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Approved CSU Performance Based Bonus Ranking System

By Ian Roger M. Francisco
PBB Focal Person





CAGAYAN STATE UNIVERSITY
ANDREWS CAMPUS
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Guidelines in Forced Ranking the Delivery Units (Campuses) for the Grant of 2015 Performance-Based Bonus (PBB)

1. The forced ranking of delivery units (i.e. campuses) for the grant of 2015 Performance-Based Bonus (PBB) shall be guided by the Memorandum Circular (MC) 2015-1 titled "Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2015 Under Executive Order No. 80" issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, S. 2011).
2. Campuses shall be rated and ranked based on their accomplishments in the performance targets in all 2015 GAA-based performance indicators along the Major Final Outputs (MFOs - Higher Education, Advanced Education, Research and Extension and Technical Advisory Services), Support to Operations (STO), and General Administrative and Support Services (GASS), which appeared in their approved Campus Performance Targets for 2015.
3. Piat, Lal-lo, Carig and Gonzaga campuses shall not be evaluated in MFO 2 as this is not applicable to delivery units without graduate program offerings.
4. Campuses which have not complied fully well in the Good Governance Conditions shall be disqualified from the grant of PBB 2015.
5. All claims must be supported by credible, clear and convincing documentary evidence which shall be reviewed by the University PBB Team:
 - 5.1. MFO 1 and 2 – Academic/Instruction Affairs Office with Dr. Leticia Dumlaog as lead evaluator
 - 5.2. MFO 3 – Research and Development Office with Dr. Ramelo Ramirez Jr. as lead evaluator
 - 5.3. MFO 4 – Extension and Training Office with Prof. Eladia Salabaoan as lead evaluator
 - 5.4. STO and Good Governance– Performance Management Team with Atty. Honorato Carag as lead evaluator
 - 5.5 GASS – Financial Management Office with Ms. Vita Bassig as lead evaluator
6. The University has 8 delivery units (or 8 campuses). The total performance of each of these campuses shall be the average of percentage scores each obtained from the enumerated criteria, which are given equal weights. The average points of the campuses along the four criteria (MFO, STO, GASS and Good Governance Conditions) shall be ranked to determine the Best, Better, and Good Campuses. The ranking and distribution to be followed is the one provided for by IATF MC 2015-01:

Top 10% - Best Campus
Next 25% Better Campus
Next 65% - Good Campus

Applying this system, 10% of eight (8) campuses is 0.8 or 1 best campus, 25% of eight is 2 or 3 better campuses, and 65% shall cover the rest of the campuses classified as good delivery units.

7. The Summary of Accomplishments, Rating and Ranking of Campuses shall be presented in the Form A-1 Report of the University required by the Task Force for submission and assessment. The summary shall also be uploaded in the university website and disseminated using other possible channels or platforms of communication.

8. All concerns and clarifications in regard to the rating and ranking shall be submitted in writing to the University Performance Management Committee (UPMC), the group tasked to serve as the Grievance Group for PBB, who shall review the issues and complaints and make proper recommendation/s within 15 calendar days upon receipt of the said complaint. The decision of the UPMC shall be final and executory.

Guidelines in Forced Ranking Employees for the Grant of the 2015 Performance-Based Bonus (PBB)

Eligibility of Employees

1. Officials, faculty members, and administrative staff of eligible campuses holding regular plantilla positions and who are casual personnel whose salaries are charged to the lump sum appropriation under PS or contractual employees occupying positions in the DBM-approved contractual staffing pattern, are qualified for the full grant of 2015 PBB if they have:

- 1.1. Achieved at least 90% of their targets for the year;
- 1.2. Received a rating of at least "Satisfactory" under the Strategic Performance Management System (SPMS);
- 1.3. No outstanding cash advance/s as of November 30, 2015;
- 1.4. Complied with the submission of SALN per RA 6713 and CSC MC No. 3 s. 2015;
- 1.5. Not been on vacation or sick leave with or without pay for the entire year;
- 1.6. Not been found guilty of administrative and/or criminal cases filed against them and meted out a penalty in FY 2015 (if penalty meted out is only a reprimand, such penalty shall not cause the disqualification to receive PBB.); and,
- 1.7. Rendered at least nine (9) months of service during the fiscal year and with a performance rating in accordance with item 1.2.

2. Permanent faculty members and administrative staff (with the required performance rating) who have rendered a minimum of three (3) months but less than nine (9) months of service due to the following reasons are entitled to receive PBB 2015 on pro-rata basis as presented below.

- 2.1. being newly hired employee
- 2.2. retirement
- 2.3. resignation
- 2.4. rehabilitation leave
- 2.5. maternity leave
- 2.6. vacation or sick leave with or without pay
- 2.7. scholarship/study leave
- 2.8. sabbatical leave

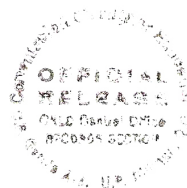
Length Service	Percentage of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

Republic of the Philippines CAGAYAN STATE UNIVERSITY Andrews Campus, Caritan, Tuguegarao City, Cagayan										ANNEX B
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)										
I, IAN ROGER M. FRANCISCO, of the Cagayan State University, University Planning and Development Office commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period October 10 to January - June 2015.										
IAN ROGER M. FRANCISCO Title: _____ Date: _____										
REVIEWED BY ROMEO R. QUILANG Immediate Supervisor		DATE		APPROVED BY ROMEO R. QUILANG University President		DATE				
MFO/PAF	SUCCESS INDICATOR (Target + Measure)	Alloted Budget	Division/Individuals Accountable	ACTUAL ACCOMPLISHMENTS	RATING Q E T A			REMARKS		
Planning activities conducted										
Planning documents reviewed/checked on time										
Reports submitted to DBM, CHED, and AOS on time										
ISW functional website										
Updating of University website										
ISW Information System Functional										
Final Average Rating										
CATEGORY		MFO	RATING							
Strategic Priority										
Core Functions										
Support Functions										
Total Overall Rating										
Final Average Rating										
Adjusted Rating										
ASSESSED BY ROMEO R. QUILANG, PhD IMMEDIATE SUPERVISOR		DATE		HONORATO M. CARAG JR. FAC Chairperson		DATE		FINAL RATING BY ROMEO R. QUILANG, PhD. University President		
Legend: 1:Quantity 2:Efficiency 3:Timeliness 4:Average										

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

Republic of the Philippines CAGAYAN STATE UNIVERSITY Andrews Campus, Caritan, Tuguegarao City, Cagayan										ANNEX B
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)										
I, NAME HERE, of the Cagayan State University, Division of University Planning and Development Office commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period July to December 2014.										
Name: _____ Date: 12/23/2014										
REVIEWED BY Immediate Supervisor		DATE		APPROVED BY University President		DATE				
OUTPUT	SUCCESS INDICATOR (Target + Measure)	ACTUAL ACCOMPLISHMENTS	RATING Q E T A			REMARKS				
Final Average Rating										
COMMENTS AND RECOMMENDATIONS FOR DEVELOPMENT PROCESS										
DISCUSSED WITH Employee		DATE		ASSESSED BY Supervisor		DATE		FINAL RATING BY University President		
I certify that I discussed my assessment of the performance with the employee.										
Legend: 1:Quantity 2:Efficiency 3:Timeliness 4:Average										



CHED MEMORANDUM ORDER

No. 04
Series of 2015

SUBJECT: ELIGIBILITY REQUIREMENTS FOR THE GRANT OF 2014
PERFORMANCE-BASED BONUS (PBB) TO PRESIDENTS
OF STATE UNIVERSITIES AND COLLEGES (SUCs)

In accordance with the pertinent provisions of RA 7722, otherwise known as the Higher Education Act of 1994, and pursuant to Executive Order No. 80 series of 2012 issued by the President of the Republic of the Philippines which directs the adoption of Performance-Based Incentive System (PBIS) for government employees, and Memorandum Circular No. 2013-01 issued by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, which provides guidelines on the grant of performance-based incentives, the Commission approved the eligibility requirements for the granting of **2014 Performance-Based Bonus (PBB)** to SUC Presidents during the 445th CEB meeting held on March 2, 2015, for the information and guidance of all concerned, thus:

PERFORMANCE CATEGORY	Best	Better	Good
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none">SUC has met <u>all</u> good governance conditionsSUC has achieved at least 90% of its physical targets in <u>all</u> MFOs, STO and GASS indicators		
		SUC has deficiency/ies in <u>some</u> of its physical target/s due to <u>uncontrollable</u> reasons	SUC has deficiency in <u>one</u> of its physical target/s due to <u>controllable</u> reasons
AMOUNT OF PBB	Php 35,000	Php 20,000	Php 10,000

This CMO shall take effect immediately.

Quezon, City Philippines, March 10, 2015


PATRICIA B. LICUANAN, Ph.D.
Chairperson

Evaluation and Rating of Employees

4. The forced ranking of faculty members and administrative staff for the grant of 2015 Performance-Based Bonus (PBB) shall be guided by Memorandum Circular (MC) 2015-1 titled "Guidelines on the Grant of Performance-Based Bonus for Fiscal Year 2015 Under Executive Order No. 80" issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, S. 2011).

5. Faculty members and administrative staff of CSU shall be evaluated based on their performance in the two rating periods (Second Semester 2014-2015 and First Semester 2015-2016 for faculty members; January to June 2015 and July to December 2015 for administrative personnel) as reflected on the Individual Performance Commitment Rating (IPCR) and Office Performance Commitment Rating (OPCR) of the CSC-approved Strategic Performance Management System (SPMS) of the University.

6. Faculty members and administrative staff designated as heads of offices such as Vice Presidents, Campus Executive Officers, Deans and Directors shall be evaluated and forced ranked according to the office they supervise and based on the OPCR.

7. Faculty members and administrative staff designated as heads of offices without a staff shall be evaluated and forced ranked based on the IPCR filed.

8. VPs, University Directors/Coordinators and Campus Executive Officers shall be evaluated by the University President using the OPCR.

9. The University President shall be evaluated based on CHED Memorandum No. 4 s. 2015.

10. Faculty members who are designated to multiple administrative positions shall be evaluated and forced ranked based on the OPCR or IPCRs they filed for each position. Their ratings in each position shall be assigned a corresponding proportional percentage to be determined by the college evaluation committee. The sum of all ratings shall be the final mark of the designee.

11. Faculty members handling courses in different colleges during the assessment period shall be evaluated and forced ranked in their main colleges.

12. Faculty members and administrative staff assigned to other campuses (or office) shall be ranked in the campus (or office) where majority of their services was rendered. In case of multiple assignments, the employee shall be ranked in the campus (office) where he or she served the longest during the evaluation period.

13. Faculty members and administrative staff on detail to another government agency for 6 (six) 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 main agency.

14. Faculty members and administrative personnel who transferred from a government agency to CSU shall be rated and forced ranked by the agency where they served the longest. If equal months were served, they will be included in CSU.

15. Each campus shall create a College Evaluation Committee (CEC) in each college whose role is to evaluate faculty members based on IPCR/OPCR and shall prepare the individual score sheet for information and signature of individual faculty member. CEC shall discuss with the ratee the result of the rating in a post-conference style in the interest of transparency. It shall prepare the ranking list (indicating the best, better and good faculty members) of the college certified by the dean for submission to the Campus Review Committee (CRC).

16. Evaluation and ratings shall be based on documentary evidence which will be secured by the committee from concerned offices.

17. Since not all campuses have the same situation, here is how campuses proceed with the organization of their CECs.

17.1. CSU Gonzaga, CSU Piat, CSU Lal-lo, CSU Sanchez Mira and CSU Aparri shall cluster its colleges to form CECs. Using this system, Gonzaga shall create two committees, Piat, 4, Lal-lo, 2, Sanchez Mira, 3 and Aparri 3. The said committee shall include the dean as chair, department chairs and extension and research coordinators, as members.

17.2. CSU Lasam shall not anymore create a college evaluation committee, considering its present number of personnel. It shall only organize a campus evaluation and review committee for the faculty members and administrative personnel. This is to be chaired by the CEO with members: college deans, PBB campus contact persons, administrative personnel association president, and faculty association president. Campus research and extension coordinators shall sit in the committee when the personnel being rated is a faculty member.

17.3. CSU Carig shall have a CEC in each college except veterinary medicine, medicine and public administration and human kinetics which shall be clustered to form one committee, whose membership includes those enumerated in 17.1.

17.4. Deans and those named to sit in the college evaluation committee, who are designated as campus PBB contact persons, shall no longer participate in the college evaluation process to avoid multiple assignments.

18. Campuses shall also create an Administrative Personnel Evaluation Committee (APEC) that will solely assess and rank administrative staff including those working in colleges. The composition: CEO (Chair) and heads of offices including deans with administrative staff, as members. This committee shall exercise the same duties mentioned in items 15 and 16 for CECs.

19. The campus shall also create a Campus Review Committee (CRC) that will verify the forced ranking list submitted by the CEC and that will, in full deliberations, finalize the list of forced ranked employees of the campuses. It shall also entertain and decide on queries and complaints of employees in regard to the result of the forced ranking in the college level. The decision of the campus review committee shall be final.

20. CRC shall be composed of the Campus Executive Officer as chair, and the campus administrative personnel association president, campus faculty association president, campus PBB contact persons, one senior faculty member handpicked by the Campus Faculty Association, as members.

21. However, in the case of Andrews Campus, since its set up is different from the other campuses, it shall create its own campus review committee and determine its membership.

22. To facilitate the completion of the forced ranking list, CECs, APECs and CRCs shall devise a proportional allocation formula, which is scientifically and statistically acceptable, to determine who and how many will be best, better and good among the faculty and administrative employees to be fair to all. The list should also be guided by the result of the ranking and distribution for PBB 2015 described in full in item 26.

23. Full deliberations in the college and campus level shall be conducted to address cases of ties in ranking. CECs, APECs and CRCs shall put up a logical and reasonable system of breaking ties based on the most scientific conventions of statistics and on available documents.

24. The forced ranking list of the campus shall be forwarded by the Campus Executive Officers to the University Performance Management Committee (UPMC) for verification. UPMC is chaired by Atty. Honorato M. Carag, with members: Dr. Mariden Ventura, Dr. Leticia Dumlaog, Dr. Perfecto Vivit, Ms. Rachel Miguel, Mrs. Vita M. Bassig, Mr. Ian Roger M. Francisco and Ms. Noamah Lasam.

25. Result of the verified ranking shall be posted on the bulletin boards or websites of the campuses for information-dissemination for at least two weeks, within which all inquiries or concerns regarding the result should have been formally elevated to the UPMC, for action.

26. The UPMC approved ranking shall be used to identify who among the employees will be best, better and good in the forced ranked campus following the category provided for in Section 7 of IATF-MC 2015-1 and EO 80 S. 2012:

Program/Major Final Outputs	Performance Indicators	University Target Based on GAA 2015	Campus Target (What the Campus can commit to deliver 2015)								
			Andrews	Aparri	Carig	Gonzaga	Lallo	Lasam	Piat	Sanchez Mira	TOTAL
A. Operations	4. Extension Services	Number of persons trained weighted by length of training	350	295	500	205	500	250	180	350	2,630
		Percentage of persons given training or advisory services who rate timeliness of service delivery as good or better	85%	90%	87%	85%	79%	90%	85%	85%	85.13%
B. Support to Operations (STO)	Percentage of students and personnel who rate the non-academic services as good or better	87%	90%	85%	80%	82%	80%	87%	90%	85%	84.88%
C. General Administration and Support Services (GASS)	Budget Utilization Rate (BUR)										
	a) Ratio of total obligations to total releases (Obligations BUR)	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
	b) Ratio of total disbursements to total release (Disbursement BUR)	90%	90%	90%	90%	90%	90%	95%	90%	90%	90%
	Percentage of financial statements and reports submitted to COA	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	Ageing of Cash Advances (cut-off date November 15, 2015)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Campus Performance Measures for the Fiscal Year 2015
(Basis for the Ranking of Campuses for the Grant of PBB 2015)

Program/Major Final Outputs	Performance Indicators	University Target Based on GAA 2015	Campus Target (What the Campus can commit to deliver 2015)								
			Andrews	Aparri	Carig	Gonzaga	Lallo	Lasam	Piat	Sanchez Mira	TOTAL
1. Higher Education Services	Total number of graduates in mandated and priority programs	4,813	1,925	723	1,200	256	280	104	369	572	5,429
	Average percentage passing in licensure exams by the SUC graduates over the national average percentage passing across all disciplines covered by SUC	148%	155%	150%	130%	125%	135%	115%	130%	130%	133.75%
	Percentage of graduates who finished their academic programs according to the prescribed timeframe	83%	83%	83%	76%	71%	80%	83%	83%	80%	80%
2. Advanced Education Services	Total number of graduates in mandated and priority programs	150	120	24	NA	NA	NA	4	NA	35	183
	Percentage of graduates who engaged in employment or whose employment status improved within one year after graduation	96%	95%	90%	NA	NA	NA	80%	NA	85%	87.50%
	Percentage of students who rate timeliness of education delivery/ supervision as good or better	88%	90%	85%	NA	NA	NA	85%	NA	85%	86.25%
3. Research Services	Number of research studies completed in the past three years	13	8	13	6	5	3	5	7	60	
		(44)	(35)	(40)	(15)	(21)	(7)	(14)	(34)	(210)	
	Percentage of research projects completed within the original project timeframe	18.33%	13.33%	21.68%	10.00%	8.33%	5.00%	8.33%	15.00%	100.00%	
		11	8	13	6	5	3	5	9	60	

Delivery Unit/Campus Category	Individual Category/Proportion of Employees		
	Best Performer	Better Performer	Good Performer
Best Delivery Unit	Php35,000 (20% of eligible employees)	Php20,000 (35% of eligible employees)	Php10,000 (45% of eligible employees)
Better Delivery Unit	Php25,000 (15% of eligible employees)	Php13,500 (30% of eligible employees)	Php7,000 (55% of eligible employees)
Good Delivery Unit	Php15,000 (10% of eligible employees)	Php10,000 (25% of eligible employees)	Php5,000 (65% of eligible employees)

27. The verified and confirmed Forced Ranking List of each campus shall be forwarded to the PBB Focal Person for the completion of CSU Form 1 to be submitted to the Department of Budget and Management Regional Office 02. The form, which shall bear the signatures of the PBB Focal Person, UPMC Chair, Financial Management Officer, and the University President, shall be used as basis for the payout of the PBB 2015.

Student Satisfaction Survey

Dear Student,

As a valuable member of the University, we would like to ask your opinion about the frontline services that you have received and experienced here on campus during the School Year 2015-2016

Your answers will provide us valuable inputs to serve you better and to make sure we meet your expectations. Please check the number that corresponds to your level of assessment.

1 = Poor 2 = Fair 3 = Good 4 = Better 5 = Best

Thank you so much for your time.

I. Library Services

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the library					
2. Quality of customer service from the librarian and his/her staff					
3. Timeliness of response to service requests from the library staff					
4. Availability and quality of library resources such as books, periodicals and general references					
5. Overall perception of services provided by the Library staff					

II. BUSINESS SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Business office					
2. Quality of customer service from the Business director/coordinator and his/her staff					
3. Timeliness of response to service requests from the Business office staff					
4. Availability and quality of business items and products sold at the Business office					
5. Overall perception of services provided by the Business staff					

III. STUDENT SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Office Student Services and Welfare (OSSW)					
2. Quality of customer service from the OSSW director/coordinator and his/her staff					
3. Timeliness of response to service requests from the OSSW staff					
4. Availability and quality of student projects, events and activities					
5. Overall perception of services provided by the OSSW staff					

IV. GUIDANCE SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Guidance Office					
2. Quality of customer service from the guidance director/coordinator and his/her staff					
3. Timeliness of response to service requests from the guidance office staff					
4. Availability and quality of growth sessions conducted					
5. Overall perception of services provided by the Guidance staff					

13.1 TIMELINE FOR FY 2015 IMPLEMENTATION

Activity	Deadline
Submission of FY 2014 Financial Reports to COA	On or before March 31, 2015
Submission of FY 2014 Financial Reports to COA (for Big Agencies)	On or before April 30, 2015
Posting of Agency system of ranking delivery units and individuals	On or before October 30, 2015
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2015 as cut-off)	On or before December 1, 2015
Submission of Certificate of Compliance PhilGEPS (with November 15, 2015 as cut-off)	On or before December 1, 2015
<i>Note: Certificate of Compliance for Transparency Seal and Citizen's Charter will not be submitted to DBM- OCIO and CSC) Pre-Assessment will be conducted by the validating agencies starting October 1, 2015. Agencies should ensure compliance to the requirements</i>	
Submission of accomplishments using Form A, A1, B, C and Form 1.0 (See Annexes 1, 2, 3, 4, 5)	
a. With December 31, 2015 as cut-off date	On or before January 15, 2016
b. With April 1, 2016 as cut-off date	On or before April 18, 2016
(For DEPED ONLY)	
Submission of BFARs to COA and DBM	30 Days or one Month after the end of quarter
Submission of APCPI Self-Assessment	On or before December 1, 2015
Submission of APP	Within the first month of the year until before end of April 2015.
Validation of QMS Certification/Operations Manual Submission	On or before January 15, 2016
Validating of 2nd STO Indicator as identified by head of Agency	On or before January 15, 2016


14. APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES AND LOCAL GOVERNMENT UNITS (LGUs)

Congress, The Judiciary, Constitutional Commissions, and the Office of the Ombudsman are encouraged to follow these guidelines to be eligible to the Performance-Based Bonus.

LGUs may also participate in FY 2015 PBB. The Department of the Interior and Local Government (DILG), in coordination with the A025 Technical Working Group, shall craft the Guidelines on the Grant of FY 2015 PBS for LGUs and oversee the implementation of the PBS in LGUs.

15. EFFECTIVITY

This Circular shall take effect immediately.


FLORENCIO B. ABAD
 Secretary, Department of Budget and Management
 and Chairman, AO 25 Inter-Agency Task Force

OP Planning Tool Accomplishments	OP-OCS
EODB Accomplishments	NCC
Agency Rating and Ranking Report • Departments • OEOs • GOCCs covered by DBM • GOCCs covered by RA 10149 • SUCs • LWDS	DBM-OPCCB DBM-OPCCB and DBM-NCR DBM BMB-F GCG DBM-RO LWUA and DBM BMB-F

10.0 EFFECTS OF NON-COMPLIANCE

10.1 For FY 2015 agencies that are unable to comply with all the good governance conditions shall be considered ineligible for the PBB FY 2015.

10.2 Upon determination, after due process by the oversight agency, of misrepresentation in the submitted reports for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of these Guidelines, a Department/Agency shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.

10.3 Agencies that are found to evenly distribute PBB among employees, shall be warned and investigated by the IATF. If found guilty, the Task Force has the right to withhold bonuses of these agencies.

11.0 FEEDBACK AND CHANGE MANAGEMENT

11.1 Department Secretaries/Head of Agencies with the support of their Performance Management Groups (PMGs) shall develop and implement an internal communications strategy on PBIS, and fulfill the following:

- Engage their respective employees in understanding the PBIS, the performance targets of their respective departments/agencies, as well as the services and outputs that they will need to deliver in order to meet these targets.
- Disseminate the performance targets and accomplishments of their departments/agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
- Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their departments/agencies. The Help Desk may be a facility that is embedded in the respective websites of departments/agencies.
- Set up a Complaints Mechanism to respond to the PSIS-related issues and concerns raised by officials and employees of their respective departments/agencies. Such may be incorporated in the functions of their Grievance Committee.

11.2 The Department Secretary/Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMG and to recommend strategies to instill a culture of performance within the department/agency.

12.0 INFORMATION AND COMMUNICATION

12.1 The Department Secretary/Head of Agency shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior officials designated as the PBB focal person and the spokesperson, respectively.

12.2 Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.

12.3 The IATF shall maintain the following communication channels:

- AO 25 Secretariat at ao25secretariat@dap.edu.ph
- PBIS Info Board
- RPBPMS website www.dap.edu.ph/rbpms
- PCDSPO e-mail at pbb@gov.ph
- Text hotline (Smart: +63920.498.9121)
- Facebook (www.facebook.com/PBBsecretariat)
- Twitter: [@pbbsecretariat](https://twitter.com/pbbsecretariat)

V. MEDICAL AND DENTAL SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Campus Clinic					
2. Quality of customer service from the campus physician and his/her staff					
3. Timeliness of response to service requests from the Campus Clinic staff					
4. Availability and quality of medical and dental supplies and materials					
5. Overall perception of services provided by the Campus Clinic staff					

VI. REGISTRAR SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Registrar's Office					
2. Quality of customer service from the Registrar and his/her staff					
3. Timeliness of response to service requests from the Registrar staff					
4. Availability and quality of student records and other related documents					
5. Overall perception of services provided by the Registrar staff					

VII. ACCOUNTING SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Accounting Office					
2. Quality of customer service from the Accountant and his/her staff					
3. Timeliness of response to service requests from the Accounting staff					
4. Availability of test permits and accuracy of statement of accounts and other pertinent documents					
5. Overall perception of services provided by the Accounting staff					

VIII. CASHIERING SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Cashier's Office					
2. Quality of customer service from the cashier and his/her staff					
3. Timeliness of response to service requests from the Cashier's Office staff					
4. Availability and accuracy of official receipts and other related documents					
5. Overall perception of services provided by the Cashier's Office staff					

IX. SOCIO-CULTURAL SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Socio-Cultural Office					
2. Quality of customer service from the socio-cultural director/coordinator and his/her staff					
3. Timeliness of response to service requests from the Socio-Cultural Office staff					
4. Availability and quality of socio-cultural projects, events and activities					
5. Overall perception of services provided by the Socio-Cultural staff					

X. SPORTS SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Sports Services Office					
2. Quality of customer service from the sport director/coordinator and his/her staff					
3. Timeliness of response to service requests from the Sports Services Office staff					
4. Availability and quality of sports projects, events and activities					
5. Overall perception of services provided by the Sports Services staff					

XI. INSTRUCTIONAL MEDIA SERVICES (Andrews and Carig Campuses only)

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
Performance Indicator					
1. Technical expertise of the staff in the Instructional Media Center (IMC)					
2. Quality of customer service from the IMC director and his/her staff					
3. Timeliness of response to service requests from the IMC staff					
4. Availability and quality of supplies, materials and equipment					
5. Overall perception of services provided by the IMC staff					

Sex () Male () Female

Campus: _____

Year Level: _____

Course: _____

College: _____

Faculty and Personnel Satisfaction Survey

Dear Member of the Faculty/Administrative Staff,

As a valuable member of the University, we would like to ask your opinion about the frontline services that you have received and experienced here on campus this School Year 2015-2016. Your answers will provide us valuable inputs to serve you better and to make sure we meet your expectations. Please check the number that corresponds to your level of assessment.

1 = Poor 2 = Fair 3 = Good 4 = Better 5 = Best

Thank you so much for your time.

I. HUMAN RESOURCES SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the human resource management office (HRMO)					
2. Quality of customer service from the HRM Officer and his/her staff					
3. Timeliness of response to service requests from the HRMO staff					
4. Availability of accurate faculty and personnel data profile, inventory, employment record, salary schedule and other related documents					
5. Overall perception of services provided by the HRMO staff					

8.3 DBM financial reports including BFARs shall be submitted directly to DBM.

84. Agencies should directly submit to PhilGEPS e-copies of duly accomplished Certificate of Compliance (CoC) on December 1, 2015 signed by the HOPE and BAC Chair thru pbb@philgeps.gov.ph.

For those with attached agencies/regional field office:

- The heads of attached agencies through their respective BAC offices should prepare a separate PhilGEPS Coe.
- The mother agency should submit the consolidated e-copies of PhilGEPS CoCs.
- The PhilGEPS CoC should cover transactions from November 16, 2014 to November 15, 2015.
- Incomplete and non-submission of PhilGEPS CoC will be considered as non compliance.

8.5 For the Transparency Seal and ARTA, certification of compliance is no longer necessary since the concerned oversight agency shall be conducting random validation based on the agreed monitoring schedule.

8.6 Departments/Agencies should submit FY 20 15 accomplishments using Forms A, A-1 and B/C and Form 1.0 on or before January 15, 2016.

8.7 The Department of Education shall submit its accomplishments with April 1, 2016 cut-off date on or before April 18, 2016 .

8.8 The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies.

9.1 COMPLIANCE VALIDATION

As with the previous cycles of the PBB, the following oversight agencies are tasked to conduct the validation of the PBB requirement:

PBB Requirement	VALIDATING AGENCY
Transparency Seal	DBM-OCIO
PhilGEPS Posting	PhilGEPS
Citizen's Charter	CSC
Submission of SALN of employees	Office of the President, Office of the Ombudsman and CSC. Note: The SALN validating agencies shall provide the list of SALN non-filers
MFO- Physical Accomplishments of • Departments • OEOs • GOCCs covered by DBM • GOCCs covered by RA 10149 • SUCs • LWDs	DBM - BMB A, B, C, D and E OP-OES DBM -BMB F and OP-OES GCG CHED and DBM-ROs DBM-BMB F and LWUA
STO - Accomplishment • QMS Certification I Operations Manual • STO identified by agency head	DBM - BMB A, B, C, D, E and F; OP-OES; CHED ; LWUA
GASS • BUR of Departments, OEOs and GOCCs covered by DBM • BUR of SUCS • Public Financial Management Reports • Submission of Financial Statements, Ageing of Cash Advances Report • BFARs • ACPI • Submission of App	DBM - BMB A, B, C, D, E and F DBM Regional Offices DBM COA DBM and COA GPPB-TSO GPPB-TSO
Priority Program Accomplishments	PMS

7.4 Only the personnel belonging to eligible bureaus, offices or delivery units are qualified for the PBB.

7.5 Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Sections 7.1 and 7.2, shall be forced ranked subject to the estimated budget ceiling per agency for FY 2015 PBB.

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

For the best bureau, office or delivery unit:

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

For the best bureau, office or delivery unit:

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

7.6 Eligibility of attached agencies is no longer dependent on the eligibility of the entire department/agency. Payout to attached agencies will be given separately in case one of them is not eligible.

7.7 Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPEs, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall not be eligible to the PBB.

7.8 The resulting ranking of offices/delivery units and the personnel therein shall be indicated in Form 1.0 (Annex 5).

7.9 The GCG and LWUA shall issue pertinent guidelines on the ranking of delivery units and individuals for GOCCs covered by GCG and LWDs, respectively

8.0 SUBMISSION OF REPORTS

8.1 Submit duly completed and signed forms and reports to the IATF (two hard copies and e copy of Forms A, A-1, B, C, and other supporting documents) through the AO 25 Secretariat, which shall endorse copies to the oversight/validating agencies for review/evaluation. All forms and reports should be signed by agency head or the officially designated OIC.

8.2 COA financial reports including the Report on Ageing of Cash Advances shall be submitted directly to COA in accordance with the mandated period of submission. COA will provide the IATF the list of agencies that complied with this condition.

a. To be eligible, the agency must be able to submit the FY 2014 financial reports not later than March 31, 2015. Large Agencies are given consideration until April 30, 2015.

b. Meanwhile, agencies must submit to COA the Report on Ageing of Cash Advance with a cut-off date of November 15, 2015 to the respective resident Auditors on or before December 1, 2015. Upon validation, the Resident COA Auditor will be responsible to forward the validated Report on Ageing of Cash Advances to their respective Supervising Auditor/Cluster Director for proper transmittal to Risk Management and Budget Office in the COA Head Office

II. RECORDS SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Records Office					
2. Quality of customer service from the records officer and his/her staff					
3. Timeliness of response to service requests from the records office staff					
4. Availability of accurate official records and other related documents					
5. Overall perception of services provided by the Records Office staff					

III. ACCOUNTING SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Accounting Office					
2. Quality of customer service from the Accountant and his/her staff					
3. Timeliness of response to service requests from the Accounting staff					
4. Availability of accurate net-take home pay, BIR forms, and other pertinent documents					
5. Overall perception of services provided by the Accounting staff					

IV. CASHIERING SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Cashier's Office					
2. Quality of customer service from the cashier and his/her staff					
3. Timeliness of response to service requests from the Cashier's Office staff					
4. Availability of accurate official receipts and other related documents					
5. Overall perception of services provided by the Cashier's Office staff					

V. LIBRARY SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the library					
2. Quality of customer service from the librarian and his/her staff					
3. Timeliness of response to service requests from the library staff					
4. Availability of updated and quality library resources such as books, periodicals and general references					
5. Overall perception of services provided by the library staff					

VI. MEDICAL AND DENTAL SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Campus Clinic					
2. Quality of customer service from the campus physician and his/her staff					
3. Timeliness of response to service requests from the Campus Clinic staff					
4. Availability of updated and quality of medical and dental supplies and materials					
5. Overall perception of services provided by the Campus Clinic staff					

VII. REGISTRAR SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Registrar's Office					
2. Quality of customer service from the Registrar and his/her staff					
3. Timeliness of response to service requests from the Registrar staff					
4. Availability of accurate student and faculty records and other related documents					
5. Overall perception of services provided by the Registrar staff					

VIII. SUPPLY SERVICES

Have you availed of these services? If yes, please rate the following. If no, please proceed to the next service.

Performance Indicator	1	2	3	4	5
1. Technical expertise of the staff in the Supply Office					
2. Quality of customer service from the Supply Officer and his/her staff					
3. Timeliness of response to service requests from the Supply Office staff					
4. Availability of common office supplies and other materials.					
5. Overall perception of services provided by the Supply Office staff					

Sex () Male () Female

Campus Assignment: _____

Position: _____

Length of Service: _____

College: _____

.....

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- Being a newly hired employee;
- Retirement;
- Resignation;
- Rehabilitation Leave;
- Maternity Leave and/or Paternity Leave;
- Vacation or Sick Leave with or without pay;
- Scholarship/Study Leave;
- Sabbatical Leave

6.11 An 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.

6.12 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

6.13 Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015), shall not be entitled to the FY 2015 PBB.

6.14 Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period as required by the COA shall not be entitled to the FY 2015 PBB.

6.15 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to the respective SALN repository agencies as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s.2015) and also liquidated FY 2015 Cash Advances, as this will be a basis for the release of FY 2015 PBB to individuals.

7.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS

7.1 Agencies and their corresponding offices/delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2015. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

For the best bureau, office or delivery unit:

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

7.2 Agencies that meet at least 90% of each one of the FY 2015 targets of the Secretary/Head of Agency other than those in the Congress approved PIB as reflected in the OP Planning Tool commitments for FY 2015 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Section 3.1, shall force rank the offices/delivery units eligible to the PBB according to the following categories:

For the best bureau, office or delivery unit:

Ranking	Individual Performance Category
Top 15%	Best Bureau/Office/Delivery Unit
Next 30%	Better Bureau/Office/Delivery Unit
Next 55%	Good Bureau/Office/Delivery Unit

7.3 To facilitate the ranking of delivery units, agencies should consider similarities of task and responsibilities to determine the most appropriate grouping or clustering of delivery units and individuals for purposes of evaluating and ranking group and individual performance.

individuals; and ii) Quality Management Certificate from an international certifying body or the agency Operations Manual whichever is applicable as indicated in Section 4.2.a of this Circular.

5.4 The system of ranking delivery units and individuals should be posted in the agency transparency seal and disseminated to employees not later than October 30, 2015.(See Annex 10 - Guideline on Transparency Seal)

5.5 To submit the Certificate of Compliance with PhilGEPS, see Annex 11 - Guideline on PhilGEPS.

5.6 A pre-assessment of agency compliance with the Good Governance Conditions and other PBB requirements shall be conducted starting October 1, 2015.

6.0 ELIGIBILITY OF INDIVIDUALS

6.1 The eligibility of Department Secretaries, Heads of Other Executive Offices, Chairpersons and Commissioners of Constitutional Offices, and non-ex-officio heads of GOCCs covered by DBM shall be based on the eligibility of the respective department/agency. Their PBB rate shall be fixed at P35,000 for FY 2015.

6.2 Non-ex officio Board Members of GOCCs covered by DBM may be eligible subject to the following conditions :

- 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
- Nine (9) months aggregate service as Members of the Board; and
- Submission of FY 2015 Corporate Operating Budget (COB) to DBM within the set deadline.

6.3 The eligibility of SUC Presidents will be based on CHED Memo Order No. 4 s. 2015.

6.4 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS).

6.5 Third Level officials should receive a rating of at least "Very Satisfactory" under the CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government including GOCCs with original charters, for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES .

6.6 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".

6.7 Personnel 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.

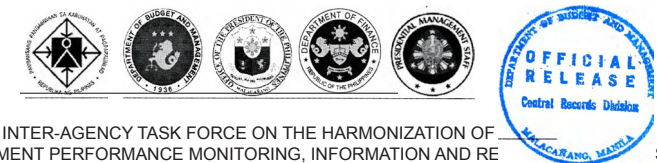
6.8 Personnel who transferred from one government agency to another agency shall be rated and ranked by the agency where he/she served the longest If equal months were served for each agency, he/she will be included in the recipient agency.

6.9 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.4 and 6.5 hereof may be eligible to the full grant of the PBB.

6.10 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB

on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

Length Service	Percentage 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%



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND RE

MEMORANDUM CIRCULAR NO. 2015 - 1

August 12 , 2015

TO All Heads of Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or-Controlled Corporations, and Local Water Districts.

SUBJECT: Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2015 under Executive Order No. 80

1.0 PURPOSE

This Memorandum Circular contains the criteria and conditions for the grant of Performance Based Bonus (PBB) in FY 2015. The guidelines specify new requirements such as:

- 1.1 Use of the Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
- 1.2 Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
- 1.3 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
- 1.4 Compliance with Section 3e of Administrative Order (AO) No. 46 s.2015 which requires agencies to submit their respective Annual Procurement Plan (APP);
- 1.5 Submission of separate Forms B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishment for OP Planning Tool FY 2015 Targets, respectively.

2.0 COVERAGE

2.1 This circular covers all Departments, Bureaus, Offices and Other Agencies of the National Government, including Constitutional Commissions, Congress, The Judiciary, Office of the Ombudsman, State Universities and Colleges, Government-Owned or- Controlled Corporations , and Local Water Districts.

2.2 All officials and employees of eligible departments/agencies holding regular plantilla positions; and contractual and casual personnel having an employer-employee relationship with the said agencies, and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM approved contractual staffing pattern of the agencies concerned, are covered by this Circular

2.3 The implementation of this circular shall be in close coordination with the following:

- DBM for the Departments and their attached agencies;
- OP-Office of the Executive Secretary(OP-OES) and DBM for the Other Executive Offices, including the OP-attached agencies and Government Owned or Controlled Corporations (GOCCs) covered by DBM;
- The Commission on Higher Education for the State Universities and Colleges;
- The Governance Commission for GOCCs for GOCCs covered by Republic Act No. 10149;
- Local Water Utilities Administration (LWUA) for Local Water Districts (LWDs)

3.0 ELIGIBILITY CRITERIA

3.1 Each agency must satisfy the following conditions (see Annex 6 - Master List of Agencies):

a. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB) of the FY 2015 GAA, and the targets for Support to Operations (STO) and General Administration and Support Services (GASS) (Annex 1 - Form A Department Performance Accomplishment , and Annex 2 - Form A 1 Details of Bureau/ Office Performance Indicators and Accomplishments);

a.1. For GOCCs under the coverage of DBM without budgetary support, the targets reflected under DBM Form No. 700 in their Corporate Operating Budgets shall be used as basis in assessing their performance and determining eligibility for the Performance-Based Bonus.

a.2. GOCCs covered by RA 10149 should achieve a weighted-average score of at least 90% in their respective 2015 Performance Scorecard and comply with the requirements for the Interim Performance Based Bonus of GOCCs specified by GCG;

a.3. For LWDs, the MFOs and Pis identified under Memorandum Circular No. 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing LWD performance and determining their eligibility for the PBS.

b. Achieve at least 90% of each one of the priority program/project targets agreed with the President under the five Key Result Areas of Executive Order (EO) No. 43 (Annex 3 - Form B Key Programs and Projects). See Annex 7 for the Updated List of Priority Programs and Initiatives (as of March 2015);

c. Satisfy 100% of the good governance conditions set by the AO 25 Inter-Agency Task Force (IATF) for FY 2015; and

d. Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials of departments/agencies of the national and local governments (ie. GOCCs with original charters , and State Universities and Colleges) including officials holding managerial and director positions but are not presidential appointees; and Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.

3.2 To be eligible for a higher percentage distribution in the ranking of delivery units, the whole Department/Agency must achieve at least 90% of each one of the additional targets of the Secretary/ Head of Agency as reflected in the OP Planning Tool Form 1 (Annex 4 - Form C Agency Targets and Accomplishments for Planning Tool Commitments) and under the Ease of Doing Business targets (see Annex 8 - List of Agencies with PT and EOOB Commitments) , in addition to the criteria in Section 3.1.

4.0 FY 2015 PERFORMANCE TARGETS

4.1 All MFO indicators and targets in the FY 2015 Performance-Informed Budget approved by Congress shall be the basis for assessing eligibility for the PBB.

4.2 In addition to the STO indicators and targets in the FY 2015 Performance-Informed Budget, Departments/Agencies shall include the following:

a. Quality Management System (OMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of an Operations Manual covering selected core processes or areas of operation. (see Annex 9 - Guideline on Scope of Operations Manual)

b. STO target identified in accordance with the priority of the agency head.

4.3 The GASS targets shall be:

a. Budget Utilization Rate (BUR) , which shall consist of:

a.1. Obligations BUR computed as obligations against all allotments issued for FY 2015 , including those released under the "GAA as a release document" policy; and

a.2. Disbursement BUR which is 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 2015.

b. Compliance to Public Financial Management (PFM) reporting requirements of the COA and DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the

following:

b.1. Budget and Financial Accountability Reports (BFARs)

b.2. Report on Ageing of Cash Advances

b.3. COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity ; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements)[per COA Resolution 2014-003] .

c. Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012, applicable to the agencies who are in the list of trained agencies for APCPI (See Annex 6 - Master List of Agencies).

d. Submission of agency Annual Procurement Plan (APP) based on the approved budget in the GAA to the Government Procurement Policy Board (GPPB) and its Technical Support Office (TSO), as prescribed by Section 3e of AO No. 46 s.2015 .

Agencies should send a scanned copy of the APP to GPPB-TSO's email: **monitoring@gppb.gov.ph**, instead of an Excel file or hard copy.

4.4 Priority program/project targets agreed with the President under the five (5) KRAs of EO No. 43.

4.5 Commitments of the Department Secretary/Head of Agency approved by the President/Office of the Cabinet Secretary as reflected in the OP Planning Tool for FY 2015 and Ease of Doing Business targets set by the National Competitive Council (NCC), which shall be treated as over and above the Congress-approved PIB/GAA targets .

4.6 In case a department/agency is assessed to have deficiencies in meeting its performance commitments, the Department Secretary or Head of Agency may request for re-evaluation of their 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 factors that are considered outside of the control of the agency.

5.0 GOOD GOVERNANCE CONDITIONS

5.1 For FY 2015, the IATF has set three (3) good governance conditions based on the performance drivers of the Results-Based Performance Management System (RBPMS):

a. Maintain/Update the Agency Transparency Seal;

b. Maintain/Update the PhilGEPS posting; and

c. Maintain/Update the Citizen's or Service Charter or its equivalent;

5.2 Agency Transparency Seal page should be accessible by clicking on the TS logo on the Home page. Agency Transparency Seal should contain the following documents :

a. Agency mandate, vision, mission and list of officials

b. Quarterly and Annual Financial Reports

b.1 For NGAs/SUCs

b.1.1 FY 2013 to FY 2015 FAR No. 1: SAAOBDB

b.1.2 FY 2013 to FY 2015 Summary Report on Disbursements

b.1.3 FY 2013 to FY 2015 BAR No.1 - Quarterly Physical Report of Operations/Physical Plan

b.2 For GOCCs and LWDs

b.2.1 FY 2013 to FY 2015 Annual Reports

c. DBM-Approved Budget and Targets for FY 2015

d. Programs, Projects, and Activities, Beneficiaries, and Status of Implementation for FY 2015. If this portion is not applicable, agencies should indicate "not applicable" (NA).

e. Annual procurement plan (APP) FY 2015

5.3 Agency Transparency Seal should include the posting of the agency's i) system of ranking delivery units and