

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.