



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



OFFICE ORDER NO. 681, s. 2016

Subject : Internal Guidelines on the Grant of the CY 2016 Performance-Based Bonus (PBB) including the Process and Criteria on Forced Ranking of Qualified DBM-OSEC Delivery Units (DUs)

Date : 28 OCTOBER 2016

1.0 PURPOSE

In the interest of the service and pursuant to Memorandum Circular (MC) No. 2016-1 dated May 12, 2016, issued by the Inter-Agency Task Force (IATF) on AO 25, the guidelines on the grant of the Performance-Based Bonus (PBB) for CY 2016 in the Department of Budget and Management (DBM) – Office of the Secretary (OSEC) is hereby issued for the following purposes:

- 1.1 To inform and guide all DUs of DBM on the updated requirements for the grant of the CY 2016 PBB;
- 1.2 To adopt a uniform criteria on rating and forced ranking of DUs and its officials and employees;
- 1.3 To inform and guide officials and employees on the rating and ranking process of DUs;
- 1.4 To identify the following:
 - 1.4.1 the respective roles/responsibilities of each DU under the DBM-OSEC to be entitled to the CY 2016 PBB;
 - 1.4.2 the key offices/units and their respective roles and responsibilities in the implementation of the CY 2016 PBB.
- 1.5 To clearly set deadlines for the submission of the PBB requirements.

2.0 COVERAGE

- 2.1 All delivery units (DUs) of the DBM-OSEC;

The DBM-attached agencies, i.e., GPPB-TSO and PS including PhilGEPS shall each issue separate guidelines in the implementation of their respective CY 2016 PBB grant.

- 2.2 All officials and employees of DUs of the DBM-OSEC holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the Department, and whose compensation is charged to the lump-sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern.

3.0 CY 2016 REQUIREMENTS FOR THE GRANT OF PBB:

Consistent with Item 4.0 of the AO 25 IATF MC the following requirements/conditions must be satisfied by the DBM-OSEC to be eligible for PBB:

- 3.1 Achieve performance targets under the following commitments:
- 3.1.1 All Major Final Outputs (MFO) indicators and targets per R.A. 10717 [CY 2016 Performance-Informed Budget (PIB) approved by Congress]
 - 3.1.2 Common Support to Operations (STO) targets, as follows:
 - 3.1.2.1 STO target identified in accordance with the priorities of the Agency Head.
 - 3.1.2.2 Establishment of one of the following, as applicable to the Department:
 - a. Quality Management System (QMS) for at least one (1) core process certified by an international certifying body duly accredited by the Philippine Accreditation Bureau of the Department of Trade and Industry; or
 - b. an ISO-aligned documentation of its QMS for one (1) core process as evidenced by the presence of the following documents in the DBM's Transparency Seal:
 - i. Approved Quality Manual; and
 - ii. Approved Procedures and Work Instructions Manual including Forms
 - 3.1.3 The Common General Administration and Support Services (GASS) targets as follows:
 - 3.1.3.1 Budget Utilization Rate (BUR)
 - a. Obligations BUR computed as obligations against all allotments available in FY 2016, including those released under the "GAA as a release document" policy based on the latest accountability report as of December 31, 2016; and

- b. Disbursement BUR measured by the ratio of total disbursement (cash and non-cash, excluding Personnel Services) to total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) in FY 2016.

3.1.3.2 Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and the DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations, including the following:

- a. Budget and Financial Accountability Reports (BFARs);
- b. Report on Ageing of Cash Advances;
- c. COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equities; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) per COA Resolution No. 2014-003.

3.1.3.3 Adoption and use of the 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012, applicable to the DBM Central Office, by meeting the following requirements:

- a. Submission of the 2015 APCPI results, complete with the following accomplished forms/annexes: (1) Annex A or the Self-Assessment Form; (2) Annex B or the Consolidated Procurement Monitoring Report; (3) Annex D or the Procurement Capacity Development Action Plan; and the Questionnaire. The APCPI Tool may be downloaded from the GPPB website using the link: <http://www.gppb.gov.ph/apcpi/apcpi.html>
- b. The APCPI results must be submitted in electronic (Excel) format and printed (signed) copies on or before **December 1, 2016**, either electronically through monitoring@gppb.gov.ph or hand carried/mailed through the GPPB-TSO front desk.

c. The APCPI submitted through electronic means (i.e., e-mail) must indicate **“2015 APCPI Initial Results of Department of Budget and Management for PBB”** in the subject line.

d. Timely submission of the APCPI and compliance with the prescribed format shall be mandatory

3.1.3.4 Submission to the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) of the Annual Procurement Plan (APP) for CY 2016, approved by the Head of the Procuring Entity based on the DBM approved budget, within one month from the issuance of the IATF MC No. 2016-1

a. A scanned copy of the APP may be sent to GPPB-TSO’s email: monitoring@gppb.gov.ph with the subject line: **“APP for 2016 of Department of Budget and Management Central Office for PBB”** for the Central Office, or **“APP for CY 2016 of Department of Budget and Management Region ____ for PBB”** for Regional Offices

b. Timely submission of the APP, as well as strict compliance with the prescribed format under GPPB Circular No. 07-2015 dated July 16, 2015.

3.2 Satisfy 100% of the Good Governance Conditions set by the AO 25 IATF based on the performance drivers of the Results-Based Performance Management System (RBPMS), as follows:

3.2.1 Maintain/Update the Agency Transparency Seal in accordance with Section 99 of R.A. 10717 and as provided in Annex 5 of AO 25 IATF MC No. 2016-1;

3.2.2 Maintain/Update the PhilGEPS posting per Revised Implementing Rules and Regulations (IRR) of RA 9184 (Government Procurement Reform Act); and

3.2.3 Maintain/Update the Citizen’s Charter or its equivalent in accordance with RA 9485 (Anti Red Tape Act).

The Certificates of Compliance for Transparency Seal, Citizen’s Charter and PhilGEPS posting will no longer be submitted to the DBM-OCIO, CSC and PhilGEPS, respectively. In lieu thereof, the AO 25 Secretariat, CSC and PS-PhilGEPS will conduct compliance validation of the aforecited requirements starting October 1, 2016.

- 3.3 Use of the following individual performance rating:
- 3.3.1 CSC-approved Strategic Performance Management System (SPMS) for first and second level employees, as well as, other officials holding/performing managerial and executive functions who are not Presidential appointees;
- 3.3.2 Career Executive Service Performance Evaluation System (CESPES) for CES officials and incumbents of CES positions;
- 3.4 In case the Department is assessed to have deficiencies in meeting its performance commitment, the Department Secretary may request for re-evaluation of the DBM's compliance status and submit the justification/s to warrant a reconsideration of the initial assessment results. For the purpose of re-evaluation, justifiable reasons are those factors or issues which are considered outside the control of the agency.

4.0 ELIGIBILITY CRITERIA:

- 4.1 The Department's eligibility criteria for DUs of the DBM-OSEC and Individuals for the CY 2016 PBB grant shall follow a single-step system¹ which means that the eligibility of personnel for the grant of PBB shall depend on the performance eligibility and performance category (i.e., Good, Better, Best) of their respective B/S/Os. Thus, if the B/S/O is eligible, it follows that the employees under that B/S/O is eligible, provided that the employee has passed the eligibility criteria for individuals.

Eligibility Criteria for DUs

- 4.2 DUs that meet the applicable requirements and conditions under item 3.0 of this Order shall be eligible for the grant of the CY 2016 PBB. A summary of the requirements is provided hereunder:

Requirement/ Conditions for the Department	Responsible DUs	For Submission/ Reporting to Coordinating Units
All targets/PI in all MFOs as provided in the FY 2016 GAA	DUs with identified MFO commitments	CPMS
STO targets		
▪ 2 STO targets	DUs with no MFO commitments	CPMS
▪ DBM's QMS Certification	All <u>DUs</u>	CPMS
GASS targets		
• BUR	All DUs	FS for CO
• PFM reporting requirements	With FS and ROs as consolidator/responsible units	Local Government and Regional Coordination Bureau (LGRB) for ROs
• COA Financial Reports		

Requirement/ Conditions for the Department	Responsible DUs	For Submission/ Reporting to Coordinating Units
APCPI	Bids and Awards Committee (BAC)	BAC Secretariat
CY 2016 APP	All DUs AS-General Services Division (GSD) and Regional Offices as consolidator/responsible units	AS-GSD for CO LGRCB for ROs
Good Governance Conditions: Inputs to	All DUs	ICTSS CO – BAC Secretariat for CO LGRCB for ROs CPMS
• Transparency Seal (TS)		
• PhilGEPS posting		
• Citizen's Charter (CC)		
Use of SPMS forms (OPCR, IPCR and DPCR)	All DUs	CPMS and AS-HRDD

- 4.3 Failure of the responsible DU to satisfy the set conditions/criteria and the targets may entail exclusion of the DUs concerned from the PBB ranking, and non-eligibility of its officials and staff to the PBB grant.

Unless otherwise specified by the IATF, the DBM PMT shall have the final decision on the identification of units to be excluded and the implementation method/process/ method/strategy to be adopted.

- 4.4 To assist in ensuring that the DUs and the DBM-OSEC, as a whole, shall be compliant to the aforesaid requirements and prepared for the IATF validation, Lead Coordinating/ Monitoring Units are identified in **Annex A** to oversee the specific activities related to the PBB implementation. The Lead Coordinating/Monitoring Units shall be tasked to monitor and gather the required documents for posting and/or for timely and complete submission of all inputs to the IATF thru the CPMS, as well as, serve as focal units on matters pertaining to their respective PBB implementation assignments.

Eligibility Criteria for Individuals

- 4.5 The following general performance criteria for individuals shall continue to be adhered to in order to be eligible for the PBB:
- 4.5.1 The eligibility of the DBM Secretary will depend on the eligibility and performance of the DBM-OSEC. His PBB shall be based on his actual authorized monthly basic salary as of December 31, 2016. He shall not be included in the ranking and reporting of DUs but will be provided a separate line under Form 1.0.

Performance of DBM	PBB as % of Monthly Basic Salary
DBM achieved all GGCs, and its physical targets in <i>all MFOs, STO and GASS indicators</i>	65%
DBM achieved all GGCs, and has deficiency/ies in <i>some of its physical target/s due to uncontrollable reasons</i>	57.5%
DBM achieved all GGCs, and has deficiency in <i>one of its physical target/s due to controllable reasons</i>	50%

4.5.2 An official or employee who rendered a minimum uninterrupted period of nine (9) months of service in FY 2016 and with at least “Satisfactory” rating in both rating periods may be eligible to the full grant of the PBB.

4.5.2.1 Employees belonging to the first and second level positions should receive a rating of at least “Satisfactory” based on the DBM’s CSC-approved SPMS.

4.5.2.2 Third level officials should receive a rating of at least “Satisfactory” under the CESPES which covers all incumbents of CES positions for an uninterrupted period of at least three (3) months and after having been subjected to the processes and procedures as provided under CESB Resolution No. 1136 series of 2014 - Guidelines on the Enhanced CESPES. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.

4.5.2.3 Other officials performing managerial and executive functions who are not presidential appointees are covered by the agency’s CSC-approved SPMS and should receive a rating of at least “Satisfactory”.

4.5.2.4 Employee 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.

4.5.3 An employee or official who rendered a minimum uninterrupted period of three (3) months but less than the uninterrupted period of nine (9) 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 Service	% 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%

4.5.2.1 The following are the valid reasons for an employee who may not meet the nine (9)-month uninterrupted 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

4.5.3 Employee who transferred from one government agency to another agency shall be rated, ranked and paid by the agency where he/she served the longest. If equal months were served for each agency, he/she shall be included in the recipient agency.

4.6 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees shall depend on the performance ranking of the B/S/O or DU where they belong, based on the individual's monthly basic salary as of December 31, 2016, as provided in Item No. 5.3 below, but not lower than P5,000.

Individuals Not Eligible for the FY 2016 PBB

4.7 The following employees shall not be eligible for PBB:

- 4.7.1 An official/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.
- 4.7.2 An official/employee found guilty of administrative and/or criminal cases filed against him/her and meted penalty in CY 2016 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification from the PBB.
- 4.7.3 Officials and employees who failed to submit their CY 2015 SALN prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) shall not be entitled to the CY 2016 PBB

4.7.4 Officials and employees who failed to liquidate Cash Advances received in CY 2016 within the reglementary period as required by the Commission on Audit (COA) shall not be entitled to the CY 2015 PBB.

4.7.5 Officials and employees who failed to submit their duly accomplished Individual Performance Accomplishment Report (IPAR) or CESPES ratings to the Administrative Service – Human Resource Development Division (AS-HRDD) shall not be entitled to the FY 2016 PBB.

5.0 RANKING OF ELIGIBLE DELIVERY UNITS AND RATES FOR CY 2016 PBB

5.1 Eligible DUs shall be clustered/grouped considering DBM-OSEC functional set-up as may be prescribed/approved by the DBM Secretary or the DBM PMT. Ranking and Rating within each group shall take into consideration, among others, the similarities and gravity of tasks and responsibilities of DUs under each Group.

Annex B provides the PBB Grouping which shall be adopted for the rating and ranking of DUs.

5.2 DUs shall be **rated** using a Rating System with the following criteria and percentage score weights:

Criteria/Bases	Percentage Share to Total Score
Average accomplishment rating on MFOs, GASS and STO Targets	80%
Task Difficulty	20%
Total	100%

5.2.1 The criteria for Task Difficulty shall be agreed upon by the assigned Senior Officials per Group, taking into consideration the differing challenges faced by the respective DUs. It is intended to, among others, account for and make the rating and ranking of DUs reflective of the efforts given by the DUs concerned in contributing to the achievement of the Functional Group's accomplishment and the Department's total accomplishment, in general.

The Task Difficulty shall specifically account for:

- Intervening tasks that relate to the performance of DBM functions;
- OPCR commitments not captured in the computation of the MFO, GASS/STO performance; and
- Net of performance accomplishments not considered in the computation of the average performance in the MFO, GASS/STO.

The criteria and rating on Task Difficulty shall be reflected in the Rating and Ranking Form to be submitted by each PBB Group to the CPMS.

- 5.3 The eligible DUs shall be forced **ranked**, as follows:

Ranking	Performance Category	PBB Grant as % of Monthly Basic Salary
Top 10%	Best Bureau/Service/Office	65%
Next 25%	Better Bureau/Service/Office	57.50%
Next 65%	Good Bureau/Service/Office	50%

Based on the IATF prescribed percentage ranking distribution and the number of DUs (i.e., 36), the DBM-OSEC shall have the following number of entitled DUs per Performance Category:

Percentage Ranking Distribution	Performance Category	Computation	No. Of DBM DUs
Top 10%	Best B/S/O	$36 \times 0.10 = 3.6$	4
Next 25%	Better B/S/O	$36 \times 0.25 = 9.0$	9
Next 65%	Good B/S/O	$36 \times 0.65 = 23.4$	23
Total No. of DBM B/S/Os			36

Related thereto, each of the PBB Groups identified in Annex B shall have the following number of entitled DUs per Performance Category, provided that all DBM-OSEC DUs are eligible:

	No. of DUs	Performance Category		
		Best	Better	Good
Group 1	6	1	1	4
Group 2	8	1	2	5
Group 3	6	1	1	4
Group 4	16	1	5	10
Grand Total		4	9	23

- 5.4 The designated Raters/Senior Officials shall discuss the rating and ranking of the DUs under their group. Each of the Ranking and Rating Group shall designate at least one (1) technical staff to serve as Secretariat and record the proceedings of the meeting. The Secretariat shall prepare the Group's Minutes of Meeting for submission to the CPMS together with the accomplished Ranking and Rating Sheet of the Group.
- 5.5 Any changes made by the designated raters/senior officials in the rating criteria and corresponding percentage score weights as prescribed under this Guidelines; and/or computations in the accomplishments as reported by the CPMS for the purpose of PBB Ranking and Rating, shall be reported and be subject to the review and approval of the DBM PMT prior to the implementation of rating and ranking DUs.

- 5.6 The resulting ranking of DUs shall be indicated in Form 1.0 (Report on Ranking of Offices/Delivery Units).

6.0 EFFECTS OF NON-COMPLIANCE/PROHIBITED ACTS

- 6.1 Non-compliance with all good governance conditions shall render the DBM-OSEC ineligible for the CY 2016 PBB.
- 6.2 **Prohibited Acts.** If the DBM-OSEC, after due process by the oversight agency, has been determined to have committed the following prohibited acts, it shall be disqualified from the PBB in the **succeeding year** of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:
- 6.2.1 Misrepresentation in the submitted reports for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of the AO 25 IATF Memorandum Circular No. 2016-1, and
- 6.2.2 Evenly distributing the PBB among employees in the department, in violation of the policy of paying the PBB based on the ranking of DUs.

7.0 RESPONSIBILITIES OF DBM OFFICES/ INDIVIDUALS CONCERNED

7.1 DUs

- 7.1.1 At the end of the performance period, the DUs shall submit to their respective FGHs their accomplishments for the first and second semesters for purposes of performance evaluation, copy furnished CPMS-Monitoring Division (MD). The same shall be endorsed by their FGHs to the DBM PMT, through the DBM PMT Secretariat.
- 7.1.2 Ensure that the submitted PBB targets are harmonized with the commitments stated in their respective OPCR, and their submitted accomplishment reports are consistent with the Budget Accountability Report (BAR) No. 1 reflected and posted on the DBM website.
- 7.1.3 Concerned DUs shall comply and coordinate with the CPMS relative to the requirements specified under the activities in Annex "A" hereof.
- 7.1.4 DUs concerned shall be ready at all times for spot-checks that may be conducted by the IATF AO 25 to validate claims and certifications made by the Department.

7.2 Functional Group Heads (FGHs)

- 7.2.1 The FGH shall inform the Directors of the DUs under their respective rating and ranking groups of the results of the forced-ranking.
- 7.2.2 The FGHs shall timely submit to the CPMS the accomplished rating and forced-ranking report of eligible DUs under their supervision in time for

the submission of Forms A and A-1 to the AO 25 Secretariat. Rating and ranking shall be submitted to the CPMS-MD.

7.3 Administrative Service-Human Resource Development Division (AS-HRDD)

- 7.3.1 The AS-HRDD shall prepare the preliminary Form 1.0 (Report on Ranking of Offices/Delivery Units) and the number/list of personnel therein based on the submissions duly signed by the designated Raters of DUs for submission to CPMS-MD in time for the submission to the IATF on or before January 15, 2017.

7.4 Corporate Planning and Management Service (CPMS)

- 7.4.1 The CPMS shall coordinate and monitor the Department's compliance with PBB Forms A and A-1, based on the data provided by the B/S/Os in their respective Accomplishments Reports. These PBB Reports/Forms shall be submitted to the PMT for evaluation.
- 7.4.2 Rating and ranking of DUs received from FGH shall be forwarded to AS-HRDD for the preparation of the preliminary Form 1.0 (Report on Ranking of Offices/Delivery Units) for submission to AO 25 IATF.
- 7.4.3 Upon the approval of the Secretary of Forms A, A-1 and 1.0, the said reports shall be submitted to the AO 25 IATF by the DBM PMT through the CPMS.
- 7.4.4 The CPMS shall assist in the development and implementation of an internal communications strategy on the Performance Based Incentive System (PBIS), as follows:
- 7.4.4.1 Disseminate the performance targets and accomplishments of the Department by posting the same on the DBM website.
- 7.4.4.2 Act as Help Desk, through telephone no. 791-2000 local 3218, to respond to queries and comments on the DBM's targets and accomplishments.

7.5 Performance Management Team (PMT)

- 7.5.1 The PMT shall evaluate and assess the PBB Reports per initial evaluation of the CPMS, and present the same to the DBM Executive Committee for approval. Upon approval, the same shall be submitted to the IATF through the A.O. 25 Secretariat, subject to the rules on re-evaluation, as may be applicable.
- 7.5.2 The PMT shall lead efforts on the development and implementation of the internal communication strategy on PBIS.

- 7.5.3 The PMT shall act as Appeals Body and Final Arbiter for PBB matters.
- 7.5.4 The PMT shall oversee the implementation of these Guidelines and issue necessary rules, regulations, policies, and directives, consistent with the IATF guidelines.
- 7.5.5 The PMT or its authorized/identified representatives shall endorse and submit all authorized PBB-related documents to the IATF through the CPMS.

8.0 APPEALS

All Appeals relative to the implementation of the Department's Grant of CY 2016 PBB shall be acted upon pursuant to Item 9.0 of Department Order No. 2016-12 on the DBM SPMS Guidelines, dated June 15, 2016.

9.0 CALENDAR OF PBB ACTIVITIES

The indicative timeline for the CY 2016 PBB implementation is attached as "Annex A," subject to the issuance of subsequent advisories by the PMT.

10.0 DELEGATION OF AUTHORITY

The DBM-PMT is hereby authorized to issue necessary rules, regulations, policies, and directives relative to the grant of the PBB which are consistent with the AO 25 IATF guidelines.

11.0 AMENDMENTS

All other Orders or provisions thereof inconsistent and contrary to this Order or its provisions are hereby superseded, rescinded and/or amended accordingly. This shall not, however, preclude the DBM Secretary from reviewing, revising and amending provisions of this Order.

12.0 EFFECTIVITY

This Office Order shall take effect immediately.


BENJAMIN E. DIOKNO
Secretary



Timeline for FY 2016 PBB Implementation

Activity	Lead Coordinating/ Monitoring Units	Responsible Units for Producing Required Output	Deadline for Submission to IATF
Submission of FY 2015 Financial Reports to COA	Finance Service (FS) for Central Office (CO) Local Government and Regional Coordination Bureau (LGRCB) for ROs	FS & Regional Offices (ROs)	On or before March 31, 2016
Submission of BFARs to COA and DBM	FS	FS (consolidated with ROs) & Corporate Planning and Management Service (CPMS)	30 days or one month after the end of each quarter
Pre-Assessment to be conducted by validating agencies for compliance re: Transparency Seal (TS) and Citizen's Charter (CC)	ICTSS for TS CPMS for CC	FS, CPMS, BTB, Central Office (CO)-Bids and Awards Committee (BAC), AS, ICTSS	Pre-assessment to be conducted starting October 1, 2016; Responsible units should ensure compliance to the requirements
Posting of agency system of ranking delivery units and individuals	CPMS	CPMS, DBM-PMT and ICTSS	On or before October 30, 2016
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2016 as cut-off)	FS for CO LGRCB for ROs	FS & ROs	On or before December 1, 2016
Submission of Certificate of Compliance with PhilGEPS (from November 16, 2015 to November 15, 2016)	BAC Secretariat CO for CO LGRCB for ROs	BAC Secretariat of CO & ROs	On or before December 1, 2016
Submission of 2015 APCPI Self-Assessment	BAC Secretariat CO	BAC Secretariat of CO	On or before December 1, 2016
Submission of 2016 Agency Procurement Plan (APP)	AS-GSD for CO LGRCB for ROs	AS-GSD BAC, ROs,	Within the 1 st month of the year. For those who have not submitted, to comply before the end of April 2016
Submission of accomplishments using Forms A, A1, and Form 1.0 (with December 31, 2016 as cut-off date)	CPMS for Forms A & A-1 AS-HRDD for Form 1.0	All Delivery Units	On or before January 15, 2017
Validation of QMS Certification <u>or</u> the ISO-aligned QMS documentation	SPIB	SPIB CPMS	On or before January 15, 2017
Validating of 2 nd STO indicator as identified by DBM Secretary	ICTSS	ICTSS	On or before January 15, 2017

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CY 2016 PROPOSED PBB GROUPING FOR RATING AND RANKING

Group	CY 2016	
	Delivery Units	Rater
1	<u>Office of the Secretary</u> 1. Office of the Secretary (OSEC) (inclg. OUSECs & OASECs) 2. Internal Audit Service (IAS) 3. Budget Technical Bureau (BTB) <u>Internal Management (IM) Group</u> 4. Administrative Service (AS) 5. Finance Service (FS) 6. Corporate Planning and Management Service (CPMS)	LEAD: USEC Agnes Joyce G. Bailen USEC Luz M. Cantor ASEC Amenah F. Pangandaman
2	<u>Budget Policy and Strategy (BPS) Group</u> 1. Fiscal Planning and Reforms Bureau (FPRB) 2. Budget Information and Training Service (BITS) <u>Organization and Systems Improvement (OSI) Group</u> 3. Organization, Position Classification and Compensation Bureau (OPCCB) 4. Systems and Productivity Improvement Bureau (SPIB) <u>Office of the Secretary</u> 5. Information and Communications Technology Systems Service (ICTSS) <u>Legal and Liaison Group</u> 6. Legal Service (LS) 7. Department Liaison Office (DLO) <u>Budget Performance Monitoring and Evaluation (BPME) Group</u> 8. Performance Monitoring and Evaluation Bureau (PMEB)	LEAD: USEC Laura B. Pascua USEC Mario L. Relampagos USEC Janet B. Abuel USEC Gertrudo A. De Leon ASEC Amelita D. Castillo ASEC Myrna S. Chua ASEC Lilia C. Guillermo
3	<u>Budget Preparation and Execution (BPE) Group</u> BMBs - 1. A 2. B 3. C 4. D 5. E <u>Local Government and Regional Operations Group</u> 6. Local Government and Regional Coordination Bureau	LEAD: USEC Luz M. Cantor USEC Janet B. Abuel ASEC Tina Rose Marie L. Canda
4	<u>Local Government and Regional Operations Group</u> 16 DBM ROs: I to XIII, NCR and CAR	LEAD: USEC Janet B. Abuel USEC Luz M. Cantor
Total DUs	36 (excluding attached DUs: GPPB-TSO and PS)	