



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

DEPARTMENT ORDER NO. 31, s. 2020

**Subject : INTERNAL GUIDELINES ON THE GRANT OF THE
FY 2020 PERFORMANCE-BASED BONUS, INCLUDING
THE PROCESS AND CRITERIA FOR RANKING OF ELIGIBLE
BUREAUS/SERVICES/OFFICES**

Date : 20 NOVEMBER 2020

1.0 PURPOSE

In the interest of the service and pursuant to Memorandum Circular (MC) No. 2020-1¹ issued by the Inter-Agency Task Force on Administrative Order No. 25, s. 2011 (AO 25 IATF or the Task Force), the guidelines on the grant of the Performance-Based Bonus (PBB) for FY 2020 in the Department of Budget and Management (DBM)—Office of the Secretary (OSEC) is hereby issued for the following purposes:

- 1.1 Guide the DBM-OSEC Bureaus/Services/Offices (B/S/Os) on the requirements of the FY 2020 PBB grant;
- 1.2 Adopt a uniform set of criteria in rating and ranking of the B/S/Os, officials, and employees;
- 1.3 Guide the DBM officials and employees on the system and process of rating and ranking the B/S/Os and in determining the eligibility of officials and employees;
- 1.4 Determine the roles and responsibilities of:
 - 1.4.1 B/S/Os to become eligible for the FY 2020 PBB grant;
 - 1.4.2 Key offices/units and all employees in implementing the guidelines on the grant of the FY 2020 PBB; and
- 1.5 Set the deadlines for the submission of FY 2020 PBB requirements.

¹Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016 dated June 2, 2020.

2.0 COVERAGE

2.1 This Department Order covers the following:

2.1.1 All B/S/Os of the DBM-OSEC; and

2.1.2 All B/S/O officials and employees holding regular, contractual, and casual positions having employer-employee relationship with the DBM-OSEC, and whose compensation is charged against the appropriation for Personnel Services (PS).

3.0 B/S/Os

3.1 ELIGIBILITY CRITERIA

The B/S/Os that meet the applicable requirements and conditions hereunder shall be eligible for the grant of the FY 2020 PBB. It is emphasized that failure of the responsible B/S/O to satisfy the conditions and targets set may entail ***exclusion/isolation from the PBB ranking*** and non-eligibility of its officials and employees to the PBB grant.

The DBM Performance Management Team (PMT) shall have the final decision on the identification of units to be excluded, and the implementation methods/process/strategy to be adopted in executing the same, in accordance with pertinent requirements set by the AO 25 IATF.

Consistent with items 3.0, 4.0, and 5.0 of the referent AO 25 IATF MC, the following requirements/conditions must be satisfied by the DBM-OSEC to be eligible for the FY 2020 PBB grant:

3.1.1 **Good Governance Conditions (GGCs).** Satisfy **100%** of the GGCs set for FY 2020, for which the extent of validation of the achievement of a number of GGCs that the Department should meet shall depend on its historical compliance and performance in previous PBB cycles.

The following GGCs are set based on performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for heightened transparency, stronger public accountability, and more inclusive and people-centered public service:

3.1.1.1 **Maintain/update the DBM Transparency Seal (TS)** pursuant to Section 106 of the General Provisions (GPs) of the FY 2020 General Appropriations Act (GAA), and consistent with the instructions provided in Annex 2 (Guidelines on Transparency Seal) of the AO 25 IATF MC.

15

Status of compliance shall be posted on both the Development Academy of the Philippines (DAP) website through <https://www.dap.ed.ph/rbpms/> and DBM website at www.dbm.gov.ph/index.php/news-update/transparency-seal-compliance on or before October 1, 2020.

The DBM, found **consistently compliant** with the TS for the **last five (5) years**, shall not be validated for this PBB cycle but shall be subject to random evaluation if compliance is continually being observed. The Department, through the B/S/Os and units concerned, is encouraged to continue the good practice in fulfilling this requirement.

The DBM-OSEC TS page should be accessible by clicking the TS logo on the DBM home page. It should be visible. **The link to the website (recommended.gov.ph domain) should be submitted when applying for PBB.** The following are the required information and documents in the TS pursuant to Section 106 of the GPs of the FY 2019 GAA:

- a. The DBM **mandate, vision, mission, and the names, position, designation, and contact information of its officials**
- b. **Annual Financial Reports** for FYs 2016-2020 (whole year/as of December/end of the year/4th Quarter. Incomplete or non-cumulative will not be counted):
 1. Financial Accountability Report (FAR) No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) as of December, Year
 2. Summary Reports on Disbursements
 3. Budget Accountability Report (BAR) No. 1: Quarterly Physical Report of Operations/Physical Plan
 4. FAR No. 5: Quarterly Report on Revenue and Other Receipts
 5. Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
- c. **The DBM-Approved Budget and Corresponding GAA Targets for FY 2020**
- d. **Projects, Programs, Activities, Beneficiaries, and Status of Implementation for FY 2020.** (*Indicate if not applicable*)



e. **Annual Procurement Plan (APP):**

1. FY 2020 APP for non-Common Supplies and Equipment (non-CSE) (See item 3.1.3.4.c)
2. Indicative FY 2021 APP non-CSE consistent with the FY 2020 National Expenditure Program (NEP)
3. FY 2021 APP CSE (See item 3.1.3.4.d)

f. **Quality Management System (QMS) Certification**
(item 3.1.3.3.a)

g. **System of Ranking the B/S/Os for the FY 2020 PBB** should: (1) be signed and approved by the DBM Secretary; (2) follow the format provided in Annex 8 of the AO 25 IATF MC; and (3) **be posted** on the TS and disseminated/cascaded to employees not later than **October 1, 2020**.

The posting shall pertain to the System of Ranking of Delivery Units that also includes information on the activities and/or details of cascading efforts, and the contact details of responsible units/ employees.

h. **Agency Review and Compliance Procedure of Statements and Financial Disclosures** should be cascaded to all employees. The scanned copy should **be posted** on the DBM TS page not later than **October 1, 2020**. The requirements on the matter is provided in item 3.1.3.5.a.

i. **Updated People's Freedom of Information (FOI) Manual, Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report.** The preparation of the complete FOI requirements is provided in item 3.1.3.5.b.

The links to the TS documents should open in a **new tab/page for preview with option to download**. Auto-downloading of files and nesting of folders shall not be allowed. The prescribed formats are as follows:

- a. New page/section in the website (No pdf, xls, jpg, etc.) items I (Mandate, directory)
- b. XLS or PDF for items II, III, IV, and V (Open in the new tab for preview. Google drive, Dropbox or any other file hosting software can be used to preview the file when clicked).



The documents shall be posted in the prescribed order as indicated above for easier validation and checking.

There should be no nesting folders. The links to the documents shall be posted in a single webpage reserved for the TS. Files hidden in folder might be overlooked by the validator.

- 3.1.1.2 **Update the PhilGEPS posting of all invitations to bids and awarded contracts** pursuant to the Government Procurement Reform Act (Republic Act [RA] No. 9184) for transactions amounting to more than one million pesos (Php1,000,000) from January 1 to December 31, 2020, including Early Procurement of FY 2021 Non-CSE items on or before **January 29, 2021**. Certificate of Compliance to PhilGEPS is no longer necessary.

The DBM-OSEC should track the status of their compliance through the **PhilGEPS Microsite**: <http://data.philgeps.gov.ph/pbbwebapp.aspx>. (Refer to Annex 6: Guideline on PhilGEPS Posting of MC 2020-1).

- a. The DBM-OSEC's **status of notices** in the PhilGEPS System for all transactions for the aforementioned covered period, including the Early Procurement of the FY 2020 Non-CSE items, should be updated on or before **January 31, 2021**. Failed/cancelled bid status should still be updated in the PhilGEPS.
- b. In case the DBM-OSEC fails to update/post the required documents² for public bidding transactions above Php 1,000,000 in the PhilGEPS due to factors that are outside the control of the Department, the DBM-OSEC, through its Responsible Unit,³ should submit a letter to or inform PhilGEPS on the matter, and submit a letter of explanation to the AO 25 IATF on or before **January 31, 2021**. Acceptance of the explanation/justification shall be subject to the recommendation of the PhilGEPS.



² (i) Bids and Awards Committee (BAC) Resolution, (ii) Notices of Award Bid Results, (iii) Actual Approved Awarded Contracts, and (iv) Notices to Proceed/Purchase Orders

³ AS-Procurement Management Division for the Central Office and the Regional Offices' (ROs) respective BAC for the ROs.

- 3.1.1.3 **Set up most current and updated Citizen's Charter**, reflecting the Department's improved and streamlined/re-engineered system and procedure for all its services to government agencies, pursuant to Section 6 of RA No. 11032⁴; and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

The Department shall submit its Certificate of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) (**compliance@arta.gov.ph**) and copy furnish the AO 25 Secretariat (**ao25secretariat@dap.edu.ph**) on or before **December 4, 2020**.

The CoC based on the format prescribed by the ARTA, as stated under the ARTA MC No. 2019-002, shall be the basis of the validation by the ARTA of the Citizen's Charter starting January 2021. *MC Nos. 2019-002 and 2019-002-A: Guidelines on the Implementation of the Citizen's Charter in Compliance with RA 11032* provide the full details of the requirements.

- 3.1.2 FY 2020 Physical Targets.** The DBM shall satisfy the FY 2020 performance targets supporting the Administration's focus on the streamlining of government services and seamless public service delivery, as the following are achieved: streamlining and process improvement of critical services, including digitization, development of online systems, and/or contactless transactions.

- 3.1.2.1 Streamlining and Process Improvement (SPI) of the DBM-OSEC's Critical Services** covering all transactions as declared in the DBM-OSEC Citizen's Charter:

- a. The Department should undertake digitization, develop online systems, and/or transform their critical services from manual to contactless transactions, for faster and more efficient public service delivery. Digitization initiatives may vary depending on the particular requirements of the critical services, i.e. *online applications, payments, permitting, learning, and development platforms*.

A List of FY 2020 Digitization Initiatives shall be accomplished by B/S/Os using the format provided by MC 2020-1. Said List shall be used in conjunction with Annex 3A Form A–*Department Performance Report*.



⁴ Ease of Doing Business and Efficient Government Service Delivery Act.

b. To promote the periodic measurement of the performance in delivering said services, the DBM-OSEC shall determine and report the following streamlining criteria and improvements from reported accomplishments in FY 2019 using Form A-*Department Performance Report* (Annex 3A).

1. **Number of Steps.** The total number of steps that a particular client will undergo to ensure the receipt of the complete service from the Department. The steps necessary to complete the service, including front-end and back-end shall be reported in detail.

2. **Turnaround Time (TaT).** The sum of the waiting time and processing time or the total amount of time taken to complete/deliver a service.

TaT starts from the moment the transacting client enters the queue or fills out the form, including the waiting time incurred until the service has been completed/delivered.

3. **Number of Signatures.** The total number of signatures and initials from the employees and officials of the Department necessary to complete each service.

4. **Number of Required Documents.** The total number of required documents that must be provided by the transacting client to the Department.

5. **Transaction Costs/Primary Transaction Costs/Fees / Other Transaction Costs / Substantive Compliance Costs.** These are discussed lengthily in IATF on AO 25 MC No. 2020-2 under items 5.2.e/5.2.e.1/5.2.e.2 and 5.2.f, but are no longer covered in this internal guidelines since these do not apply to the DBM-OSEC.

c. The DBM-OSEC shall report the baseline information of each of the mentioned streamlining criteria based on the Citizen's Charter updated before FY 2020. The Department shall set FY 2020 Streamlining Improvement Target for each streamlining criterion for every declared service including the following specific targets:

1. Reduction in the number of signatures to not more than three (3);



2. Simplification of application forms or reduction in the number of documentary requirements; and
 3. Reduction in the turnaround time and completion of the transaction within the maximum period of three (3), seven (7), and twenty (20) working days based on the classification of transactions under the EODB law, unless otherwise indicated under special laws.
- d. Supporting documents (flow charts, legal bases, additional documents, etc.) shall be submitted by DBM B/S/Os to evidence actual improvements and streamlining accomplishments.
 - e. In the event that the DBM-OSEC is unable to achieve the targets set by each B/S/O in this section, the latter shall provide justifications, explanations, and supporting documents using the remarks portion. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.
 - f. A detailed report on the services provided and the streamlining criteria must be declared in the AO 25 IATF Form A1–*Details of Bureau/Office Performance Report* (Annex 3B), to include the following information:
 1. Name of the critical government service - Form A1 is **used to present each** of the critical government services. It shall be reproduced based on the number of critical government services that the Department provides.
 2. Responsible B/S/Os - Units responsible in the processing, delivery, and completion of the critical government service.
 3. Identified client(s) - Enumerate clients who avail of the critical government service;
 4. Number of clients who availed the critical government service in FY 2020 – The number of clients who availed the critical government service in FY 2020. If there are variations of the service, indicate the disaggregated data on the number of clients/customers for FY 2020.



5. Volume of transactions in FY 2020 - Data on the volume of transactions for the critical government service. If there are variations of the service, indicate the disaggregated data on the Volume of Transactions for FY 2020.
6. The DBM-OSEC shall indicate the status of each criterion as of FY 2019 under each government service (frontline and non-frontline): (1) Number of steps; (2) TaT; (3) Number of signatures; (4) Number of Required Documents; and (5) Client Satisfaction Results.
7. Target in FY 2020 – Indicate the target for each criteria of the government service (frontline and non-frontline).
8. FY 2020 Status of Streamlining Efforts – Indicate the accomplishment under each criteria of the government service (frontline and non-frontline).
9. Remarks – This column shall contain the justifications/explanations in the event that data cannot be provided in each criterion. The acceptance of explanation/s shall be subject to the review and recommendations of the validating agency/ies.

3.1.2.2 Client Satisfaction Survey (CSS). To aid the DBM-OSEC in determining the effectiveness of its SPI, and institutionalizing Service Quality Standards (SQS) in critical services, feedback mechanisms, and client satisfaction shall be established in the Department to measure process improvement efforts.

- a. Using the FYs 2019 and 2020 improvement action plans that the Department reported during the FY 2018 PBB discussions for each service, **the department shall report the results of each action plan and the FY 2020 CSS for each service** and submit the same to the Task Force on or before **August 31, 2021**.
- b. The B/S/Os are encouraged to observe the following procedures in conducting the CSS in accordance with the Updated Annex 4 – Customer/Client Satisfaction Survey:
 1. **Data gathering method/s.** Select data collection methodology/ies deemed as the most efficient and effective way of gathering client feedback.



2. **Respondent criteria.** Clearly identify the set characteristic of respondent/s to properly represent the clients served for each service and to collect accurate data.
3. **Survey sampling coverage.** Ensure that the sampling coverage of the CSS would best represent the total population of its clients served for each service. The sampling frame should be able to accurately capture all units in the target population to avoid under coverage and/or over coverage. The total sample respondents will be compared with the data on the total clients served provided by the Department for statistical comparability.
4. **Sampling procedure.** A systematic random sampling is the preferred sampling procedure. Due to budget and time constraints, a limit may be set on the sample size of the CSS.
5. **Survey instruments/questionnaire.** Develop survey instruments fit for each of its services. A lean and harmonized measurement tool for client satisfaction may be used. The tool can be customized for relevance and effectiveness and for measuring the satisfaction level and progress over time to sustain continuous organizational and service delivery improvement.

Service Quality Dimensions:

The CSS must capture the total client experience, expectations, and satisfaction in the delivered public service with the following service quality dimensions:

1. **Responsiveness.** The willingness to help, assist, and provide prompt service to the clients.
2. **Reliability (Quality).** The provision of what is needed and what was promised, in accordance with the policy and standards, with zero to minimal error rate.
3. **Access and facilities.** The convenience of location, ample amenities for a comfortable transaction, and the use of clear signages and modes of technology.

15

4. **Communication.** The act of keeping clients informed in a language they can easily understand, as well as listening to their feedback.
5. **Integrity.** The assurance that there is honesty, justice, fairness, and trust in each service while dealing with the clients.
6. **Assurance.** The capability of the frontline employees to perform their duties, product and service knowledge, understanding client needs, helpfulness, and good work relationships.
7. **Outcome.** The extent of achieving outcomes or realizing the intended benefits of government services.

Rating Scale

For a deeper understanding of client perception of agency services, questions pertaining to the importance of attributes or agreements to statements may be included. A **5-point Likert scale** is recommended to be used depending on the question/s asked. Illustrations are provided in the *Updated Annex 4 - Clarification on the issued Annex 4 of the AO 25 IATF's Memorandum Circular No. 2020-1*.

6. **Data analysis.** The results of the survey shall be analyzed by service, and by applicable service quality dimensions. The **overall agency rating in the service quality dimensions** and the **overall agency client satisfaction score** shall also be reported.

Service Quality Dimension	Score by Critical Service	Score in All Services
1. Responsiveness		
2. Reliability (Quality)		
3. Access & Facilities		
4. Communication		
5. Integrity		
6. Assurance		
7. Outcome		
Overall Score		

5

Other segments that may be included in the analysis are:

By type of client served:

- o General Public
- o Government Employees
- o Businesses/Organizations

By area (depending on the area coverage):

- o Total Luzon
- o Total Visayas
- o Total Mindanao

By region/field office

Respondent profile

- o Gender
- o Age/Age Group

Service improvement shall also be drawn from the results of the survey and an appropriate action plan should be identified. Furthermore, the results of the 2020 survey should be compared to the CSS results of 2019 for continuity, as appropriate.

c. Reporting of the CSS Results and the Agency Best Practice

1. Report on CSS Results - The CSS report must be submitted following the outline below.

a. Description of the methodology of the CSS used for each reported service

1. Respondents Criteria
2. Survey Sampling Coverage
3. Sampling Procedure
4. Survey Instrument/Questionnaire

b. Results of the CSS for FY 2020

(include a sample of the feedback/survey form used)

c. Results of Agency Action Plan reported in FY 2019 PBB

d. Continuous Agency Improvement Plan for FY 2021



2. **Agency Best Practice Report.** In further incentivizing excellence among national government agencies, the AO 25 IATF would like to track and recognize best practices implemented in the government. The showcase of these best practices would not only highlight the efforts of the agencies in making their services better, but would also contribute in assisting and influencing other agencies to develop similar initiatives which could be implemented, replicated, and/or enhanced.

For FY 2020 PBB, the Department is required to submit one (1) best practice in service quality or productivity conducted in FY 2020 which represents any of the following thematic areas:

- **Client-centric services** – practices that enhance total client experience in availing frontline services through streamlined processes, ease of access, quick turnaround time, value for money, and the like.
- **Digitization** – systems, procedures, and processes that maximize the use of information and communications technology, and digital technology to allow online and contactless transactions with the public, raise internal efficiency, use of big data and analytics for decision-making, and the like.
- **Smart regulation** – practices that reduce red tape, minimize if not totally eliminate the regulatory burden on the part of the business, minimize if not totally eliminate administrative burden or the cost to enforce regulations.
- **Performance excellence** – organizational practices carried out to heighten individual productivity and promote performance/service excellence.
- **Other innovations** – innovative policies, programs, service delivery, management approaches.

Each B/S/O shall submit a "*Best Practice Report*" to the DBM PMT Secretariat following this outline:

- a. Brief description of the agency best practice - Why was it introduced?
- b. Implementation of the agency best practice - When was it implemented? Who implemented it?
- c. Results of the agency best practice implementation – Who benefitted from it?



The DBM PMT Secretariat shall process the B/S/O submissions and present the same to the DBM PMT for selection of the Agency Best Practice report to be submitted to the AO 25 Secretariat on or before **August 31, 2021**.

3.1.2.3 Support to Operations (STO) Targets

a. **Initial certification/recertification of the Department's QMS covering at least one (1) or frontline service⁵ critical core process as mandated under its existing pertinent laws**, with the following conditions for compliance:

1. The certification must be issued by any of the certification bodies accredited by a member of the International Accreditation Forum (IAF), preferably by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF member and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.
2. The certification must be valid until December 31, 2020 and must be posted in the DBM TS webpage not later than **December 31, 2020**.

3.1.2.4 General Administration and Support Services (GASS) Targets - The common GASS targets shall include the following:

a. **Improved Budget Utilization Rate (BUR) from the previous year's level of accomplishment**, which shall consist of the following:

1. **Achievement of at least 90% Obligations BUR** computed as the obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects (PAPs) funded in FY 2020 from all appropriation sources, including those released under the 2020 GAA as the Allotment Order policy, net of savings from procurement and implementation of cost-cutting measures, computed as follows:

$$\text{Obligations BUR} = \frac{\text{Obligations for MOOE and CO for 2020 appropriations}}{\text{Allotments for MOOE and CO for 2020 appropriations}} \times \text{Net of savings in allotment from efficiency and cost cutting measures}$$

⁵ Should pertain to the DBM-OSEC's core process most demanded by clients, and targeted under the FY 2020 PBB SPI requirement.



2. Achievement of at least 85% Disbursement

BUR measured as the ratio of total disbursements (cash and non-cash, excluding PS) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2019 but executed and paid only in 2020. This is to measure the disbursements and obligations for MOOE and CO for the 2020 appropriations, as follows:

$$\text{Disbursement BUR} = \frac{\text{Disbursements for MOOE and CO for 2020 appropriations}}{\text{Obligations for MOOE and CO for 2020 appropriations}}$$

- b. Sustained Compliance with Audit Findings**, which requires the full implementation of 30% of the prior years' audit recommendations, as shown in the Report on Status of Implementation of Prior Years' Recommendations, excluding the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2018 should also not recur. The objective is to improve the DBM-OSEC's internal control processes, enhance operational effectiveness, and eliminate, resolve, and remedy most, if not all, of the audit findings, by the end of 2021.
- c. Submission of the APP non-CSE** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board – Technical Support Office (GPPB-TSO) in the format prescribed under GPPB Circular No. 07-2015 until **March 31, 2020** but only for purposes of PBB compliance. The same should be posted on the DBM TS page no later than one month after the issuance of this Circular.

The APP non-CSE shall be submitted through electronic mail (email) at **app@gppb.gov.ph** with subject line "APP for CY <Year> of <Complete Name of Head of Office/Agency><Regions __ to __, if applicable>".

DBM representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt within **one (1) hour** after submission, the APP-Non CSE shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the



GPPB-TSO at (02) 7900-67-41 to 44 to confirm whether the submission was received and, if so, request for the acknowledgment of receipt of the submitted APP-Non CSE.

- d. **Submission of the FY 2021 APP CSE** to the DBM-Procurement Service on or before **December 15, 2020**, in the format prescribed by the Procurement Service. The same should be posted on the DBM TS web page not later than **December 15, 2020**.
- e. **Undertaking of Early Procurement Activities (EPA) for at least 50% of the total value of eligible Procurement Projects included in the proposed budget of the DBM-OSEC in the National Expenditure Program (NEP).**

*As defined in item 1.3 of GPPB Circular No. 06-2019, a **Procurement Project** shall refer to a specific or identified procurement covering goods, infrastructure project or consulting services, which shall be described, detailed and scheduled in the Project Procurement Management Plan.*

Departments with budgetary support from the national government as provided in the NEP shall conduct the undertaking of EPA for at least **50% of the total value of eligible Procurement Projects** as outlined in its Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP.

Procurements Projects which will use the following modalities shall be **excluded** from the computation of the total value pursuant to item 1.4 of GPPB Circular No. 06-2019:

- i. Repeat Order
- ii. Shopping
- iii. Negotiated Procurement:
 - Emergency cases
 - Take-over of contracts
 - Small value procurement

The following shall be accomplished **within one (1) month after the approval of the GAA:**



- i. Posting in the PhilGEPS of the **Approved Contract and Notice to Proceed** for Procurement Projects successfully undertaken under EPA; and
- ii. Submission of a **Certification under Oath** (refer to Annex 10 of MC 2020-1) by the HOPE of the Central and Regional Offices reflecting their compliance with the EPA requirement **within one (1) month after the approval of the GAA** to the email address **earlyprocurement@gppb.gov.ph**.

DBM representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt within **one (1) hour** after submission, the Certification under Oath shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900-67-41 to 44 to confirm whether the submission was received and if so, request for the acknowledgment of receipt of receipt of the submitted Certification.

If the Department is unable to comply with EPA requirement, justification may be submitted to the AO 25 IATF within the compliance validation period. Justifications are subjected to review in accordance with 5.6 (b) of IATF MC No. 2020-01.

The Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP, which is the basis for the EPA should be **posted** on the DBM TS page not later than **September 30, 2020**. The indicative APP shall **not** be submitted to the GPPB, since these will not be accepted and will not be assessed as PBB compliance.

- f. **Submission of results of the FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System** per GPPB Resolution No. 39-2017, complete with the following forms, on or before **June 30, 2020**:

1. APCPI - Self-Assessment Form;
2. APCPI - Consolidated Procurement Monitoring Report;
3. APCPI - Procurement Capacity Development Action Plan; and
4. The Questionnaire.



The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>.

The APCPI results must be submitted to the GPPB-TSO through apcpi@gppb.gov.ph with the subject line "2019 APCPI Initial Results of <Complete Name of Head Office/ Agency > for PBB".

DBM representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt within **one (1) hour** after submission, the APCPI Results shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900-67-41 to 44 to confirm whether the submission was received and, if so, request for the acknowledgment of receipt of receipt of the submitted APCPI results.

To monitor the compliance of the DBM-OSEC with the PBB procurement requirements on: (1) APP-Non CSE, (2) Certification under Oath on compliance with EPA requirement, and (3) APCPI results, the responsible units shall submit the **proofs of submission** to the DBM PMT Secretariat (pmtsecretariat@dbm.gov.ph) **within five (5) working days after receipt⁶ of the GPPB-TSO email.**

3.1.2.5 Other Cross-Cutting Requirements

a. Establishment and Conduct of Agency Review and Compliance of Statement of Assets, Liabilities and Net Worth (SALN)⁷

The Department shall **establish a SALN Review and Compliance Committee** to determine whether the SALNs are submitted on time, complete, and in proper form.



⁶ Or within ten (10) working days after the issuance of this Department Order, for requirements submitted before the date of said issuance.

⁷ Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), CSC Resolution Nos. 1300455 and 1500088.

The DBM Secretary should ensure that officials and employees covered by RA No. 6713 submitted their 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under Civil Service Commission (CSC) MC No. 3, s. 2015. The DBM Agency Review and Compliance Procedure of the SALN used by the Department SALN Review and Compliance Committee should be cascaded to all employees, and the scanned copy posted in the DBM TS webpage not later than **October 1, 2020**. Other SALN requirements are cited in items 3.2.3, 4.2.3, and 4.2.6.1.

Should the Department decide to retain the previously posted Guidelines, the SALN Review and Compliance Committee shall inform in writing the PMT Secretariat and coordinate with the ICTSS to indicate in the DBM-OSEC website that **no changes** have been made from the previous year's Establishment and Conduct of Agency Review and Compliance of SALN.

b. Comply with the FOI Program⁸ based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). The following FOI requirements should be complied within the set deadline, as well as uploading of the same to the DBM TS on or before **January 29, 2021**:

1. The Updated People's FOI Manual (including the new designated list of FOI Receiving Officer/s and their contact details, if any) duly signed by the DBM Secretary;
2. The FOI Reports (Agency Information Inventory, FY 2020 FOI Registry, and FY 2020 FOI Summary Report);
3. Screenshot of the DBM website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foi.pco@gmail.com; and
4. Modified One-page FOI Manual (including FOI Receiving Officer/s and contact details, and the step-by-step procedure of FOI Request in standard paper-based and electronic format). For reference, please see FOI MC No. 1, s. 2020 at www.foi.gov.ph/resources.

⁸ Pursuant to Executive Order No. 2, s. 2016



The aforesaid FOI Reports shall be accomplished **strictly** in **one (1) Excel format (.xls)** based on the templates provided in the link (www.bitly/2018FOIReports). Submissions not compliant to the file format and templates will not be considered. Those already on board the eFOI portal are required to send the soft copy submissions to **foi.pco@gmail.com**. Policy issuances and memoranda can be accessed in this link www.for.gov.ph/resources.

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

3.2 EFFECTS OF NON-COMPLIANCE/GROUNDS FOR DISQUALIFICATION

- 3.2.1 **Non-compliance** with **any** of the GGCs, Physical Targets, STO, and GASS will render the DBM-OSEC ineligible for the FY 2020 PBB.
- 3.2.2 Inability to comply with a **maximum of two (2) Performance Targets due to controllable factors** as determined by the validating agencies will render the DBM-OSEC ineligible for the FY 2020 PBB grant.
- 3.2.3 In the event that the AO 25 IATF conducts a random check of the submitted SALN of employees and finds non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure, such incident could be a **cause to disqualify the DBM-OSEC in the succeeding PBB cycle**.
- 3.2.4 The DBM-OSEC shall be disqualified from the PBB in the **succeeding** year of its implementation in case it is determined to have committed the following **prohibited acts** after due process by the oversight agency. Moreover, the CSC or Ombudsman shall file the appropriate administrative case against the employees concerned.
 - 3.2.4.1 Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of the AO 25 IATF MC; and
 - 3.2.4.2 Evenly distributing the PBB among employees, in violation of the policy of paying the PBB based on the ranking of B/S/Os.



- 3.2.5 In case the DBM-OSEC is not able to meet any of the above performance targets, the DBM Secretary should submit justifications/explanations and supporting documents to warrant reconsideration.

For validation purposes, justifiable reasons are factors that are considered outside the control of the DBM-OSEC. Acceptance of the same shall be subject to the recommendation of the validating agencies.

- 3.2.6 To assist in ensuring the compliance of the DBM-OSEC with the aforecited requirements and its readiness for the AO 25 IATF validation, Lead Coordinating/Monitoring/Overall Oversight (LCMO) Units are identified to serve as focal units on matters pertaining to their respective PBB implementation assignments, and oversee the specific activities related to the PBB implementation within their functional jurisdiction.

3.3 RANKING OF ELIGIBLE B/S/Os AND PBB RATES FOR FY 2020 PBB

- 3.3.1 For the Rating and Ranking of DBM-OSEC, all eligible B/S/Os shall be clustered/grouped considering the Department's functional set-up as may be recommended by the DBM PMT and approved by the DBM Secretary. The Rating and Ranking within each PBB group shall take into consideration, among others, the difficulty and impact to organizational effectiveness and efficiency of the tasks and responsibilities undertaken by B/S/Os under each Group.

Annex B hereof provides the PBB Grouping and identified Raters which shall be adopted for the rating and ranking of B/S/Os.

- 3.3.2 B/S/Os shall be rated using a Rating System with the following criteria and percentage score weights:

Criteria/Bases	% Share to Total Score
Year-end Office Performance Accomplishment Report (OPAR) Rating Score	50%
SPI Accomplishment	15%
Development Initiatives, Programs, and Projects (DIPPs)	30%
Timely Submission of Strategic Performance Management System (SPMS) Forms (Office Performance Commitment and Review [OPCR], and OPAR)	5%
Total	100%

- 3.3.2.1 The 50% of the B/S/O's total score shall be derived from the verified and approved FY 2020 OPAR rating scores covering two (2) semesters of FY 2020.



3.3.2.2 The 15% score share for the SPI Accomplishments shall be derived as follows:

- a. Each B/S/O shall declare at least one (1) critical service/process to be enrolled for the DBM-OSEC PBB Rating and Ranking;
- b. Each enrolled process should have declared baseline data and target improvements for each of the SPI criteria (Number of Steps, TaT, Number of Signatures, Number of Required Documents, and Client Satisfaction Results);
- c. Accomplishments on each enrolled process as of December 31, 2020 shall be submitted by the B/S/Os concerned reflecting the SPI efforts/measures implemented, for review and validation by the Corporate Planning and Management Service (CPMS);
- d. Validated accomplishments shall be submitted to the PBB raters of each PBB Group, and shall serve as the Raters' basis in determining the 15% of the total score of the B/S/Os under their jurisdiction;
- e. The 15% score for the SPI shall be allocated to the following SPI criteria:

SPI Criteria	% score
Number of Steps	3.75 %
TaT	3.75 %
Number of Signatures	3.75 %
Number of Required Documents	3.75 %

3.3.2.3 The criteria for the DIPPs shall be agreed upon by the assigned Senior Officials per PBB Group, taking into consideration the various challenges encountered by the respective B/S/Os in their operations and reform initiatives. It is intended to account for, and recognize the efforts exerted by the B/S/Os concerned in contributing to the achievement of the Functional Group's objectives and targets, and the DBM-OSEC's total accomplishment.

- a. In general, the DIPPs criterion is ***recommended*** to be measured using the following sub-criteria:

Variety (20%) – diversity of types of outputs/services, reflects dynamism, drive and creativity geared towards efficiency, among other developmental objectives, which may be generally categorized in relation to the following DBM activities:



- i. budget administration policy formulation
- ii. processing of requests/provision of service
- iii. performance monitoring and reporting
- iv. provision of secretariat services

Scope/Significance (10%) – overall reach and value of the outputs/services to users or clients; sub-criteria may generally consider the following categories:

- i. domestic, international
- ii. national government, local government units, government owned -and/or-controlled corporations, or state universities and colleges

- b. The sub-criteria and rating on DIPPs, as agreed upon, shall be reflected in the Accomplished Rating and Ranking Form to be submitted by each PBB Group to the CPMS.

3.3.2.4 The remaining 5% of the total score shall pertain to reward points earned by B/S/Os for *Timely Submission of the OPCR and OPAR*, to be computed as follows:

% weight	Description
2.5% - OPCR	OPCR Forms (first Functional Group Head [FGH]-signed submission) received by CPMS on or before the deadline shall earn 2.5%. The numerical equivalent shall be "5" for earlier than the deadline submission, "3" for submission on the deadline and "1" for beyond the deadline submission. For the Regional Offices (ROs), the date for which the designated Regional Office consolidator submitted its OPCR Forms would be considered as the date of submission of the ROs.
2.5% - OPAR	4th Quarter OPAR (B/S/O Director-signed) submitted to FGH cc: CPMS within the deadline set in the "Call for Submission of Physical Performance Reports" shall earn 2.5% for the B/S/O. The numerical equivalent shall be "5" for "on or before the deadline" submission and "1" for "beyond the deadline" submission.



3.3.3 The PBB Group Raters shall discuss the rating and ranking of the B/S/Os under their Group. Each Rating and Ranking Group shall designate at least one (1) technical staff to serve as the Rating Group Secretariat and to record the proceedings of the meeting.

3.3.3.1 The Rating Group Secretariat shall prepare the Group's Minutes of Meeting for submission to the CPMS together with the accomplished Rating and Ranking Sheet of the Group. Submission of the PBB Group Rating and Ranking Sheet by the Group Secretariat **without** the required Minutes of Meeting **shall not be accepted** by the CPMS.

3.3.3.2 Any changes made by the Raters in the rating criteria and corresponding percentage score weights as prescribed under this Department Order, and/or computations in the accomplishments as reported by the CPMS for the purpose of PBB Rating and Ranking shall be reported and subject to the review and approval of the DBM PMT prior to the implementation of the results thereof.

3.3.3.3 The CPMS shall issue the necessary Memorandum and accompanying forms in the conduct of the Rating and Ranking of B/S/Os.

3.3.4 The eligible B/S/Os shall be ranked, as follows:

Ranking	Performance Category	PBB Grant as % of Monthly Basic Salary
Top 10%	Best B/S/O	65.00%
Next 25%	Better B/S/O	57.50%
Next 65%	Good B/S/O	50.00%

Based on the AO 25 IATF-prescribed ranking distribution and DBM-OSEC's thirty-five (35) B/S/Os, the DBM-OSEC shall have the corresponding number of entitled B/S/Os per performance category:

Percentage Ranking Distribution	Performance Category	Computation	No. of DBM-OSEC B/S/Os
Top 10%	Best Delivery Unit	$35 \times 0.10 = 3.50$	4
Next 25%	Better Delivery Unit	$35 \times 0.25 = 8.75$	9
Next 65%	Good Delivery Unit	$35 \times 0.65 = 22.75$	22
Total No. of DBM-OSEC B/S/Os			35

Assuming that all DBM-OSEC B/S/Os are deemed eligible, each of the PBB Groups identified in Annex B shall follow the ranking distribution per performance category:



PBB Group	No. of B/S/Os	Performance Category		
		Best	Better	Good
Group 1: Support	5	1	1	3
Group 2: Policy	7	1	2	5
Group 3: Operations	7	1	2	3
Group 4: Regional Operations	16	1	4	11
Total	35	4	9	22

3.3.5 The resulting ranking of B/S/Os shall be reflected in the Form 1.0 Report on Ranking of Offices/Delivery Units (Annex 7) of the AO 25 IATF MC to be submitted to the AO 25 Secretariat.

3.3.6 To recognize the good performance of government employees in relation to the achievement of DBM-OSEC targets and requirements, the Administrative Service-Human Resource Development Division (AS-HRDD) shall list the name of employees of eligible B/S/Os in the said Form.

4.0 INDIVIDUALS

4.1 ELIGIBILITY OF INDIVIDUALS

The following are the performance criteria and requirements for the eligibility of individuals for the FY 2020 PBB:

4.1.1 The **eligibility of the DBM Secretary** will depend on the eligibility of the DBM-OSEC. The DBM Secretary's PBB for FY 2020 shall be equivalent to sixty-five percent (65%) of monthly basic salary as of December 31, 2020. The Secretary shall not be included in the Annex 7 (Form 1.0 - Report on Ranking of Delivery Units) of the AO 25 IATF MC.

4.1.2 Only eligible personnel **belonging to eligible B/S/Os** are qualified for the PBB. The PBB rates of individual employees (which shall be based on the basic salary as of December 31, 2020) shall depend on the rating and ranking of their respective B/S/O.

4.1.3 Employees with positions belonging to the **First and Second Levels** should receive a **rating of at least "Satisfactory"** based on the DBM's CSC-approved SPMS.

4.1.4 **Third-level officials** should have a **rating of at least "Satisfactory"** under the Career Executive Service Performance Evaluation System (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 CES Board Resolution No. 1136,⁹ s. 2014, as amended by CES Board Resolution No. 1370A.¹⁰



⁹ Guidelines on the Enhanced Career Executive Service Performance Evaluation System (CESPES)

¹⁰ Adjusting the CESPES Calendar from an Annual Rating Period to a Semester Rating Period, dated August 31, 2017

Payment of the PBB to third-level officials shall be contingent on the release of results of the CESPES.

Length of Service to Qualify for FY 2020 PBB

- 4.1.5 An official or employee who rendered a **minimum period of nine (9) months of service** in FY 2020 and with at least **"Satisfactory"** rating for the year may be eligible to the **full grant** of the PBB.
- 4.1.6 An official or employee who rendered a **minimum period of three (3) months but less than 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%
Length of Service	% of PBB
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the **valid reasons** for the pro-rata grant of the FY 2020 PBB to employees who may not meet the nine (9) - month actual service requirement:

- 4.1.6.1 A newly hired employee;
- 4.1.6.2 Retirement;
- 4.1.6.3 Resignation;
- 4.1.6.4 Rehabilitation Leave;
- 4.1.6.5 Maternity Leave and/or Paternity Leave;
- 4.1.6.6 Vacation or Sick Leave with or without pay;
- 4.1.6.7 Scholarship/Study Leave; and
- 4.1.6.8 Sabbatical Leave.

Personnel movement-Transfers/details/reassignment

- 4.1.7 Personnel who **transferred from one government agency to another** shall be rated, ranked and paid by the agency where they served the longest. If equal months were served for each agency, they will be included in the recipient agency.

15

- 4.1.8 Personnel who **transferred from a government agency that is non-participating in the PBB implementation or found to be ineligible for the grant of PBB** shall be rated by the agency where they served the longest. The official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in item 4.1.6.
- 4.1.9 An official or employee **in 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 their performance. Payment of the PBB shall come from the mother agency.
- 4.1.10 An official or employee **who transferred or was reassigned from one B/S/O to another within the DBM-OSEC** shall be included in the B/S/O where they served the longest. If equal months were served for each Office, they will be included in the recipient unit.
- 4.1.11 An official or employee on **"secondment"** to another government agency shall be included in the rating and ranking of employees in the agency where he/she served the longest period of the fiscal year. Payment of the PBB shall be shared by the mother and recipient agency.

4.2 GROUNDS FOR DISQUALIFICATION

The following shall be cause or grounds for officials and employees not being eligible to the FY 2020 PBB Grant:

- 4.2.1 **Being/going on vacation or sick leave, with or without pay, for the entire year;**
- 4.2.2 **Being found guilty of administrative and/or criminal cases** by final and executory judgment in FY 2020. However, a penalty of reprimand shall not cause PBB disqualification;
- 4.2.3 **Failure to submit the FY 2019 SALN** and submit the same to the respective SALN repository agencies as prescribed in the rules provided under CSC MC no. 3, s. 2015;
- 4.2.4 **Failure to liquidate all cash advances** received in FY 2020 within the reglementary period as prescribed by the relevant Commission on Audit (COA) Circulars;¹¹
- 4.2.5 **Failure to accomplish and submit the following SPMS forms** to the AS-HRDD:
- 4.2.5.1 Individual Performance Commitment and Review (IPCR),

¹¹ COA Circular 97-002 dated February 10, 1997 and COA Circular 2009-002 dated May 18, 2009

- 4.2.5.2 Division Performance Commitment and Review (DPCR),
- 4.2.5.3 Individual Performance Accomplishment Report (IPAR),
- 4.2.5.4 Division Performance Accomplishment Report (DPAR),
- 4.2.5.5 Individual Development Plan (IDP), or
- 4.2.5.6 CESPES ratings.

4.2.6 Failure to comply with the following PBB requirements (on the part of responsible officials and employees):

- 4.2.6.1 Establishment and conduct of the SALN review and compliance procedure;
- 4.2.6.2 Implementation of DBM-OSEC's prior years' audit recommendations;
- 4.2.6.3 DBM-OSEC's QMS certification; or
- 4.2.6.4 Posting and dissemination of the DBM-OSEC system of ranking performance of B/S/Os.

5.0 RESPONSIBILITIES OF B/S/Os AND INDIVIDUALS CONCERNED

The following are the duties and responsibilities in implementing the FY 2020 PBB.

5.1 B/S/Os

- 5.1.1 Shall submit their FGH-approved and -endorsed SPMS Forms (OPCR and OPAR) within the prescribed period to the CPMS as the DBM PMT Secretariat;
- 5.1.2 Shall submit to the CPMS, on the CPMS-prescribed deadline, their SPI Accomplishments and related requirements for evaluation, consolidation and submission to the DBM PMT, on the CPMS prescribed deadline;
- 5.1.3 Ensure that the submitted PBB targets and accomplishments are harmonized with the commitments stated in the GAA/Budget Execution Documents (BEDs), their respective OPCR's and the posted Citizen's Charter;
- 5.1.4 Comply and coordinate with the CPMS and the LCMO units concerned per Annex B hereof relative to the requirements specified under the activities in Annex A hereof;
- 5.1.5 Prepare for spot-checks that may be conducted by the AO 25 IATF to validate claims and certifications made by the DBM-OSEC; and
- 5.1.6 Provide justifications/explanations as required by the AO 25 IATF to assist the LCMO units or PMT Secretariat in conveying them to the said body.

15

5.2 **LCMO Units**

- 5.2.1 Coordinate and follow up with B/S/Os concerned on the submission of the PBB requirements under their respective coverage;
- 5.2.2 Ensure consistency and timely submission of requirements/documents to AO 25 IATF-designated oversight and validating agencies;
- 5.2.3 Address issues and concerns identified by validating and/or oversight agencies with respect to the DBM's compliance to requirements, and prepare related documents/requirements on the same, and facilitate the preparation of the necessary justifications/explanations for non-compliance with FY 2020 PBB requirement per the AO 25 IATF evaluation results; and
- 5.2.4 Provide status report on DBM compliance with the requirements under their respective coverage, as well as photocopies of submitted documents, as applicable, to the DBM PMT through the CPMS.

5.3 **FGHs**

- 5.3.1 Submit to the CPMS the accomplished Rating and Ranking Report of eligible B/S/Os under their supervision, with corresponding Minutes of Meeting, in time for the submission of DBM-OSEC's Accomplishment to the AO 25 Secretariat; and
- 5.3.2 Inform the Directors of the B/S/Os under their respective coverage of the results of the rating and ranking after approval thereof by the DBM Secretary.

5.4 **AS-HRDD**

- 5.4.1 Prepare the preliminary Form 1.0 and the number/list of personnel therein based on the submissions duly signed by the PBB Group Raters of B/S/Os to be submitted to the CPMS in time for submission to the AO 25 Secretariat; and
- 5.4.2 Provide the CPMS a complete list of DBM employees, with corresponding information on their respective compliance with the FY 2020 PBB requirements for eligibility of individual employees.

5.5 **CPMS**

- 5.5.1 Coordinate and monitor the DBM-OSEC's compliance with PBB Forms, based on the data provided by the B/S/Os in their respective Accomplishment Reports, to be submitted to the DBM PMT for evaluation/approval;
- 5.5.2 Submit the consolidated AO 25 IATF-prescribed Forms to the DBM PMT for evaluation/review and endorsement for approval of the Secretary;

- 5.5.3 Transmit the rating and ranking of B/S/Os prepared and submitted by the PBB Group Secretariat to the AS-HRDD for the preparation of the preliminary Form 1.0 Report on Ranking of B/S/Os for DBM-OSEC submission to AO 25 IATF; and
- 5.5.4 Assist in the development and implementation of internal communications strategy on the Performance-Based Incentive System (PBIS):
 - 5.5.4.1 Disseminate the performance targets and accomplishments of the DBM-OSEC by posting the same on the DBM-OSEC website,
 - 5.5.4.2 Conduct briefing, consultation meetings, and other related activities with the DBM-OSEC PRIME Officers/Alternates, PBB Group Raters, FGHs, B/S/Os, officials and employees on the DBM-OSEC's PBB implementation,
 - 5.5.4.3 Prepare and draft the necessary Department Orders, Office Orders, PBB Advisories and Memoranda to facilitate the DBM-OSEC's PBB implementation, and
 - 5.5.4.4 Act as Help Desk, through pmtsecretariat@dbm.gov.ph, to respond to queries and comments on the DBM-OSEC's FY 2020 PBB targets and accomplishments and other PBB-related concerns.

5.6 DBM PMT

- 5.6.1 Assess the PBB Reports per initial evaluation of the CPMS, submit the said reports to the Office of the Secretary or the DBM Executive Committee for approval and, upon approval, transmit the same to the AO 25 IATF through the AO 25 Secretariat, subject to the rules on re-evaluation, as may be applicable;
- 5.6.2 Decide on issues and concerns on the DBM-OSEC PBB performance, and DBM reports thereon to be submitted to the AO 25 IATF;
- 5.6.3 Lead efforts on the development and implementation of the internal communication strategy on PBIS;
- 5.6.4 Act as Appeals Body and Final Arbiter for PBB issues and concerns;
- 5.6.5 Oversee the implementation of the Department Order, and issue the necessary advisories and directives, consistent with the AO 25 IATF MC; and
- 5.6.6 Endorse and submit all authorized PBB-related documents to the AO 25 IATF through the CPMS or any authorized representatives.

6.0 APPEALS

All appeals relative to the implementation of the DBM-OSEC's grant of the FY 2020 PBB shall be acted upon pursuant to item 9.0 of Department Order No. 22, s. 2017 re DBM SPMS Guidelines dated November 17, 2017.

7.0 CALENDAR OF PBB ACTIVITIES

The indicative timeline set by AO 25 IATF for compliance of the Departments/Agencies with the requirements of the FY 2020 PBB implementation provided in Annex A hereof shall be observed by all DBM-OSEC B/S/Os, officials and employees concerned, subject to the issuance of subsequent PBB advisories by the DBM PMT.

8.0 DELEGATION OF AUTHORITY

The DBM PMT is hereby authorized to issue necessary guidelines and directives relative to the grant of the FY 2020 PBB consistent with the AO 25 IATF MC No. 2020-1.

9.0 AMENDMENTS

All other Orders or provisions thereof inconsistent and contrary to this Department Order are hereby superseded, rescinded, and/or amended accordingly.

10.0 EFFECTIVITY

This Department Order shall take effect immediately.


WENDEL E. AVISADO
Secretary

SUMMARY OF ELIGIBILITY REQUIREMENTS FOR THE GRANT OF THE FY 2020 PERFORMANCE-BASED BONUS (PBB)

REQUIREMENTS (To be Submitted)	DEADLINES OF SUBMISSION	RESPONSIBLE/CONTRIBUTING B/S/Os	LCMO UNIT
Performance Targets			
Physical Targets			
1. Streamlining and Process Improvement of Services and Digitization Initiatives (Annexes 3A and 3B/Forms A/A1)	August 31, 2021	All DBM B/S/Os concerned	CPMS
2. Client Satisfaction and Agency Best Practice		All DBM B/S/Os concerned	CPMS
3. Report on Ranking Delivery Units (Form 1.0 and PBB Evaluation Matrix)		All DBM B/S/Os concerned	CPMS and AS-HRDD
Good Governance Conditions (GGCs)			
4. Transparency Seal (Annex 2/Posting/updating of requirements in the TS page)	October 1, 2020	All DBM B/S/Os concerned	OCIO
5. Citizen's Charter (Certificate of Compliance pursuant to Section 4.1c of IATF MC No. 2020-1)	December 4, 2020	All DBM B/S/Os concerned	CPMS
6. PhilGEPS Posting (Annex 6/Update the PhilGEPS posting of all invitations to bids and awarded contracts)	January 29, 2021	All procuring B/S/Os in the Central Office, and the ROs BAC	AS-PMD LGRCB-RCU for ROs
Support to Operations (STO)			
7. QMS certification (Posting of the valid complete set, i.e., including the registration schedule and sub-certificates which could indicate the scope of registration, sites covered and validity period of QMS Certification in the Transparency Seal Page)	December 31, 2020	All DBM B/S/Os concerned CPMS	OCIO CPMS
General Administration and Support Services (GASS)			
8. FY 2020 APP non-CSE (Submit to GPPB-TSO/Posting in the TS)	March 31, 2020	All DBM B/S/Os concerned	AS LGRCB-RCU for ROs OCIO
9. Results of the FY 2019 APCPI System (Accomplish forms from the APCPI Tool/Submit Results to GPPB-TSO)	June 30, 2020		
10. Indicative FY 2021 APP non-CSE (Posting in the TS)	September 30, 2020		
11. FY 2020 APP CSE (Submit to DBM-PS/Posting in the TS)	December 15, 2020		
12. Sustained Compliance with Audit Findings	December 31, 2020	All DBM B/S/Os concerned	FS

REQUIREMENTS (To be Submitted)	DEADLINES OF SUBMISSION	RESPONSIBLE/CONTRIBUTING B/S/Os	LCMO UNIT
13. Early Procurement Activities (Annex 10 – Certificate of EPA Compliance/Posting of all Contracts and Notice to Proceed of successful EPAs)	Within thirty (30) days after the approval of the GAA	All DBM B/S/Os concerned	AS LGRCB-RCU for ROs
Other Cross-Cutting Requirements			
14. Agency's Establishment and Conduct of DBM Review and Compliance of SALN (To be posted in the TS webpage)	October 1, 2020	All DBM B/S/Os concerned DBM Review and Compliance Committee	OCIO
15. Agency's System of Rating and Ranking of Delivery Units (To be posted in the TS webpage)		CPMS, AS, OSEC, DBM PMT	CPMS
16. Updated FOI People's Manual FOI reports - Agency Information Inventory - 2020 FOI Registry - (2020 FOI Summary Report Modified One-page FOI Manual Screenshot of Agency's Homepage (submission to PCOO/Posting in the TS)	January 29, 2021	BITS	OCIO BITS

ANNEX B

RATING AND RANKING GROUP OF BUREAUS/SERVICES/OFFICES (B/S/Os) FOR FY 2020 GRANT OF PBB

GROUPS	NO. OF B/S/Os	B/S/Os	RATERS
Group 1: Support	5	<ul style="list-style-type: none"> ▪ AS ▪ CPMS ▪ FS ▪ ICTSS ▪ LS 	<p>Lead Rater: Asec Clarito Alejandro DL. Magsino</p> <p>Co-Raters: Usec. Janet B. Abuel (<i>for LS</i>)</p>
Group 2: Policy	7	<ul style="list-style-type: none"> ▪ BITS ▪ FPRB ▪ LGRCB ▪ OPCCB ▪ OSEC (including DLO) ▪ IAS ▪ SPIB 	<p>Lead Rater: Usec. Laura B. Pascua</p> <p>Co-Raters: Usec. Herman B. Jumilla (<i>for LGRCB</i>) Usec. Janet B. Abuel (<i>for DLO</i>) Usec. Anthony S. Aguilar (<i>for IAS</i>) Asec. Achilles Gerard C. Bravo (<i>for OSEC</i>) . Kim Robert C. de Leon (<i>for OSEC</i>) Asec. Rolando U. Toledo (<i>for BITS</i>) Asec Kim Robert C. de Leon (<i>for OSI</i>)</p>
Group 3: Operations	7	<ul style="list-style-type: none"> ▪ BTB ▪ BMBs A to F 	<p>Lead Rater: Usec. Tina Rose Marie L. Canda</p> <p>Co-Rater:</p>
Group 4: Regional Operations	16	<ul style="list-style-type: none"> ▪ Regional Offices I-III, IVA & IVB, V-XIII, CAR and NCR 	<p>Lead Rater: Usec. Herman B. Jumilla</p>

Note: Pursuant to Department Order No. 19 dated August 25, 2020 – *Assignment of Senior Officials of DBM*