Guideline on Transparency Seal

1. All agencies should maintain a Transparency Seal page, accessible by clicking the TS logo on the Home page. It should be visible. **Submit the link to the website (recommended.gov.ph domain) when applying for PBB.**

2. The following are the **ONLY** required documents:

   I. Agency's Mandate, Vision, Mission and List of Officials
   II. Annual Financial Reports (whole year/as of December end of the year/4th Quarter. Incomplete or non-cumulative will not be counted)

   A. FOR NGA/SUCs
   2013-2016 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)
   2013-2016 Summary Report on Disbursements
   2013-2016 BAR NO. 1 - Quarterly Physical Report of Operations/Physical Plan
   2013-2016 FAR No. 5 - Quarterly Report on Revenue and Other Receipts
   2013-2016 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)

   B. FOR GOCC/WD
   2013-2016 Annual Report

   III. DBM Approved Budget and Targets (only for current year)
   Budget 2016
   Targets/MFOs/GAA targets 2016

   IV. Projects, Programs and Activities, Beneficiaries, and Status of Implementation (only for current year - indicate if not applicable or else zero rating will be given)

   Projects, Programs 2016
   Beneficiaries 2016
   Status of Implementation 2016

   V. Annual Procurement Plan 2016 (only for current year)
   Annual Procurement Plan 2016

   VI. QMS Certification by any international organization approved by the Inter-Agency Task Force or ISO 9001:2015 aligned QMS documents

   VII. System of Ranking Delivery Units (to be posted by October 30, 2016)

3.   It is recommended that the links to the documents open in a **new tab/page for preview with option to download.** Please no auto-download files. The following are the prescribed formats:

         - New page/section in the website (No pdfs, xls, jpgs etc.): Items I (Mandate, directory)

         - XLS. or PDF for Items II, III, IV and V. (Open in new tab for preview, please no automatic downloading of files. You can use google drive, Dropbox or any other file hosting software to let you preview the file when clicked)

5.   Post the documents in the prescribed order (see above) for easier validation and checking.

6.   Nesting folders are discouraged. Post the links to the documents in a single webpage reserved for the transparency seal. If the files are hidden in folders, there is a risk that the documents might be overlooked by the validator.