



**ADMINISTRATIVE ORDER**

No. 06-22

Series of 2022

**SUBJECT : GUIDELINES ON THE GRANT OF PERFORMANCE-BASED  
BONUS (PBB) IN THE MARITIME INDUSTRY AUTHORITY (MARINA)**

**I. RATIONALE**

Pursuant to the Inter-Agency Task Force (IATF) Memorandum Circular No. 2022-1 dated 24 March 2022, the implementation arrangement relative to the above-captioned subject is hereby prescribed.

**II. SCOPE AND COVERAGE**

This covers all eligible delivery units and individuals of the Maritime Industry Authority (MARINA) Office/Service/Units, including MARINA Regional Offices (MROs) and Standards of Training, Certification and Watchkeeping Office (STCWO), holding regular, co-terminus plantilla, contractual and casual positions. Excluded from the coverage are individuals without employer-employee relationship and funded from non-Personnel Services (PS) budget.

**III. COMPOSITION OF THE MARINA PBB TASK FORCE (MPBBTF)**

**Central Office:**

Adviser/s	-	MARINA Administrator/OIC
	-	Executive Director/ OIC, STCWO
Chairperson and PBB Focal Person	-	Deputy Administrator for Planning
Vice- Chairperson	-	Deputy Administrator for Operations
Members	-	Chief of Staff, Office of the Administrator (OADM)
	-	Director II/OIC, Management, Financial and Administrative Service (MFAS)
	-	Director II/OIC, Planning and Policy Service (PPS)
	-	Director II/OIC, Legal Service (LS)
	-	Director II/OIC, Management Information System Service (MISS)



	-	Chief Maritime Industry Development Specialist, Quality Management Division (QMD), STCWO
	-	Chief Maritime Industry Development Specialist, Public Information Division (PID), STCWO
	-	Chief Administrative Officer, Budget Division
	-	Chief Administrative Officer, Human Resource Management and Development Division (HRMDD), MFAS
	-	AME Representative
Alternative PBB Focal Person/Focal Point	-	Chief Administrative Officer, Management Division
PBB Spokesperson	-	Chief Administrative Officer, HRMDD
Secretariat	-	Management Division Staff
<b>MARINA Regional Offices (MROs):</b>		
Chairperson	-	Director II/OIC
Members	-	Supervising Level
	-	Attorney II/III
	-	Administrative Officer
Secretariat	-	Designated Staff

The MPBBTF shall have the following functions:

- Formulate guidelines and mechanics in Ranking Delivery Units;
- Acts as appeals body and final arbiter for performance managements issues of the Agency;
- Identifies potential top performer/s and provide input to the PRAISE Committee for grant of awards/incentives;
- Act as anchor and link between the MARINA SPMS and the MPBBTF on Result-Based Performance Management System; and
- Adopt its own internal rules, procedures and strategies in carrying-out the above responsibilities including schedule of meetings, deliberations, and delegation of authority to representatives in case of absence of its members.

The **Focal Point** shall have following functions related to the Performance-Based Bonus matters:

- Coordination of activities;
- Facilitation and forwarding relevant of information to the MARINA PBB Task Force;



- c. Coordination of the preparation and timely submission of the PBB requirements to all concerned service units/divisions; and
- d. Follow-up on requests sent by the Secretariat to the concerned service units/divisions.

The **Management Division (MD)**, **MFAS** will be the Secretariat that shall administer the consolidation and monitoring of the PBB requirements.

#### IV. ELIGIBILITY CRITERIA

To be eligible for the grant of the PBB, each agency must satisfy the criteria and conditions under the four dimensions of accountability: **Performance Results**, **Process Results**, **Financial Results**, and **Citizen/Client Satisfaction Results** and attain a **total score of at least 70 points and achieve at least a rating of 4 for at least three (3) criteria** based on the PBB Scoring System.

Table 1: PBB Scoring System						
Criteria and Conditions	Weight	Performance Rating				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Total Score		Maximum = 100 Points				

#### Notes:

- A performance rating of 4 in all criteria will yield a total score of 80 points for the agency.
- To be able to attain a total score at least 70 points, the agency should aim for a performance rating of 4 in at least three (3) criteria.
- In such case, the agency fails to meet a rating of 4 in at least three (3) criteria, the unit most responsible (including its head) for the criteria with a performance rating of below 4 will be isolated from the grant of PBB.

Table 2: Rating Scale for Performance Results				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance	Met less than 80% of performance indicators of the Congress-approved performance targets for the Fiscal Year:	Met at least 80% of performance indicators of the Congress-approved performance targets for the Fiscal Year:	Met at least 80% of performance indicators of the Congress-approved performance targets for the Fiscal Year:	Met each one of the Congress-approved performance targets for the Fiscal Year: (all performance indicators)



targets for the Fiscal Year: deficiencies due to controllable factors	deficiencies due to uncontrollable factors	deficiencies due to controllable factors	deficiencies due to uncontrollable factors	
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**Notes:**

- Accomplishment of each one of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the Fiscal Year's GAA.
- The agency performance in the achievement of targets shall be closely monitored through the use of the submitted Unified Reporting System (URS) – generated Budget and Financial Accountability Reports (BFARs), should be submitted in a timely manner, i.e., within thirty (30) days after the end of each quarter.
- BFARs will be used to monitor and validate agency accomplishments.
- For deficiencies or non-attainment of targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit (COA), the department of Budget and Management (DBM), and the Bureau of Treasury (BTr), as applicable through the DBM URS, thirty (30) days after the end of every 4<sup>th</sup> quarter.
- The Performance Results shall be assessed and scored accordingly.

<b>Table 3: Rating Scale for Process Results</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>No substantial improvement in ease of transaction in both external core and internal services</b>	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transaction in external services only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved Substantial improvements to ease transaction in priority core service (external) and internal service

**Notes:**

- Achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization e.g. *ISO-certified or its equivalent, digitization, systems and procedures reengineering, and other related improvements.*
- The target under the Process Results is the greater ease of transaction of frontline services covering all Government-To-Citizen (G2C), Government-To-Business (G2B), and Government-To-Government (G2G) transactions, and the administrative and supporting services (internal) within the agency.
- The ease of transaction of critical external and internal service may be achieved through streamlining; standardization of core processes including those implemented at the Regional, Satellite and Extension Offices; digitization e.g., *by developing electronic or online paperless systems, new service delivery channels,*



*contactless transactions*; and systems and procedures reengineering and other process improvements for faster, easily accessible, seamless, and more efficient public service delivery.

- The target will be substantive improvements in ease of doing business/ease of transaction with respect to **“two (2) critical services”** consisting of **one (1) core service (external) based on the mandated function of the agency** and **one (1) support/administrative service (internal)** as declared in the agency's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) reengineering Manual. The ARTA enjoins all government agencies **to adopt the WOG Reengineering Manual** as a tool in the reengineering of government services which **focuses on the reengineering of systems and procedures**.
- The **selected critical service** is:
  - a. A **core service** which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
  - b. The **most complained service** with the greatest number of complaints received by the agency and other complaints-handling agencies.
  - c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
  - d. A **service that generates income/revenue** for the government.
  - e. A service **attributable to the Major Final Outputs (MFOs)/Programs** of agencies.
  - f. A **service that involves inter-agency action** to complete the transaction.
- The agency may use the concepts and tools indicated in the WOG Reengineering Manual in the reengineering efforts and may refer to the submitted *initial Reengineering Plan* to ARTA as the basis in *prioritizing areas* for improvement. The results of the implemented reengineering plan shall be reported through *Annex 2: Modified Form A (Annex A)*.
- The report should highlight the tangible improvements **from the viewpoint of the transacting public/client** in terms of access, turnaround time, transaction costs, documentary and other requirements.
- Proof of evidence may be any of the following:
  - a. ISO-QMS certification or equivalent certification, which covers the selected critical external and internal services. Must be valid as of 31<sup>st</sup> December of the Fiscal Year, refer to *Annex 3: Guidelines on the validation of ISO Quality Management System (QMS) Certification/Recertification (Annex B)*.
  - b. Most current and updated Citizen's Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies as prescribed by ARTA.
  - c. Report on the digitization initiatives or digital transformation of external and internal services through the development of electronic or online and/or paperless application systems, payment systems, new service delivery



channels, contactless transactions, and other process improvements using information technology. The report should highlight the tangible results of digitization in terms of ease of doing business or ease of transaction from the point of view of the transacting public/client.

- d. Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services of the agency, including those implemented at the Regional, Satellite and Extension Offices. The report should highlight the tangible results of standardization of the frontline and non-frontline services in assuring ease of transaction and doing business with the agency.

<b>Table 4: Rating Scale for Financial Results</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>1-19%</b> Disbursement BUR	<b>20-39%</b> Disbursement BUR	<b>40-59%</b> Disbursement BUR	<b>60-79%</b> Disbursement BUR	<b>80-100%</b> Disbursement BUR

**Notes:**

- Targets under Financial Results reflect final payments made from the agency's annual budget allotment to realize their committed programs and projects based on the valid appropriations for Fiscal Year.
- Actual spending of the agency's budget allotment vis-à-vis the realization of the committed programs and projects based on the Fiscal Year's General Appropriations Act (GAA).
- Measured by the ratio of total disbursements (cash and non-cash, excluding PS) to the total obligations for MOOE and CO made in the whole year, net of goods and services obligated by 31<sup>st</sup> December of the Fiscal Year, but paid on the next following year.
- Total obligations for MOOE and CO shall refer to those made from the current appropriations under Fiscal Year GAA and the continuing appropriations under last year.
- The objective is to measure the disbursements for the obligations for MOOE and CO made in the whole year from all valid appropriations.
- Agencies with fund transfers either operating or program subsidies or both shall also achieve and report the same Disbursements BUR for NGAs for all the subsidy releases for year from the aforementioned appropriations sources.
- Same as the Performance Results, the agencies must ensure the submission of the quarterly BFARs through the DBM-URS, in a timely manner within thirty (30) days after the end of each quarter. The submitted Financial Obligations, Disbursements and Balances (SAAODB) shall be the basis in determining the Fiscal Year BUR accomplished agencies.

<b>Table 5: Rating Scale for Citizen/Client Satisfaction Results</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>No submission/</b>	<b>Average satisfaction rate with</b>	<b>More than average rate with unresolved</b>	<b>High satisfaction rate with 100% complaints</b>	<b>High satisfaction rate with 100% complaints</b>



<b>Did not conduct CCSS</b>	<b>unresolved</b> complaints and <b>at least 30%</b> compliance rate to #8888 and CCB	complaints and <b>at least 50%</b> compliant rate to #8888 and CCB	resolved and <b>at least 80%</b> compliance rate to #8888 and CCB	resolved and compliance rate to #8888 and CCB
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**Notes:**

- Achievements in satisfying the quality of expectations of the transacting public/client.
- For evidence on the citizen/client satisfaction results, agencies may report the results of the CCSS using Annex 5 (**Annex C**). Shall report the overall rating in the service quality dimensions and overall agency citizen/client satisfaction score for the reported services.
- Encouraged to embed feedback mechanism and systematically measure citizen/client satisfaction in the delivery of service since the FY 2018 cycle
- Resolution of reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).
- Agency shall ensure the *resolution* and complaints and grievances reported to *Hotline #8888* and CCB, and their *compliance* to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.
- Reported complaints and grievance shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.
- To provide evidence on this, agency may submit a report summarizing the #8888 and CCB complaints received in Fiscal Year and their status if resolved or pending.
- The validation shall be complemented with reports and collected data on feedback and complaints from citizen/clients gathered by the OP, PMS, CSC and PCOO from Hotline #8888 and CCB databases, as well as the FOI portals.

## **V. AGENCY ACCOUNTABILITIES**

To sustain the institutionalization of compliance to the existing government –mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies and shall be the basis in determining the eligibility of responsible units and individuals. The legal requirements should be submitted directly to the oversight/validating agencies.

1. Existing Agency Accountabilities
  - a. Updating of Transparency Seal
  - b. Compliance to Audit Findings and Liquidation of Cash Advances
  - c. Compliance with Freedom of Information (FOI) Program
  - d. Submission and Review of Statement of Assets, Liabilities, and Net Worth (SALN)



- e. PhilGEPS posting of all invitations to bids and awarded contracts, *Annex 7: Guidelines on PhilGEPS Posting, (Annex D)*
  - f. Non-Common Use Supplies and Equipment (APP Non-CSE)
  - g. Posting of Indicative APP Non-CSE
  - h. Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), *Annex 8: Submission of the 2023 APP-CSE to the PS-DBM, (Annex E)*
  - i. Results of last year Agency Procurement Compliance and Performance Indicators (APCPI) System
  - j. Undertaking of Early Procurement Activities covering the next following year Procurement Projects
2. New Agency Accountabilities
- a. Designation of the Agency's Committee on Anti-Red Tape (CART)  
Pursuant to Sec. 1, Rule III of the Implementing Rules and Regulations of RA NO. 11032 and in accordance with the issued ARTA Memorandum Circular No. 2020-007, Guidelines on the Designation of a CART
  - b. Compliance with the National Competition (NCP)  
All agencies are directed to adopt and implement, following their respective mandates, the NCP and its key elements, as contained in the National Economic and Development Authority and Philippine Competition Commission (PhCC) Joint Memorandum Circular No. 01-2020, s. 2020

## VI. ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

1. The Delivery Units (DUs) of eligible agencies shall no longer be ranked. However, *the unit/s most responsible for the deficiencies shall be isolated.*
  - a. To be eligible for the PBB, the agency must attain a **total score of at least 70 points and achieve at least a rating of 4 for at least three (3) criteria.** To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3, AO25 MC No. 2022-1 dated 24 March 2022, with the performance rating of below 4 will be isolated from the grant of PBB.
  - b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5, AO25 MC No. 2022-1 dated 24 March 2022, will also be isolated from the grant of PBB.
2. Eligible DUs shall be granted PBB at uniform rates across the agency, including its officials and employees. The corresponding rates of the PBB shall be based on the agency's achieved total score as shown in Section 7, AO25 MC No. 2022-1 dated 24 March 2022.
3. To be eligible for grant of PBB, employees belonging to the First, Second and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's



CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.

4. Head of Attached Agencies are eligible only if their respective agencies are eligible, their PBB rate for year shall be equivalent to the rates as stated below and shall be based on their Monthly Basic Salary (MBS) as of 31<sup>st</sup> of December of the Fiscal Year:

<b>RATES OF THE PBB</b>	
<b>Total Score</b>	<b>PBB Rates</b>
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% monthly basic salary)
90 points	58.5% (90% of the 65% monthly basic salary)
85 points	55.25% (85% of the 65% monthly basic salary)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

5. 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. An Official and employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
7. An official and employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Very 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:

<b>Length of Services</b>	<b>% of PBB</b>
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 reason 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/or
  - h. Sabbatical Leave.
8. 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.
  9. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in Fiscal Year 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 grant of PBB.
  10. Officials and employees who failed to submit the SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are not responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the grant of PBB.
  11. Officials and employees who failed to liquidate all cash advances received in the current year 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 grant of PBB.

## **VII. TIMELINESS AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS**

1. The quarterly BFARs of the agency will be used to assess and validate Performance Results shall be submitted through/uploaded in the DBM URS in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of the National Budget Circular No. 587, pursuant to Section 99, General Provisions of Republic Act No. 11639. Non-compliance thereto must be supported with relevant justification.
2. All agencies should submit evidence of accomplishments of Performance Results, Process Results, Financial Results and Citizen/Clients Satisfaction Results (as provided in Section 4, AO25 MC No. 2022-1 dated 24 March 2022 **on or before**



**the 28<sup>th</sup> of February of the following year.** Agencies are encouraged to make an electronic submission (scanned or digitally copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat).

3. Agencies shall ensure that all explanations and justifications for deficiencies are already attached in their submission.
4. The AO25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
5. Agencies are encouraged to provide information to the AO25 Secretariat on compliance with Agency Accountabilities provided in Section 5, AO25 MC No. 2022-1 dated 24 March 2022.
6. Agencies shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549, agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total PBB requirement of the agency, to be complemented by a simplified *Annex 10: Reporting on Ranking of Offices/Delivery Units (Annex F: Report of Eligibility of Agency, Form 1.0)*.

**Performance Results:**

Requirements	Validating Agency	OPR
Achieve each one of the Congress-Approved Performance Targets under the Performance-Informed Budgeting (PIB) of the Fiscal Year's General Appropriations Act (GAA)	AO 25 Secretariat <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>	Planning and Policy Service (PPS)
Quarterly BFARs, uploaded in the Department of Budget and Management – Unified Reporting System (DBM-URS)	Department of Budget and Management DBM	PPS, Budget Division & Accounting Division, MFAS

**Process Results:**

Requirements	Validating Agency	OPR
Report on the Digitization initiatives or Digital	AO 25 Secretariat <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>	Management Information Systems Service (MISS) and/or



Transformation of external and internal services		All concerned Service Units
Streamlining and Process Improvement of the MARINA frontline services as stated in the MARINA Citizen's or Service Charter (Annex 3: Modified Form A – Department/Agency Process Results Report)	AO 25 Secretariat <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>	All MARINA Service Units and Regional Offices (External Services and Internal Services)
ISO Quality Management System (QMS) Certification/ Recertification or equivalent certification	Government Quality Management Committee- Department of Budget and Management (GQMC-DBM) <a href="mailto:dbm-spib@dbm.gov.ph">dbm-spib@dbm.gov.ph</a>	Quality Management Division (QMD), STCWO
Post/Upload in the MARINA TS webpage		Information and Publication Division (IPD), MISS

**Financial Results:**

Requirements	Validating Agency	OPR
Disbursements Budget Utilization Rate (BUR)	DBM-Budget and Management Bureau (DBM-BMB)  AO 25 Secretariat <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>	Budget Division and Accounting Division, MFAS

**Citizen/Client Satisfaction Results:**

Requirements	Validating Agency	OPR
Annex 4: Citizen/Client Satisfaction Survey	AO 25 Secretariat <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>	Public Information Division (PID), STCWO
Resolution of reported complaints from OP, PMS, CSC, Hotline #8888 and Contact Center ng Bayan		PADMO, PPS

7. Agencies shall ensure that all explanation and justifications for deficiencies are already attached in their submission.
8. The AO 25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.



The following are the Agency's Accountability Timelines and requirements for the PBB shall be complied with:

<b>Deadline</b>	<b>Requirements</b>	<b>Validating Agency</b>	<b>OPR</b>
On or before 31 <sup>st</sup> of January of the Fiscal Year	Undertake/ conduct <b>Early Procurement Activities (EPA)</b> for at least 50% of the Value of its Eligible Procurement Projects (EPPs).  Submit an Early Procurement Activities Certification/ Certificate of Compliance under Oath to the GPPB-TSO, email to <a href="mailto:earlyprocurement@gpbb.gov.ph">earlyprocurement@gpbb.gov.ph</a>  <i>Note: Early Procurement Activities (EPA) should be conducted Annually</i>	GPPB-TSO	Procurement Section, GSD, MFAS  Bids and Awards Committee (BAC) & BAC-Secretariat (BAC-Sec)
On or before 31 <sup>st</sup> of March of the Fiscal Year	Submit <b>APP non-CSE</b> .	GPPB-TSO	BAC & BAC-Secretariat
On or before 30 <sup>th</sup> of June of the following year	Submit Results of the <b>APCPI</b> system for <b>Procurement Transactions</b> .	GPPB-TSO	BAC & BAC-Secretariat
On or before 31 <sup>st</sup> of August of the Fiscal Year	Submit the <b>APP-CSE</b> thru the PhilGEPS Virtual Store ( <b>Annex E</b> )	DBM-PS	GSD, MFAS
On or before 30 <sup>th</sup> of September of the Fiscal Year	Posting of <b>Indicative APP-non CSE</b> in the agency's Transparency Seal webpage.  Post/upload in the MARINA TS webpage	DBM-OCIO	BAC & BAC-Secretariat  IPD, MISS
On or before 1 <sup>st</sup> of October of	<b>Maintain/Update the Agency Transparency Seal (TS)</b> under Section 102 of the General	DBM-OCIO	IPD, MISS



the Fiscal Year	Provisions of the General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.		
On or before 1 <sup>st</sup> of October of the Fiscal Year	Post the agency's policy on the <b>Establishment and Conduct of the Agency Review and Compliance of SALN</b> in the agency Transparency Seal for Fiscal Year.  Post/upload in the MARINA TS webpage	CSC	HRMDD, MFAS  IPD, MISS
On or before 30 <sup>th</sup> of November of the Fiscal Year	Submission of the <b>National Competition Policy (NCP) requirements</b> as stated in Section 5.2 of the PBB Guidelines ( <b>Annex G</b> ).	Philippine Competition Commission	
On or before 4 <sup>th</sup> of December of the Fiscal Year	Set-up the most current and <b>updated Citizen's or Service Charter</b> , reflecting the agency's improved and streamlines/re-engineered system and procedures for all its government services to citizen, business, and government agencies.  Department/agencies shall submit their respective <b>Certificates of Compliance (CoC)</b> to the Anti-Red Tape Authority (ARTA) at <a href="mailto:compliance@arta.gov.ph">compliance@arta.gov.ph</a>  Administer the consolidation  Post/upload in the MARINA TS webpage	ARTA	All MARINA (Internal and External Services) Service Units – Central Office (CO) and Regional Offices (MROs)  MD, MFAS  IPD, MISS
On or before 31 <sup>st</sup> of December	<b>Sustained Compliance with Audit Findings</b> Fully implement 30% of the prior years' audit recommendations as shown in the Report of Status of	COA	Accounting Division, MFAS Concerned Service Unit







On or Before 28 <sup>th</sup> of February of the following year	<b>Designation of the Agency's Committee on Anti-Red tape (CART)</b>  Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007	ARTA	<b>Note:</b> MARINA Administrative Order No. 36-21, Designation of MARINA Committee on Anti-Red Tape (CART), 02 Dec. 2021
On or Before 28 <sup>th</sup> of February of the following year	The PSIPOP shall serve as the primary source of data in determining the total PBB requirement of the agency, to be complemented by a simplified <i>Annex 10: Reporting on Ranking of Offices/Delivery Units (Annex F: Report on Eligibility of Agency, Form 1.0)</i> .	DBM-OPCCB  AO25 Secretariat <a href="mailto:ao25secretariat@dap.edu.ph">ao25secretariat@dap.edu.ph</a>	HRMDD, MFAS

#### VIII. EFFECTS OF NON-COMPLIANCE

An Agency, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of the AO25 Memorandum Circular.

#### IX. COMMUNICATION AND CHANGE MANAGEMENT

1. The Head of Agency with the support of the PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:
  - a. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
  - b. Disseminate the performance targets and accomplishments of their 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 Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be facility that is embedded in the respective websites of agencies.
  - d. Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. such may be incorporated in the functions of their grievance committee.
2. The Head of Agency shall designate a senior official who shall serve as the PBB focal person. The offices responsible for the performance management maybe tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the agency. The name, position, and contact details (e-mail, landline, facsimile, cellular phone) of the PBB focal person should be submitted to the AO 25 Secretariat.
  3. Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.
  4. The following communication channels of the AO IATF:
    - a. AO 25 Secretariat at [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)
    - b. RBPMS website [www.rbpms.dap.edu.ph](http://www.rbpms.dap.edu.ph)
    - c. Telephone: (02) 8400-1469, (02) 8400-1490, (02) 8400-1582
    - d. Facebook: [www.facebook.com/PBBsecretariat](http://www.facebook.com/PBBsecretariat)

**X. REPEALING CLAUSE**

Previously issued Order/s inconsistent herewith is hereby revoked or rescinded.

**XI. EFFECTIVITY**

This Order shall take effect immediately.

  
**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator