



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

**INTERNAL GUIDELINES
ON THE GRANT OF PERFORMANCE-BASED BONUS (PBB)
FOR FISCAL YEAR 2019
INCLUDING THE PROCESS/CRITERIA OF RANKING DELIVERY UNITS**

1.0 Background

- 1.1 Among the priorities of President Rodrigo Duterte is to ensure citizen-centric public service to bring the government closer to people with the citizenry empowered to evaluate and give feedback on public services and the bureaucracy, especially on frontline transactions. He reiterated his directive to all government offices to quickly respond and yield meaningful results in streamlining processes, working more efficiently, and providing high quality and genuine public service that Filipinos deserve without delay and bureaucratic red tape. He underscored the responsibility of each public servant to act with commitment and urgency in protecting and serving the values, welfare and well-being of every Filipino.
- 1.2 To tighten the advocacy for intensified public accountability, heightened transparency, stronger fiscal discipline and more efficient government processes, the government is leveraging the priorities of its Results-Based Performance Management System (RBPMS) and its people-centered Performance-Based Incentive System (PBIS) through requirements and conditions aiming to fight corruption, achieve higher citizen satisfaction and implement a firmer validation process to recognize outstanding performance in government service.
- 1.3 The Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems under Administrative Order No. 25 series of 2011 issued Memorandum Circular No. 2009-1 on 03 September 2019 providing the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2019 under Executive Order No. 80, s of 2012 and Executive Order No. 201 series of 2016.

2.0 Coverage

- 2.1 All offices of the DOE including all executive offices, operating bureaus, support services and field offices.
- 2.2 All officials and employees holding regular plantilla positions; and contractual and casual employees having an employer-employee relationship with the office, and whose compensation are charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the Department.

3.0 Eligibility Criteria

3.1 For eligibility to the PBB, DOE must satisfy the following conditions:

- a. **Good Governance Conditions:** Satisfy 100% of the Good Governance for FY 2019 set by the AO 25 IATF as provided in Section 4.0
- b. **Performance Targets:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019 which includes the achievement of the following:
 - b.1. Streamlining requirements;
 - b.2. Higher citizen/client satisfaction; and
 - b.3. Fiscal discipline.
- c. **Performance Rating of Employees and CES positions.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of First and Second level officials and employees of departments/agencies, including officials holding Director positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

4.0 Good Governance Conditions (GGCs)

4.1 The AO 25 IATF sets the following GGCs based on performance drivers of the RBPMS and the priorities of the Duterte Administration for 1) heightened transparency, 2) stronger public accountability, and 3) people-centered public service:

- a. **Maintain/Update the Agency Transparency Seal (TS)** pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA). The Agency TS page should be accessible by clicking on the TS logo on the home page (status of compliance shall be posted on the websites of DAP and DBM) and should contain the following requirements:
 - a.1. Agency's mandates and functions, names of its officials with their position and designation and contact information;
 - a.2. Annual financial reports (whole year/as of December end of the year/4th quarter. Incomplete or non-cumulative will not be counted):
 - 2015-2019 FAR No. 1: SAAOBDB (Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR);
 - 2015-2019 Summary Report on Disbursements;
 - 2015-2019 BAR No. 1: Quarterly Physical Report of Operations/Physical Plan;
 - 2015-2019 FAR No. 5: Quarterly Report on Revenue and Other Receipts; and,
 - 2015-2019 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations).
 - a.3. DBM-approved budget and corresponding targets for FY 2019;
 - a.4. Projects, programs and activities, beneficiaries, and status of implementation for FY 2019;
 - a.5. FY 2019 Annual Procurement Plan (FY 2019 APP-nonCSE), Indicative FY 2020 APP non-CSE and FY 2020 APP for common supplies and equipment (FY 2020 APP CSE);

- a.6. QMS Certification of at least one core process by an international certification body (ICB) accredited by an 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 QMS ISO Certification should be posted not later than December 31, 2019;
- a.7. System of Agency Ranking Delivery Units for FY 2019 PBB which should be cascaded to all employees, and posted in the TS page not later than October 1, 2019. The system should be signed and approved by the Head of Agency. The posting should include the activities/details of cascading efforts, and the contact information that employees may coordinate with regarding cascading of System of Ranking Delivery Units;
- a.8. The Agency Review and Compliance Procedure of Statements and Financial Disclosures should be cascaded to all employees. The scanned copy should be posted in the TS page not later than October 1, 2019; and,
- a.9 The Final People's Freedom to Information (FOI) Manual signed by head of agency, Agency Information Inventory, and 2019 FOI Summary Report, should be posted not later than January 31, 2020.

- b. **Update the PhilGEPS Posting of all Invitations for Bids and Awarded Contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-CSE items. Status of compliance may be tracked through the PhilGEPS microsite: <http://data.philgeps.gov.ph/directory/pbb.aspx>.
- c. **Maintain/update the Citizen's or Service Charter or its equivalent**, reflecting the agency's enhanced service standards for all its front line services to citizens, businesses and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government, and ensure accessible and convenient delivery of services to the public.

The submission of Certificates of Compliance (CoC) shall be based on the format prescribed by the Anti-Red Tape Authority ("Authority") on or before December 31, 2019 through the AO 25 Secretariat. The Authority shall conduct a validation of the Citizen's or Service Charter or its equivalent starting January 2020.

- 4.2. Non-compliance with any GGC will render the entire department/agency ineligible for the PBB. Assessment of agency compliance with the GGCs requirements shall be conducted starting October 1, 2019.

5.0 Performance Targets

- 5.1 **Streamlining and Process Improvement of the Agency's Critical Services** covering all Government-to-Citizens (G2C), Government-to-Business (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's/Service Charter. To promote the periodic measurement of agency performance in delivering said services, agencies shall determine and report the following using Modified Form A-Department/Agency Performance Report:
 - a) **Number of Steps** refers to number of steps to complete the service. Departments/agencies shall report in detail the steps necessary to complete the service including flow charts indicating the front end and black end.

- b) **Turnaround Time (TAT)** is the sum of the waiting time and processing time. TAT starts from the moment the transacting client enters the queue or fills out the form, and the waiting time incurred until the service has been completed/delivered.
- c) **Number of Signatures** is the number of signatures and initials from the employees and officers of the department/agency necessary to complete each service.
- d) **Number of Required Documents** refers to the total number of required documents that must be provided by the transacting client to the government.
- e) **Transaction Costs** are the costs incurred by the transacting client in the course of availing of a government service. These costs are categorized as follows:
 - 1) **Primary Transaction Costs/Fees** are the fees declared in the agency's Citizen's/Service Charter to be paid to the department/agency by the transacting client for availing the government service. Examples of these fees are application fees, registration fees, etc.
 - 2) **Other Transaction Costs** are the other costs incurred by the transacting client to obtain supporting information from another agency in order to secure the necessary primary information. These costs also include the other expenses shouldered by the transacting client until the service has been completed by the government. Examples are the costs of birth certificates to secure passports, barangay clearance to secure business permit, required photos, printing costs, photocopying costs, transportation expenses of the transacting client, etc.
- f) **Substantive Compliance Costs** are the incremental costs other than administrative costs incurred by the transacting public in the course of complying with a regulation. These costs can include implementation costs, material costs, and external service costs. Examples are the purchase of early warning device for vehicle owners, expenses in the installation of accelerograph for building with 10 floors and up, costs in the maintenance of waste disposal system for establishment, etc.

Departments/agencies shall report the baseline information of each abovementioned streamlining criteria based on the agency's Citizen's Service charter updated prior to FY 2019. They shall set their FY 2019 Streamlining Improvement Target for each streamlining criteria for every declared service including the following specific targets:

- a. Reduction in the number of signatures to not more than three (3);
- b. Simplification of applications forms or reduction in the number of documentary requirements;
- c. Reduction in the turnaround time and completion of the transaction in accordance with the provisions of the EODB law not to exceed the maximum period of three (3), seven (7), and 20 based on the classification of transactions, unless otherwise indicated under special laws.

Departments/agencies shall submit supporting documents such as flow charts, legal bases, additional documents, etc. to show actual improvements and proof of streamlining accomplishments. In the event the department/agency is unable to achieve the targets they set in this section, they shall provide justifications, explanations, and supporting documents using the remarks. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.

- 5.2 **Citizen/Client Satisfaction.** To determine the effectiveness of the streamlining and process improvements initiated by agencies, the satisfaction level of the citizens/clients will be measured and reported. Departments/agencies should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the improvement action plan that agencies reported for FY 2018 PBB, for each service, agencies shall report the results of the Citizen/Client Satisfaction Survey for each service.

Departments/agencies shall report the following information:

- a. Description of the methodology of the Citizen/Client Satisfaction Survey used for each reported service;
- b. Results of the Citizen/Client Satisfaction Survey for FY 2019;
- c. Results of their action plan reported in the FY 2018 PBB; and,
- d. Continuous improvement plan for FY 2020.

GOCCs covered by RA No. 10149 will report the results of client/customer satisfaction survey based on the standard methodology and corresponding questionnaire prescribed by the GCG.

- 5.3 **STO Target.** Initial Certification/Recertification of the agency's Quality Management System (QMS) covering at least one (1) core process or frontline service as mandated under its existing pertinent laws.

For the ISO 9001:2015 QMS certification, it must be issued by any of the certification bodies (CBs) accredited by IAF members. Preferably, the CB should be accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry.

The ISO 9001:2015 certification(s)/recertification(s) must be valid as of December 31, 2019 and must be posted in the agency TS website not later than December 31, 2019.

ISO 9001:2015 QMS-equivalent certifications/attestations granted by similar internationally recognized bodies promoting Total Quality Management (TQM) shall be considered, e.g., Philippine Quality Award, ISO/IEC 17025 or 17020 Accreditation, Accreditation Canada International's Omentum International Gold Award and Universal Postal Union's Quality Management Certification.

A certified true copy of the QMS certificate shall be submitted to be Government Quality Management Committee (GQMC), through its DBM Secretariat – Systems and Productivity Improvement Bureau (SPIB), not later than December 31, 2019 for validation purposes.

- 5.4 **GASS Targets.** The common GASS targets shall include the following:

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

- 1) **Obligations BUR** is computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2019 from all appropriation sources, including those released under the 2019 GAA as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures;

Hence:

$$\text{Obligations BUR} = \frac{\text{Obligations for MOOE and CO for 2019 appropriations}}{\text{Allotments for MOOE and CO for 2019 appropriations}} \quad \text{Net of savings in allotment from efficiency and cost-cutting measures}$$

- 2) **Disbursements BUR** is measured as the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2018 but executed and paid only in 2019. The objective is to measure the disbursements and obligations for MOOE and CO for the 2019 appropriations:

Hence:

$$\text{Disbursement BUR} = \frac{\text{Disbursements for MOOE and CO for 2019 appropriations}}{\text{Obligations for MOOE and CO for 2019 appropriations}}$$

- b. **Sustained Compliance with Audit Findings.** Fully implemented 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed in FY 2017 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2020.
- c. **Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS)** 30 days after end of each quarter, as provided in Section 102 of the FY 2019 GAA.
- d. **Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015.
 - 1) **FY 2019 APP-non CSE** should have been submitted to the GPPB-TSO on March 31, 2019. The same should be posted on the agency TS page on not later than one (1) month after the issuance of this Circular.

The APP non-CSE submissions must indicate "APP for CY <Year> of <Complete Name of Head Office/Agency> <Regions ___ to ___, if applicable> for PBB" in the subject line and must be sent through email at app@gppb.gov.ph.

The list of agencies complying with the APP submission requirement shall be posted in the GPPB website (www.gppb.gov.ph)

- e. **Submission of FY 2020 Annual Procurement Plan-Common Use Supplies and Equipment (FY 2020 APP-CSE)** to the DBM-Procurement Service on or before August 31, 2019 in the prescribed format by DBM-PS. The same should be posted in the agency TS page not later than August 31, 2019.
- f. **Undertaking of Early Procurement for at least 50% of the value of goods and services based on the department's/agency's budget submitted to the Congress consistent with the NEP.** In implementing the cash budgeting system, departments/agencies should subject at least 50% of their budget for works, goods and services requirements to be procured for their FY 2020 operations to Early Procurement, short of award as early as the submission of the NEP to Congress. Departments/Agencies should update their PhilGEPs postings for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPs on or before January 31, 2020. The GPPB shall soon be issuing a Budget Circular on this.

To support Early Procurement, the Indicative FY 2020 APP-non CSE consistent with the FY 2020 National Expenditure Program (NEP) should be posted on the agency TS page not later than September 30, 2019.

- g. **Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017, 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 or before March 31, 2019. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi.html>. Submit either in electronic (Excel) format through apcpi@gppb.gov.ph indicating “2018 APCPI Initial Results of <Complete Name of Head Office/Agency> for PBB” in the subject line; or printed (signed) copies hand carried/mailed through the GPP-TSO front desk. The list of agencies complying with the APCPI requirement shall be posted in the GPPB website (www.gppb.gov.ph).

5.5 **Other cross-cutting requirements.** The AO 25 IATF sets the following cross-cutting requirements:

- d. **Establishment and Conduct of Agency Review and Compliance Procedure of SALN** pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos. 1300455 and 150088. Each department/agency shall have a SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements to determine whether said statements have been submitted on time, are complete, and are in proper form.

Agency heads should ensure that officials and employees covered by RA NO. 6713 submitted their 2019 SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015. The Agency Review and Compliance Procedure of SALN used by the department's/agency's SALN Review and Compliance committee should be cascaded to all employees. The scanned copy of the same shall be uploaded in the agency TS page not later than October 1, 2019.

- e. **Comply with the Freedom of Information (FOI) Program** pursuant to EO No. 2, s. 2016, based on the enhanced requirements of the Presidential

communications Operations Office (PCOO). Agencies should comply to the following FOI requirements within the set deadline:

- 1) The Updated People's FOI manual (including new designated list of FOI Receiving Officer/s and its contact details, if any) duly signed by the Head of the Agency and uploaded in the agency TS page on or before November 30, 2019;
- 2) The FOI Reports (Agency Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report) uploaded in the agency TS page on or before January 31, 2019;
- 3) A screenshot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foipco@gmail.com on or before January 31, 2020.

Agencies should submit the accomplished FOI Reports strictly in Excel format (.xls) based on the templates provided in this link: www.bit.ly/2018FOIReports. Submissions not compliant to the file format and templates will not be considered. All agencies including those already onboard the eFOI portal, are required to send the soft copy submissions to foipco@gmail.com. Policy issuances and memoranda can be accessed in this link: www.foi.gov.ph/resources.

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

- 5.6 To reinforce fairness in the assessment of the performance of each delivery unit under operations with those under support services, departments/agencies should also declare critical services provided to internal units/employees performed by the latter delivery units. Doing so will strengthen the accountability of every delivery unit in streamlining and improving their processes and services to citizens/clients, and internal units/employees. Likewise, it will also provide performance data to support the equitable ranking of each delivery unit. Departments/Agencies shall also report applicable baseline information enumerated in Sections 5.1 and 5.2.

6.0 Eligibility of Individuals

- 6.1 Department Secretaries are eligible only if their respective departments are eligible. If eligible, their maximum PBB rate for FY 2019 shall be equivalent to 65% of their monthly basic salary as of December 31, 2019. They shall not be included in the Form 1.0 Report of Delivery Units.
- 6.2 Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the CESB.
- 6.3 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.
- 6.4 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.

- 6.5 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.7.
- 6.6 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

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

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:

- a. Being a newly hired employee;
 - b. Retirement;
 - c. Resignation;
 - d. Rehabilitation Leave;
 - e. Maternity Leave and/or Paternity Leave;
 - f. Vacation or Sick Leave with or without pay;
 - g. Scholarship/Study Leave; and,
 - h. Sabbatical Leave.
- 6.7 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.
 - 6.8 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019 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.
 - 6.9 Officials and employees who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2019 PBB.
 - 6.10 Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2019 PBB.
 - 6.11 Officials and employees who failed to submit their complete SPMS Forms shall not be entitled to the FY 2019 PBB.

- 6.12 Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2018 SALN to the respective SALN repository agencies, liquidated their FY 2019 Cash Advances, or completed SPMS Forms, as these will be the basis for the release of FY 2019 PBB to individuals.
- 6.13 Officials and employees responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of the department/agency system of ranking performance of delivery units, shall not be entitled to the FY 2019 PBB if the Department/Agency fails to comply with any of these requirements.

7.0 Ranking of Delivery Units

- 7.1 Departments and their corresponding offices/delivery units that meet the criteria and conditions in Section 3.0 are eligible to the FY 2019 PBB. Bureaus, offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

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

The declarations of responsible bureaus/offices/delivery units in the completion of each critical service or other key processes shall be the basis for equitable performance ranking of delivery units.

- 7.2 To facilitate the ranking of delivery units, agencies may group or cluster the delivery units based on the similarities of tasks and responsibilities, and rank the units within each group or cluster, provided that the resulting ranking distribution shall be in accordance with Section 7.1.
- 7.3 To recognize high performance of government employees in relation to the achievement of agency targets and requirements for the grant of the FY 2019 PBB, departments/agencies shall list the names of employees who belong in the Best Delivery Unit/s using the Form 1.
- 7.4 Financial and Administrative Services (FS and AS) shall review and validate the names of individuals eligible for the PBB.
- 7.5 Only the personnel belonging to eligible delivery units are qualified for the PBB.

8.0 Rates of the PBB

- 8.1 The rates of the PBB for each individual shall be based on the performance ranking of the individual's bureaus or delivery units with the rate of incentive as a multiple of one's monthly basic salary as of December 31, 2019 based on the table below:

Performance Category	Multiple of Basic Salary
Best Delivery Unit	0.65
Better Delivery Unit	0.575
Good Delivery Unit	0.50

9.0 Submission of Reports

- 9.1 Departments/Agencies should submit FY 2019 accomplishments using the Modified Form A – Department/Agency Performance Report, Modified Form A1-Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1 and the PBB Evaluation Matrix. They should submit duly completed and signed forms and reports to the IATF (two hard copies and e-copies, ie, PDF and editable MS Word files, of Modified Form A-Department/Agency Performance Report, Modified Form A1-Details of Bureau/Office Performance Report, Citizen/Client Satisfaction Report, Form 1 and 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 the agency head or the duly designated official.
- 9.2 Submission of agency physical accomplishments and other requirements will be until February 28, 2020 for small agencies and August 31, 2020 for big departments. Agencies shall ensure that all explanations and justifications are already attached to their submission.
- 9.3 The COA Audit Team Leaders shall verify/monitor compliance of their respective agencies with the audit recommendations shown in the Status of Implementation of Prior Years' Audit Recommendations in the Annual Audit Report/Management Letter and submit a report thereon, to the concerned Supervising Auditor (SA). The SA will then prepare a summary report for submission to the concerned Cluster Director. Based on the reports submitted by the SAs, the Cluster Director shall submit to the IATF Secretariat, copy furnished the Sector Head and RMBO, PFMS, both of COA, a Summary List of Agencies that complied with the required minimum 30% full implementation of audit recommendations.
- 9.4 Results of the validation showing non-compliant agencies shall be posted in the RBPMS website. The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies.
- 9.5 The AO 25 IATF sets the following implementation timeline for the FY 2019 PBB:

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION
Physical Targets			
Operations			
Streamlining and Process Improvement of Agency Services	Composite Team from AO 25 IATF agencies	August 31, 2020	Sept 1, 2020
Citizen/Client Satisfaction	Composite Team from AO 25 IATF agencies	August 31, 2020	Sept 1, 2020
Support to Operations (STO)			
QMS Certification <ul style="list-style-type: none"> Post QMS Certification in TS page Submit certified true copy of QMS certificate to GQMC through DBM-SPIB 	GQMC	December 31, 2019	From January 1 to 31, 2020
General Administration and Support Services (GASS)			
BUR	DBM-BMBs	August 31, 2020	Sept 1, 2020
Sustained Compliance with Audit Findings	COA	December 31, 2020	December 31, 2020
Submission of BFARs online through the URS <ul style="list-style-type: none"> First Quarter Second Quarter Third Quarter Fourth Quarter 	DBM and COA	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION
COA Financial Reports	COA	April 30, 2019	April 30, 2019
Procurement Documents <ul style="list-style-type: none"> • FY 2019 APP-non CSE • Indicative FY 2020 APP-nonCSE • FY 2020 APP-CSE • Undertaking of Early Procurement for at least 50% of goods and services • Results of FY 2018 APCPI System 	GPPB-TSO GPPB-TSO DBM-PS GPPB-TSO GPPB-TSO	March 31, 2019 Sept 30, 2019 October 31, 2019 January 31, 2020 March 31, 2019	1mo. after the issuance of reso Sept 30, 2019 October 31, 2019 January 31, 2020 March 31, 2019
Good Governance Conditions			
Transparency Seal	DBM-OCIO	October 1, 2019	October 1, 2019
PhilGEPS Posting (transactions above P1M and with December 31, 2019 as cut-off), including the Early Procurement of FY 2020 Non-CSE items	PhilGEPS	January 31, 2020	February 1, 2020
Citizen's/Service Charter <ul style="list-style-type: none"> • CoC pursuant to CSC MC No. 4.1.c 	Anti-Red Tape Authority	Dec 31, 2019	January 1, 2020
Other cross-cutting requirements			
Submission of SALN of employees	OP, Ombudsman, CSC	April 30, 2019	April 30, 2019
Agency Review and Compliance Procedure of Statement and Financial Disclosures	CSC	October 1, 2019	October 1, 2019
FOI Compliance <ul style="list-style-type: none"> • People's FOI Manual • Agency Information Inventory • 2019 FOI Registry and 2019 FOI Summary Report • Screenshot of agency's home page 	PCOO	Nov 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020	Nov 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020
Posting of Agency's System Ranking Delivery Units	DAP	October 1, 2019	October 1, 2019
Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix	DBM-BMBs	August 31, 2020	Sept. 1, 2020

10.0 Effects of Non-Compliance

- 10.1 For FY 2019, agencies that are unable to comply with all the Good Governance Conditions shall be considered ineligible for the FY 2019 PBB.
- 10.2 Departments/Agencies that are unable to comply with a maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies shall be considered ineligible for the FY 2019 PBB.
- 10.3 In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of the concerned department/agency, such incident could be a cause to disqualify the department/agency in the succeeding cycle of the PBB.
- 10.4 **Prohibited Acts:** A Department/Agency, which, after due process by the oversight agency has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case:

- a. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of the PBB Circular; and,
- b. Evenly distributing PBB among employees in an agency, in violation of the policy of paying the PBB based on the ranking of delivery units.

11.0 Feedback and Change Management

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

- a. Engage their respective employees in understanding of 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.
- b. 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.
- c. Set up a Complaints Mechanism to respond to the PBIS-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 (email, 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:

- a. AO 25 Secretariat at ao25secretariat@dap.edu.ph;
- b. RBPMS website www.dap.edu.ph/rbpms;
- c. Telephone: (02) 400-1469; (02) 400-1490; (02) 400-1582;
- d. Facebook (www.facebook.com/PBBSecretariat); and,
- e. Twitter: @pbbsecretariat.

13.0 The Performance Management Team (PMT)

13.1 The DOE's PMT was reconstituted pursuant to Department Order (DO) No. 2017-02-0001 as part of the requirement of the IATF as well as the Civil Service Commission on the establishment and implementation of SPMS.

13.2 The composition of the Committee is as follows:

Chairperson	Undersecretary (to be designated by the Secretary)
Vice-Chairperson	Assistant Secretary
Members	Assistant Secretary Head Executive Assistant President, DOE Employees Association
Technical Working Group/Secretariat	
Chairperson	Director, Energy Policy and Planning Bureau
Members	Director, Administrative Services Director, Financial
Secretariat	Planning Division

13.3 The functions and responsibilities of the PMT include the following:

- (a) Monitors submission of Department Performance Commitment and Rating Form and schedule the review evaluation of Office/Bureaus and Services Commitments by the PMT before the start of a performance period;
- (b) Consolidates, reviews, validates and evaluates the initial performance assessment of the Heads of Offices/Bureaus and Services based on accomplishments reported against success indicators and the allotted budget against the actual expenses. The result of the assessment shall be the basis of the PMT's recommendation to the Secretary who shall determine the final rating;
- (c) Conducts Department's performance planning and review conference annually for the purpose of discussing the Offices/Bureaus Services assessment for the preceding performance period and plans the succeeding rating period with concerned Heads of Offices/Bureaus and Services; and
- (d) Provides each Offices/Bureaus/Services with the final Department Assessment as basis of offices/bureaus/services in the assessment of individual employees.

14.0 Evaluation of Performance of Delivery Units

14.1 There are a total of 15 delivery units which are classified into Operations and Support units that will be evaluated:

Bureaus	1. Energy Policy and Planning Bureau (EPPB) 2. Electric Power Industry and Management Bureau (EPIMB) 3. Renewable Energy Management Bureau (REMB) 4. Oil Industry Management Bureau (OIMB) 5. Energy Resource Development Bureau (ERDB) 6. Energy Utilization and Management Bureau (EUMB)
Support Services	7. Energy Research Testing Laboratory Services (ERTLS) 8. Information Technology Management Services (ITMS) 9. Legal Services (LS) 10. Financial Services (FS) 11. Administrative Services (AS) 12. Executive Offices (EO) including CWPO, IPO, IAS and PAO
Field Offices	13. Luzon Field Office (LFO) 14. Visayas Field Office (VFO) 15. Mindanao Field Office (MFO)

- 14.2 Executive Offices will be considered as one (1) delivery unit. However, the Undersecretaries and Assistant Secretaries will be ranked with the bureau/service that they are supervising. If an Undersecretary/Assistant Secretary is handling two (2) or more units, they will be rated with the bureau/service that has a higher rank.
- 14.3 The Bureau Directors will be ranked with the bureau/delivery unit they currently oversee.
- 14.4 For FY 2019, work units will be evaluated using a rating scale that consists of identified performance measures representing job-related performance criterions such as: (1) improvements on the frontline and/or non-frontline services based on their Citizen's Charter; (2) physical accomplishments based on Congress-approved physical accomplishments of their output indicators vis-à-vis targets identified in the GAA (for bureaus) or based on their Office Performance Commitment Review (OPCR) performance targets (for services and field offices); and, (2) financial performance.
- 14.5 The total numerical scores are computed as follows from which the final conclusions on the rankings are derived:

1) Process Improvement (35%)

Performance score will be based on the improvements of the frontline and non-frontline services of bureaus and services based on the agency's Citizen's/Service Charter updated prior to FY 2019, particularly on the following:

- a. Reduction in the number of signatures;
- b. Simplification of application forms or reduction in the number of documentary requirements; and,
- c. Reduction in the turnaround time and completion of the transaction in accordance with the provisions of the EODB law.

2) Physical Performance (35%)

- a. **Bureaus.** All targets/indicators are treated with equal importance whether technical or administrative in nature. Accomplishment rating computation is: $[\text{Actual Output} \div \text{Target Output}] * 100$.
 - Each of the output indicator will be assigned weights by the bureaus according to importance or significance (total should be 100%)
 - Based on SPMS Guidelines, accomplishment ratings higher than 130 points are considered outstanding. Therefore, an accomplishment rating for each indicator exceeding 130 points is capped at 130 points
 - All final rating of each bureaus/service unit is the weighted average of all indicators
- b. **Services/Field Offices.** Performance score will be based on the average score of the unit's OPCR for the two semesters of 2019. Accomplishment rating computation is: $(1^{\text{st}} \text{ sem OPCR} + 2^{\text{nd}} \text{ sem OPCR}) \div 2$.

3) Financial Performance (30%): Performance is evaluated by the efficient utilization of resources relative to the accomplishment/success rate of the work unit which includes the disbursement rate of their locally-funded projects. Disbursement rate computation is: $(\text{Disbursement} \div \text{Allocation}) * 100$

14.6 The final rating of each bureaus/service unit is the weighted average of the three (3) criteria.

14.7 The PMT-TWG shall deliberate the rankings based on resulting numerical scores obtained by each work unit. The computation and results will be presented to the PMT for the Committee's approval. In case of a tie, The PMT shall develop objective tie-breaking criteria for the work units. Should the case will be unresolved, EPPB shall elevate it to the Management Committee whose decision shall be enforced as final.

14.8 The PMT Secretariat shall ensure that the required forms for submission to the AO 25 Secretariat are completely filled up. The Secretariat shall also ensure all the forms/documents used in the rating and ranking are secured and shall safekeep them for consolidation and submission.

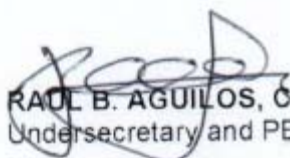
15.0 Compliance of Requirements by Focal Persons

15.1 Below is the matrix of the requirements with the designated focal person and corresponding deadline of submission and start of validation by the validating agency:

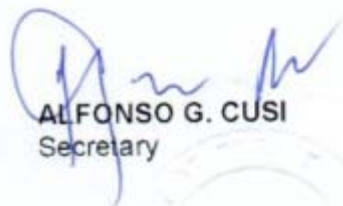
REQUIREMENTS	FOCAL PERSON	DEADLINE OF SUBMISSION	START OF VALIDATION
Inputs to Modified Form A <ul style="list-style-type: none"> Streamlining and Process Improvement of Agency Services (Modified Form A) Citizen/Client Satisfaction 	Directors, concerned Bureaus/Services (EPPB to consolidate)	August 31, 2020	Sept 1, 2020
QMS Certification <ul style="list-style-type: none"> Post QMS Certification in TS page Submit certified true copy of QMS certificate to GQMC through DBM-SPIB 		December 31, 2019	From January 1 to 31, 2020
BUR	Director, Financial Services	August 31, 2020	Sept 1, 2020
Sustained Compliance with Audit Findings	Director, Financial Services	December 31, 2019	December 31, 2019
Submission of BFARs online through the URS <ul style="list-style-type: none"> First Quarter Second Quarter Third Quarter Fourth Quarter 	Director, Financial Services; Director, EPPB	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020
COA Financial Reports	Director, Financial Services	April 30, 2019	April 30, 2019

REQUIREMENTS	FOCAL PERSON	DEADLINE OF SUBMISSION	START OF VALIDATION
Procurement Documents <ul style="list-style-type: none"> • FY 2019 APP-non CSE • Indicative FY 2020 APP-nonCSE • FY 2020 APP-CSE • Undertaking of Early Procurement for at least 50% of goods and services • Results of FY 2018 APCPI System 	Chair, Bids and Awards Committee (BAC); Secretariat, BAC	March 31, 2019 Sept 30, 2019 October 31, 2019 January 31, 2020 March 31, 2019	1mo. after the issuance of reso Sept 30, 2019 October 31, 2019 January 31, 2020 March 31, 2019
Transparency Seal	Director, ITMS	October 1, 2019	October 1, 2019
PhilGEPS Posting (transactions above P1M and with December 31, 2019 as cut-off), including the Early Procurement of FY 2020 Non-CSE items	Director, ITMS; Chair, BAC	January 31, 2020	February 1, 2020
Citizen's/Service Charter <ul style="list-style-type: none"> • CoC pursuant to CSC MC No. 14, 2.2017 	Director, ITMS	December 31, 2019	January 1, 2020
Submission of SALN of employees	Director, AS; OIC, HRMD	April 30, 2019	April 30, 2019
Agency Review and Compliance Procedure of Statement and Financial Disclosures	Director, AS; OIC, HRMD	October 1, 2019	October 1, 2019
FOI Compliance <ul style="list-style-type: none"> • People's FOI Manual • Agency Information Inventory • 2019 FOI Registry and 2019 FOI Summary Report • Screenshot of agency's home page 	Director, AS; OIC, HRMD	Nov 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020	Nov 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020
Posting of Agency's System Ranking Delivery Units	Director, EPPB	October 1, 2019	October 1, 2019
Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix	Director, EPPB	August 31, 2020	Sept 1, 2020

Recommended by:


RAUL B. AGUILOS, CESO I
 Undersecretary and PBB Focal Person

Approved by:


ALFONSO G. CUSI
 Secretary

