY 2019 Accomplishments for the BUR.
2. Indicate the results of agency's compliance with COA audit findings.
3. Indicate the required dates for the Quarterly BFARs and COA Financial Reports.
4. Indicate the required dates for the compliance with the each Procurement Requirements.

III. Good Governance Conditions

1. Indicate the date when all requirements for TS were complied with.
2. Indicate the most recent date when PhilGEPS postings were updated.
3. Indicate the required dates for compliance with QMS Certification requirement.

IV. Other Cross-Cutting Requirements

4. Indicate the date when the Review and Compliance Procedure was posted in the TS page.
5. Indicate the required dates for the compliance with FOI program.
6. Indicate the date when the Agency's System of Ranking Delivery Units was posted in the TS page.



MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT¹

(1) Name of Department/Agency: _____

(2) Name of Service: _____

(3) Responsible Delivery Units / Processing Units: _____

(4) Identified Client/Customer(s)	(5) Number of clients served in 2019	(6) Volume of Transactions in 2019

(Note: can be provided in a separate sheet)

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps				
2. Turnaround Time (TAT) ²				
3. Number of signatures ³				
4. Number of required documents ⁴				
5. Transaction Costs				
5.1 Primary transaction costs/fees				
5.2 Other transaction costs				
6. Substantive Compliance Costs				
7. Client/Citizen Satisfaction Results				

Prepared by: _____

Approved by: _____

Name of Officer / Designation / Date

Department Secretary/Agency Head/ Date

¹ Departments/Agencies may reproduce this sheet for each critical service as needed.² Follow R.A. 11032 - 3 days (simple), 7 (complex), and 20 (highly technical) and/or lower than the FY 2018 status.³ Follow R.A. 11032 - reduce to three (3) signatures; including initials.⁴ Reduction of required documents, OR simplification of forms.

GUIDELINES IN ACCOMPLISHING MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

- Row 1. Indicate the **name of the department/agency**.
- Row 2. Indicate the **name of the critical government service**. This form is used to present each of the critical government services. Departments/agencies shall reproduce this form based on the number of critical government services that the department/agency provides. (Example: Business Enterprise Registration, Accreditation and Licencing Service, Provision of Technical Assistance, Application for Claims and Benefits, Conduct of Research for Stakeholders, Production of IEC Material, Request for Status of Reports).
- Row 3. Indicate the **bureaus/offices/delivery units/processing units** responsible in the processing, delivery, and completion of the critical government service.
- Column 4. Identify the **client/customer(s)** who avail the critical government service/s declared by the agency.
- Column 5. Report the **number of client/customer(s)** who availed the critical government service in FY 2019. If there are variations of the service, indicate the disaggregated data on the number of client/customers for FY 2019.
- Column 6. Report the **volume of transactions** for FY 2019 for the critical government service. If there are variations of the service, indicate the disaggregated data on the Volume of Transactions for FY 2019.
- Column 7. The department/agency shall indicate the status of each criterion⁵ as of FY 2018, under each government service (frontline and non-frontline).
1. ***Number of Steps*** – required number of steps to complete the critical service.
 2. ***Turnaround Time (TAT)*** – total time required, including the waiting and processing time, to complete the government service.
 3. ***Number of Signatures*** – required number of signatures to complete each government service; including initials.

⁵ Definitions based on JMC No. 2019-001- Implementing Rules and Regulations (IRR) on RA #11032.



4. **Number of Required Documents** – total number of required documents to complete the government service.

5. **Transaction Costs** –

5.1 Primary Transaction Costs/Fees – fees declared in the agency's Citizen's Charter to be paid to the agency by an applicant or requesting party for availing a government service.

5.2 Other Transaction Costs – other fees to be paid by an applicant or requesting party to obtain supporting information from another agency in order to secure necessary primary information. Example: Transportation cost of applicant/client, photocopying cost, cost of getting other government issued documents etc.

6. **Substantive Compliance Costs** – are incremental costs, other than administrative costs, incurred by a transacting public in the course of complying with a regulation. These costs may include implementation costs, direct labor, overhead, equipment, material, and external service costs.

7. **Citizen/Client Satisfaction Results** – data on the results of conducted Citizen/Client Satisfaction survey or feedback per government service.

Column 8. Report **agency target in FY 2019** by the department/agency in each criteria of the government service (frontline and non-frontline).

Column 9. Report **FY 2019 streamlining efforts** accomplished by the department/agency in each criteria of the government service (frontline and non-frontline).

Column 10. In the event that the department/agency is unable to provide data in each criterion, departments/agencies shall provide justifications/explanations using the **remarks column**. The acceptance of explanation/s shall be subject to the review and recommendations of the validating agency/ies.

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CITIZEN/CLIENT SATISFACTION REPORT

1. All departments/agencies should measure and report the satisfaction level of citizens/clients that they served. Measuring the satisfaction level of citizens/clients shall generate verifiable data and tangible evidences that can help departments/agencies determine their effectiveness in relating with citizens/clients. These data should guide departments/agencies in identifying approaches on continuously refining their processes.
2. There are different ways to measure citizen/client satisfaction. To enable agencies adopt a measurement technique that fits the nature of their critical services, the AO 25 IATF prescribes no standard method in measuring satisfaction. This guide shall serve as reference in identifying a minimum standard, some elements and practices in conducting and reporting citizen/client satisfaction.
3. Measurement approach should have the following basic properties:
 - a. **The method should be valid.** It should exhibit a clear and measurable goal. It should be particularly crafted to gather data that shall be analyzed, interpreted and reported.
 - b. **The method should be replicable.** It should allow repeatability. The measurement should generate results that can be tracked over time. The questions should be crafted in manner that they can be repeated, and yield results that can be compared to baseline data.
 - c. **The method should have a specific timeline of measurement.** For purposes of the FY 2019 PBB, departments/agencies can set their own timeline within 2019 to implement improvement. The measurement should coincide with the department's/agency's roll out of their process improvement.
4. Since there are different critical services provided by departments/agencies, the AO 25 IATF prescribes no specific sample size. However, departments/agencies shall ensure that respondents are the citizens/clients who availed the critical service.
5. Results should reflect satisfaction ratings of citizens/clients who availed the critical services.
6. All departments/agencies should report the results of the measurement using template below. Agencies should clearly indicate the following:
 - Define the scope and period covered of the satisfaction measurement;
 - Describe the methodology;
 - Actual results of measurement and interpretation of data;
 - Results of Citizen/Client Satisfaction Survey
 - Improvement Action Plan for FY 2020

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< Department/Agency's Name and Letterhead >

CITIZEN/CLIENT SATISFACTION REPORT

- a. Description of the methodology of the Citizen/Client Satisfaction Survey used for each reported service.**
 - i. Scope and Period Covered of the Citizen/Client Satisfaction Survey
 - ii. Methodology of the Citizen/Client Satisfaction Survey
- b. Results of the Citizen/Client Satisfaction Survey for FY 2019**
(include a sample of the Citizen/Client Satisfaction feedback/survey form)
- c. Results of their action plan reported in the FY 2018 PBB**
- d. Continuous improvement plan for FY 2020**

Prepared by: _____
Name of Officer / Designation / Date

Approved by: _____
Department Secretary/Agency Head / Date

[Handwritten signatures and initials]

GUIDELINE ON PHILGEPS POSTING

Maintain/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act, Republic Act No. 9184, for transactions from January 1, 2019 to December 31, 2019, including the Early Procurement of FY 2020 Non-CSE items. Certificate of compliance to PhilGEPS is no longer necessary.

Agencies should track their status through PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>.

Departments/agencies should ensure that the status of notices in the PhilGEPS System for all transactions for the period January 1, 2019 to December 31, 2019, including the Early Procurement of FY 2020 Non-CSE items, is **updated** on or before **January 31, 2020**. *Failed or cancelled bid status should still be updated in 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 the control of the agency, the agency should submit a letter to or inform PhilGEPS and submit a letter of explanation addressed to the AO25 IATF on or before January 31, 2020. Acceptance of explanation/justification shall be subject to the recommendation of PhilGEPS.

See the required actions for each status of Notice in PhilGEPS:

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

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

(Department/Agency's Letterhead)

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

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

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ 2019 at **(City/Municipality)**, Philippines.

Signed by:

Noted by:

BAC Chair

Head of Procuring Entity

Date:

Date:

[Handwritten signatures and initials in blue ink]

Form 1.0 REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency _____

I. SUMMARY OF INFORMATION REQUIRED

1.1 Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____
1.2 Total No. of Bureaus/Attached Agencies/Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of December 31, 2019 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

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II. REPORT ON RANKING OF OFFICES/DELIVERY UNITS

Department/Agency: _____

Details for Head of Agency				
Name	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2019	Amount of PBB

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees				
			Names of Employee	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2019	Amount of PBB
2.1 Best (10%)	Delivery Unit 1						
	Delivery Unit 2						
TOTAL BEST							

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2.2 Better (25%)	Delivery Unit 1						
	Delivery Unit 2						
			TOTAL BETTER				
Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees				
			Names of Employee	Salary Grade (and Step Increment)	Monthly Basic Salary	Months in service in 2019	Amount of PBB
2.3 Good (65%)	Delivery Unit 1						
	Delivery Unit 2						
			TOTAL GOOD				
2.4 Did not meet Targets (No PBB)	Delivery Unit 1						
	Delivery Unit 2						
			TOTAL POOR				

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

Head of HR

Date:

Department Agency Head

Date:

Chelumb Jr *new* *JS* *HW* *Jim* *Chab* *Mina*

**GUIDELINE/MECHANICS IN RANKING OFFICES/DELIVERY UNITS
FOR THE GRANT OF FY 2019 PERFORMANCE-BASED BONUS (PBB)***

Department/Agency _____

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

Head of HR

Date:

Department Agency Head

Date:

* Departments/Agencies shall cascade to their employees the procedures in ranking offices/delivery units.
This document shall be posted on the agency TS page on or before October 1, 2019.

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