



**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. 2014-01

April 21, 2014

TO : All Heads of Departments, Bureaus, Offices and other Agencies of the National Government, including State Universities and Colleges, and Government-Owned or-Controlled Corporations

SUBJECT: Supplemental Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2014 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 2014. The guidelines specify new requirements such as (a) the adoption of targets based on the Congress-approved Performance Informed Budget (PIB) in the FY 2014 Government Appropriations Act (GAA) and OP Planning Tool; (b) the use of the Strategic Performance Management System (SPMS) as the preferable basis for the individual ranking of First and Second level employees for agencies whose SPMS has been approved by the Civil Service Commission (CSC); (c) changes in percentage distribution in ranking; and (d) simplified submission of requirements.

2.0 COVERAGE

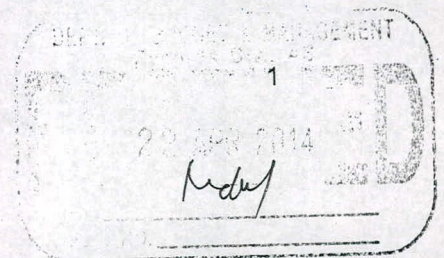
The agencies covered by the PBB are the same as those provided in MC 2013-01 with the inclusion of local water districts (LWDs).

The PBB implementation for LWDs shall be coordinated with the Local Water Utilities Administration (LWUA). The performance bonus of eligible LWDs shall be sourced from their respective corporate funds.

3.0 ELIGIBILITY CRITERIA

3.1 To be eligible for FY 2014 PBB, a department/agency must satisfy the following criteria:

- 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)/GAA of 2014 and the targets for Support to Operations (STO) and General Administrative and Support Services (GASS);



- 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; and,
 - c. Satisfy 100% of the good governance conditions set by the AO 25 Interagency Task Force (IATF) for FY 2014.
- 3.2 To be eligible for a higher percentage distribution in the ranking of delivery units (as in Section 6.2), a 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 and under the Ease of Doing Business targets, in addition to the criteria in Section 3.1.

4.0 FY 2014 PERFORMANCE TARGETS

- 4.1 Form A (*Annex 1*) shall contain all MFO indicators and targets as reflected in the 2014 Performance-Informed Budget approved by Congress, and the common STO and GASS indicators and targets. These Congress-approved PIB/GAA targets shall be updated in cases where the agency has achieved a higher accomplishment in 2013 since the PBB is intended as a reward for improved levels of performance.
- a. For STO, the common target should be the establishment of a Quality Management System aligned with ISO standards or the continuing certification of one front line service, whichever is applicable (Refer to *Annex 1* for sample milestone targets). The agency can identify the second performance target according to the priority of the agency head.
 - b. For GASS, the budget utilization rate (BUR), will consist of two measures: 1) "obligations BUR" which shall be computed as obligations against all allotments issued for FY 2014, including the additional releases from special purpose funds; and 2) the "disbursement BUR" as provided for in the 2013 PBB guidelines (as clarified in MC 2013-01-A; refer to *Annex 1* for the computation of these ratios. The compliance to COA reporting requirements in accordance to the content and period of submission under Section 41 of PD 1445; as well as the COA mandated submission of the Report on Ageing of Cash Advances, shall be adopted as common performance indicators.
- 4.2 Form A-1 (*Annex 2*) shall contain the cascaded performance targets of the delivery units.
- 4.3 As in previous guideline, Form B (*Annex 3*) shall contain the priority program/project targets agreed with the President under the five KRAs of EO 43 (*Annex 4*). The Ease of Doing Business targets set by the National Competitive Council (NCC) shall also be added to the targets of agencies concerned under Form B.

- 4.4 The FY 2014 commitments of the Department Secretary/Head of Agency approved by the President/Office of the Cabinet Secretary as reflected in the OP Planning Tool Form 1 (i.e. for performance targets for activities or strategies over and above/not reflected in the Congress-approved PIB/GAA targets) shall be treated as additional accomplishments which could qualify the department/agency to a higher percentage of distribution in ranking delivery units (as in Section 6.2).

5.0 GOOD GOVERNANCE CONDITIONS

For FY 2014, the IATF set four 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;
- c. Maintain/Update the Citizen's Charter or its equivalent Service Charter, completing the reflection of 3 improvements in the front line services specified in the 2013 PBB guidelines (MC 2013-1); and,
- d. Compliance with submission and review of SALN of officials and employees.

6.0 ELIGIBILITY AND RANKING

For FY 2014, the ranking of eligible delivery units would be according to Section 6.1 or Section 6.2 depending on the physical accomplishments of the department/agency.

- 6.1 Departments/agencies and their corresponding bureaus/offices/delivery units that meet the criteria and conditions in Section 3.1 are eligible to the PBB for FY 2014. Bureaus or offices or delivery units eligible to the PBB shall be forced ranked according to the following categories:

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

- 6.2 Departments/Agencies that meet at least 90% of each one of the FY 2014 targets of the Secretary/Head of Agency for activities/strategies other than those in the Congress approved PIB/GAA as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business targets, in addition to the criteria and conditions in Section 3.1, shall force rank the bureaus/offices/delivery units eligible to the PBB according to the following categories:

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

- 6.3 Only the personnel belonging to eligible attached agencies, bureaus, offices or delivery units are qualified for the PBB. The personnel covered is the same as in previous guideline.
- 6.4 Officials and employees of bureaus, offices or delivery units that qualified for the PBB, based on the criteria and conditions set in Sections 6.1, 6.2 and 6.3, shall be forced ranked as follows:

For the best bureaus:

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

For the better bureaus:

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

For the good bureaus:

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

- 6.5 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.
- 6.6 The resulting ranking of bureaus/offices/delivery units and the personnel therein shall be indicated in Form 1.0 (*Annex 5*).

7.0 SUBMISSION OF TARGETS, REPORTING AND VALIDATION

- 7.1 Submission of duly completed and signed forms and reports to the IATF (two hard copies and e-copy) shall be made through the AO 25 Secretariat, which shall in turn endorse copies to the oversight agencies for review/evaluation.
- 7.2 Departments/Agencies shall submit Forms A, A-1 and B indicating the PBB targets for FY 2014 on or before 15 May 2014. The targets finally approved by the IATF shall update the PIB targets submitted under

National Budget Circular 550 and the agencies shall adopt and reflect these and their quarterly breakdown in the Online BED System of the DBM.

- 7.3 The quarterly accomplishment of the updated PIB targets shall be reported as required by DBM under NBC 550. The Online BAR System being developed by DBM will be used by the IATF to monitor the compliance of agencies to their Form A and Form A-1 targets under PBB.
- 7.4 Departments/Agencies shall submit the certification of compliance with SALN together with the list of personnel who submitted (*Annex 6*) on or before 31 July 2014.
- 7.5 Departments/Agencies shall submit the consolidated financial reports of the department and its regional offices/attached agencies, as well as the consolidated Report on Ageing of Cash Advances 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 financial reports not later than March 31, 2014. (Large Agencies are given consideration until April 30, 2014 – see *Annex 7 for list of Large Agencies*).
 - b. Meanwhile, the agency must submit to COA the Report on Ageing of Cash Advance on or before December 1, 2014. The cut-off date for the report on cash advances is November 15, 2014.
- 7.6 PhilGEPS will provide a system where the department/agency can directly generate the “Certificate of Compliance” in an Excel file, and update the status of bid activities whether “on-going”, “cancelled”, “failed”, etc. The cut-off date for PhilGEPS transactions is November 15, 2014. The electronic and signed hard copies of the Certification shall be submitted to the AO 25 Secretariat on or before December 1, 2014.
- 7.7 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.
- 7.8 Departments/Agencies who already met at least 90% of all physical targets by November 30, 2014 shall submit FY 2014 accomplishments using Forms A, A-1 and B and Form 1.0 on or before December 10, 2014. For those who need to take until December 31, 2014 to meet at least 90% of their physical targets, the accomplishment reports should be submitted on or before January 30, 2015. The March 31, 2015 cut-off date to accomplish physical targets is only applicable to the Department of Education in which case, the submission of the DepEd accomplishments is on or before April 10, 2015.

Departments/Agencies shall also submit the accomplishments under the OP Planning Tool targets together with the other Forms to be entitled to

the higher incentives under Section 6.2. The units responsible for the accomplishment of the Planning Tool targets should be reflected in the submission.

- 7.9 The IATF shall conduct spot-checks to validate claims and certifications made by departments/agencies. Selected CSOs may also be invited to the discussion of targets and accomplishments of departments/agencies for greater transparency and accountability. Third party validation on selected program accomplishments may also be employed.

8.0 INFORMATION AND COMMUNICATION

- 8.1 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.
- 8.2 Departments/Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 8.3 The IATF shall maintain the following communication channels:
- AO 25 Secretariat at ao25secretariat@dap.edu.ph
 - PBIS Info Board
 - PCDSPO e-mail at pbb@gov.ph
 - Text hotline (Smart: +63920.498.9121)
 - Facebook (www.facebook.com – search “Performance based Bonus”)
 - Twitter: [@govph_pbb](https://twitter.com/govph_pbb)

9.0 TIMELINE FOR FY 2014 IMPLEMENTATION

Activity	Deadline
Submission of PBB Targets using Forms A, A1 and B to the IATF	On or before May 15, 2014
Submission of Financial Reports to COA	On or before March 31, 2014
Submission of Financial Reports to COA (<i>for Big Agencies</i>)	On or before April 30, 2014
Submission of Certification of Compliance with SALN	On or before July 31, 2014
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2014 as cut-off)	On or before December 1, 2014
Submission of Certificate of Compliance with PhilGEPS (with November 15, 2014 as cut-off)	On or before December 1, 2014

Activity	Deadline
Submission of accomplishments using Forms A, A1 and B, and Form 1.0	
a. With November 30, 2014 as cut-off date	On or before December 10, 2014
b. With December 31, 2014 as cut-off date	On or before January 30, 2015
c. With March 31, 2015 as cut-off date (FOR DEPED ONLY)	On or before April 10, 2015

10.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES

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.

11.0 EFFECTIVITY

This Circular shall take effect immediately.

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FLORENCIO B. ABAD



Secretary, Department of Budget and Management
and Chairman, AO 25 Inter-Agency Task Force

**FORM A
DEPARTMENT PERFORMANCE TARGETS***

**Note: Usually corresponds to the Performance Informed Budget of Department's -Office of the Secretary
(Same form to be used for submitting 2014 Accomplishments)*

DEPARTMENT: _____

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2013 ACTUAL ACCOMPLISHMENT (2)	DEPARTMENT FY 2014 TARGET (3)	RESPONSIBLE BUREAUS/OFFICES (4)	DEPARTMENT FY 2014 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
A. Major Final Outputs (MFOs)						
Major Final Output 1						
2013 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator n**:						
Major Final Output 2						
2013 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator n**:						
Major Final Output 3						
2013 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator n**:						
Major Final Output n						
2013 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator n**:						
**NOTE: All Performance indicators in the 2014 GAA /PIB should be included. Agency may add rows if necessary.						

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT FY 2013 ACTUAL ACCOMPLISHMENT (2)	DEPARTMENT FY 2014 TARGET (3)	RESPONSIBLE BUREAUS/OFFICES (4)	DEPARTMENT FY 2014 ACTUAL ACCOMPLISHMENT (5)	ACCOMPLISHMENT RATE (6)	REMARKS (7)
B. Support To Operations (STO)						
2013 Budget						
Performance Indicator 1: Quality Management System aligned with ISO Standards or the continuing certification of one frontline service if applicable (see Reference Guide for QMS milestones)						
Performance Indicator 2:						
C. General Administration and Support Service (GASS)						
2013 Budget						
Performance Indicator 1: Budget Utilization Rate (BUR) (see Form A Reference Guide for BUR formula)						
Performance Indicator 2: a. Submission to COA of Financial Statements for FY 2013 (per PD 1445)						
b. Submission to COA of Report on Ageing of Cash Advances (cut-off date November 15,2014)						

Recommending Approval:

Prepared by:

Approved by:

Planning Officer

date

Budget Officer

date

Department Secretary/Agency Head

date

Form A Reference Guide

Based on the 2014 General Appropriations Act (GAA) / 2014 Performance Informed Budget (PIB), departments shall specify their Major Final Outputs (MFOs), appropriate performance indicators, targets, and corresponding budgetary allocation.

1. MFO and Performance Indicators (Qualitative and/or Quantitative) – Indicate all agency MFOs and PIs in the 2014 GAA with the corresponding budget allocation.

2. Support to Operations (STO) Indicator 1- Agency should choose one (1) indicator according to its stage in establishing an ISO 9001:2008-aligned Quality Management System.

Stage in establishing an ISO 9001:2008-aligned Quality Management System	Milestones/ Outcome	Suggested Indicators
Developing awareness on ISO 9001:2008 QMS/GQMS	Management and employees are aware of the QMS	No. of mgt. and employees oriented
Training on ISO 9001:2008 QMS/GQMS Requirements and Documentation	QMS Core Team organized and trained QMS requirements and documentation	No. of participants trained
Establishing the QMS	Identified the needs and expectations of customers and other key stakeholders	Established mechanisms for determining customer satisfaction
	Established the quality policy and objectives of the organization	Approved quality policy and objectives
	Identified the processes and responsibilities necessary to attain the quality objectives	Approved QMS structure
	Formulated the plans and identified the resources necessary to attain quality objectives	Approved quality improvement targets and plans
	Established the methods to measure the efficiency and effectiveness of each process	Approved performance measurement and monitoring methods
Documenting the QMS	Documented Quality Manual	Approved Quality Manual
	Documented QMS Procedures (Six mandatory procedures)	Approved QMS Procedures
	Documented Work Instructions and Forms	Approved WIs and forms

Stage in establishing an ISO 9001:2008-aligned Quality Management System	Milestones/ Outcome	Suggested Indicators
	Established mechanisms on: 1. Management of resources to support the QMS 2. Control of core/frontline service delivery 3. Customer satisfaction determination 4. Control of outsourced services 5. Competency-based HRD 6. Management review	Approved mechanisms
Implementing the QMS	Management and employees are aware of the established QMS	No. of mgt. and employees oriented
	Process owners are trained on QMS implementation	No. of participants trained
	IQA team is trained and organized to conduct IQA	No. of participants trained
	Initial IQA is conducted covering all relevant processes under the scope of the QMS	Completed IQA reports
	Process owners are trained to address audit findings	No. of participants trained
	Management review(s) conducted by the top management at planned intervals	Approved minutes of MR
QMS Gap Assessment and Readiness Review	The QMS is certifiable to ISO 9001:2008 QMS Standards	Gap assessment report and recommendations

3. Support to Operations (STO) Indicator 2 - The agency can identify the performance target according to the priority of the agency head.
4. General Administration and Support Services (GASS) Indicator 1 – Budget utilization rate (BUR) shall be measured in two ratios: a) by the Obligations BUR or the ratio of total obligations to total releases and b) by the Disbursements BUR or the ratio of total disbursements (cash and non-cash excluding personnel services) to total obligations, both ratios for maintenance and other operating expenses (MOOE) and capital outlays (CO) in 2014. The total disbursements and obligations shall cover the additional releases, transfers

from other agencies and continuing appropriations in 2014 to capture all funds obligated by the agency. Total disbursements include payments of accounts payable paid during the year under the Common Fund Scheme. The 2014 BURs should reflect an improvement over the 2013 baseline of the department/agency.

5. General Administration and Support Services (GASS) Indicator 2a. – Submission to COA of Report on Ageing of Cash Advances for transactions as of November 15, 2014. This shall be submitted by the Agency, directly to their respective COA resident auditor not later than December 1, 2014. The COA resident auditor shall endorse the agency's validated Report on Ageing of Cash Advances to COA Central Office. The COA-Central Office shall provide the IATF the list of Departments/Agencies that are compliant with this condition.
6. General Administration and Support Services (GASS) Indicator 2b - Per Section 41 of Presidential Decree No. 1445, submission to COA of required financial statements and reports for audit which include Balance Sheet, Statement of Income and Expenses, Statement of Cash Flows, Statement of Government Equity, and Notes to Financial Statements shall not be later than the February 14.

FORM A-1

DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS*

*Note: Contains the cascaded targets of Bureaus/Offices/Regional Offices under the Office of the Secretary in Form A
(Same form to be used for submitting 2014 Accomplishments)

DEPARTMENT: _____

Major Final Outputs/Responsible Bureaus (1)	Performance Indicator 1 (2)	FY 2014 TARGET for Performance Indicator 1 (3)	FY 2014 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2014 TARGET for Performance Indicator 2 (6)	FY 2014 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2014 TARGET for Performance Indicator n (9)	FY 2014 ACCOMPLISHMENT for Performance Indicator n (10)	Remarks (11)
A. Major Final Outputs 1										
<i>(Note: All MFOs and indicators enrolled in the 2014 GAA / PIB should be included. Agency may add rows and columns if necessary)</i>										
Bureau 1										
Bureau 2										
Bureau 3										
Major Final Outputs n										
Bureau 1										
Bureau 2										
Bureau 3										
B. Support to Operations (STO)										
Bureau 1										
Bureau 2										
Bureau 3										
C. General Administration and Support Services (GASS)										
Bureau 1										
Bureau 2										
Bureau 3										
Prepared by: _____										
Planning Officer _____			Date _____		Budget Officer _____			Date _____		
Approved by: _____										
Department Secretary/Agency Head _____				Date _____						

FORM B
DEPARTMENT TARGETS ON KEY PROGRAMS AND PROJECTS TARGETS

**Note: Please refer to the Annex 4 for the list of Priority Programs and Initiatives
 (Same form to be used for submitting 2014 Accomplishments)*

DEPARTMENT: _____

Key Programs/ Projects* (1)	Description of Program/Project Objectives (2)	Total Program Budget (3)	Program Budget for FY 2014 (4)	Responsible Bureaus/Offices (5)	Department FY 2013 Actual Accomplishment (6)	Department FY 2014 Targets/Milestones (7)	Department FY 2014 Actual Accomplishment (8)	Remarks (9)
Program/ Project (1):								
Program/ Project (2):								
Program/ Project (3):								

**Note: Agency must also indicate under which Key Results Area (KRA) cluster of EO43 the identified program/project is lodged*

Prepared by:

 Planning Officer

 date

 Budget Officer

 date

Approved by:

 Department Secretary/Agency Head

 date

UPDATED LIST OF PRIORITY PROGRAMS AND INITIATIVES

(as of January 2014)

PRIORITY PROGRAMS AND INITIATIVES	RESPONSIBLE AGENCY
A. Good Governance and Anti-Corruption	
1. Major Initiatives in the Good Governance and Anti-Corruption Cluster (GGAC) Action Plan for 2011-2016	GGAC
2. Run After Tax Evaders (RATE)	DOF/BIR
3. Run After the Smugglers (RATS)	DOF/BOC
4. Revenue Integrity Protection Service (RIPS)	DOF/BIR
5. Other Programs Under the Streamlining of Business Processes: <ul style="list-style-type: none"> • Electronic Business Name Registration System (EBNRS); • Philippine Business Registry (PBR); and • Business Permit and Licensing System (BPLS) 	EBNRS-DTI PBR-DTI BPLS-DTI / DILG
6. Performance-Based Incentive System	DBM
7. SSS Pension Reform	DOF/SSS
8. Passage of the Land Administration Reform Bill	OES/DAR/PLLO
9. Electronic Transactions/Better Than Cash Alliance	DBM
B. Human Development and Poverty Reduction	
10. Pantawid Pamilyang Pilipino Program (Regular, Modified and Expanded CCT)	DSWD
11. Community-Based Employment Program (CBEP)	DOLE
12. Continued provision of Basic Education Inputs (Classrooms, Teachers, Textbooks, School Seats, Toilets)	DepEd
13. AFP/PNP Housing	HUDCC/NHA
14. Resettlement of Informal Settler Families Living in Danger Areas in Metro Manila	HUDCC/DILG/NHA
15. Universal Health Care <ul style="list-style-type: none"> a. Expansion in enrolment and benefit delivery of the National Health Insurance Program (NHIP)/PhilHealth; b. Improved access to quality hospitals and health care facilities through the Health Facilities Enhancement Program (HFEP) c. Attainment of health-related MDGs through the provision of preventive and promotive public health care services and programs (e.g. deployment of health professionals to far-flung areas – Doctors to the Barrios (DTTB), Registered Nurses for Health Enhancement and Local Service (RN Heals), Rural Health Midwives Placement Program (RHMPP), and Community Health Teams (CHT) 	
16. HDPRC Convergent Programs on Jobs-Skills Matching <ul style="list-style-type: none"> a. Education and Training Curriculum Review b. Development of Philippine Qualification Framework (PQF) c. Career Guidance Advocacy d. Strengthening the Labor Market Information 	DepEd/CHED/TESDA TESDA DOLE DOLE

PRIORITY PROGRAMS AND INITIATIVES	RESPONSIBLE AGENCY
17. Training for Work Scholarship Program (TWSP)	TESDA
18. Land Acquisition and Distribution under CARPER	DAR
19. SUC Reform Roadmap	CHED
20. Rehabilitation and Reconstruction Efforts for Disasters (Natural and Man-made)	
<p>a. Yolanda</p> <ul style="list-style-type: none"> • Humanitarian Relief Operations <ul style="list-style-type: none"> - Value of assistance provided <i>International assistance c/o DFA</i> - Evacuation centers and displaced families - Food packs distributed - Shelter Assistance (bunk houses) - Health interventions¹ • Infrastructure Sectors <ul style="list-style-type: none"> - Power - Roads, bridges, flood control, and public buildings - Transport - Water and Sanitation • Economic Sectors <ul style="list-style-type: none"> - Agriculture² - Health³ - Industry and Services⁴ • Social Sectors <ul style="list-style-type: none"> - Education - Housing • Local Governance⁵ 	<p>Office of the Presidential Assistant for Rehabilitation and Recovery (as lead)</p> <p>NDRRMC/DSWD</p> <p>NDRRMC (for all affected areas)/DSWD (for areas within the 50 km radius)</p> <p>NDRRMC (for all affected areas)/DSWD (for areas within the 50 km radius)</p> <p>DPWH</p> <p>DOH</p> <p>DOE DPWH DOTC LWUA/DPWH/DA/NEDA/DOH</p> <p>DA DOH DTI/DOLE/TESDA</p> <p>DepEd NHA</p>

¹ Includes immediate and critical interventions such as deployment of medical teams, and provision of water, sanitation and hygiene services

² Such as crops, livestock, and fisheries

³ Includes medium-term and long-term interventions such as health promotion and augmentation of health workforce

⁴ Such as livelihoods, enterprises, and services

⁵ Including restoration of functions of offices whose operations were disrupted due to the disaster

⁶ Including relief operations, community services and programs, food, health, education, and emergency shelter assistance

⁷ Such as food packs and non-food items

PRIORITY PROGRAMS AND INITIATIVES	RESPONSIBLE AGENCY
<ul style="list-style-type: none"> - Peace and Order b. Pablo <ul style="list-style-type: none"> • Infrastructure • Resettlement • Livelihood • Social Services⁶ c. Sendong <ul style="list-style-type: none"> • Housing • Agriculture • Infrastructure d. Bohol Earthquake <ul style="list-style-type: none"> • Relief Assistance⁷ • Housing • Infrastructure⁸ • Transportation • Restoration of Historic and Heritage Churches e. Zamboanga Crisis <ul style="list-style-type: none"> • Social Services and Interventions⁹ • Infrastructure • Transportation 	<p style="text-align: center;">DILG-PNP</p> <p style="text-align: center;">OCS (as lead) DPWH (as Cluster Chair)</p> <p style="text-align: center;">DILG (as Cluster Chair with inputs from DSWD and NHA)</p> <p style="text-align: center;">DTI (as Cluster Chair with inputs from DA)</p> <p style="text-align: center;">DSWD (as Cluster Chair)</p> <p style="text-align: center;">DSWD DA DPWH</p> <p style="text-align: center;">DSWD NHA DPWH DOTC NCCA</p> <p style="text-align: center;">DSWD DPWH DND-AFP/DILG</p>
C. Human Development and Poverty Reduction	
21. Priority Infrastructure Projects (PPP Program, Roads and Bridges, Flood Control, Airports, Ports and Railways, Integrated Transport System Terminals, NLEX-SLEX connection)	DPWH/DOTC/PPP Center
22. Implementation of National Tourism Development Plan	DOT
23. Food Self-Sufficiency (Rice Production and Importation Levels/Irrigation Facilities/Farm-to-Market Roads)	DA
24. Coconut industry development (e.g., planting and replanting, salth fertilization, intercropping)	DTI/DA
25. Fishing industry development (e.g., fish ports, ice plants and cold storage facilities, development of fishing grounds)	DA
26. Upgrading of Philippine Aviation from Category 2 to Category 1	DOTC

⁸ Including removal of landslides, repair/rehabilitation of damaged pavement, installation of temporary bridges, and repair of bridges

⁹ Such as provision of food, non-food items, financial support, and implementation of cash-for-work, among others

PRIORITY PROGRAMS AND INITIATIVES	RESPONSIBLE AGENCY
27. Sitio Electrification	DOE
28. SME Development	DTI
29. BPO Development to move up the value chain	DTI/DOST
30. Mindanao Modular Generator Sets Program (for electric cooperatives)	DOE
31. Energy: Open Access	DOE
32. Market Transformation Through Introduction of Energy Efficient Electric Vehicles Project (E-Vehicles, formerly E-Trikes Project)	DOE
33. National Renewable Energy Program	DOE
34. Amendment to the Cabotage Law	OES/DOTC/PLLO
35. Fiscal Incentives Rationalization	OES/DOF/DTI/PLLO
D. Human Development and Poverty Reduction	
36. Security Sector Reforms a. AFP Modernization and Capability Upgrade b. Institutional Reforms	DND
37. Peace Process (Peace Negotiations, Payapa at Masaganang Pamayanan [PAMANA])	OPAPP
38. Peace and Order Situation (Crime Incidence/Solution/Conviction Rate, Strengthening of Police Force)	DILG/DND
39. Uniformed Personnel Pension Reform	OES/DBM/DND/DOF/PLLO
40. Bangsamoro Basic Law	OES/OPAPP/PLLO
41. Trafficking in Persons	DOJ
E. Climate Change Adaptation and Mitigation	
42. National Greening Program	DENR
43. National Geohazards Assessment and Mapping Program	DENR
44. Project NOAH	DOST
45. Anti-Illegal Logging	DENR
F. Ease of Doing Business	

Form 1.0
REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS

Department/Agency _____

1.0 Summary of Information Required																	
1.1	Total No. of Bureau/Offices/Attached Agencies/Delivery Units _____																
1.2	Total No. of Bureaus/Attached Agencies/Delivery Units that achieved at least 90% of performance targets _____																
1.3	Total No. of Filled Positions as of November 30, 2014 _____																
1.4	Total No. of Officials and Employees Entitled to PBB _____																
<p>1.5 Has achieved at least 90% of each one of the FY 2014 targets of Secretary/Head of Agency other than those in the Congress-approved PIB as reflected in the OP Planning Tool Form 1 and under the Ease of Doing Business Targets? (please check whichever applies)</p> <p>YES _____, the following ranking distribution applies</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ranking</th> <th style="text-align: center;">Performance Category</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Top 15%</td> <td style="text-align: center;">Best Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 30%</td> <td style="text-align: center;">Better Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 55%</td> <td style="text-align: center;">Good Bureau/Office/Delivery Unit</td> </tr> </tbody> </table> <p>NO _____, the following ranking distribution applies</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ranking</th> <th style="text-align: center;">Performance Category</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Top 10%</td> <td style="text-align: center;">Best Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 25%</td> <td style="text-align: center;">Better Bureau/Office/Delivery Unit</td> </tr> <tr> <td style="text-align: center;">Next 65%</td> <td style="text-align: center;">Good Bureau/Office/Delivery Unit</td> </tr> </tbody> </table>		Ranking	Performance Category	Top 15%	Best Bureau/Office/Delivery Unit	Next 30%	Better Bureau/Office/Delivery Unit	Next 55%	Good Bureau/Office/Delivery Unit	Ranking	Performance Category	Top 10%	Best Bureau/Office/Delivery Unit	Next 25%	Better Bureau/Office/Delivery Unit	Next 65%	Good Bureau/Office/Delivery Unit
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1.6	Total Amount Required for Payment of PBB P _____																

REPORT ON RANKING OF BUREAUS/OFFICES/ATTACHED AGENCIES/DELIVERY UNITS

Department/Agency _____

(Please indicate applicable percentage distribution of bureaus/offices as provided in Section 6.1 or Section 6.2)

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees			
			Ranking	No. of Employees by Salary Grade	Amount of PBB	
2.1 Best (___%)	Delivery Unit 1		Best Performer (20%)			
			Better Performer (35%)			
			Good Performer (45%)			
			Poor Performer			
	Delivery Unit 2			Best Performer (20%)		
				Better Performer (35%)		
				Good Performer (45%)		
				Poor Performer		
			TOTAL BEST			
2.2 Better (___%)	Delivery Unit 1		Best Performer (15%)			
			Better Performer (30%)			
			Good Performer (55%)			
			Poor Performer			
	Delivery Unit 2			Best Performer (15%)		
				Better Performer (30%)		
				Good Performer (55%)		
				Poor Performer		
			TOTAL BETTER			

Ranking	Names of Bureaus/ Offices/Attached Agencies/ Delivery Units	Rate of Accomplishment of Targets (in %)	Ranking of Employees		
			Ranking	No. of Employees by Salary Grade	Amount of PBB
2.3 Good (___%)	Delivery Unit 1		Best Performer (10%)		
			Better Performer (25%)		
			Good Performer (65%)		
			Poor Performer		
	Delivery Unit 2		Best Performer (10%)		
			Better Performer (25%)		
			Good Performer (65%)		
			Poor Performer		
			TOTAL GOOD		
2.4 Did not meet 90% of targets (No PBB)	Delivery Unit 1				
	Delivery Unit 2				
			TOTAL POOR		
<p>Reminder: Please attach a description of the criteria and process used in rating the performance and ranking of the employees within a bureau/office/attached agency/delivery unit.</p>					
<p>_____</p> <p>Date Submitted</p>			<p>_____</p> <p>Department Agency Head</p>		

**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2014**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices and employees within the department/agency.)

Head of HR

Date:

Department Agency Head

Date:

**Certification of Compliance with
Statement of Assets, Liabilities, and Net Worth
(SALN)**

(Agency Letterhead)

**CERTIFICATION OF COMPLIANCE
SALN Submission/Filing**

This certifies that ___ employees out of ___ employees of **(name of agency)** covered by RA 6713 have filed their Statement of Assets, Liabilities and Net Worth (SALN) for FY 2013. The agency has forwarded/filed all SALNs with the appropriate receiving entity (i.e. Ombudsman in the case of President, Vice President and Constitutional Officials; etc.), in accordance with RA 6713 and its implementing rules and regulations.

This also attests that the submission of this agency's employees have substantially complied with the minimum requisites for content and formalities prescribed under Republic Act 6713 and its Implementing Rules and Regulations, which are as follows:

- a. Basic Information
- b. Assets (Real Properties and Personal Properties)
- c. Liabilities
- d. Net Worth
- e. Financial Connections and Business Interests
- f. Relatives in the Government

Lastly, this certifies that this agency has already executed appropriate action against those who failed to comply with RA 6713 and have no justifiable reason not to comply.

IN WITNESS WHEREOF, we have hereunto affixed our signatures on the ___ day of ___ Year ___ at **(City/Municipality)**, Philippines.

Chairman
SALN Review and Compliance Committee

Agency / Department Head

(Agency Letterhead)

Officers and Employees Submission of SALN

BUREAU/ ATTACHED AGENCY/ DELIVERY UNIT	Total Number of Employees Covered by RA6713	Number of Employees Filed SALN	PERCENTAGE OF COMPLIANCE (%)	Name	Position	Salary Grade	Remarks
Unit 1				Employees who submitted duly accomplished SALN			
				1.			
				2.			
				3.			
				Employees with no SALN submission			
				1.			
				2.			
				3.			
				Unit 2			
1.							
2.							
3.							
Employees with no SALN submission							
1.							
2.							
3.							
TOTAL							

Prepared by:

Noted by:

Chairman
SALN Review and Compliance Committee

Secretary/Agency Head

**List of Large National Government Agencies(NGAs) / Government –Owned and/or
Controlled Corporations(GOCCs)**

NGAs	GOCCs
<p>Defence and Security Department of Interior and Local Government Bureau of Fire Protection Bureau of Jail Management and Penology Philippine National Police Armed Forces of the Philippines (AFP) AFP Modernization Program Management Office Philippine Army Philippine Navy Philippine Air force Department of Justice Bureau of Immigration Bureau of Corrections Land Registration Authority</p> <p>Public Works, Transport and Energy Department of Public Works and Highways Department of Tourism Land Transportation Office Land Transportation Franchising and Regulatory Board Maritime Industry Authority</p> <p>Legislative and Oversight Bureau of Customs Bureau of Internal Revenue Bureau of Local Government Finance Bureau of Treasury Cooperative Development Authority Department of Budget and Management Department of Finance House of Representative National Economic and Development Authority National Statistics Office Procurement Services Securities and Exchange Commissions Senate of the Philippines</p> <p>Health and Science Department of Health Department of Social Welfare and Development Department of Science and Technology Metro Manila Development Authority</p>	<p>Banking and Credit Bangko Sentral ng Pilipinas Land Bank of the Philippines Development Bank of the Philippines</p> <p>Social Security Government Service Insurance System Social Security System Home Development Mutual Fund National Housing Authority National Home Mortgage Finance Corporation</p> <p>Public Utilities Philippine Ports Authority Philippines Postal Corporation National Power Corporation Philippine National Oil Company</p> <p>Industrial and Area Development Civil Aviation Authority of the Philippines Tourism Infrastructure and Enterprise Zone Authority</p> <p>Agriculture and Natural Resources National Food Authority National Irrigation Administration Quedan and Rural Credit Guarantee Corporation Philippine Coconut Authority</p> <p>Social, Cultural, Trading, promotional and Other Services Philippine Charity Sweepstakes Office Philippine Amusement and Gaming Corporation Overseas Workers Welfare Administration Philippine Health Insurance Corporation</p>

NGAs	GOCCs
<p>Education and Employment Department of Education Technical Education and Skills Development Authority Commission on Higher Education University of the Philippines System Philippine Normal University Technological University of the Philippines System Department of Labor and Employment National Conciliation and Mediation Board National Labor Relations Commission National Wages and Productivity Commission</p> <p>Office of the President Office of the Presidential Advisory on Peace Process Presidential Management Staff National Telecommunications Commission National Commission on Indigenous Peoples Housing and Land Use of Regulatory Board National Commission on Muslim Filipinos Department of Foreign Affairs</p> <p>Department of Agriculture Department of Agrarian Reform Department of Environment and Natural Resources Department of Trade and Industry Bureau of Fisheries and Aquatic Resources Bureau of Soil and Water Management Mines and Geosciences Bureau</p> <p>Supreme Court of the Philippines Court of Appeals Commission on Audit Civil Service Commission Commission on Elections Office of the Ombudsman</p>	