

---

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

---

Circular Letter No. 2013-7  
Date: August 5, 2013

TO : All Heads of Departments, Other Executive Offices, Constitutional Offices of the National Government, including Government-Owned or Controlled Corporations (GOCCs) supervised by the Department of Budget and Management (DBM)

SUBJECT : Conduct of Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013 under Executive Order No. 80, s. 2012

---

- 1.0 Following the approval of Memorandum Circular 2013-01, providing the guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013, the AO 25 Inter-Agency Task Force (IATF) will hold **four (4) half-day orientations** on **August 12 and 13, 2013** at the **Multi-Purpose Hall, 4/F DBM Building, Manila**. Please refer to **Annexes A, B, C and D** for the orientation schedules of identified departments/agencies.
- 2.0 Due to limited space, departments/agencies and GOCCs supervised by the DBM are requested to send a **maximum of three (3) representatives** including the following officials:
  - Undersecretary/Assistant Secretary designated as PBB Focal Person by the Department Secretary/Agency Head
  - Chief Information Officer
  - Undersecretary/Assistant Secretary/Director for Planning and Policy
- 3.0 Further, departments/agencies should request **only one (1) representative**, i.e., the designated PBB Focal Person, **from each of their attached/line agencies** to join the orientation.
- 4.0 Please accomplish the attached **Confirmation Slip** and submit to the AO 25 Secretariat **on or before August 8, 2013**, to secure your slots. Kindly ensure that the requested details are provided so we can register your respective PBB Focal Person in the PBB InfoBoard Directory.
- 5.0 Thank you and we look forward to your full cooperation to ensure the effective implementation of the PBB for FY 2013.

**FLORENCIO B. ABAD**

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

**Annex A**  
**Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013**  
**August 12, 2013, 8:00AM – 11:00AM, DBM Multi-Purpose Hall, Manila**

Departments/Agencies	No. of Participants
<b>1. Department of Environment and Natural Resources</b>	3
1.1. Environmental Management Bureau	1
1.2. Mines and Geo-Sciences Bureau	1
1.3. National Mapping and Resource Information Authority	1
1.4. National Water Resources Board	1
1.5. Palawan Council for Sustainable Development Staff	1
<b>2. Department of Foreign Affairs</b>	3
2.1. Foreign Service Institute	1
2.2. Technical Cooperation Council of the Philippines	1
2.3. UNESCO National Commission of the Philippines	1
<b>3. Department of National Defense</b>	3
3.1. Government Arsenal	1
3.2. National Defense College of the Philippines	1
3.3. Office of Civil Defense	1
3.4. Philippine Veterans Affairs Office	1
3.5. Armed Forces of the Philippines	1
<b>4. Department of Justice</b>	3
4.1. Bureau of Corrections	1
4.2. Bureau of Immigration	1
4.3. Land Registration Authority	1
4.4. National Bureau of Investigation	1
4.5. Office of the Government Corporate Counsel	1
4.6. Office of the Solicitor General	1
4.7. Parole and Probation Administration	1
4.8. Presidential Commission on Good Government	1
4.9. Public Attorney's Office	1
<b>5. Department of the Interior and Local Government</b>	3
5.1. Bureau of Fire Protection	1
5.2. Bureau of Jail Management and Penology	1
5.3. Local Government Academy	1
5.4. National Police Commission	1
5.5. Philippine National Police	1
5.6. Philippine Public Safety College	1
<b>6. Department of Agrarian Reform</b>	3
<b>7. Department of Education</b>	3
7.1. National Book Development Board	1
7.2. National Council for Children's Television	1
7.3. National Museum	1
7.4. Philippine High School for the Arts	1
<b>8. Department of Health</b>	3
8.1. Commission on Population	1
8.2. National Nutrition Council	1
<b>9. Department of Social Welfare and Development</b>	3
9.1. Council for the Welfare of Children	1
9.2. Inter-Country Adoption Board	1

<b>Annex A</b> <b>Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013</b> <b>August 12, 2013, 8:00AM – 11:00AM, DBM Multi-Purpose Hall, Manila</b>	
<b>Departments/Agencies</b>	<b>No. of Participants</b>
9.3. National Council on Disability Affairs	1
<b>10. Department of Labor and Employment</b>	<b>3</b>
10.1. Institute for Labor Studies	1
10.2. National Conciliation and Mediation Board	1
10.3. National Labor Relations Commission	1
10.4. National Maritime Polytechnic	1
10.5. National Wages and Productivity Board	1
10.6. Philippine Overseas Employment Administration	1
10.7. Professional Regulation Commission	1
10.8. Technical Education and Skills Development Authority	1
<b>11. Autonomous Regional Government</b>	<b>3</b>

**Annex B**  
**Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013**  
**August 12, 2013, 1:00PM – 4:00PM, DBM Multi-Purpose Hall, Manila**

Departments/Agencies	No. of Participants
<b>1. Department of Agriculture</b>	3
1.1. Agricultural Credit Policy Council	1
1.2. Bureau of Fisheries and Aquatic Resources	1
1.3. Cotton Development Administration	1
1.4. Fertilizer and Pesticide Authority	1
1.5. Fiber Industry Development Authority	1
1.6. Livestock Development Council	1
1.7. National Agricultural and Fishery Council	1
1.8. National Meat Inspection Service	1
1.9. Philippine Carabao Center	1
1.10. Philippine Center for Postharvest Development and Mechanization	1
<b>2. Department of Finance</b>	3
2.1. Bureau of Customs	1
2.2. Bureau of Internal Revenue	1
2.3. Bureau of Local Government Finance	1
2.4. Bureau of Treasury	1
2.5. Central Board of Assessment Appeals	1
2.6. Cooperative Development Authority	1
2.7. Insurance Commission	1
2.8. National Tax Research Center	1
2.9. Privatization and Management Office	1
2.10. Securities and Exchange Commission	1
<b>3. Department of Trade and Industry</b>	3
3.1. Board of Investments	1
3.2. Construction Industry Authority of the Philippines	1
3.3. Construction Manpower Development Foundation	1
3.4. Philippine Trade Training Center	1
3.5. Product Development and Design Center of the Philippines	1
<b>4. National Economic Development Authority</b>	3
4.1. National Statistical Coordination Board	1
4.2. National Statistics Office	1
4.3. Philippine National Volunteer Service Coordinating Agency	1
4.4. Public-Private Partnership Center of the Philippines	1
4.5. Statistical Research and Training Center	1
4.6. Tariff Commission	1
<b>5. Department of Energy</b>	3
<b>6. Department of Public Works and Highways</b>	3
<b>7. Department of Transportation and Communications</b>	3
7.1. Civil Aeronautics Board	1
7.2. Maritime Industry Authority	1
7.3. Office of Transportation Cooperatives	1
7.4. Office for Transportation Security	1
7.5. Toll Regulatory Board	1

**Annex B**  
**Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013**  
**August 12, 2013, 1:00PM – 4:00PM, DBM Multi-Purpose Hall, Manila**

Departments/Agencies	No. of Participants
<b>8. Department of Tourism</b>	3
8.1. Intramuros Administration	1
8.2. National Parks Development Committee	1
<b>9. Department of Science and Technology</b>	3
9.1. Advanced Science and Technology Institute	1
9.2. Food and Nutrition Research Institute	1
9.3. Forest Products Research and Development Institute	1
9.4. Industrial Technology Development Institute	1
9.5. Metals Industry Research and Development Center	1
9.6. National Academy of Science and Technology	1
9.7. National Research Council of the Philippines	1
9.8. Philippine Atmospheric, Geophysical and Astronomical Services Administration	1
9.9. Philippine Council for Agriculture, Forestry and Natural Resources	1
9.10. Philippine Council for Aquatic and Marine Research and Development	1
9.11. Philippine Council Health Research and Development	1
9.12. Philippine Council for Industry, Energy and Emerging Technology Research and Development	1
9.13. Philippine Institute of Volcanology and Seismology	1
9.14. Philippine Nuclear Research Institute	1
9.15. Philippine Science High School	1
9.16. Philippine Textile Research Institute	1
9.17. Science Education Institute	1
9.18. Science and Technology Information Institute	1
9.19. Technology Application and Promotion Institute	1

**Annex C**  
**Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013**  
**August 13, 2013, 8:00AM – 11:00AM, DBM Multi-Purpose Hall, Manila**

Departments/Agencies	No. of Participants
1. Anti-Money Laundering Council	3
2. Climate Change Commission	3
3. Commission on Filipinos Overseas	3
4. Commission on Higher Education	3
5. Komisyon sa Wikang Filipino	3
6. Dangerous Drugs Board	3
7. Energy Regulatory Commission	3
8. Film Development Council of the Philippines	3
9. Games and Amusements Board	3
10. Governance Commission for GOCCs	3
11. Housing and Land Use Regulatory Board	3
12. Housing and Urban Development Coordinating Council	3
13. Mindanao Development Authority	3
14. Movie and Television Review and Classification Board	3
15. Metro Manila Development Authority	3
16. National Anti-Poverty Commission	3
17. National Commission for Culture and the Arts	3
18. National Archives of the Philippines	3
19. National Historical Commission of the Philippines	3
20. National Library of the Philippines	3
21. National Commission on Indigenous Peoples	3
22. National Commission on Muslim Filipinos	3
23. National Intelligence Coordinating Agency	3
24. National Security Commission	3
25. National Telecommunications Commission	3
26. Optical Media Board	3
27. Office of the Presidential Adviser on the Peace Process	3
28. Pasig River Rehabilitation Council	3
29. Philippine Commission on Women	3
30. Philippine Drug Enforcement Agency	3
31. Philippine Racing Commission	3
32. Philippine Sports Commission	3
33. Presidential Commission for the Urban Poor	3
34. Presidential Communications Development and Strategic Planning Office	3
35. Presidential Legislative Liaison Office	3
36. Presidential Management Staff	3
37. Securities and Exchange Commission	3

**Annex D**

**Orientation on the Guidelines on the Grant of Performance-Based Bonus (PBB) for FY 2013  
August 13, 2013, 1:00PM – 4:00PM, DBM Multi-Purpose Hall, Manila**

<b>Departments/Agencies</b>	<b>No. of Participants</b>
<b>1. Office of the President</b>	3
<b>2. Office of the Vice President</b>	3
<b>3. Presidential Communication Operations Office</b>	3
3.1. Bureau of Communications Services	1
3.2. Bureau of Broadcast Services	1
3.3. National Printing Office	1
3.4. News and Information Bureau	1
3.5. Philippine Information Agency	1
3.6. Radio-Television Malacanang	1
<b>4. Department of Budget and Management</b>	3
4.1. Procurement Service	1
4.2. Internal Audit Service	1
<b>5. Commission of Audit</b>	3
<b>6. Commission on Elections</b>	3
<b>7. Commission on Human Rights</b>	3
<b>8. Civil Service Commission</b>	3
8.1. Career Executive Service Board	1
<b>9. Office of the Ombudsman</b>	3
<b>10. Congress (Senate of the Philippines and House of Representatives)</b>	3
<b>11. Judiciary</b>	3
<b>12. Authority of Freeport Area of Bataan</b>	3
<b>13. Aurora Pacific Economic and Freeport Zone Authority</b>	3
<b>14. Cagayan Economic Zone Authority</b>	3
<b>15. Lung Center of the Philippines</b>	3
<b>16. National Kidney Transplant Institute</b>	3
<b>17. Philippine Children's Medical Center</b>	3
<b>18. Philippine Center for Economic Development</b>	3
<b>19. Philippine Economic Zone Authority</b>	3
<b>20. Philippine Heart Center</b>	3
<b>21. Philippine Institute for Traditional and Alternative Health Care</b>	3
<b>22. Philippine Institute for Development Studies</b>	3
<b>23. Philippine Rice Research Institute</b>	3
<b>24. Philippine Veterans Investment Development Corporation</b>	3
<b>25. Subic Bay Metropolitan Authority</b>	3
<b>26. Zamboanga City Special Economic Zone Authority</b>	3



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

**CONFIRMATION SLIP**

**(Departments, Other Executive Offices, Constitutional Offices, GOCCs supervised DBM)**

This is to confirm the attendance of the following officials of the Department/Agency to the Orientation on the 2013 PBB Guidelines scheduled on *(Please check appropriate schedule as specified in Annexes A, B, C and D)*:

- August 12, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 12, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall
- August 13, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 13, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall

Department/Agency:				
Names	Position/Designation	Email Address	Office Number	Mobile Number
1.				
2.				
3.				

Please submit the accomplished confirmation slip **on or before August 8, 2013** thru any of the following:

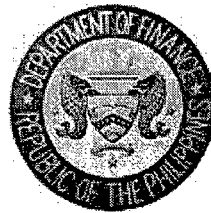
Email : [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)

Subject: Confirmation Slip for the 2013 PBB Orientation Workshop

Fax : 631-2132/631- 2146 ( Attention: AO 25 Technical Secretariat)

Courier: 4/F, Center for Governance DAP Building, San Miguel Avenue, Pasig City  
Look for Ms. Ludy Tebelin or Ms. Jemima Landong





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

**CONFIRMATION SLIP  
(Attached Agency)**

This is to confirm the attendance of the following official of Agency to the Orientation on the 2013 PBB Guidelines scheduled on *(Please check appropriate schedule as specified in Annexes A, B, C and D)*:

- August 12, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 12, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall
- August 13, 2013, 8:00am-11:00am, DBM Multi-Purpose Hall
- August 13, 2013, 1:00pm-4:00pm, DBM Multi-Purpose Hall

Agency:				
Department:				
Names	Position/Designation	Email Address	Office Number	Mobile Number
1.				

Please submit the accomplished confirmation slip **on or before August 8, 2013** thru any of the following:

Email : [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)  
Subject: Confirmation Slip for the 2013 PBB Orientation Workshop

Fax : 631-2132/631- 2146 ( Attention: AO 25 Technical Secretariat)

Courier: 4/F, Center for Governance DAP Building, San Miguel Avenue, Pasig City  
Look for Ms. Ludy Tebelin or Ms. Jemima Landong

**APPROVED SCHEDULE OF 2013 PBB ORIENTATION**

<b>Proposed Schedule and Venue</b>	<b>Responsible AO 25 TWG Members</b>	<b>Target Departments/Agencies</b>	<b>Estimated No. of Participants</b>
12 August 2013 8:00am-11:00am Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> <li>• DBM Dir. MSChua</li> <li>• DAP SVP MLMendoza</li> </ul>	DENR, DFA, DND, DOJ, DILG, DAR, DepEd, DOH, DSWD, DOLE, including their Attached Agencies  ARMM Regional Government	78
12 August 2013 1:00pm-4:00pm Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> <li>• DBM Usec. LBPascua</li> <li>• DAP SVP MLMendoza</li> <li>• DOF Usec. GSBeltran</li> </ul>	DA, DOF, DTI, NEDA, DOE, DPWH, DOTC, DOT, DOST, including their Attached Agencies	88
13 August 2013 8:00am-11:00am Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> <li>• DBM Dir. MSChua</li> <li>• OP-DESFA NCOliveros</li> <li>• DAP SVP MLMendoza</li> </ul>	37 OEOs	111
13 August 2013 1:00pm-4:00pm Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> <li>• DBM Usec. LBPascua</li> <li>• OP-DESFA NCOliveros</li> <li>• DAP SVP MLMendoza</li> </ul>	OP, OVP, PCOO, DBM, including their Attached Agencies  GOCCs under DBM  COA, COMELEC, CHR, CSC, OMB, Congress, Judiciary,	87
16 August 2013 8:00am-11:00am Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> <li>• DBM Dir. MSChua</li> <li>• DBM Dir. REsteban</li> <li>• DAP SVP MLMendoza</li> <li>• CHED Chairperson PBLicuanan and/or Comsnr. CBautista</li> <li>• CHED Dir. JCTayag</li> </ul>	Luzon SUCs	171
16 August 2013 1:00pm-4:00pm Multi-Purpose Hall, DBM	<ul style="list-style-type: none"> <li>• DBM Dir. MSChua</li> <li>• DBM Dir. REsteban</li> <li>• DAP SVP MLMendoza</li> <li>• CHED Chairperson PBLicuanan and/or Comsnr. CBautista</li> <li>• CHED Dir. JCTayag</li> </ul>	Visayas and Mindanao SUCs	162