



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. 2013-01

Aug 2, 2013

TO : All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned or-Controlled Corporations

SUBJECT: Guidelines on the Grant of the Performance-Based Incentives for Fiscal Year 2013 under Executive Order No. 80

1.0 POLICY FRAMEWORK

- 1.1 On December 21, 2011, President Aquino issued Administrative Order No. 25 (AO 25) creating an Inter-Agency Task Force (IATF) on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems. AO 25 seeks to rationalize, harmonize, streamline, simplify, and unify the efforts of all of the agencies exercising broad oversight over line agencies' performance relative to the Philippine Development Plan (PDP) 2011-2016, and the Administration's five Key Result Areas (KRAs) under EO 43, issued in 2011. AO 25 establishes a unified and integrated Results-Based Performance Management System (RBPMS) across all departments and agencies within the Executive Branch incorporating a common set performance scorecard to serve as a single source of information on status of government performance.
- 1.2 Executive Order No 80 issued by the President on July 20, 2012 directed the adoption of the Performance-Based Incentive System (PBIS) for Government Employees. The PBIS is based on the belief that service delivery by the bureaucracy can be improved by linking personnel incentives to the bureau or delivery unit's performance and recognizing and rewarding exemplary performance to foster teamwork and meritocracy.
- 1.3 To strengthen the delivery of priority activities and outcomes, and ensure that these are cascaded from the Department Secretary/Agency Head down to lower delivery units, the Office of the Cabinet Secretary was reconstituted by virtue of Executive Order No. 99, s.2012. It has required Department Secretaries to submit Form 1 Planning Tool with Annual Targets for 2013 to 2015, indicating the annual commitment of the Department Secretary to the President.
- 1.4 Likewise, a new face was given to the 2014 Budget submitted to Congress with the Performance Informed Budget structure presenting the Major Final Outputs (MFO) and Non-Financial Performance Targets of an agency alongside its Financial Budget levels. Appropriations were proposed to have one year validity and the Budget-as-the-Release-Document regime was proposed, all to indicate the government's focus on results.

- 1.5 The PBIS consists of the P5,000 across-the-board bonus in the form of the existing Productivity Enhancement Incentive (PEI) and a top-up bonus known as Performance-Based Bonus (PBB) which shall be given to government personnel in accordance with their contribution to the accomplishment of their department's overall targets and commitments.
- 1.6 The PBB shall be characterized by a two-step system of ranking delivery units of departments/agencies and personnel within those units according to their performances as measured by verifiable and credible indicators of performance based on the pillars of Results-Based Performance Management System:
 - a. Department's/Agency's MFO and Performance Targets (PT) as specified in its Organizational Performance Indicators Framework (OPIF) and consistent with the targets reflected for 2013 in the approved OP Form 1 Planning Tool¹ or the 2013 Approved Budget;
 - b. Department's/Agency's commitments to the President that are supportive of the priorities under EO 43; and,
 - c. Good governance conditions based on the performance drivers to be set by the AO 25 Inter-Agency Task Force.

2.0 PURPOSE

This Memorandum Circular consolidates the guidelines in the implementation of the Performance-Based Incentive System for government employees and specifies the criteria and conditions for the grant of PBB in FY 2013.

3.0 COVERAGE

- 3.1 All Departments, Agencies, State Universities and Colleges (SUCs), and Government-Owned or-Controlled Corporations (GOCCs).
- 3.2 To ensure alignment of goals and targets, the PBB implementation in a department shall cover its attached agencies.
- 3.3 Other Executive Offices (OEOs), including OP attached agencies and GOCCs shall be supervised and monitored by the Office of the President (OP) to ensure that their programs and activities adhere to the goals of the President's Social Contract, and the priorities set in the PDP and EO 43.
- 3.4 For SUCs, the implementation of the PBB shall be coordinated with the Commission on Higher Education (CHED).
- 3.5 The implementation of the PBB for GOCCs shall be supervised by their respective oversight agencies in close coordination with the Governance Commission for GOCCs (GCG).

¹ Refers to the Planning Tool for Cabinet Secretaries issued by the Office of the Cabinet Secretary last February, 2013. This follows the Form 1 Template requiring the Department's Strategic Plan for 2013-2015, as well as its Performance Targets for those years, resource requirements and support it may require from departments/agencies. These are presented to the President for approval.

- 3.6 All officials and employees of Departments/Agencies, SUCs, and GOCCs holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship with the said agencies, and have rendered at least nine (9) months of service for the year 2013.
- 3.7 The Congress, the Judiciary, the Constitutional Commissions, and the Office of the Ombudsman can adopt these guidelines to be eligible to the FY 2013 PBB.

4.0 GENERAL INFORMATION AND ELIGIBILITY CRITERIA

- 4.1 To be eligible for the PBB, a department/agency must satisfy the following criteria:
 - a. Achieve at least 90% of each one of their performance targets for the delivery of MFOs, Support to Operations (STO) and General Administration and Support Services (GASS) for FY 2013;
 - b. Achieve at least 90% of each one of the priority program/project targets agreed with the President under the five KRAs of EO No. 43;
 - c. Satisfy 100% of the good governance conditions set by the IATF for FY 2013; and,
 - d. Rank performance of bureaus or delivery units and the personnel within these units.
- 4.2 For FY 2013, inability to meet any of the targets above will render departments/agencies ineligible for the PBB. Inconsistency and inaccuracy of the compliance reports/certifications made by the department/agency may also be considered a ground for disqualification to the PBB, upon proper determination and due process.

5.0 SETTING AND CASCADING PERFORMANCE TARGETS

- 5.1 The department/agency shall start by reviewing the FY 2012 accomplishments and the FY 2013 MFO/GASS/STO targets consistent with the following:
 - a. For the departments and their attached agencies/GOCCs, these performance targets must be consistent with the 2013 targets committed by the Secretary with the President as reflected in OP Form 1 Planning Tool or their 2013 Approved Budget² and indicate an improving trend over 2012 accomplishments;
 - b. For the OEOs, including GOCCs and agencies attached to the OP these shall be consistent with their 2013 Approved Budgets² and indicate an improving trend over 2012 accomplishments; and

² The departments can also build on the refined specification of MFOs and performance indicators and the restructuring of Programs/Activities/Projects (PAPs) resulting from the National Budget Circular No. 532 exercises, and reflect the equivalent of those targets for 2013.

- c. For departments/agencies who are members of the Inter-Agency Task Force on Ease of Doing Business, these should include their 2013 targets per AO 38, s. 2013;
- 5.2 The department/agency shall select, prioritize or name the strategic performance indicators and targets under MFOs, STO and GASS and reflect them in Form A. These should include:
 - a. Three (3) most significant *customer-oriented*³ indicators of output/outcome under each MFO (not internal or intermediate outputs or "throughputs," nor demand-driven outputs) and the corresponding targets for FY 2013. Each performance indicator should capture the dimensions of quality, quantity and timeliness from the point of view of the citizens or external clients.
 - b. Two (2) most significant indicators of performance and the corresponding targets for FY 2013 of offices under STO that provide technical support to the delivery units responsible for the MFOs and the key programs/projects. Each performance indicator should capture the dimensions of quality and timeliness of services specified by the Department Secretary/Head of Agency for these offices; and,
 - c. For FY 2013, the budget utilization rate⁴ and the submission to COA by the department/agency of its financial statements and all reports and documents within the mandated time required by rules and regulations shall be adopted as common GASS indicators by all departments and agencies.
- 5.3 Departments/Agencies, which have key programs/projects with performance targets agreed with the President, shall prioritize and feature those performance targets in Form B (Department Targets on Key Programs and Projects). The running list of priority programs/projects monitored by the PMS is attached in Annex 2 for reference.
- 5.4 For SUCs, the performance indicators and targets must be linked with the Public Higher Education Reform Agenda (PHERA). These targets must be coordinated with CHED and indicated in Form A or Form B as appropriate. Further, SUCs which receive special funds in connection with the President's Priority Growth Areas program or from CHED as a result of the PHERA shall include performance indicators that will establish outcomes/results from the use of these funds. These indicators of programs/projects can also be reflected in a separate portion in Form B.
- 5.5 The department/agency shall cascade to the delivery units the FY 2013 targets corresponding to the selected performance indicators.
 - a. The bureau/office/unit chosen by the department/agency to be responsible for the delivery of the MFOs and key programs/projects and for providing technical and administrative support shall be identified.

³ The term "customer" as used in this Guidelines refers to the publics served by government, the beneficiaries of government programs, individuals/entities transacting with government, and client agencies, as maybe appropriate to the functions of the Department/Agency.

⁴ The budget utilization rate shall be measured by the ratio of cash and non-cash disbursements to allotment releases received during 2013 for maintenance and capital outlays.

- b. The department/agency may choose various levels of delivery units depending on the complexity of its operations and the categories by which performance target is evaluated.
 - c. In cascading targets, consideration should be given to the department/agency's strategic plan, budgetary allocation and number of existing personnel of the bureaus/offices/units.
 - d. The department/agency shall adopt a participative and consultative process in cascading the targets. It is important that these targets should be agreed upon between the department/agency head and those heading the bureaus/offices/units.
 - e. The department/agency is encouraged to cascade the performance targets down to the smallest unit and/or individual level.
- 5.6 The department/agency shall submit to the IATF both printed and electronic copies of the accomplished/duly signed Forms A, A-1 and B not later than August 31, 2013.
- a. Departments, other national agencies and GOCCs under DBM shall submit to the IATF through the DBM-Budget and Management Bureau (BMB) in charge;
 - b. SUCs shall submit to the IATF through the CHED;
 - c. GOCCs shall submit to the IATF through the GCG; and,
 - d. OEOs, including OP attached agencies and GOCCs shall submit to the IATF through the OP.

All concerned agencies should submit electronic copies of completed/duly signed Forms A, A-1 and B to the AO 25 Secretariat at ao25secretariat@dap.edu.ph not later than **August 31, 2013**.

Submissions without the authorized signature will not be accepted.

The templates for Forms A, A-1 and B are in Annexes 3, 4 and 5, respectively.

- 5.7 The Composite Teams, designated by the IATF, shall review the PBB targets as to the quality of the identified performance indicators and the consistency of targets with reference documents.
- 5.8 Within one month from the time of submission, the IATF shall inform the concerned department/agency of the approval of PBB targets. Departments/Agencies shall publish their approved PBB targets and quarterly accomplishments in their respective websites and official publications for transparency.
- 5.9 The AO 25 Secretariat shall translate the approved PBB targets of departments/agencies into the appropriate Priority Program Accountability Report Card (PPARC), MFO Accountability Report Card (MARC-I) and Management Accountability Report Card (MARC-II), and publish these scorecards in the RBPMS website.

- 5.10 It is expected that all departments/agencies covered by this MC shall participate in the 2013 PBB implementation. The concerned department/agency shall explain in writing the reason, for non-submission of Forms A, A-1 and B on prescribed periods.

6.0 GOOD GOVERNANCE CONDITIONS

- 6.1 For FY 2013, the IATF set five good governance conditions based on the performance drivers of the RBPMS, namely (i) financial stewardship, (ii) process efficiency, and (iii) leadership, learning and growth.
- a. Maintain/Update the Agency Transparency Seal as mandated in Section 93 of the General Appropriations Act of 2013 (or RA 10352), containing the following information:
 - a.1. Agency mandates, functions, contact information of its officials;
 - a.2. Statement of Allotments and Obligations for 2011 and 2012
 - a.3. Financial Accountability Reports (FARs) for 2013
 - a.4. Approved budget for 2013 and MFO targets;
 - a.5. Major programs and projects classified according to the five Key Result Areas;
 - a.6. Program/project beneficiaries as identified in Special Provisions in the Agency Budget;
 - a.7. Status of implementation of major programs/projects; and
 - a.8. Annual procurement plan, name of suppliers/contractors/consultants.
 - b. Maintain/Update the posting of all Invitations to Bid and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) per RA 9184. It will be noted that the awarded contracts and notice to proceed can already be uploaded in the PhilGEPS. Rectification through the publication in the Transparency Seal of the awarded contracts is no longer necessary;
 - c. Liquidation of all cash advances to officials and employees within the reglementary period, covering transactions of FY 2013, per requirement of the Commission on Audit (COA). To facilitate the process, the Department should submit directly to COA the Report on Ageing of Cash Advances duly signed by the Agency Head, Head of the Accounting Office and verified by the Agency's Resident COA Auditor (see Annex 8). COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.
 - d. Update the department's/agency's Citizen's Charter or its equivalent, Service Charter, to reflect improvements in service delivery as mandated by RA 9485 and post the Citizen's Charter or its equivalent in the department/agency website; and,
 - e. Compliance with submission and review of the Statement of Assets, Liabilities and Net Worth (SALN) of officials and employees per RA 6713.
- 6.2 The Department Secretary/Head of Agency must certify compliance of the department including its regional/field offices and attached agencies with the Agency Transparency Seal for FY 2013 following the template in Annex 6, to be submitted to the IATF on or before November 30, 2013. Attached agencies shall prepare their respective certifications following the template in Annex 6 and submit the same to their supervising department before the IATF deadline for departments. Validation of compliance with these conditions shall be done by the DBM.

- 6.3 The department/agency shall certify PhilGEPS compliance for FY 2013 through a Certification to be issued by the BAC Chairman, and the Head of the Procuring Entity following the template in Annex 7, to be submitted to the IATF on or before November 30, 2013. The Department/Agency should certify the compliance of all bureaus and regional/field offices within the Department. Heads of attached agencies through their respective BACs shall prepare a separate PhilGEPS Certification following the template in Annex 7 and submit the same to their supervising department before the IATF deadline for departments. Validation of compliance with this condition shall be done by the PhilGEPS. To facilitate the accomplishment of the certification, agencies will coordinate with the PhilGEPS and include in the certification procurement contracts costing above P500,000.
- 6.4 The department/agency shall certify compliance with CA liquidation through the report on aging of cash advances granted to officials and employees back in FY 2013 following the template in Annex 8, to be submitted to the IATF on or before November 30, 2013. Validation of compliance with this condition shall be done by the COA.
- 6.5 The Department Secretary/Head of Agency must certify compliance of the department including its regional/field offices and attached agencies with the updating of the Citizen's Charter or its equivalent, to reflect process improvements in service delivery following the template in Annex 9, to be submitted to the IATF on or before November 30, 2013. Attached agencies shall prepare their respective certifications following the template in Annex 9 and submit the same to their supervising department before the IATF deadline for departments. Validation of compliance with these conditions shall be done by the CSC.
- 6.6 The Secretary/Head of Agency must certify compliance of the department including its regional/field offices and attached agencies with the submission and review of SALN of all officials and employees on or before November 30, 2013 following the template in Annex 10. Attached agencies shall prepare a separate certification following the template in Annex 10 and submit the same to their supervising department before the IATF deadline for departments. Validation of compliance to this condition shall be done by the official repositories of SALNs as provided for in Section 8 (A) of Republic Act No. 6713 with respect to the SALNs being submitted to them, i.e., the OP-OES, the CSC and the Office of the Ombudsman.
- 6.7 All certifications of compliance with the good governance conditions should be submitted to the IATF in hard and soft copies on or before November 30, 2013. Electronic copies of duly signed certifications should be e-mailed to the AO 25 Secretariat at ao25secretariat@dap.edu.ph.

7.0 ELIGIBILITY AND RANKING OF BUREAUS, OFFICES OR EQUIVALENT UNITS

- 7.1 To determine eligibility, the department/agency shall fill in pertinent column in Forms A, A-1 and B to reflect the actual accomplishment of the targets of the department/agency and those of the component bureaus, offices or delivery units.
- 7.2 Departments/Agencies that meet the following criteria and conditions are eligible to the PBB for FY 2013:
 - a. Achieved at least 90% of each one of MFO, STO, GASS targets for FY 2013 in Form A;

- b. Achieved at least 90% of each one of their priority program/project targets agreed with the President under the Five KRAs of EO No. 43, as specified in Form B; and,
 - c. Satisfied 100% of the good governance conditions under Section 6.
- 7.3 Inability to meet any of the performance targets will render the department/agency ineligible for the PBB in FY 2013. This is to ensure that all the department-/agency-mandated MFOs are equally attended to or are achieved.
- 7.4 Departments/Agencies that qualify for the PBB shall determine the component bureaus, offices or delivery units and attached agencies that accomplished at least 90% of each one of their performance targets for FY 2013. The Department Secretary/Head of Agency shall refer to Forms A, A-1 and B that show the comparison of targets and accomplishments, as the primary basis for measuring the performance of bureaus or delivery units. In particular, Form A-1 shall present the performance targets of each of the bureaus, attached agencies and delivery units in the department/agency vying for the PBB versus their actual accomplishments. It is understood that these bureaus/offices/delivery units and attached agencies shall have complied with the applicable good governance conditions as an eligibility requirement for the PBB.
- 7.5 Bureaus, offices or delivery units and attached agencies that do not meet the criteria and conditions under Section 7.4 shall not be eligible to the PBB.
- 7.6 Based on Forms A, A-1 and B, attached agencies, bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the extent/degree of their contribution to the achievement of their respective department/agency performance targets. The Department Secretary/Head of Agency shall rank the qualified attached agencies, bureaus, offices or delivery units as follows:

Ranking	Performance Category
Top 10%	Best Bureau/Office/Delivery Unit
Next 25%	Better Bureau/Office/Delivery Unit
Next 65%	Good Bureau/Office/Delivery Unit

To facilitate the ranking, attached agencies, bureaus, offices or delivery units can be formed into sub-groups according to the similarity of their tasks and responsibilities. The forced ranking will be done within the different sub-groups.

Note that attached agencies, bureaus or offices with regional/field units will be treated as separate agencies to capture the complexity of their operations and reward personnel accordingly. They will have a separate forced ranking of delivery units and personnel within these units.

- 7.7 In addition to quantitative criteria, the Department Secretary/Head of Agency has the option to use other criteria (both quantitative and qualitative) that must be conveyed to the bureau/office/delivery unit heads for transparency. However, the use of quantitative criteria which is reflected in Forms A, A-1 and B will provide the more objective and less discretionary rating scheme.

7.8 The Department Secretary/Head of Agency may task a Performance Management Group (PMG)⁵ consisting of senior officials who directly oversee and observe the performance of bureaus or delivery units to assist him in undertaking the forced ranking of delivery units and individuals.

7.9 The resulting ranking of attached agencies, bureaus, offices or delivery units shall be indicated in Form 1.0.

8.0 ELIGIBILITY AND RANKING OF INDIVIDUALS BASED ON PERFORMANCE

8.1 All officials and employees of eligible departments/agencies holding regular plantilla positions, and contractual and casual personnel having an employer-employee relationship with the said agencies are qualified for the PBB. The following shall be observed in determining eligibility of personnel:

- a. The personnel have rendered at least nine (9) months of service for the year ending December 31, 2013.
- b. Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" under the CSC approved Strategic Performance Management System (SPMS) or its equivalent.
- c. Officials belonging to the Third Level should receive a rating of at least "Very Satisfactory" under the Career Executive Service Performance Evaluation System (CESPES). Payment of the PBB to Third Level officials shall be contingent on the results of the CESPES.
- d. Other officials not covered by the CESPES should receive a rating of at least "Satisfactory" under the existing performance appraisal system of the department/agency.
- e. The Department Secretaries and their equivalent levels in the OEOs need not be included in the ranking. A separate performance management system will be developed for them. The other heads of OEOs, and SUCs and GOCC presidents, however, should be included in the ranking, pending the formulation of separate ranking system by OP, CHED, and GCG respectively.
- f. The contractual and casual personnel who may be entitled to the PBB shall be those whose compensation are charged to the lump sum appropriation under Personnel Services; or those occupying positions in the DBM-approved contractual staffing pattern of the agencies concerned. They may be included in the ranking along with the regular personnel.
- g. Personnel on detail to another government agency for six (6) months or more as of November 30, 2013 shall be included in the ranking of employees in the recipient agency that rated his/her performance.

⁵ In case the department has already established its Performance Management Team (PMT), per CSC MC No. 08, s. 2013, the department can expand its composition to include senior officials who directly oversee and observe the performance of bureaus or delivery units, and include in its functions those of the PMG.

- h. Personnel on scholarship may be included in the ranking, provided they qualify based on the performance criteria established by the PMG and approved by the Department Secretary/Head of Agency.
 - i. The PBB of employees on part-time basis shall be pro-rated corresponding to the services rendered.
 - j. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2013 shall not be entitled to the FY 2013 PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 8.2 Departments/Agencies with CSC-approved SPMS may already use the same in evaluating individual performance in FY 2013. Once alignment is undertaken, the use of CSC-SPMS will be mandated in FY 2014.
- 8.3 Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Section 7.0, shall be forced ranked as follows:

For the best and better bureaus:

Ranking	Individual Performance Category
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

For the good bureaus:

Ranking	Individual Performance Category
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

- 8.4 Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPES, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC approved SPMS or its equivalent shall **not** be eligible to the PBB.
- 8.5 The resulting ranking of personnel shall be indicated in Form 1.0.
- 8.6 The GCG shall issue pertinent guidelines on the ranking of delivery units and individuals for GOCCs.

9.0 PERFORMANCE REPORTING AND VALIDATION

- 9.1 In line with the RBPMS, the targets and accomplishments of departments/agencies shall be translated into report cards for transparency and easy reference of the public.
- a. The Priority Program Accountability Report Card (P^PARC) shall capture the department's/agency's performance targets agreed with the President under the five KRAs as indicated in Form B and the corresponding accomplishments.

- b. The MFO Accountability Report Card (MARC-I) shall capture the department's/agency's performance targets on the delivery of citizen-focused goods and services as indicated in Form A and the corresponding accomplishments.
 - c. The Management Accountability Report Card (MARC-II) shall capture organizational management results or the status of compliance with good governance conditions.
 - d. The AO 25 Secretariat shall translate the PBB submission of departments/agencies into appropriate report cards and publish the same in the RBPMS website.
 - e. In observance of the principle of transparency, departments/agencies are required to post in their official websites and publications approved PBB targets and accomplishments as indicated in Forms A, A-1 and B.
- 9.2 Departments/Agencies shall submit all certifications of compliance with good governance conditions on or before November 30, 2013. Early submission will facilitate the early determination of the department's/agency's eligibility to PBB for FY 2013.
- 9.3 Submission of completed forms and reports to the IATF shall be done as follows:
- a. Departments, other national agencies and GOCCs under DBM shall submit to the IATF through the DBM (Budget and Management Bureau in charge);
 - b. SUCs shall submit to the IATF through the CHED;
 - c. GOCCs shall submit to the IATF through the GCG; and
 - d. OEOs, including OP attached agencies and GOCCs shall submit to the IATF through the OP
- 9.4 All electronic copies of completed and duly signed forms and reports shall be e-mailed to the AO 25 Secretariat at ao25secretariat@dap.edu.ph following the prescribed timelines. Departments/agencies are strongly encouraged to complete their submissions to facilitate the review and evaluation. Incomplete and unsigned submissions cannot be acted upon by reviewing agencies.
- 9.5 A Composite Team consisting of representatives from concerned oversight agencies, the civil society and third party monitors, to be tasked by the IATF, shall review the accomplishments with respect to the targets as well as compliance with good governance conditions of departments/agencies. The IATF shall conduct spot-checks to validate claims and certifications made by the departments/agencies.

10.0 INFORMATION, COMMUNICATION, CHANGE MANAGEMENT

- 10.1 Department Secretaries/Heads of Agencies with the support of the PMG shall ensure that the department/agency has adequate Change Management strategies for the PBIS.
- 10.2 Department Secretaries/Heads of Agencies shall adequately communicate the PBIS within their respective departments/agencies, make information available to their employees, and satisfactorily respond to their comments, concerns and grievances.

- 10.3 Department Secretaries/Heads of Agencies with the support of their PMGs 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.
- 10.4 The Department Secretary/Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for 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. To facilitate communication and coordination, the department/agency shall inform the AO 25 Secretariat of the name, position, and contact details (e-mail, landline, facsimile, cellular phone) of the department/agency PBB Focal Person and his/her alternate, to whom all IATF instructions and correspondence shall be relayed. Attached Agencies should also designate their PBB Focal Persons and submit their names and contact details to the AO 25 Secretariat.
- 10.5 Departments/Agencies shall ensure that the PBIS information materials developed by the IATF and the Presidential Communications Development and Strategies Planning Office (PCDSPO) are disseminated to their employees and are reproduced and posted in conspicuous locations in their offices. Such information materials can be downloaded from the Official Gazette (www.gov.ph/pbb). Departments/Agencies are encouraged to develop and reproduce their own agency-specific information materials, in coordination with PCDSPO.
- 10.6 Department Secretaries/Heads of Agencies and/or their respective Spokespersons shall primarily be responsible for monitoring and addressing PBIS-related complaints in the mainstream and online media that have originated from the employees of their respective offices. They shall identify a Spokesperson, Information Officer or relevant official or staff who shall constantly coordinate with PCDSPO on this matter. The department/agency shall inform the AO 25 Secretariat of the name, position, and contact details (e-mail, landline, facsimile, cellular phone) of the department/agency PBB Spokesperson to facilitate coordination.
- 10.7 The IATF has set-up the following communication channels where government employees and other individuals may send their PBIS-related queries and complaints:
- a. E-mail account AO 25 Secretariat for submission of PBB requirements (ao25secretariat@dap.edu.ph)

- b. E-mail account of PCDSPO for queries (pbb@gov.ph)
- c. Text hotline (Smart: +63920.498.9121)
- d. Facebook (www.facebook.com – search “Performance based Bonus”)
- e. Twitter: @govph_pbb

10.8 The IATF will regularly disseminate PBIS-related information and announcements through the PBIS InfoBoard.

11.0 TIMELINE FOR FY 2013 IMPLEMENTATION

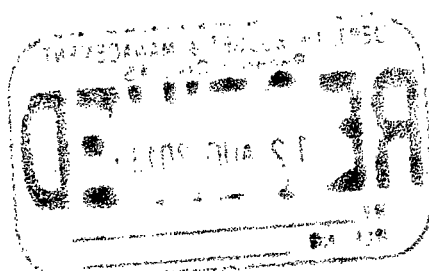
Activity	Deadline
Submission of PBB targets using Forms A, A-1 and B to IATF	August 31, 2013
Approval of PBB targets by the IATF	September 30, 2013
Submission of Certification of Compliance with Good Governance Conditions (early submission encouraged) to IATF	On or before November 30, 2013 (department-level deadline) Regional/field offices/attached agencies are encouraged to submit to their supervising departments before this deadline)
Submission of accomplishments using Forms A, A-1, B and Form 1.0 with November 30, 2013 as cut-off date	December 10, 2013
Submission of accomplishments using Forms A, A-1, B and Form 1.0 with December 31, 2013 as cut-off date	January 10, 2014
Submission of accomplishments using Forms A, A-1, B and Form 1.0 with March 31, 2014 as cut-off date	April 10, 2014
Validation and spot-checking	Year-round

12.0 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.

13.0 EFFECTIVITY

This Circular shall take effect immediately.



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FLORENCIO B. ABAD

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

LIST OF ANNEXES

- Annex 1: List of Acronyms
- Annex 2: List of priority programs/projects monitored by the Presidential Management Staff
- Annex 3: Form A (Cascading of Department Performance Targets/Accomplishments)
- Annex 4: Form A1 (Details of Bureau/Delivery Unit Performance Indicators and Targets/Accomplishments)
- Annex 5: Form B (Department Targets/Accomplishments on Key Programs and Projects)
- Annex 6: Transparency Seal Certification Template
- Annex 7: PhilGEPS Certification Template
- Annex 8: Report on Ageing of Cash Advance Template
- Annex 9: ARTA Compliance Template
- Annex 10: SALN Compliance Template
- Annex 11: Form 1.0 (Report on Ranking of Bureaus/Offices/Attached Agencies/Delivery Units/Employees)

LIST OF ACRONYMS

AO 25	Administrative Order No. 25, s. 2011 Creating and Inter-Agency Task Force on the Harmonization of National Government Performance, Monitoring, Information and Reporting Systems
AO 38	Administrative Order No. 38 Creating an Inter-Agency Task Force to Initiate, Implement and Monitor Ease of Doing Business Reforms (IATF-EODB)
APP	Annual Procurement Plan
ARTA	Anti-Red Tape Act of 2007 or RA 9485
BAC	Bids and Awards Committee
BMB	Budget Management Bureau
CA	Cash Advance
CESPES	Career Executive Service Performance Evaluation System
CHED	Commission on Higher Education
COA	Commission on Audit
CSC	Civil Service Commission
CSC-SPMS	CSC-Strategic Performance Management System
DBM	Department of Budget and Management
EO 43	Executive Order No. 43, s. 2012 Pursuing Our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters
EO 80	Executive Order No. 80, s. 2012 Directing the Adoption of a Performance-Based Incentive System for Government Employees
EO 99	Executive Order No. 99 Reconstituting the Office of the Cabinet Secretariat, Renaming it as the Office of the Cabinet Secretary, Defining its Powers and Functions, Providing for its Support Staff and for Other Purposes
KRA	Key Result Area
FY	Fiscal Year
Form A	Cascading of Department Performance Targets (Accomplishments)
Form A-1	Details of Bureau/Delivery Unit Performance Indicators and Targets (Accomplishments)
Form B	Department Targets (Accomplishments) on Key Programs and Projects
Form 1.0	Report on Ranking of Bureaus/Offices/Attached Agencies/Delivery Units/Employees
GASS	General Administration and Support Services
GCG	Governance Commission for GOCCs
GOCC	Government-Owned and Controlled Corporation
HOPE	Head of Procuring Entity
IATF	Inter-Agency Task Force
MARC I	MFO Accountability Report Card
MARC II	Management Accountability Report Card
MFO	Major Final Output
OCS	Office of the Cabinet Secretary
OEOs	Other Executive Offices
OES	Office of the Executive Secretary
OMB	Office of the Ombudsman
OP	Office of the President
OPIF	Organizational Performance Indicators Framework
PBB	Performance-Based Bonus
PBIS	Performance-Based Incentive System
PCDSPO	Presidential Communications Development and Strategic Planning Office
PDP	Philippine Development Plan
PEI	Productivity Enhancement Incentive
PHERA	Public Higher Education Reform Agenda
PhilGEPS	Philippine Government Electronic Procurement System
PI	Performance Indicator
PT	Performance Target
PMG	Performance Management Group
PMS	Presidential Management Staff
PMT	Performance Management Team

LIST OF ACRONYMS

P ^r ARC	Priority Program Accountability Report Card
RA 6713	Code of Conduct and Ethical Standards for Public Officials and Employees
RBPMS	Results-Based Performance Management System
SALN	Statement of Assets, Liabilities and Net Worth
SPMS	Strategic Performance Management System
STO	Support to Operations
SUCs	State Universities and Colleges

**RUNNING LIST OF PRIORITY PROGRAMS AND INITIATIVES
MONITORED BY PMS
(as of April 2013)**

PRIORITY PROGRAMS AND INITIATIVES	RESPONSIBLE AGENCY
A. Good Governance and Anti-Corruption	
1. Major Initiatives in the Good Governance and Anti-Corruption Cluster (GGAC) Action Plan for 2011-2016, approved by the President (Annex A)	GGAC
2. Run After Tax Evaders (RATE)	DOF/BIR
3. Run After The Smugglers (RATS)	DOF/BOC
4. Revenue Integrity Protection Service (RIPS)	DOF/BIR
5. Other Programs Under the Streamlining of Business Processes: Electronic Business Name Registration System (EBNRS)/ Philippine Business Registry (PBR)	EBNRS – DTI PBR – DTI
6. ARMM Transition Investment Support Plan	DILG
7. Performance-based Incentive System	DBM
8. Electronic Transactions/Better Than Cash Alliance	DBM
B. Human Development and Poverty Reduction	
9. Pantawid Familyang Pilipino Program (4Ps)	DSWD
10. Community-Based Employment Program (CBEP)	DOLE
11. Education Backlog (Construction of Classrooms and Hiring of Teachers)	DepEd
12. AFP/PNP Housing	HUDCC/NHA
13. Resettlement of Informal Settler Families (Metro Manila/North Triangle/Iloilo City)	HUDCC/DILG
14. Universal Health Care (Philhealth Enrolment)	DOH
15. HDPRC Convergent Programs to address Jobs-skills Mismatch	DepEd/CHED/TESDA TESDA DOLE DOLE
a. Education and Training Curriculum Review	
b. Development of Philippine Qualification Framework (PQF)	
c. Career Guidance Advocacy	
d. Strengthening the Labor Market Information	DOLE
16. Training for Work Scholarship Program (TWSP) and I-TWSP	TESDA
17. Land distribution under CARP	DAR
18. SUC Reform Roadmap	CHED
C. Economic Development	
19. Priority Infrastructure Projects (PPP Program, Roads and Bridges, Flood Control, Airports, Ports and Railways, Transport Terminal, NLEX-SLEX connection)	DPWH/DOTC/PPP Center
20. Tourism Clusters	DOT
21. Food Self-Sufficiency (Rice Production and Importation Levels/ Irrigation Facilities/ Farm-to-Market Roads)	DA
22. Coconut industry development	DTI
23. Upgrading of Philippine Civil Aviation from Category 2 to Category 1	DOTC
24. Sitio Electrification	DOE
25. SME Development	DTI
26. BPO Development to move up the value chain	DTI/DOST
27. Energy: Open Access	DOE

PRIORITY PROGRAMS AND INITIATIVES	RESPONSIBLE AGENCY
28. Direct Foreign Investments	DTI
D. Security, Justice and Peace	
29. Security Sector Reforms a. AFP Modernization and Capability Upgrade b. Institutional Reforms	DND
30. Peace Process (Peace Negotiations, Payapa at Masaganang Pamayanan (PAMANA))	OPAPP
31. Peace and Order Situation (Crime Incidence/ Solution/ Conviction Rate, Strengthening of Police Force)	DILG/DND
32. Trafficking in Persons	DOJ
E. Climate Change Adaptation and Mitigation	
33. National Greening Program	DENR
34. National Renewable Energy Program	DOE
35. Geo-hazard Mapping	DENR
36. Project NOAH	DENR
37. Illegal Logging	DENR

FORM A
DEPARTMENT PERFORMANCE TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT: _____

MFOs AND PPERFORMANCE INDICATORS (1)	DEPARTMENT FY 2012 ACTUAL ACCOMPLISHMENT (2)	DEPARTMENT FY 2013 TARGET (3)	RESPONSIBLE BUREAUS/ OFFICES (4)	DEPARTMENT FY 2013 ACTUAL ACCOMPLISHMENT (5)	REMARKS (6)
A. Major Final Outputs (MFOs)/ Operations					
MFO 1:					
2013 BUDGET:					
Performance Indicator 1:					
Performance Indicator 2:					
Performance Indicator 3:					
MFO 2:					
2013 BUDGET:					
Performance Indicator 1:					
Performance Indicator 2:					
Performance Indicator 3:					
MFO 3:					
2013 BUDGET:					
Performance Indicator 1:					
Performance Indicator 2:					
Performance Indicator 3:					

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2012 ACTUAL ACCOMPLISHMENT (2)	DEPARTMENT FY 2013 TARGET (3)	RESPONSIBLE BUREAUS/ OFFICES (4)	DEPARTMENT FY 2013 ACTUAL ACCOMPLISHMENT (5)	REMARKS (6)
Support to Operations (STO)					
2013 BUDGET:					
Performance Indicator 1					
Performance Indicator 2					
General Administration and Support Services (GASS)					
2013 BUDGET: _____					
Performance Indicator 1					
Performance Indicator 2					
Prepared by:					
_____ Planning Officer	_____ Date		_____ Budget Officer	_____ Date	
Approved by: Department Secretary/Agency Head _____ Date _____					

CASCADING OF DEPARTMENT/AGENCY PERFORMANCE TARGETS

Instructions (Form A)

Based on the Organizational Performance Indicator Framework (OPIF), departments shall specify their Major Final Outputs (MFOs), appropriate performance indicators, targets, and corresponding budgetary allocation.

This form shall be accomplished as follows:

Column (1) MFO and Performance Indicators (Qualitative and/or Quantitative) – Indicate the MFOs and PIs that have been agreed upon, harmonized and formally confirmed amongst the agency head, NEDA and the DBM.

Support to Operations (STO) Indicators- Select and prioritize indicators of activities that provide technical and substantive support to the operations and projects of the department/agency. These are activities which contribute to or enhance the delivery of services but which by themselves do not produce the MFOs

General Administration and Support Services (GASS) Indicators- Select indicators of activities dealing with the provision of overall administrative management and housekeeping support to the entire agency operation.

From the existing indicators, the agency shall identify at least 3 performance indicators for each MFO, capturing the dimensions of quantity, quality and timeliness; and at least 2 performance indicators each for GASS and STO, capturing quality and timeliness. The agency should only place indicators that are most critical to the performance of the core functions of the department and those that contribute to the attainment of the President's Social Contract, as embodied in the Cluster Action Plans under EO 43. Ideally, indicators should be stable and remain relevant year after year and can be easily measured and reported in a timely manner, making it useful for decision makers.

Department FY 2013 Budget – Indicate the specific numerical amount pertaining to the budget of the departments for each MFO, STO and GASS. This can be sourced from the General Appropriations Act.

Column (2) Department FY 2012 Actual Accomplishment - Specific numerical performance measurement of the agency accomplishment for FY 2012

Column (3) Department FY 2013 Target – The targets of the department for the entire year, which could be sourced from the OPIF, agency's accomplished "Form B" or the Agency Performance Measures.

Column (4) Responsible Bureaus/ Offices – Indicate the bureaus/delivery units that are responsible for the delivery of the MFOs indicated in column 1

Column (5) FY 2013 Accomplishments- (***To be Accomplished at the end of the year***) - Specific numerical performance measurement of the agency accomplishment for FY 2013

Column (6) Remarks – Any clarifications or comments from the Department on the indicators.

FORM A-1
DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT: _____
BUREAU/OFFICE _____

Major Final Outputs/Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2013 TARGET for Performance Indicator 1 (3)	FY 2013 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2013 TARGET for Performance Indicator 2 (6)	FY 2013 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator 3 (8)	FY 2013 TARGET for Performance Indicator 3 (9)	FY 2013 ACCOMPLISHMENT for Performance Indicator 3 (10)	Remarks (11)
A. Major Final Outputs/Operations										
Bureau 1										
Bureau 2										
Bureau 3										
B. Support to Operations (STO)										
Bureau 1										
Bureau 2										
Bureau 3										
C. General Administration and Support Services (GASS)										
Bureau 1										
Bureau 2										
Bureau 3										
Prepared by:										
_____			_____			_____			_____	
Planning Officer			Date			Budget Officer			Date	
Approved by:										
_____			_____							
Department Secretary/Agency Head			Date							

FORM B
DEPARTMENT TARGETS ON KEY PROGRAMS AND PROJECTS TARGETS (ACCOMPLISHMENT) *

**Note: Same form to be used for submitting 2013 Accomplishments*

DEPARTMENT _____

Key Programs/ Projects	Description of Program/Project Objectives (2)	Total Program Budget (3)	Program Budget for FY2012 (4)	Responsible Bureau/ Offices (5)	Department FY 2012 Actual Accomplishment (6)	Department FY 2013 Targets/ Milestones (7)	Department FY 2013 Actual Accomplishment (8)	Remarks (9)
Programs/ Projects (1):								
Programs/ Projects (2):								
Programs/ Projects (3):								

Prepared by:

 Planning Officer

 Date

 Budget Officer

 Date

Approved by: _____
 Department Secretary/Agency Head

 Date

DEPARTMENT TARGETS ON KEY PROGRAMS AND PROJECTS

Instructions (Form B)

This form shall be accomplished as follows:

- Column (1) Key Programs/Projects – programs and projects of a department supporting any of the five (5) Key Result Areas under EO 43, with performance targets for FY 2013 agreed with President Aquino.
- Column (2) Program/Project Description of Objectives – a brief description and objectives/goals of the program/project under column (1).
- Column (3) Total Program/Project Budget – total budget of the priority program/project from start to completion.
- Column (4) Program/Project Budget for FY 2013– Indicate FY 2013 Budget.
- Column (5) Responsible Bureaus/Delivery Units – bureaus/offices/units in the department responsible for the delivery of the performance targets for the programs/projects under column (1).
- Column (6) Department FY 2012 Actual Accomplishment – specific actual performance measurement of the department for FY 2012.
- Column (7) Department Targets/Milestones – department targets or milestones for the program/projects under column (1) for FY 2013. The targets assigned to each bureau and attached agency shall be listed for clarity.
- Column (8) Department FY 2013 Actual Accomplishment (***To be Accomplished at the end of the year***) – specific actual performance measurement of the department for FY 2013.
- Column (9) Remarks – Any clarifications or comments from the Department on the indicators.

Transparency Seal Certification Template

(Agency Letterhead)

CERTIFICATION OF COMPLIANCE**Transparency Seal Provision of the General Appropriations Act of (*Fiscal Year*)**

This is to certify that the (*nama of the agency*) has complied with the Transparency Seal Provision of the General Appropriations Act of 2013, 2012 and 2011 by (*agency*), as the person in charge, whose signature appears below, have personally prepared, or have personally overseen the preparation of documents containing the following information pertinent to the (*agency*):

- a. Agency mandates, functions, contact information of its officials;
- b. Statement of Allotments and Obligations for 2011 and 2012
- c. Financial Accountability Reports (FARs) for 2013
- d. Approved budget for 2013 and MFO targets;
- e. Major programs and projects classified according to the five Key Result Areas;
- f. Program/project beneficiaries as identified in Special Provisions in the Agency Budget;
- g. Status of implementation of major programs/projects; and
- h. Annual procurement plan

This Certification is being issued to attest to the truth and accuracy of all the information contained therein based on available records and information that can be verified with the (*agency*).

This is to further certify that the following documents and information are posted in the website of the (*agency*) with this Uniform Resource Locator (URL): (*supply URL*), under a single Transparency Seal icon, prominently located on the home page of the aforementioned website and that the same shall remain unchanged unless otherwise necessitated by circumstances, such as updates, clerical corrections, and similar causes.

IN WITNESS WHEREOF, we have hereunto affixed our signatures this ____ day of _____ 2013 at (*City/Municipality*), Philippines.

Name

Agency/ Department Head

Certification of Compliance with PhilGEPS Template

(Agency Letterhead)

**CERTIFICATION OF COMPLIANCE
PhilGEPS Posting**

This is to certify that the **(name of agency)**, for the period beginning **(start date, 2013)** up to **(end date, 2013)**, has posted the Invitations to Bid (ITB), Requests for Expression of Interest (REI), Requests for Quotation (RFQ), Notices of Award/Bid Results, the Actual Approved/Awarded Contracts and Notices to Proceed/Purchase Orders (P.O.s) for all the projects listed below at the Philippine Government Electronic Procurement System (PhilGEPS), to wit:

PHILGEPS Reference Number	Published Date of Invitation to Bid/REI/RFQ	Bid Notice Title	Published Date of the Notice of Award	Date of Posting of P.O./ Approved Contract and Notice to Proceed	"Bid Notice Status"	Remarks*

* Indicate current status of the ITB/REI/RFQ, i.e., "Failed", "Cancelled", "Ongoing Evaluation", "Ongoing Post Qualification", "for Signature of the HOPE/BAC", etc.

This is to further certify that the list includes all projects procured by the **(name of agency)** as of **(date)**.

This certification is being issued to attest to the truth and accuracy of all the foregoing based on available records and information that can be verified with the PhilGEPS.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ____ day of ____ 2013 at **(City/Municipality)**, Philippines.

Chairman, BAC

Head of the Procuring Entity

**Report on Ageing of Cash Advances
Schedule of Advances to Officers and Employees
As of _____**

Agency Name: _____
Agency Code: _____

Book No: _____
Account Title: _____
Account Code _____

Name	Date CA granted	Particulars	Reference	Total Amount	Amount Due				Remarks (state date of liquidation and reason why if liquidated after the cut-off date)
					Less than 30 days	31-60 days	61-365 days	Over 1 year	
A. Advances for Special Purposes									
1. Local Travel									
2. Foreign Travel									
3. Special Activities/ Projects									
B. Advances to Regular Disbursing Officers									
1. Payroll									
2. Seminar/Conference Expenses									
TOTALS:									

Certified Correct:

Approved by:

Head, Accounting Office

Agency Head

Verified by:

COA Resident Auditor

Date Submitted: _____

Note: This Report on Ageing of Cash Advances shall be submitted by the Agency directly to COA. COA shall provide the IATF the list of Departments/Agencies that are compliant with this condition.

**Guide in Accomplishing Certificate of Compliance
(PhilGEPS Posting)**

1. Agency can request from PhilGEPS a Report on Notices Posting by sending an email to eps@procurementservice.org copy furnished rmclemente@procurementservice.org and ao25secretariat@dap.edu.ph
2. PhilGEPS will provide an electronic copy of the requested report with the following information.

PHILGEPS Reference Number	Published Date of Invitation to Bid/REI/RFQ	Bid Notice Title	Published Date of the Notice of Award	Date of Posting of P.O./Approved Contract and Notice to Proceed	"Bid Notice Status"	Remarks*

3. Upon receipt of the report, the Agency needs to indicate in the "Remarks" column the status of each of the ITBs, REIs and RFQs with No Awards (i.e., "Failed", "Cancelled", "Ongoing Evaluation", "Ongoing Post Qualification", "For Signature of the HOPE/BAC", etc.).
4. Agency should submit the Certification of Compliance with PhilGEPS Posting, including the accomplished Report on Notices Posting on or before November 30, 2013, duly signed by the BAC Chairman and Head of the Procuring Entity. Incomplete and unsigned submissions will not be acted upon.
5. Submission of the Certification should be in accordance with Sections 6.6, 6.7 and 9.4 of the under AO 25 IATF MC 2013-01.
6. The Certification submitted by the Agency will be the basis of PhilGEPS.

ARTA COMPLIANCE TEMPLATE

(Agency letterhead)

CERTIFICATION of COMPLIANCE

Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor

I, **(full name)**, Filipino, of legal age, Secretary of the **(name of agency)**, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following truths:

1. The **(name of agency)** has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the agency
 - b. Frontline services offered
 - c. Step-by-step procedure in availing of frontline services
 - d. Employee responsible for each step
 - e. Time needed to complete the procedure
 - f. Amount of fees
 - g. Required documents
 - h. Procedure for filing complaints
2. The Citizen's Charter is posted as information billboards in all the service offices of **(name of agency)** that deliver frontline services.
3. The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.
4. The Citizen's Charter is written either in English, Filipino, or in the local dialect and published as an information material (e.g. booklet or brochure).
5. The Citizen's Charter is uploaded in the agency's website and accessible to the public.
6. The Citizen's Charter was first published on **(indicate date)** and underwent review and revision on **(indicate date/s)** as required under Section 4, Rule IV of the IRR: *The office or agency shall review the Citizen's Charter whenever necessary, but not less than once every two years.*
7. The Citizen's Charter already shows the improvements (minimum of three) that resulted from the process review of frontline service delivery, specifically: *(indicate process improvements made such as streamlining of procedures, shortened turnaround time, reduction in the number of signatories, etc.)*

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS HEREOF, I have hereunto set my hand this (date) day of (month) (year) in (city, province), Philippines.

 (full name)
 Secretary, **(name of agency)**

SUBSCRIBED AND SWORN to before me this (date) day of (month) 20__ in (city, province), Philippines, with affiant exhibiting to me his/her (government-issued ID) issued on (date of issuance) at (place of issuance).

Doc. No.: _____
 Series of: _____
 Fee Paid: _____
 O.R. No.: _____

OSM/CSC

Certification of Compliance with Statement of Assets, Liabilities, and Net Worth (SALN) Template

(Agency Letterhead)

**CERTIFICATION OF COMPLIANCE
SALN Submission/Filing**

This certifies that the **(name of agency)** fully satisfies the Statement of Assets, Liabilities and Net Worth (SALN) requirement of the Performance-Based Incentive System for Fiscal Year 2013.

This also attests that all submissions of the agency concerned has substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

This further certifies that out of ___ employees qualified for PBB under the 2013 PBIS Guidelines, ___ employees have completed and filed their SALN as reflected below:

OFFICE	NO. OF EMPLOYEES	NO. OF EMPLOYEES WITH DULY ACCOMPLISHED AND SUBMITTED SALN	PERCENTAGE OF COMPLIANCE (%)

The agency has forwarded/filed all SALNs with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials; etc.), in accordance with RA 6713 and its implementing rules and regulations.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ___ day of ___ 2013 at **(City/Municipality)**, Philippines.

Chairman
Review and Compliance Committee

Agency / Department Head

Form 1.0

REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS/ EMPLOYEES

Department/Agency _____

1.0 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 at least 90% of performance targets _____

1.3 Total No. of Filled Positions as of (November 30/ December 31, 2013) _____

1.4 Total No. of Officials and Employees Entitled to PBB _____

1.5 Total Amount Required for Payment of PBB P _____

2.0 Ranking of Bureaus/Offices/Attached Agencies/Delivery Units/Employees

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES		AMOUNT OF PBB
			RANKING	NO. OF EMPLOYEES BY SALARY GRADE	
2.1 Top 10% (Best)	Delivery Unit 1:		Best Performer (Top 15%)		
			Better Performer (next 30%)		
			Good Performer (next 55%)		
			Poor Performer		
	Delivery Unit 2:		Best Performer (Top 15%)		
			Better Performer (next 30%)		
			Good Performer (next 55%)		
			Poor Performer		
			TOTAL BEST	_____	_____
2.2 Next 25% (Better)	Delivery Unit 1:		Best Performer (Top 15%)		
			Better Performer (next 30%)		
			Good Performer (next 55%)		
			Poor Performer		
	Delivery Unit 2:		Best Performer (Top 15%)		
			Better Performer (next 30%)		
			Good Performer (next 55%)		
			Poor Performer		
			TOTAL BETTER	_____	_____

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	RANKING OF EMPLOYEES		Ranking
			RANKING	NO. OF EMPLOYEES BY SALARY GRADE	
2.3 Next 50%- 65% (Good)	Delivery Unit 1:		Best Performer (Top 10%)		
			Better Performer (next 25%)		
			Good Performer (next 50%-65%)		
			Poor Performer		
	Delivery Unit 2:		Best Performer (Top 10%)		
			Better Performer (next 25%)		
			Good Performer (next 50%-65%)		
			Poor Performer		
			TOTAL GOOD	_____	_____
2.4 Did not meet 90% of targets (No PBB)	Delivery Unit 1:				
	Delivery Unit 2:				
			TOTAL POOR	_____	
Reminder : Please attach a description of the criteria and process used in rating the performance and ranking of the bureaus/offices/attached agencies/delivery units.					
Date Submitted: _____					
					_____ Department Agency Head