



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
Professional ♦ Service-Oriented ♦ Responsive ♦ Team-based ♦ Integrity



PRELIMINARY GUIDELINES ON THE RANKING OF PSRTI DELIVERY UNITS IN LINE WITH THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2020

I. BACKGROUND

Results-Based Performance Management System (RBPMS) has significantly contributed to the government's goal of strengthening public accountability and ensuring the effective delivery of services to the Filipino people. The RBPMS represents a major governance reform that not only links budget with outcomes, but also puts premium on the improvement of the performance management and monitoring system in the government.

Executive Order (EO) No. 80 s. 2012 states that a performance-based incentive system (PBIS) consisting of the productivity enhancement incentive (PEI) and the performance-based bonus (PBB) shall be adopted in the national government beginning fiscal year (FY) 2012. It also provides the general guidelines and principles which shall govern the PBB scheme.

EO No. 201 s. 2016 provides the authorization of the grant of additional benefits such as the enhanced PBB to strengthen results orientation.

Memorandum Circular (MC) 2020-1 issued by the AO 25 Inter-Agency Task Force (IATF) on the Harmonization of the National Government Performance Monitoring, Information and Reporting Systems prescribes the criteria and conditions for the grant of the PBB for FY 2020 to be given in 2021.

II. OBJECTIVE

This set of guidelines aims:

1. To provide the basis for distribution of the PBB incentives within the PSRTI officials and employees on the rating and ranking process of delivery units;
2. Inform and guide all PSRTI officials and employees on the:
 - i. Conditions which PSRTI must satisfy to be eligible for the grant of PBB
 - ii. Conditions which all delivery units (DUs) should meet to qualify for the grant of PBB
 - iii. Rates of the PBB for each eligible individual
 - iv. Effects of non-compliance of PSRTI with the conditions
 - v. Prohibited acts, and Submission of required reports
3. Inform and guide all PSRTI officials and employees on the procedures to be observed for the ranking of DUs;

4. Specify the responsibilities of concerned DUs in connection with PSRTI's compliance with all the applicable conditions for the grant of PBB, and
5. Inform all concerned DUs about the deadlines for the submission of reports required by the IATF.

III. KEY PLAYERS

The PSRTI Performance Management Team (PMT), which consists of division chiefs and selected rank-and-file employees directly oversee the performance of delivery units, shall assist the Head of the Agency in undertaking the forced ranking of delivery units and ensure adherence to the PBB Guidelines.

DELIVERY UNITS (DUs)

The PSRTI has the following DUs:

1. Office of the Executive Director (OED)
2. Finance and Administrative Division (FAD)
3. Research Division (RD)
4. Training Division (TD)
5. Knowledge Management (KM)

IV. RANKING OF DELIVERY UNITS

A two-stage process for ranking of DUs will be followed:

1. FIRST STAGE RANKING

- a. For the first stage, ranking of delivery units will be done per division;
- b. Each division is given the flexibility to develop its respective criteria for the ranking of the staff, with the numerical OPCR rating of the division as the minimum criterion. This may be supplemented by additional criteria;
- c. The Division Chief (DC) will have the option to rank their respective staff ordinarily (i.e., with 1 being the top performer and 11th being the bottom performer) or forced ranked;
- d. The DUs shall be forced ranked based on the following percentage distribution:

| No. of Delivery Units | Divisions | NO. OF DELIVERY UNITS TO BE RANKED AS | | |
|-----------------------|-----------|---------------------------------------|-------------------|-----------------|
| | | BEST (Top 10%) | BETTER (Next 25%) | GOOD (Next 65%) |
| 1 | OED | 1 | 1 | 3 |
| 2 | FAD | | | |
| 3 | RD | | | |
| 4 | TD | | | |
| 5 | KMD | | | |

- e. The DC shall articulate to employees concerned the agreed criteria to be applied prior to conduct of actual ranking. The Head of the Agency (HA) shall assess the agreed criteria and determine their rating and ranking. The HA shall discuss the result of the assessment with DC and shall document the results of the assessment using the prescribed form.

2. SECOND STAGE RANKING

- a. The Head of the Agency determines the final ranking, using the following percentage distribution:

| No. of Delivery Units | NO. OF DELIVERY UNITS TO BE RANKED AS | | |
|-----------------------|---------------------------------------|----------------------|--------------------|
| | BEST (Top 10%) | BETTER (Next 25%) | GOOD (Next 65%) |
| 5 | 1 | 1 | 3 |

- b. The criteria to be used are as follows:

V. ELIGIBILITY CRITERIA

As indicated in Section 3 of MC 2020-1, the following are the conditions to be satisfied in order for PSRTI to be rendered eligible for the grant of PBB:

1. Satisfy 100% of the Good Governance Conditions (GGCs) set by the AO 25 IATF. For FY 2020, the extent of validation of the achievement of GGCs shall depend on historical compliance and performance of PSRTI in previous PBB cycles. The following are the GGCs to be complied with:

1.1 Maintain/Update the PSRTI Transparency Seal (TS) pursuant to Section 94 of the General Provisions of the FY 2020 General Appropriations Act (GAA) on or before October 1, 2020. The PSRTI' TS pages shall be made accessible by clicking the TS logo on their respective websites.

These TS pages shall contain the following:

- A. Agency's mandate and functions, and names of its officials with their position and designation, and contact information
- B. Annual financial reports (whole year/as of December end of the year/4th quarter) covering the period 2016-2020
 - i. FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAOOBDB)
 - ii. Summary Report on Disbursements
 - iii. BAR No. 1: Quarterly Physical Report of Operations
 - iv. Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
- C. DBM-Approved Budget and Corresponding Targets
 - i. Budget for FY 2020
 - ii. GAA performance targets for FY 2020
- D. Projects, programs and activities, beneficiaries, and status of implementation For FY 2020 (indicate if not applicable)
- E. Annual Procurement Plans (APP)
 - i. FY 2020 APP-non CSE
 - ii. Indicative FY 2021 APP-non CSE and FY 2021 APP-CSE
- F. QMS certification of at least one core process by any international certifying

body accredited by the International Accreditation Forum (IAF) or equivalent certification(s)/attestation(s) granted by similar internationally recognized bodies promoting Total Quality Management (TQM)

G. System of ranking delivery units for FY 2020 PBB

H. PSRTI review and compliance procedure of statements and financial disclosures

I. Updated people's Freedom of Information (FOI) manual signed by the Head of the Agency

J. Agency information inventory

K. 2020 FOI Registry

L. 2020 FOI Summary Report

Please refer and comply with the more detailed guideline on compliance with the transparency seal requirement specified in Annex 2 of Memorandum Circular No. 2020- 1.

1.1.2 Update the posting of all invitations to bids and awarded contracts in the Philippine Government Electronic Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above One Million Pesos (Php1,000,000.00) from January 1 to December 31, 2020, including early procurement of FY 2021 non- common use supplies and equipment (non- CSE) items, on or before January 29, 2021. Please refer to Annex 6 of MC No. 2020-1 regarding the detailed guideline on PhilGEPS posting.

1.1.3 Set-up most current and updated Citizen's or Service Charter, reflecting the PSRTI's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies, pursuant to Section 6 of RA No. 11032 and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

PSRTI, through the Finance and Administrative Division, shall prepare and submit a Certificate of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph and copy furnish the AO 25 Secretariat at ao25secretariat@dap.edu.ph on or before December 04, 2020.

The CoC, based on the format prescribed by the ARTA as stated under the ARTA Memorandum Circular Nos. 2019- 002 and 2019-002-A, s. 2019 (Guidelines on the Implementation of the Citizen's Charter in compliance with RA No. 11032), shall be the basis of the validation of our agency's compliance.

1.2. Achieve each of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2020, as follows:

1.2.1 Conduct Streamlining and Process Improvement (SPI) of the PSRTI's critical services covering all government - to - citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions as declared in its Citizen's/Service Charter.

In the PSRTI's efforts to further streamline processes and fully maximize digital capabilities, as well as Information and Communications Technology (ICT) infrastructures and other resources, all delivery units shall undertake digitization, develop online systems, and/or transform its critical services from manual to contact less transactions in coordination with the Knowledge Management Division (KMD). Digitization initiatives may vary depending on the particular requirements of the critical services.

To promote the periodic measurement of PSRTI's performance in delivering said services, the delivery units concerned shall determine and report the following streamlining criteria and improvements from reported accomplishments in FY 2019 using Annex 3B: Form A1- Details of Agency /Division Performance Report:

- i. Number of step
- ii. Turnaround time (TAT)
- iii. Number of signatures
- iv. Number of required documents
- v. Transaction costs (primary and other transaction costs)
- vi. Substantive compliance costs.

The delivery units concerned shall report the baseline information of each of the abovementioned streamlining criteria based on the PSRTI's Citizen's/Service Charter updated before FY 2020. They shall set their FY 2020 streamlining improvement target for each streamlining criterion for every declared service including the following specific targets:

- i. Reduction in the number of signatures to not more than three (3)
- ii. Simplification of application forms or reduction in the number of documentary requirements
- iii. Reduction in the turnaround time and completion of the transaction within the maximum period of three (3), seven (7), and twenty (20) working days based on the classification of transactions under the EODB law, unless otherwise indicated under special laws.

The delivery units concerned shall submit supporting documents such as flow charts, legal bases, additional documents, to show actual improvements and as proof of streamlining accomplishments.

In the event that the delivery units concerned are unable to achieve the targets they set in connection with the streamlining and process improvement requirements, they shall provide justifications, explanations, and supporting documents. The Planning Officer, Office of the Executive Director, shall coordinate PSRTI's compliance with regard to SPI requirements.

- 1.2.2 Conduct citizen/client satisfaction survey. To aid PSRTI in determining the effectiveness of streamlining and process improvements, and institutionalizing Service Quality Standards (SQS) in critical services in the government, the delivery units concerned shall continue (if existent) or embed (if non-existent) feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the FY 2019 and 2020 improvement action plans, the delivery units concerned shall report the results of each action plan and the FY 2020 Citizen/Client Satisfaction Survey (CCSS) for each service.

To further provide quality and efficient public service, all delivery units shall report at least one (1) best practice in service quality or productivity conducted in FY 2020 including its results. The showcase of best practices would not only recognize efforts of the delivery units in improving their services but would also contribute in assisting other government agencies to develop similar initiatives that could be implemented, replicated, and/or enhanced. From the reported practices, the PSRTI Executive Committee, upon the recommendation of the Performance Management Team, shall select one best practice that should be reported as PSRTI's report to AO 25 IATF.

The DUs shall prepare and submit the applicable report/s following the guideline contained in the Updated Annex 4 of Memorandum Circular No. 2020-1.

- 1.2.3 Pursue initial certification/recertification of the agency's Quality Management System (QMS) covering at least one (1) critical frontline service or core process as mandated under existing pertinent laws.

The ISO 9001:2015 Certification/Recertification must be valid as of December 31, 2020 and must be posted in the agency TS webpage not later than December 31, 2020.

- 1.2.4. The common GASS targets shall include the following:

- A. Improved budget utilization rate (BUR) from the previous year's level of accomplishment, which shall consist of at least:
 - i. Ninety percent (90%) Obligations BUR. 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 2020 from all appropriation sources, including those released under the 2020 GAA as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures.
 - ii. Eighty-five percent (85%) Disbursement BUR. Disbursement BUR is measured as the ratio of total disbursements (cash and non-cash, excluding PS) to total obligations for MOOE and CO from FY 2020 appropriations, net of goods and services obligated by December 31, 2019 but executed and paid only in 2020.
- B. Sustained compliance with the Commission on Audit's (COA) findings. Fully implement thirty percent (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 since FY 2018 should also not recur.
- C. 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.

FY 2020 APP-non CSE should have been submitted to the GPPB-TSO on March 31, 2020, but only for purposes of PBB compliance. The same should be posted on the agency TS page on not later than one month after the issuance of MC 2020-1.

- D. Submission of FY 2021 Annual Procurement Plan- Common-Use Supplies and Equipment (2021 APP-CSE) to the DBM-Procurement Service on or before December 15, 2020 in the prescribed format by DBM-PS. The same should be posted in the agency TS page not later than December 15, 2020.
- E. Undertaking of early procurement for at least 50% of the value of eligible procurement projects, included in the proposed budget of PSRTI in the NEP. PSRTI shall conduct the undertaking of Early Procurement Activities (EPA) for at least 50% of the total value of eligible Procurement Projects as outlined in its Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP.

Procurement projects which will use the following modalities are excluded in determining the total value pursuant to Item 1.4 of GPPB Circular No. 06-2019:

- i. Repeat Order
- ii. Shopping
- iii. Negotiated Procurement- Emergency Cases
- iv. Negotiated Procurement- Take-Over of Contracts Negotiated
- v. Procurement - Small Value Procurement

The Approved Contract and Notice to Proceed for procurement projects successfully undertaken under EPA shall be posted in the PhilGEPS within thirty (30) days after the approval of the GAA.

Head of the Procuring Entity (HOPE) shall submit to the GPPB a Certification under Oath on the compliance with EPA requirement within one (1) month after the approval of the GAA to the email address earlyprocurement@gppb.gov.ph.

In case of failure to comply with the EPA requirement, justifications should be prepared for approval by the Head of the Agency for their submission to the AO 25 IATF and the AO 25 Secretariat within the compliance validation period set by AO 25 IATF in MC No. 2020-1.

The indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP and the basis for the EPA, should be posted at the Agency TS page not later than September 30, 2020. Indicative APP submissions should not be submitted to GPPB as they will not be accepted and will not be assessed as PBB compliance.

- F. Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System, per GPPB Resolution No. 39-2017, complete with the following forms on or before June 30, 2020:
 - i. APCPI - Self-Assessment Form
 - ii. APCPI - Consolidated Procurement Monitoring Report APCPI
 - iii. Procurement Capacity Development Action Plan
 - iv. Questionnaire

The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>.

The APCPI results must be submitted to the GPPB-TSO through email address apcpi@gppb.gov.ph indicating "2019 APCPI Initial Results of Philippine Statistical Research and Training Institute for PBB" in the subject line.

1.2.5. Compliance with the following cross-cutting requirements set by AO25 IATF:

A. Establishment and conduct of Agency Review and Compliance Procedure of Statement of Assets, Liabilities and Net Worth (SALN).

The respective SALN Review and Compliance Committee of PSRTI shall conduct review of SALNs of officials and employees to determine whether said statements have been submitted on time, are complete, and are in proper form. All officials and employees covered by RA No. 6713 shall submit their 2019 SALN 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 SALN Review and Compliance Committees should be cascaded to all employees. The scanned copy of the same shall be uploaded in the agency TS webpage not later than October 1, 2020.

Should the SALN Review and Compliance Committees decide to retain the previously posted guidelines, they should indicate in their respective TS website that no changes have been made from the previous year's review and compliance procedure.

B. Compliance with the Freedom of Information (FOI) Program. Below are the following FOI requirements to be complied with:

- i. The Updated People's FOI Manual (including new designated list of FOI Receiving Officers and contact details, if any) duly signed and uploaded in the agency TS page on or before January 29, 2021
- ii. The FOI Reports (Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report) uploaded in the agency TS page on or before January 29, 2021

A screenshot of PSRTI website's home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) submitted through email: foi.pco@gmail.com on or before on or before January 29, 2021 changes have been made from the previous year's review and compliance procedure.

In case PSRTI is not able to meet any of the abovementioned performance targets, the delivery unit concerned shall prepare the necessary justifications/explanations and supporting documents for approval by the Head of the Agency for submission to the validating agencies concerned for possible reconsideration. Justifiable reasons

are those factors considered outside the control of PSRTI.

- 1.2.6 Use the CSC-approved Strategic Performance Management System (SPMS) in rating performance of first and second Level officials and employees. The rating of career executive service (CES) officers and incumbents to CES positions shall be based on CESB guidelines.

VI. ELIGIBILITY OF PSRTI OFFICIALS AND EMPLOYEES

1. The Head of Agency is eligible only if the respective DUs are eligible. If eligible, his/her PBB rate for FY 2020 shall be equivalent to 65% of his/her monthly basic salary.
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 SPMS or CESPES. CESPES covers all incumbents of CES positions in various agencies of the national government for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
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 parent agency.
4. Personnel who transferred from one government agency to another 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.
5. An official/employee who has rendered a minimum of nine (9) months of service in FY 2020 and with at least Satisfactory rating shall be eligible to the full grant of the PBB.
6. An official/employee who rendered less than nine (9) months but a minimum of three (3) months of service with at least Satisfactory rating shall be eligible to the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

| LENGTH OF SERVICE % OF PBB | % 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:

- i. Being a newly hired employee
- ii. Retirement
- iii. Resignation
- iv. Rehabilitation leave
- v. Maternity leave and/or Paternity leave
- vi. Vacation or sick leave with or without pay

vii. Scholarship/Study leave

7. The following shall not be entitled to the FY 2020 PBB:

- i. An employee who is on vacation or sick leave, with or without pay for the entire year
- ii. Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2020 by formal and executory judgement. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB
- iii. Officials and employees who failed to submit the 2020 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015)
- iv. Officials and employees who failed to liquidate cash advances received in FY 2020 within the reglementary period as required by COA
- v. Officials and employees who failed to submit their complete SPMS Forms
- vi. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements, Annual Financial Reports Annual Audit Reports, shall not be entitled to the PBB if the agency fails to comply with the said reporting requirements as prescribed by COA
- vii. Officials and employees responsible for the non-compliance of prior years' audit recommendations
- viii. Officials and employees responsible for the QMS certification or alignment if the agency fails to comply with the said requirement
- ix. Officials and employees responsible for posting and dissemination of the agency system of ranking performance of DUs if the agency fails to comply

VII. RESPONSIBILITIES

1. PSRTI Performance Management Team (PMT)

- 1.1. The PSRTI PMT which consists of the Executive Committee who directly oversees and observes the performance of delivery units shall assist the Head of the Agency in undertaking the forced ranking of delivery units. It is also tasked to ensure adherence to the PBB Guidelines.
- 1.1. In case a PSRTI PMT member cannot attend the meeting, he or she can send a representative (at least the highest official of the division) who is authorized to decide on behalf of the PMT member during deliberations.

2. Finance and Administrative Division (FAD)

2.1. Accounting

- 2.1.1. Provide to Human Resource Management Officer, a list of concerned cash advances granted to them within the reglementary period;
- 2.1.2. Determine the disbursement BUR of PSRTI as government agency;
- 2.1.3. Coordinate the preparation and timely submission of applicable Financial Accountability Reports (FARs) of PSRTI for 2020 using the Department of Budget and Management's (DBM) Unified Reporting System (URS);
- 2.1.4. Ensure that PSRTI's Summary Reports on Disbursements and FAR No. 5 for Fiscal Years 2016-2020 are posted in the PSRTI Transparency Seal webpage;

- 2.1.5. Coordinate PSRTI's compliance with the prior years' audit recommendations of the Commission on Audit (COA), and
- 2.1.6. Ensure that audit findings closed since FY 2018 should not recur.

2.2. Budget

- 2.2.1. Determine the obligations BUR of PSRTI as a government agency;
- 2.2.2. Coordinate the preparation and timely submission of applicable Financial Accountability Reports (FARs) of PSRTI for FY 2020 using the Department of Budget and Management's (DBM) Unified Reporting System (URS);
- 2.2.3. Ensure that PSRTI's FAR No. 1, and Financial Plans for Fiscal Years 2016-2020 are posted in the PSRTI Transparency Seal webpage, and
- 2.2.4. Ensure that the PSRTI's Budget for FY 2020 is posted in the PSRTI Transparency Seal webpage.

2.3. Human Resource Management Office

- 2.3.1. Ensure that the scanned copy of PSRTI's Review and Compliance Procedure of Statements and Financial Disclosures is posted on the Transparency Seal webpage not later than October 1, 2020;
- 2.3.2. Cascade the PSRTI Review and Compliance Procedure to all PSRTI employees;
- 2.3.3. Coordinate the determination of eligible officials and employees of PSRTI, and
- 2.3.4. Prepare Form 1 (Agency Report on Ranking of Delivery Units) and PBB Evaluation Matrix.

2.4. Procurement

- 2.4.1. Submit PSRTI's FY 2020 APP-non CSE to the GPPB-TSO by March 31, 2020 through electronic mail at app@gppb.gov.ph. If no acknowledgment is received, call the Performance Monitoring Division of the GPPB- TSO to confirm whether the submission was received and if so, request for acknowledgment receipt;
- 2.4.2. Post the PSRTI's FY 2020 APP-non CSE on the PSRTI TS page no later than one month after issuance of MC No. 2020-1;
- 2.4.3. In coordination with the PSRTI's Bids and Awards Committee, submit the PSRTI's FY 2021 APP-CSE to the DBM - Procurement Service on or before September 30, 2020;
- 2.4.4. Coordinate the undertaking of early procurement of at least 50% of the total value of Eligible Projects as outlined in PSRTI's Indicative FY 2021 APP-non CSE consistent with the FY 2021 National Expenditure Program;
- 2.4.5. In coordination with the PSRTI's Bids and Awards Committee Post the approved Contract and Notice to Proceed for procurement projects of PSRTI undertaken under EPA in the PhilGEPS within 30 days after the approval of the GAA;
- 2.4.6. Coordinate the preparation and submission of the Certification under Oath and the compliance with EPA requirement within one

month after the approval of the GAA to the email earlyprocurement@gppb.gov.ph. If unable to comply with the EPA requirement, prepare and submit justifications to the AO 25 IATF within the compliance validation period;

- 2.4.7. Ensure that the PSRTI's FY 2020 Annual Procurement Plan (non-CSE), Indicative FY 2021 APP (non- CSE), and FY 2021 APP for Common Use Supplies and Equipment (CSE) are timely posted on the Transparency Seal webpage;
- 2.4.8. In coordination with the PSRTI's Bids and Awards Committee, update the PhilGEPS posting of all of PSRTI's Invitations to Bids (ITBs) and awarded contracts for transactions above One Million Pesos (Php1,000,000.00) from January 1 to December 31, 2020 including Early Procurement of FY 2021 non-Common Use Supplies and Equipment on or before January 29, 2021.
- 2.4.9. Observe the guideline on PhilGEPS posting as indicated in Annex 6 of MC No. 2020-1;
- 2.4.10. Track PSRTI's compliance with the PhilGEPS posting requirement through PhilGEPS microsite <https://data.philgeps.gov.ph/pbbweb/pbbwebapp.aspx>;
- 2.4.11. If unable to update the PhilGEPS postings or post the BAC resolution, notices of award/bid results, actual approved/awarded contracts and notices to proceed/purchase order for public bidding transactions above One Million Pesos (Php1,000,000.00) in PhilGEPS due to factors that are outside the control of the agency, prepare and submit a letter to or inform PhilGEPS and submit a letter of explanation address to the AO 25 IATF on or before January 31, 2021.
- 2.4.12. In Coordination with the PSRTI Bids and Awards Committee, submit to the GPPB-TSO through apcpi@gppb.gov.ph the results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System, with the following completed forms — APCPI- Self-Assessment Form, APCPI- Consolidated Procurement Monitoring Report, and APCPI- Procurement Capacity Development Action Plan - on or before June 30, 2020.

3. Office of the Executive Director (OED)

3.1. Planning Officers

- 3.1.1. Serve as core PMT Secretariat which shall be responsible for coordinating with the IATF, through the AO 25 Secretariat, on all matters related to the implementation of the PBB;
- 3.1.2. Coordinate the preparation and submission of Citizen/Client Satisfaction Reports based on performance data provided by the various delivery units concerned;
- 3.1.3. Transmit the results of the final ranking of delivery units to the Human Resource Management Officer for the **preparation of**

Form 1.0 (Report on Ranking of Offices/Delivery Units) and PBB Evaluation Matrix;

- 3.1.4. Coordinate the preparation and timely submission of PSRTI's Quarterly Physical Report of Operations (QPRO) using the DBM's URS;
- 3.1.5. Ensure that PSRTI's Physical Report of Operations for Fiscal Years 2016-202D are posted in the PSRTI Transparency Seal webpage;
- 3.1.6. Ensure that PSRTI's General Appropriations Act (GAA) performance targets and System of Ranking of Delivery Units for FY 2020 are posted on the Transparency Seal webpage;
- 3.1.7. Coordinate the preparation and submission of Modified Form A-Department/Agency Performance Report, and Modified Form A1-Details of Bureau/office Performance Report, based on performance data provided by the various delivery units;
- 3.1.8. In connection with the setting-up of most current and updated Citizen's or Service Charter of PSRTI, submit PSRTI's Certificate of Compliance (CoC) to the Anti-Red Tape Authority at compliances.arta.gov.ph and copy furnish the AO 25 Secretariat at ao25secretariat@dap.edu.ph on or before December 4, 2020;
- 3.1.9. Coordinate the PSRTI's overall compliance with regard to the SPI requirements;
- 3.1.10. Ensure that a valid IS 9001:2015 Quality Management System (QMS) certification of PSRTI is posted in the PSRTI Transparency Seal webpage not later than December 31, 2020;
- 3.1.11. Ensure that a certified true copy of the ISO 9001:2015 QMS certification is submitted to the Government Quality Management Committee (GQMC);
- 3.1.12. Ensure that the duly signed Updated People's Freedom of Information (FOI) Manual is uploaded in the PSRTI Transparency Seal webpage on or before January 29, 2021;
- 3.1.13. Ensure that the PSRTI's FOI Reports (Agency Information Inventory, 2020 FOI Registry, and 2020 FOI Summary Report) are uploaded in the Transparency Seal webpage on or before January 29, 2021;
- 3.1.14. Submit a screenshot of PSRTI's website home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) through email: oi.pco@gmail.com on or before January 29, 2021;
- 3.1.15. Ensure that the modified one-page FOI Manual (including FOI Receiving Officers and their contact details and the step-by-step procedure of FOI Request in standard paper-based and electronic

format) is uploaded in the Transparency Seal webpage on or before January 29, 2021, and

- 3.1.16. Submit the accomplished FOI Reports strictly in one Excel format based on templates provided in the URL www.bit.ly/2020FOIReports. Send the soft copy submission of the FOI Reports to foi.pco@gmail.com.

4. Knowledge Management Division (KMD)

- 4.1. Ensure that the applicable required contents of the PSRTI Transparency Seal webpage are updated and accessible by clicking the Transparency Seal logo on the home page.
- 4.2. Ensure that the contents of the Transparency Seal section on names of PSRTI's officials with their position and designation, and contact information are updated and posted.
- 4.3. Ensure that the electronic documents posted in the Transparency Seal webpage conform to the Guidelines on Transparency Seal as stated in Annex 2 of the IATF MC.

5. Research and Training Divisions/Delivery Units (DUs)

The heads of the DUs shall be responsible for the following:

- 5.1. Declare service/s for process improvement and streamlining.
- 5.2. Submit report on actual accomplishments vis-à-vis performance targets relative to streamlining and process improvement, including supporting documents such as flow charts, legal bases and other relevant documents to show actual improvements, and prove streamlining accomplishments. Please use the prescribed form (Form AI- Details of Division/Office Performance Report) indicated in Annex 3B of IATF's MC No. 2020-1.
- 5.3. Submit report on digitization initiatives, development of online systems, and/or transformation from manual to contactless transactions. If digitization initiatives or efforts were already launched prior to FY 2020, the delivery unit should report the modifications or enhancements done with these initiatives as indicated in Annex 3A of MC No. 2020-1.
- 5.4. Provide justifications, explanations, and supporting documents if the DU is unable to attain the performance targets set.
- 5.5. Measure and report satisfaction level of citizens/clients to determine effectiveness of streamlining and process improvement of declared critical service/s.
- 5.6. Report to the PSRTI Performance Management Group at least one best practice in service quality or productivity conducted in FY 2020 including its results. The best practice may cover either of the following areas:
 - a. Citizen-centric services
 - b. Digitization
 - c. Smart regulation

- d. Performance excellence
- e. Other innovative undertakings

The Best Practice Report should follow the outline below:

- a. Brief description of the best practice
 - Why was it introduced?
 - b. Implementation of the best practice
 - When was it implemented?
 - Who/ which team implemented it?
 - c. Results of the best practice implementation
 - Who benefited from it
- 5.7. For each service declared, report the results of action plan using the Improvement Action Plan used for FY 2019.
- 5.8. Concerned DUs shall strictly ensure timely submission of requirements specified in the PBB guidelines.
- 5.9. Circulate the IATF MC No. 2020-1, the System of Ranking of Delivery Units, and pertinent guidelines on PBB to all PSRTI personnel.

VIII. SUBMISSION OF REPORTS

All concerned DUs shall strictly ensure that the abovementioned conditions for the grant of PBB for FY 2020 are duly complied and submitted within the prescribed timelines stated in MC 2020-1.

IX. EFFECTS OF NON-COMPLIANCE

- 1. PSRTI's non-compliance with the following shall render it ineligible for the FY 2020 PBB:
 - 1.1. Good Governance Conditions; and
 - 1.2. Maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies.
- 2. In the event the AO 25 IATF conducts 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 in the TS, such incident can be a cause to disqualify PSRTI in the succeeding cycle of the PBB.

X. PROHIBITED ACTS

The following acts are prohibited:

- i. Misrepresentation in the submitted reports and requirements for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of MC 2020-1.
- ii. Evenly distributing PBB among employees, in violation of the policy of paying the PBB based on the ranking of delivery units.

In case PSRTI, after due process by the oversight agency, has been determined to have committed the aforementioned prohibited acts, it shall be disqualified

from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case to the concerned parties.

XI. EFFECTIVITY

These Guidelines shall take effect immediately and shall remain in force unless revoked, cancelled or superseded by a subsequent issuance.

Approved by:


JOSEFINA V. ALMEDA, Ph.D.
Executive Director III 