



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATION COMMISSION

MEMORANDUM CIRCULAR NO. 2017- 14
Series of 2017

TO : ALL PRC OFFICIALS AND EMPLOYEES

SUBJECT : REVISED GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS FOR FISCAL YEAR 2017 INCLUDING THE PROCESS AND CRITERIA ON RANKING DELIVERY UNITS

DATE : DECEMBER 29 , 2017

Pursuant to Memorandum Circular No. 2017-1 dated March 9, 2017 issued by AO 25 Inter-Agency Task Force (IATF) under EO no. 80 series of 2012 and EO no. 201 series of 2016 that specifies the criteria and conditions for the grant of 2017 PBB, and Memorandum Circular No. 2017-2, the following are the guidelines in granting the Performance-Based Bonus (PBB) to all PRC officials and employees for Fiscal Year 2017.

1. OBJECTIVES

The herein guidelines are hereby issued to prescribe the criteria and conditions for the grant of Performance-Based Bonus (PBB) for FY 2017 performance to be given in FY 2018.

2. COVERAGE

2.1. For purposes of this Memorandum Circular, of the 24 offices of the Commission under the approved organizational structure, the Commission shall have eighteen (18) delivery units:

- **OFFICE OF THE CHAIRMAN** (Office of the Chairman, Office of the Commissioner I, Office of the Commissioner II, Office of the Assistant Commissioner, PRB Secretariat, Internal Audit Division, Commission Secretariat, Legal Appeals Unit, PRB Screening Unit, Public Information and Media Relations Unit)
- **PLANNING MANAGEMENT AND FINANCIAL SERVICE** – Office of the Director, Planning Division, Monitoring and Evaluation Division, Research and Statistics Division, Budget and Management Division, Accounting Division)

- **ADMINISTRATIVE SERVICE** - Office of the Director, Cash Division, General Services Division, Human Resource Development Division, Procurement and Supply Division, Archives and Records Division)
- **INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE** - Office of the Director, Systems Development and Maintenance Division, Database Management Systems Division, Network Infrastructure and Information Security Division)
- **INTERNATIONAL AFFAIRS OFFICE** (International Commitments Negotiation Division, International Development Division, Qualifications Recognition Division)
- **LEGAL SERVICE-** (Hearing and Investigation Division, Legal Research and Opinion Division, Special Prosecution Division)
- **LICENSURE OFFICE** - (Licensure Division, Rating Division, Test Development Division)
- **REGULATIONS OFFICE** – Accreditation and Compliance Division, Continuing Professional Development Division, Professional Registry Division)
- **REGIONAL OFFICES** – PRC Baguio, PRC Tuguegarao, PRC Lucena, PRC Legazpi, PRC Iloilo, PRC Cebu, PRC Tacloban, PRC Pagadian, PRC Cagayan de Oro, PRC Davao

2.2. All officials and employees of delivery units holding regular plantilla positions.

3. ELIGIBILITY REQUIREMENTS FOR THE GRANT OF PBB

The following are the PBB eligibility requirements:

- 3.1. Compliance with the **Good Governance Conditions** for FY 2017 set by AO 25;
- a. Maintain/Update Agency Transparency Seal pursuant to Section 93 of the general provisions of the FY 2017 GAA, and should contain the following:
- a.1 Agency's mandates and functions, names of its officials with their position and designation, and contact information;
 - a.2 DBM-approved budget and corresponding targets for FY 2017;
 - a.3 Budget and Financial Accountability Reports;
 - FY 2013 to FY 2017 FAR No. 1: SAAOBDB
 - FY 2013 to FY 2017 Summary Reports on Disbursement
 - FY 2013 and FY 2017 BAR No. 1-Quarterly Physical Reports of Operations/Physical Plan
 - a.4 Projects, Programs and Activities
 - a.5 FY 2017 Annual Procurement Plan in the format prescribed under GPPB Circular No. 07-2015 and FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment

- a.6 QMS ISO Certification of at least one core processes by any international certification body (ICN) accredited by an International Accreditation Forum (IAF)
- a.7 System of Ranking Delivery Units
- a.8 The Freedom of Information (FOI) Manual

- b. Maintain/Update the PhilGEPS posting pursuant to the Government Procurement Reform Act (Republic Act No. 9184);
- c. Compliance with the President's directive on improving all frontline services consistent with the objectives of the ARTA of 2007 and cut down processing time;
- d. Maintain/Update Citizen's Charter
- e. Self-assessment and reporting of improvements made by the agency in compliance to CSC Memorandum Circular No. 14 s. 2016
- f. Posting of the agency's Freedom of Information (FOI) Manual pursuant to Executive Order No. 02, series of 2016.

3.2. Accomplishment of all **Major Final Outputs** (MFOs) Indicators and targets under the Performance Informed Budget of the FY 2017 General Appropriations Act and shall be monitored through the use of the quarterly agency accountability reports uploaded in the DBM Unified Reporting System (URS):

Performance Indicators	Target 2017
No. of license registration and certification applications acted upon (initial registration)	193,789
Percentage of licensed professionals with one or more complaints in the last three (3) years	.0022% or less than 1%
Percentage of applications acted upon within two (2) days of filing	100%
Investigation on administrative complaints	1,768
Number of licensed, registered or certified professionals with three (3) or more recorded complaints or breaches over the last three (3) years as a percentage of the total number of professionals with one or more recorded breaches or complaints	0%
Percentage of complaints against professionals responded to within two (2) day after filing of complaint	100%
Percentage of cases resolved within three (3) months	4%

- 3.3 Achievement of targets under **Support to Operations (STO)**;
 - Certification/Continuing Certification of agency Quality Management System.
 - STO target based on the priority of the Chairman
- 3.4. Achievement of targets under **General Administration and Support Services (GASS)**;
 - Budget Utilization Rate (BUR)
 - a. Obligations BUR
 - b. Disbursements BUR
- 3.5. Complete and timely submission of Public Financial Management reporting requirements of COA and DBM through the DBM's Unified Reporting System (URS);
 - Budget and Financial Accountability Reports

4. ELIGIBILITY CRITERIA FOR PRC OFFICIALS AND EMPLOYEES

- 4.1. The eligibility of the Chairman, as Head of the Agency, will depend on the performance of the Agency, as follows:

Performance of the Agency	% of PBB Rate
Achieved all GGCs, and its physical targets in all MFOs, STO and GASS indicators	65%
Achieved all GGCs, and has deficiency/ies in some sort of its physical targets due to uncontrollable reasons	57.5%
Achieved all GGCs, and has deficiency in one of its physical targets due to controllable reasons	50%

- 4.2. Employees belonging to the first and second level positions should receive a rating of at least “Satisfactory” based on the SPMS.
- 4.3. Eligible first and second level employees shall be rated on the basis of the following criteria and percentage score weights:

Performance Rating	90%	4	Meeting the success indicators -Outstanding (O)
		3	90% to 99% of the success indicators -(VS)
		2	80% to 89% of the success indicators - (S)
		1	79% or below the success indicators - Unsatisfactory (US) Not Entitled to PBB
Behavior and Attendance	10%	3%	Integrity
		4%	Work Attitude

	1.5%	Punctuality
	1.5%	Attendance

- 4.4. Employees should have rendered a minimum of nine (9) months government service during the FY 2017 and with at least “Satisfactory” ratings in both rating periods.
- 4.5. An employee who rendered a minimum period of three (3) months but less than the period of nine (9) months government service, and with at least “Satisfactory” rating(s), shall be eligible for the grant of PBB on a pro-rata basis, as follows:

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

- 4.6. An employee who will not meet the nine-month actual service requirement in view of the following reasons may be considered eligible for the CY 2017 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.
- 4.6. An employee who transferred from one government agency to another shall be rated by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in rating of the recipient agency.

5. EXCLUSIONS FROM THE FY 2017 GRANT OF PBB

- 5.1. An employee who is on vacation or sick leave, with or without pay, for the entire year.

- 5.2. An employee found guilty of administrative and/or criminal case filed against him/her and meted penalty in 2017. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 5.3. Officials and employees who failed to submit their FY 2016 Statement of Assets, Liabilities and Net worth (SALN) prescribed under CSC M.C. No.3, series of 2017.
- 5.4. Officials and employees who failed to liquidate Cash Advances received in FY 2017 within the required reglementary period.
- 5.5. Officials and employees who failed to submit their duly accomplished individual Performance Commitment Review (IPCR) Forms to the Human Resource Development Division (HRDD) within prescribed deadline.
- 5.6. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AARs), shall not be entitled to FY 2017 PBB if the Commission fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
- 5.7. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2017 PBB if the agency fails to submit the following:
 - a. FY 2017 Annual Procurement Plan (APP-non CSE) to the Government Procurement Policy Board (GPPB) not later than one month after the issuance of this Circular in the format prescribed under GPPB Circular No. 07-2015
 - b. FY 2018 Annual Procurement Plan-Common-Use Supplies and Equipment (APP-CSE) to the DBM-Procurement Service on or before November 30, 2017
 - c. Results of FY 2016 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 10-2012, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on before March 31, 2017.
- 5.8. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2017 PBB.
- 5.9. Officials and employees responsible for the QMS certification or alignment shall not be entitled to the FY 2017 PBB if the Department/Agency fails to comply with the said requirement
- 5.10. Officials and employees responsible for posting and dissemination of the agency system of ranking performance of delivery units shall not be entitled to the FY 2017 PBB if the agency fails to comply.

6. RATING AND RANKING OF DELIVERY UNITS

The Commission will adopt the Memorandum Circular No. 2017-1 (Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2017) on the eligibility criteria and ranking of delivery units. Delivery units eligible to the PBB shall be forced-ranked based on the

accomplishment on the physical targets/core functions, financial performance (funds utilization and funds accountability), ARTA Compliance and PhilGEPS posting, according to the following:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

The distribution of slots for PBB Ranking of twenty-four (18) Delivery Units is as follows:

Delivery Units (24)	Best (10%)	Better (25%)	Good (65%)
SLOTS	2	4	12
Office of the Chairman			
Planning Management and Financial Service			
Administrative Service			
Legal Service			
Information and Communication Technology Service			
International Affairs Office			
Regulations Office			
Licensure Office			
10 Regional Offices			

7. AMOUNT OF INCENTIVES

As provided in the Section 9.0 of MC-201-1, the rates of PBB shall also maintain and be based on the performance ranking of the individual's delivery unit, with the incentive as a multiple of one's basic salary as of December 31, 2017, as follows:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.5

8. COMPLIANCE IN-CHARGE OF REPORTS

The following offices are tasked to submit compliance with the PBB requirement:

PBB Requirement	In-Charge
Transparency Seal	Performance Management Team
PhilGEPS Posting	Bids and Awards Secretariat
Citizen's Charter	ARTA Committee
Assessment of Agency Frontline Services	ARTA Committee
FOI Manual	FOI Committee
SALN of employees	HRDD
Annual Financial Statements and Report on Ageing of Cash Advances	Accounting Division
Annual Procurement Plan, Annual Procurement Plan for Common-Use Supplies and Equipment	Bids and Awards Committee
Form A and Form A1 Agency Performance Accomplishment, Details of Performance Indicators and Accomplishments	Monitoring and Evaluation Division
Major Final Output (MFO) – Physical Accomplishment Indicators	Monitoring and Evaluation Division
QMS Certification or ISO-aligned QMS documentation	QMS Section
General Administrative Support Service (GASS) <i>Obligation BUR</i> <i>Disbursement BUR</i> <i>Budget and Financial Accountability(BFARs)</i> <i>Report on Ageing of Cash Advances</i> <i>COA Financial Reports</i> <i>Agency Procurement Compliance & Performance Indicators System (APCPI)</i> <i>Annual Procurement Plan (APP)</i>	Budget and Management Division, Accounting Division, Cash Division, all Regional Offices, BAC Secretariat
Ranking Report /Payroll PBB (Form 1)	HRDD

9. TIMELINE FOR FY 2017 IMPLEMENTATION

For purposes of assessing the eligibility to the FY 2017 PBB, the following deadlines as issued under MC 2017-1 shall be observed:

Activity	Deadline for Submission IATF
<ul style="list-style-type: none"> Submission of FY 2017 4th Quarter BFARs thru online URS 	January 31, 2017
<ul style="list-style-type: none"> Submission of APP FY 2017 approved by the HOPE to GPPB-TSO 	April 13, 2017
<ul style="list-style-type: none"> Submission of FY 2016 Financial reports to COA Submission of APCPI-Self-Assessment Results for FY 2016 to GPPB-TSO 	On or before March 31, 2017
<ul style="list-style-type: none"> Submission of FY 2016 Financial Reports to COA (<i>for Big Agencies</i>) Submission of 2016 SALN 	On or before April 30, 2017
<ul style="list-style-type: none"> Validation of Transparency Seal Compliance Validation of Citizen's Charter Compliance Validation of FOI Manual Posting of Agency System of Ranking Delivery Units 	October 1, 2017
<ul style="list-style-type: none"> Submission of FY 2018 APP-CSE to DBM-PS as prescribed under DBM Circular Letter No. 2017-12 dated October 19, 2017 	On or before November 30, 2017
<ul style="list-style-type: none"> Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2017 as cut-off) Submission of Letter of explanation/ justification if unable to post in PhilGEPS (for transactions above P1,000,000 with November 15, 2017 as cut-off) 	On or before December 1, 2017
<ul style="list-style-type: none"> Posting of QMS Certification in the Agency Transparency Seal Submission of report on compliance with 30% of the audit recommendations as shown in the Status of Implementation of Prior Year's Recommendations in the Annual Audit Report Submission of report on all improvements made by the agency to implement CSC Memorandum Circular No. 14 s. 2016 	On or before December 31, 2017
<ul style="list-style-type: none"> Submission of physical accomplishments using Form A and A1 (December 31, 2017 as cut-off date) Validation of QMS Certification Validation of STO Indicator as identified by Head of Agency 	On or before January 31, 2018
<ul style="list-style-type: none"> Submission of Agency's Form 1.0 and PBB Evaluation Matrix 	March 31, 2018

10. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

This supersedes Memorandum Circular No. 2 series of 2017.

A handwritten signature in blue ink, appearing to read 'T. Pilando, Jr.', with a stylized flourish at the end.

TEOFILO S. PILANDO, JR.
Chairman



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

MEMORANDUM CIRCULAR NO. 2017- 2

December 21, 2017

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, Local Water Districts, and Local Government Units

SUBJECT : Procedures Ensuring Quality of Validation/Assessment of Requirements for the Grant of Performance-Based Bonus (PBB) for Fiscal Year (FY) 2017

I. Background and Rationale

On its fifth cycle in 2016, the AO 25 Inter-Agency Task Force (IATF) began the Continuous Improvement Phase implementing modified requirements and criteria for the eligibility grant of the Performance-Based Bonus (PBB) of National Government Agencies (NGAs). From its pilot years, the Results-Based Performance Management System (RBPMS) already intended to achieve the harmonization of all government reporting systems and the simplification of submission and validation process. It was able to include government-mandated reports of agencies to its requirements and showed significant results in improvement and compliance.

Moving forward to a People-Centered Performance-Based Incentive System (PBIS), its goal progressed to the tightening of requirements and establishing of the system to all government institutions down to the individuals. These, among others are believed to have enhanced the performance of NGAs and would aid in restoring the trust of the Filipino people in the capacity of public servants; as agents in making people's lives better, safer, and healthier. Our theme for FY 2017 is "Tightening the PBB Eligibility Process", in which we aim to incentivize agencies through a firmer validation process.

During the AO 25 Technical Working Group (TWG) meeting on July 31, 2017 and September 5, 2017, the proposed improvements and quality assurance processes were presented and discussed. Following the agreement of the body and approval of the IATF; herewith is the Procedures Ensuring Quality of Validation/Assessment of Requirements for the Grant of PBB for FY 2017.

II. Guiding Principles

Payout:

- a. For FY 2017 PBB, the target payout period to eligible Departments and Attached agencies, Other Executive Offices (OEOs), State Universities and Colleges (SUCs), and Government-Owned or Controlled Corporations (GOCCs) covered by the Department of Budget and Management (DBM), will be on **31 May 2018** for small Agencies and **30 November 2018** for big Departments.

GOCCs under GCG, Local Water Districts (LWDs), and Local Government Units (LGUs), target payout shall be based on the identified timeline in their respective General Guidelines for the FY 2017 PBB cycle.

- b. Oversight/Validating agencies, including their field offices, are still granted the authority to withhold the PBB.
- c. Oversight/Validating agencies are granted authority to appeal in behalf of the agencies they oversee/validate.

III. Validation of Good Governance Conditions

- a. As stated in MC-2017-1 Section 10F, the Anti-Red Tape Act (ARTA), Citizen's Charter/Service Charter validation shall now be complemented with the reports on feedback and complaints covered until **15 November 2017** from citizens gathered by the Office of the President (OP), Presidential Management Staff (PMS), Presidential Communications Operations Office (PCOO), and the Civil Service Commission (CSC)'s Contact Center ng Bayan (CCB)/Hotline #8888. The said agencies shall issue a negative report on agencies, including those of GOCCs and LGUS. Data will be mainly regarding transactions, processing times, and frequency of these complaints. Based on the said reports, the AO 25 IATF will determine eligibility of reported agencies for FY 2017 PBB.
- b. Related to Item A, if complaints were not resolved by the agencies, they shall remain in the Non-Compliant (NC) list. For those who are able to address the complaints against their service, they must ensure that an improvement action plan and non-recurrence of the complaint will be implemented. Hence, the Oversight/Validating agencies will deliberate and determine if an agency can be cleared from the NC list based on the sufficiency of reports submitted and the implemented improvements.
- c. Further details on compliance may be found in the CSC Memorandum Circular No. 14, s. 2017 Guidelines on the Validation of the Citizen's Charter requirements for FY 2017 Performance-Based Bonus (PBB).
- d. For compliance to PhilGEPS, agencies may monitor their status through the PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>. This system will guide agencies on the bid notice postings that need appropriate action through the

generation and downloading reports. Also, a guide on how to use the site is available in the homepage.

- e. Oversight/Validating agencies of Good Governance Conditions (GOCs) shall provide a status of agency compliance by **29 December 2017**. Agencies will be given a chance to remedy their deficiencies before the release of the NC List on **31 January 2018**.

IV. Validation of Physical and Financial Accomplishments

- a. Apart from the Oversight/Validating agencies, the AO 25 IATF will be designating a Composite Team that will review physical accomplishments and agency reports, in particular the Budget Utilization Rate (BUR) of agencies.
- b. Amendment to Section 6.3 (a.1 and a.2) of MC-2017-1 shall apply, in which the "Obligations BUR computed as obligations of all programs, activities, and projects funded in FY 2017¹, both continuing and current year, from all appropriation sources, including those released under the General Appropriations Act as the allotment order policy, for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) in FY 2017, net of savings from procurement, and implementation of cost-cutting measures."; and

"Disbursements BUR which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2017, net of goods and services obligated by 31 December 2017 but not yet delivered on the said date or not yet due and delivered on the said date or not yet due and demandable."
- c. The guidelines on the submission of BUR for State Universities and Colleges (SUCs) including earmarked incomes shall be based on a separate circular to be issued by DBM.
- d. There will be a stricter review of physical accomplishments vs BUR, and justifications of agencies for not meeting their targets and the 100% Disbursements BUR will not be accepted starting this cycle, except for savings in Obligations and Disbursements arising from efficiency measures implemented in procurement and other agency operations. These savings must therefore be clearly specified in the explanations and justifications on submitted BUR reports.
- e. The Composite Team review shall take place from **March to April 2018** for small Agencies, until **October 2018** for big Departments to allow time in further studying issues, concerns, and justifications from the reports submitted by agencies.
- f. Procedures on the validation for physical and financial accomplishments of GOCCs under GCG, LWDs, and LGUs issued Memorandum Circulars by GCG, LWUA, and DILG for their Interim FY 2017 PBB, shall continue to be observed.

¹ This is consistent with the President's veto message under the FY 2017 General Appropriations Act (GAA) for conditional implementation, directing all agency heads to ensure obligation of all programs, activities and projects funded under the GAA not later than 31 December 2017.

- g. GOCCs under GCG must adhere to the ISO/QMS requirement indicated in Sections 6.2 (a and b) of MC-2017-1 on STO Targets, which reads:
- g.1 Certification/continuing certification of the Quality Management System (QMS) for at least one core process. The certification must be issued by any international certification body (ICB) accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICBs. The certification must be valid until December 31, 2017 or later date and must be posted in the agency Transparency Seal. (See also Section 10.9)
 - g.2 If an agency is not yet ISO certified, it should have at least an ISO-aligned documentation for at least one (1) core process, to include the following:
 - g.2.1 Approved Quality Manual and approved Procedures and Work Instructions Manual, including Forms; and
 - g.2.2 Evidence of ISO 9001-aligned QMS implementation, i.e., (1) Certification of the Head of the Agency on the conduct of Internal Quality Audit; and (2) Minutes of the FY 2017 Management Review.
 - g.3 For frontline agencies, it is expected that the core process pertains to an agency process most demanded by citizens and businesses." (emphasis and underscoring supplied).
- h. Submission of agency physical accomplishments and other requirements will be until **28 February 2018** for small Agencies and **31 August 2018** for big Departments. Agencies shall also ensure that all explanations and justifications are already attached in their submission.

V. Rating and Ranking / Amount of Incentives

- a. **Rating and Ranking** – eligibility of individuals to the grant of PBB shall remain based on the eligibility of the agencies and ranking of their respective delivery units. Kindly refer to MC-2017-1 Section 8.0 Ranking of Delivery Units for the ranking distribution which also reads as follows:

Ranking	Performance Category
Top 10%	Best Delivery Units
Next 25%	Better Delivery Units
Next 65%	Good Delivery Units

- b. **Amount of Incentives** – as provided in the Section 9.0 of MC-2017-1, the rates of PBB shall also maintain and be based on the performance ranking of the individual's bureau or delivery unit, with the incentive as a multiple of one's basic salary following the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.5

- c. Pertinent to FY 2017 PBB requirements, submission of agency's Form 1.0 and PBB Evaluation Matrix will be on or before **30 March 2018**.

VI. Timeline


For purposes of assessing eligibility to the FY 2017 PBB, please be guided by the following deadlines as issued under MC 2017-1:

Activity	Deadline
a. Submission of FY 2017 4 th Quarter BFARS thru online URS	January 31, 2018
b. Submission of APP FY 2017 approved by the HOPE to GPPB-TSO	April 17, 2017
c. Submission of FY 2016 Financial Reports to COA	On or before March 31, 2017
d. Submission of APCPI Self-Assessment Results for FY 2016 to GPPB-TSO	
e. Submission of FY 2016 Financial Reports to COA (<i>for Big Agencies</i>)	On or before April 30, 2017
f. Submission of 2016 SALN	
g. Validation of Transparency Seal Compliance	October 1, 2017
h. Validation of Citizen's Charter Compliance	
i. Validation of FOI Manual	
j. Posting of Agency system of ranking delivery units	
k. Submission of FY 2018 APP-CSE to DBM-PS as prescribed under DBM Circular Letter No. 2017-12 dated October 19, 2017.	On or before November 30, 2017
l. Submission of Report on Ageing of Cash Advance Liquidation (November 15, 2017 as cut-off)	On or before December 1, 2017
m. Submission of Letter of explanation/justification if unable to post in PhilGEPS (for transactions above P1, 000,000 and November 15, 2017 as cut-off)	
n. Posting of QMS Certification in Agency Transparency Seal	On or before December 31, 2017
o. Submission of report on compliance with 30% of the audit recommendations as shown in the Status of Implementation of Prior Year's Recommendations in the Annual Audit Report	
p. Submission of report on all improvements made by the agency to implement CSC Memorandum Circular No. 14 s. 2016.	

q. Submission of physical accomplishments using Forms A and A1, (December 31, 2017 as cut-off date) - see Annexes 2, 3, 4, 5	On or before January 31, 2018
r. Validation of QMS Certification	
s. Validation of STO Indicator as identified by Head of Agency	
t. Submission of agency's Form 1.0 and PBB Evaluation Matrix	March 31, 2018
u. Submission of DepEd physical accomplishments using Forms A, A1, and Form 1.0 (April 1, 2018 as cut-off date) - see Annexes 2, 3, 4, 5	On or before April 30, 2018

VII. Effectivity

This Supplemental Guidelines shall take effect immediately.


BENJAMIN E. DIOKNO
 Secretary, Department of Budget and Management
 and Chairman, AO 25 Inter-Agency Task Force

