



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**PRELIMINARY GUIDELINES ON THE RANKING OF NEDA DELIVERY UNITS IN LINE
WITH THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FOR FY 2019¹**

1. OVERVIEW

- 1.1. 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.
- 1.2. EO No. 201 s. 2016 provides the authorization of the grant of additional benefits such as the enhanced PBB to strengthen results orientation.
- 1.3. Memorandum Circular (MC) 2019-12 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 2019 to be given in 2020.

2. PURPOSE

- 2.1. This set of guidelines aims to:
 - 2.1.1. Provide the basis for distribution of the PBB incentives within the National Economic and Development Authority (NEDA);
 - 2.1.2. Inform and guide all NEDA officials and employees on:
 - (i) Conditions which NEDA must satisfy to be eligible for the grant of PBB;
 - (ii) Criteria which officials and employees should meet to qualify for the grant of PBB;
 - (iii) Rates of the PBB for each eligible individual;
 - (iv) Effects of non-compliance with the conditions;
 - (v) Prohibited acts; and
 - (vi) Submission of reports;
 - 2.1.3. Inform and guide all NEDA officials and employees on the process to be observed for the rating and ranking of delivery units (DUs);
 - 2.1.4. Adopt a set of criteria for the second-stage ranking of DUs;
 - 2.1.5. Specify the responsibilities of concerned DUs in connection with NEDA's compliance with all the applicable conditions for the grant of PBB; and
 - 2.1.6. Inform all concerned about the deadlines for the submission of reports required by the IATF.

3. COVERAGE

- 3.1. Based on the definition stated in Section 7.2 of IATF MC No. 2019-1, the following are NEDA's Delivery Units:

¹ Subject to the confirmation of the Performance Management Group

² Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2019

1.	ANRES	Agriculture, Natural Resources, and Environment Staff
2.	AS	Administrative Staff
3.	DIS	Development Information Staff
4.	FPMS	Financial, Planning, and Management Staff
5.	GovS	Governance Staff
6.	IAS	Internal Audit Service
7.	ICTS	Information and Communications Technology Staff
8.	IS	Infrastructure Staff
9.	LEDAC-SEC	Legislative-Executive Development Advisory Council (LEDAC) Secretariat
10.	LLO	Legislative Liaison Office
11.	LS	Legal Staff
12.	MES	Monitoring and Evaluation Staff
13.	NPPS	National Policy and Planning Staff
14.	NRO CAR	NEDA Regional Office CAR
15.	NRO I	NEDA Regional Office I
16.	NRO II	NEDA Regional Office II
17.	NRO III	NEDA Regional Office III
18.	NRO CALABARZON	NEDA Regional Office CALABARZON
19.	NRO MIMAROPA	NEDA Regional Office MIMAROPA
20.	NRO V	NEDA Regional Office V
21.	NRO VI	NEDA Regional Office VI
22.	NRO VII	NEDA Regional Office VII
23.	NRO VIII	NEDA Regional Office VIII
24.	NRO IX	NEDA Regional Office IX
25.	NRO X	NEDA Regional Office X
26.	NRO XI	NEDA Regional Office XI
27.	NRO XII	NEDA Regional Office XII
28.	NRO XIII	NEDA Regional Office CARAGA
29.	OSEC	Office of the Secretary
30.	PIS	Public Investment Staff

31.	RDS	Regional Development Staff
32.	SDS	Social Development Staff
33.	TSIS	Trade, Services and Industry Staff

- 3.2. All officials and employees of NEDA holding regular, contractual and casual positions are covered by these guidelines. Excluded from this coverage are individuals engaged without employer-employee relationship with NEDA and funded from non-Personnel Services (PS) budget.

4. ELIGIBILITY CRITERIA

- 4.1. As indicated in Section 3 of MC 2019-1, the following are the conditions to be satisfied in order that NEDA be rendered eligible for the grant of the PBB for FY 2019:

- 4.1.1. Satisfy 100% of the following **Good Governance Conditions (GGC)**³ set by the AO 25 IATF:

- A. Maintain/Update the NEDA Transparency Seal pursuant to Section 106 of the General Provisions of the FY 2019 GAA. The NEDA-CO and NRO Transparency Seal (TS) pages shall contain the following:
- a. Agency's Mandate and Functions, Vision, Mission and List of Officials
 - i. NEDA's Mandate
 - ii. The NEDA Vision and Mission
 - iii. Directory of NEDA Officials with their position and designation, and contact information
 - b. Annual Financial Reports (2015-2019)
 - i. FAR No. 1: Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAOOBDB) – Current and Continuing
 - ii. Summary Report on Disbursements
 - iii. BAR No. 1: Quarterly Physical Report of Operations
 - iv. Financial Plan ((Detailed Statement of Current Year's Obligations,
 - v. Disbursements and Unpaid Obligations)
 - c. DBM-Approved Budget and Targets
 - i. Budget 2019
 - ii. Performance Targets 2019
 - d. Annual Procurement Plan
 - i. FY 2019 Annual Procurement Plan (APP-non CSE)
 - ii. Indicative FY 2020 Annual Procurement Plan (APP-non CSE)
 - iii. FY 2020 Annual Procurement Plan (APP-CSE)
 - e. QMS ISO 9001:2015 Certification issued by any international certifying body accredited by the International Accreditation Forum (IAF) or similar standards relating to Total Quality Management (TQM)

³ Non-compliance with any Good Governance Conditions will render the entire NEDA ineligible for the PBB. The assessment of agency compliance with GGC requirements shall be conducted starting October 1, 2019.

- f. System of Ranking Delivery Units for FY 2019 PBB
- g. NEDA Review and Compliance Procedure of Statements and Financial Disclosures
- h. NEDA Freedom of Information (FOI) Manual
 - i. NEDA Final People's FOI Manual signed by NEDA Secretary
 - ii. Agency Information Inventory
 - iii. 2019 FOI Registry
 - iv. 2019 FOI Summary Report
- B. Maintain/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 (Republic Act No. 9184) for transactions above PHP 1 million from **January 1 to December 31, 2019**, including Early Procurement of FY 2020 Non-Common Use Supplies and Equipment (Non-CSE) items.
- C. Maintain/update the NEDA Citizen's Charter or Service Charter, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

NEDA shall prepare and submit a Certificate of Compliance (CoC) based on the format prescribed by the Anti-Red Tape Authority on or before **December 31, 2019** through the A025 Secretariat.

4.1.2. Achieve each one of the **Physical Targets for Support to Operations (STO) and General Administration and Support Services (GASS)** requirements for FY 2019:

- A. Streamlining and Process Improvement of NEDA's Critical Services covering Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's/ Service Charter.

To promote the periodic measurement of agency performance in delivering said services, the delivery units shall determine and report the following streamlining criteria using *Annex 3A Modified Form A -Department/Agency Performance Report*:

- a. Number of Steps;
- b. Turnaround Time (TAT);
- c. Number of Signatures;
- d. Number of Required Documents;
- e. Transaction Costs;
 - i. Primary Transaction Costs/Fees
 - ii. Other Transaction Costs
- f. Substantive Compliance Costs.

The delivery units shall report the baseline information of each abovementioned streamlining criteria based on the updated Citizen's/Service Charter. They shall set their FY 2019 Streamlining Improvement Target for each streamlining criteria for every declared service including the following specific targets:

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

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

- B. **Citizen/Client Satisfaction.** In order to determine the effectiveness of the streamlining and process improvements initiated, the satisfaction level of the clients shall be measured and reported by the concerned DUs. The DUs should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the improvement action plan reported for FY 2018 PBB, for each service, the DUs shall report the results of each action plan and the FY 2019 Citizen/Client Satisfaction Survey for each service.

The DUs shall report the following information using *Annex 4: Citizen/Client Satisfaction Report*:

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

- C. One common STO target is the **initial ISO 9001:2015 Certification/Recertification of the QMS** for at least one (1) core process or frontline service mandated by existing relevant laws issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members or those granted by internationally recognized bodies promoting Total Quality Management (TQM).

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

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

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

- a. **Budget Utilization Rate (BUR)**, which shall consist of:
 - i. *Obligations BUR* computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2019 from all appropriation sources, including those released under the

General Appropriations Act as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures; and

- ii. *Disbursements BUR*, which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2018 but executed and paid only in 2019. The objective is to measure the disbursements and obligations for MOOE and CO for the 2019 appropriations.
- b. **Sustained Compliance with Audit Findings.** Fully implement 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 2017 should also not recur. The objective is to improve internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2020.
- c. Compliance with **Quarterly Submission of Budget and Financial Accountability Reports (BFARs)** online using the DBM's Unified Reporting System (URS) 30 days after end of every quarter, as provided in Section 102 of the FY 2019 GAA.
- d. **Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015 by posting it in the agency TS.

FY 2019 APP-non CSE should have been submitted to the GPPB-TSO on **March 31, 2019⁴**. The same should be posted on the agency TS page on not later than one month after the issuance of MC 2019-1.
- e. **Submission of FY 2020 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2019 APP-CSE)** to the DBM-Procurement Service **on or before August 31, 2019** in the prescribed format by DBM-PS. The same should be posted in the agency TS page **not later than October 31, 2019**.
- f. **Undertaking of Early Procurement** for at least 50% of the value of goods and services based on the FY 2019 budget submitted to the Congress consistent with the NEP. In implementing the cash budgeting system, the agency should subject at least 50% of their budget for works, goods and services requirements to be procured for their FY 2020 operations to Early Procurement, short of award as early as the submission of the NEP to Congress. The agency should update their PhilGEPS postings for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS **on or before January 31, 2020**.

⁴ As per GPPB Circular No. 02-2019

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

- g. **Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017, complete with the following forms: (a) APCPI - Self-Assessment Form; (b) APCPI – Consolidated Procurement Monitoring Report; (c) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire **on or before March 31, 2019**.

E. Compliance with the following **cross-cutting requirements** set by AO 25 IATF:

- a. Establishment and Conduct of Agency Review and Compliance Procedure of SALN pursuant to Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713), and CSC Resolutions Nos. 1300455 and 1500088.

The respective SALN Review and Compliance Committees of NCO and NROs 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 Committee 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, 2019**.

- b. **Compliance with the Freedom of Information (FOI) Program** pursuant to Executive Order No. 2, s. 2016, based on the enhanced requirements of the Presidential Communications Operations Office (PCOO). Below are the FOI requirements to be complied with:

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

The agency should submit the accomplished FOI Reports strictly in one (1) Excel format (.xls) based on templates provided in this link: www.bit.ly/2018FOIReports. Submissions not compliant to the file format and templates will not be considered.

- F. In case NEDA is not able to meet any of the above performance targets, FPMS, as secretariat to the PMG, shall coordinate with the concerned Staffs/Offices in the preparation of the necessary justifications/explanations and supporting documents to warrant reconsideration. Thereafter, the consolidated justifications/explanations shall be submitted to the NEDA Secretary for review, evaluation and/or approval.
- G. For validation purposes, justifiable reasons are factors that are considered outside the control of the agency. Acceptance of justifications/explanations shall be subject to the recommendation of validating agencies.
- H. To reinforce fairness in the assessment of the performance of each DU under Operations with those under Support Services, NEDA should also declare critical services provided to internal units/employees performed by the latter delivery units. Doing so will strengthen the accountability of every delivery unit in streamlining and improving their processes and services to citizens/clients, and internal units/employees. Likewise, it will also provide performance data to support the equitable ranking of each delivery unit. NEDA shall report baseline performance information.

5. ELIGIBILITY OF NEDA OFFICIALS AND EMPLOYEES

- 5.1. The eligibility of the NEDA Secretary shall depend on the eligibility of NEDA. If eligible, the Secretary's maximum PBB rate for FY 2019 shall be equivalent to 65% of his monthly basic salary as of December 31, 2019. The Secretary shall not be included in *Form 1.0 (Report on Ranking of Delivery Units)*.
- 5.2. Only NEDA officials and employees belonging to eligible DUs are qualified for the PBB.
- 5.3. NEDA employees belonging to the First and Second, and Third levels should receive a rating of at least "Satisfactory" based on NEDA's CSC-approved Strategic Performance Management System (SPMS) or requirement prescribed by the CESB. In rating the performance of First and Second Level employees, including officials holding managerial or Director positions but are not Presidential appointees, the CSC-approved SPMS of NEDA shall be used. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the guidelines issued by the CESB.
- 5.4. NEDA 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 NEDA as parent agency.
- 5.5. Personnel who transferred from NEDA to another government 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.
- 5.6. Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to their actual length of service to the participating implementing agency, as stated in Section 5.8.
- 5.7. An official/employee who has rendered a minimum of nine (9) months of service in FY 2019 and with at least Satisfactory rating may be eligible to the full grant of the PBB.

- 5.8. An official/employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible 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
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%

- 5.9. 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:

- 5.9.1. Being a newly hired employee;
- 5.9.2. Retirement;
- 5.9.3. Resignation;
- 5.9.4. Rehabilitation leave;
- 5.9.5. Maternity leave and/or Paternity leave;
- 5.9.6. Vacation or sick leave with or without pay;
- 5.9.7. Scholarship/Study leave; and
- 5.9.8. Sabbatical leave.

- 5.10. The following shall not be entitled to the FY 2019 PBB:

- 5.10.1. Those who are on vacation or sick leave, with or without pay for the entire year of 2019;
- 5.10.2. Those who were found guilty of administrative and/or criminal cases by final and executory judgment in FY 2019. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB;
- 5.10.3. Those who failed to submit the 2018 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015);
- 5.10.4. Those who are responsible for the non-compliance with the conduct of SALN review and establishment of review and compliance procedure;
- 5.10.5. Those who failed to liquidate all cash advances received in FY 2019 within the reglementary period as required by COA;
- 5.10.6. Those who failed to submit their complete SPMS Forms;
- 5.10.7. Those who are responsible for the implementation of the prior years' audit recommendations, QMS certification, or posting and dissemination of NEDA's system of ranking performance of delivery units, if NEDA fails to comply with any of these said requirements; and,
- 5.10.8. Those who belong to delivery units which are ineligible.

6. RANKING OF DELIVERY UNITS

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

6.1. FIRST STAGE RANKING

- 6.1.1. For the first stage, ranking of delivery units will be done per cluster. DUs shall be clustered into five (5) groups, according to the similarity of tasks and responsibilities. Pursuant to Sec. 3 of MC 2019-1, DUs that do not meet the criteria stated in Section 5 of these guidelines are ineligible to the FY 2019 PBB. Ranking within the cluster shall be done by concerned NEDA Official/s who directly oversee and observe the performance of DUs, as shown below:

CLUSTER	RATER/S	DELIVERY UNITS TO BE RANKED
Policy and Planning Group Staffs	Undersecretary and Assistant Secretary for Policy and Planning	1. ANRES 4. SDS 2. GovS 5. TSIS 3. NPPS
Investment Programming Group Staffs	Undersecretary and Assistant Secretaries for Investment Programming	1. IS 2. MES 3. PIS
Corporate Affairs Group Staffs	Undersecretary and Assistant Secretary for Corporate Affairs	1. AS 4. ICTS 2. DIS 5. LS 3. FPMS
Office of the Secretary	Representative from the Office of the Secretary	1. OSEC 3. LLO 2. IAS 4. LEDAC
Regional Development Group Staff and Offices	Undersecretary and Assistant Secretary for Regional Development	1. RDS 9. NRO 6 2. NRO 10. NRO 7 CAR 11. NRO 8 3. NRO 1 12. NRO 9 4. NRO 2 13. NRO 10 5. NRO 3 14. NRO 11 6. NRO 4-A 15. NRO 12 7. NRO 4-B 16. NRO 13 8. NRO 5

- 6.1.2. Each cluster is given the flexibility to develop its own criteria for the ranking of the DUs, with the numerical OPCR rating of the head of the delivery unit and the declarations of responsible DUs in the completion of their respective critical services as the minimum criteria and common bases for performance ranking of DUs. These may be supplemented by additional criteria.
- 6.1.3. Each cluster head will have the option to rank the delivery units ordinally (i.e, with 1 being the top performer and n being the bottom performer) or forced ranked them using the adjectival rating of Best, Better, or Good.
- 6.1.4. The DUs shall be forced ranked per cluster based on the following percentage distribution:

CLUSTER	No. of DUs	NO. OF DELIVERY UNITS TO BE RANKED AS:		
		BEST (Top 10%)	BETTER (Next 25%)	GOOD (Next 65%)
PPG	5	1	1	3
IPG	3	1	1	1
CAG	5	1	1	3
OSEC	4	1	1	2
RDG	16	2	4	10
TOTAL	33	6	8	19

6.1.5. Each cluster shall circulate to officials and employees concerned the agreed criteria to be applied prior to the conduct of actual ranking. The rater/s within each cluster shall assess the DUs under their respective clusters against the agreed criteria and determine their rating and ranking.

6.1.6. The rater/s shall discuss the result of the assessment with the heads of the delivery units. The rater/s shall document the results of the assessment using the attached *Form 1* and forward the same to the PMG Secretariat (FPMS).

6.2. SECOND STAGE RANKING

6.2.1. The results of the first stage ranking will then be forwarded to the Secretary for the determination of the final ranking, using the following percentage distribution:

NO. OF DUs	NO. OF DUs TO BE RANKED AS:		
	BEST (Top 10%)	BETTER (Next 25%)	GOOD (Next 65%)
33	3	8	22

6.2.2. The criteria to be used for the second stage ranking are as follows:

Criteria ⁵	Weight
Office Performance Commitment and Review (OPCR) rating	50%
High Impact Intervention	30%
Declarations on delivery of critical service (process streamlining)	10%
Client Satisfaction Survey	10%
TOTAL	100%

⁵ Another criterion raised during the PMG Meeting was the Filling-Up of Vacancies. Subject to the Secretary's approval.

- 6.2.3. 50% of the total score shall be taken from the average OPCR rating⁶ for the first and second semesters of 2019.
- 6.2.4. 30% of the total score shall be given on the basis of high impact interventions initiated by the delivery unit for FY 2019.
- 6.2.5. 10% of the total score shall be taken from the DU's accomplishment vis-à-vis their declarations on the delivery of their respective critical services.
- 6.2.6. 10% of the total score shall be taken from the results⁷ of the Client Satisfaction Survey being administered by each delivery unit.

6.3. The results of the final ranking of the DUs shall be indicated in *Form 1*.

6.4. To recognize high performance in relation to achievement of NEDA's targets and requirements for the grant of the FY 2019 PBB, the names of those in the "Best Delivery Units" shall be reflected in *Form 1*.

7. RATES OF THE PBB

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

PERFORMANCE CATEGORY	MULTIPLE OF BASIC SALARY
Best DU	0.65
Better DU	0.575
Good DU	0.50

8. KEY RESPONSIBLE UNITS

8.1. NEDA Performance Management Group (PMG)

8.1.1. The NEDA PMG which consists of senior officials who directly oversee and observe the performance of delivery units shall assist the Secretary of Socioeconomic Planning in undertaking the forced ranking of delivery units. It is also tasked to ensure adherence to the PBB Guidelines.

8.1.2. Pursuant to NEDA Special Order (SO) No. 145-2016, the members of the NEDA PMG are as follows:

Chairperson: Undersecretary, Corporate Affairs Group

Members: Undersecretary, Investment Programming Group
Undersecretary, Policy and Planning Group
Undersecretary, Regional Development Group
Representative from the Office of the Secretary

Observer: Organization of NEDA Employees (ONE) Representative

⁶ Weights to be given on ratings of Outstanding, Very Satisfactory, and Satisfactory. Base score subject to recalibration by the Secretary.

⁷ Base score subject to recalibration by the Secretary.

- 8.1.3. In case a NEDA PMG member cannot attend the meeting, he or she can send a representative (at least Director IV level) who is authorized to decide on behalf of the PMG member during the deliberations.

8.2. **Financial, Planning and Management Staff (FPMS)**

Division Concerned	Responsibilities
Accounting Division	<ol style="list-style-type: none"> 1. Provide to Administrative Staff's (AS) Human Resource Management Division a list of concerned NEDA Central Office (NCO) officials and employees who have not liquidated the cash advances granted to them within the reglementary period; 2. Coordinate NEDA's compliance with the prior years' audit recommendations of the Commission on Audit (COA); 3. Determine the disbursements budget utilization rate (BUR) of NEDA as a government agency; 4. Coordinate the preparation and timely submission of applicable Financial Accountability Reports (FARs) of NEDA for FY 2019 using the Department of Budget and Management's (DBM) Unified Reporting System (URS); and 5. Ensure that NEDA's Summary Reports on Disbursements and FAR No. 5 for Fiscal Years 2015-2019 are posted in the NEDA Transparency Seal webpage.
Budget Division	<ol style="list-style-type: none"> 1. Determine the obligations BUR of NEDA as a government agency; 2. Coordinate the preparation and timely submission of applicable Budget and Financial Accountability Reports (BFARs) of NEDA for FY 2019 using the DBM's URS; 3. Ensure that NEDA's FAR No. 1, and Financial Plans for Fiscal Years 2015-2019 are posted in the NEDA Transparency Seal webpage; and 4. Ensure that NEDA's Budget for FY 2019 is posted in the NEDA Transparency Seal webpage.
Corporate Planning and Monitoring Division	<ol style="list-style-type: none"> 1. Serve as core PMG 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; 2. Coordinate the preparation and submission of Citizen/Client Satisfaction Reports based on performance data provided by the various DUs; 3. Transmit the results of the final ranking of delivery units to the Administrative Staff (AS) for the preparation of Form 1.0 (Report on Ranking of Offices/Delivery Units) and PBB Evaluation Matrix; 4. Coordinate the preparation and timely submission of NEDA's Quarterly Physical Report of Operations (QPRO) using the DBM's URS;

Division Concerned	Responsibilities
	<ol style="list-style-type: none"> 5. Ensure that NEDA's PROs for Fiscal Years 2015-2019 are posted in the NEDA Transparency Seal webpage; 6. Ensure that NEDA's General Appropriations Act (GAA) targets and System of Ranking of Delivery Units for FY 2019 are posted on the Transparency Seal webpage;
Management Division	<ol style="list-style-type: none"> 1. 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 DUs; 2. Ensure that: (i) the ISO 9001:2015 Quality Management System (QMS) certification of NEDA's Investment Coordination Committee (ICC) Secretariat Appraisal and Facilitation of ICC Action process is posted in the NEDA Transparency Seal webpage; and (ii) a certified true copy of the ISO 9001:2015 QMS certification is submitted to the Government Quality Management Committee (GQMC)

8.3. **Administrative Staff (AS)**

Division Concerned	Responsibilities
Human Resource Management Division	<ol style="list-style-type: none"> 1. Ensure that the scanned copy of NEDA's Review and Compliance Procedure of Statements and Financial Disclosures is posted on the Transparency Seal webpage; 2. Coordinate the determination of eligible officials and employees of NEDA; and 3. Prepare Form 1 (Agency Report on Ranking of Delivery Units) and PBB Evaluation Matrix.
Procurement Management Division	<ol style="list-style-type: none"> 1. Submit NEDA-CO's FY 2019 APP-non CSE to the GPPB-TSO; 2. Submit NEDA-CO's FY 2020 APP-CSE to the DBM-Procurement Service; 3. Subject at least 50% of NEDA-CO's budget for works, goods and services requirements to be procured for its FY 2020 operations to early procurement, short of award as early as the submission of the National Expenditure Program to Congress; 4. Ensure that NEDA-Central Office's FY 2019 Annual Procurement Plan (non-CSE), Indicative FY 2020 APP (non-CSE), and FY 2020 APP for Common Use Supplies and Equipment (CSE) are posted on the Transparency Seal webpage; 5. Update the PhilGEPS posting of all of NEDA-Central Office's Invitations to Bids (ITBs) and awarded contracts for transactions above PHP1 million from January to December 31, 2019 including early procurement of FY 2020 non-Common Use Supplies

Division Concerned	Responsibilities
	<p>and Equipment. The specific guidelines on PhilGEPS posting shall be observed.</p> <p>6. Track NEDA-Central Office's compliance with the PhilGEPS posting requirement through PhilGEPS microsite; and</p> <p>7. Submit results of FY 2018 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.</p>

8.4. Legal Staff (LS)

- 8.4.1. The Legal Staff shall ensure that the duly signed Updated People's Freedom of Information (FOI) Manual is uploaded in the NEDA Transparency Seal webpage.
- 8.4.2. It shall also upload NEDA's FOI Reports (Agency Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report) are uploaded in the Transparency Seal webpage.
- 8.4.3. Submit a screenshot of NEDA's website home page containing a visible and functional FOI logo linked to the electronic FOI portal (www.foi.gov.ph) through email: foi.pco@gmail.com.

8.5. Information, Communications and Technology Staff (ICTS)

- 8.5.1. The ICTS shall ensure that the applicable required contents of the NEDA Transparency Seal webpage are updated and accessible by clicking the Transparency Seal logo on the home page.
- 8.5.2. It shall update the contents of the Transparency Seal section on names of NEDA officials with their position and designation, and contact information.
- 8.5.3. It shall 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 No. 2019-1.

8.6. Trade, Services, and Industry Staff (TSIS)

- 8.6.1. The TSIS shall ensure that the Citizen's or Service Charter is updated.
- 8.6.2. It shall also submit the required Certificate of Compliance (CoC) based on the format prescribed by the Anti-Red Tape Authority (ARTA) through the AO 25 Secretariat.

8.7. NEDA Regional Offices-Finance and Administrative Divisions (NROs' FADs)

The NROs' FADs shall be responsible for the following:

- 8.7.1. Determine the eligibility of NRO officials and employees based on the criteria set by the AO 25 IATF as indicated in Section 6.0 of MC No. 2019-1.
- 8.7.2. Submit the results of their determination of eligibility of NRO officials and employees to AS for consolidation.
- 8.7.3. Ensure sustained compliance with the prior years' audit recommendations of COA.
- 8.7.4. Coordinate directly with FPMS' AD and BD in providing inputs for the determination of NEDA's overall obligations and disbursements BUR.
- 8.7.5. Ensure timely submission of their respective NROs' BFARs.

- 8.7.6. Ensure that the scanned copy of its respective NROs' Review and Compliance Procedure of Statements and Financial Disclosures is posted on the Transparency Seal webpage.
- 8.7.7. Ensure timely submission of the following procurement-related documents:
 - a. FY 2019 APP non-CSE to the GPPB-TSO;
 - b. FY 2020 APP-CSE to the DBM-Procurement Service;
 - c. Results of FY 2018 APCPI System, including the completed APCPI-Self-Assessment Form, APCPI-Consolidated Procurement Monitoring Report, and APCPI- Procurement Capacity Development Action Plan;
- 8.7.8. Subject at least 50% of their respective NROs' budget for works, goods and services requirements to be procured for its FY 2020 operations to early procurement, short of award as early as the submission of the National Expenditure Program to Congress.
- 8.7.9. Ensure that the FY 2019 Annual Procurement Plan (non-CSE), Indicative FY 2020 APP (non-CSE), and FY 2020 APP for CSE are posted on the Transparency Seal webpage.
- 8.7.10. Update the PhilGEPS posting of all ITBs and awarded contracts for transactions above PHP1 million from January to December 31, 2019 including early procurement of FY 2020 non-Common Use Supplies and Equipment. Specific guidelines on PhilGEPS posting shall be observed.
- 8.7.11. Track compliance with the PhilGEPS posting requirement through PhilGEPS microsite.
- 8.7.12. Ensure that the applicable required contents of the NEDA Transparency Seal webpage are updated and accessible by clicking the Transparency Seal logo on the home page;
- 8.7.13. 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 No. 2019-1.
- 8.7.14. Accomplish and submit page 2 of Modified Form A to FPMS-CPMD for consolidation.
- 8.7.15. Circulate the IATF MC No. 2019-1, the System of Ranking of Delivery Units, and pertinent guidelines on PBB to NRO personnel.

8.8. Delivery Units (DUs)

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

- 8.8.1. Declare service/s for process improvement and streamlining.
- 8.8.2. 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, etc. to show actual improvements, and prove streamlining accomplishments. Please use the prescribed form (Modified Form A1- Details of Bureau/Office Performance Report) indicated in Annex 3B of IATF's MC No. 2019-1.
- 8.8.3. Should the DU is unable to attain the performance targets set, provide justifications, explanations, and supporting documents.
- 8.8.4. Measure and report satisfaction level of citizens/clients to determine effectiveness of streamlining and process improvement of declared critical service/s.
- 8.8.5. For each service declared, report results of action plan using the Improvement Action Plan used for FY 2018.
- 8.8.6. For each service declared, report the following information using the prescribed template in Annex 4 of IATF MC No. 2019-1: description of the methodology of the Citizen/Client Satisfaction Survey used, results of the Citizen/Client Satisfaction Survey for FY 2019, results of action plan reported in the FY 2018 PBB, and continuous improvement plan for FY 2020.
- 8.8.7. Concerned DUs shall ensure timely submission of requirements specified in the PBB guidelines.

9. SUBMISSION OF REPORTS


- 9.1. All concerned DUs shall ensure that the abovementioned conditions for the grant of the PBB for FY 2019 are duly complied and submitted within the prescribed timelines⁸ of MC 2019-1.

10. EFFECTS OF NON-COMPLIANCE

- 10.1. NEDA's non-compliance with the following shall render it ineligible for the FY 2019 PBB:
- 10.1.1. Good Governance Conditions; and
 - 10.1.2. Maximum of two (2) Performance Targets due to controllable factors as determined by the validating agencies.
- 10.2. In the event the AO 25 IATF conducted random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure in the TS, such incident could be a cause to disqualify NEDA in the succeeding cycle of the PBB.

11. PROHIBITED ACTS

- 11.1. The following acts are prohibited:
- 11.1.1. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provisions of this Circular; and
 - 11.1.2. Evenly distributing PBB among employees, in violation of the policy of paying the PBB based on the ranking of delivery units.
12. In case NEDA, after due process by the oversight agency, has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file the appropriate administrative case.
13. **EFFECTIVITY.** These Guidelines shall take effect immediately.


ERNESTO M. PERNIA
Secretary, National Economic and
Development Authority

Date approved: 30 September 2019

⁸ Annex 1

REQUIREMENTS	VALIDATING AGENCY	DEADLINE OF SUBMISSION	START OF VALIDATION
Physical Targets			
<i>Operations</i>			
Streamlining and Process Improvement of Agency Services	Composite Team from AO25 IATF agencies	August 31, 2020	September 1, 2020
Citizen/Client Satisfaction		August 31, 2020	September 1, 2020
<i>Support to Operations (STO)</i>			
QMS Certification	GQMC	December 31, 2019	January 1, 2020
<i>General Administration and Support Services (GASS)</i>			
Budget Utilization Rate	DBM-BMB	August 31, 2020	September 1, 2020
Submission of BFARs online through the URS	DBM and COA	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020	April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020
COA Financial Reports	COA	April 30, 2019	April 30, 2019
FY 2019 APP-non CSE	GPPB-TSO	March 31, 2019	One (1) month after the issuance of resolution
Indicative FY 2020 APP-non CSE		September 30, 2019	September 30, 2019
FY 2020 APP-CSE	DBM-PS	October 31, 2019	October 31, 2019
Undertaking of Early Procurement for at least 50% of goods and services	GPPB-TSO	January 31, 2020	January 31, 2020
Results of FY 2018 APCPI System		March 31, 2019	March 31, 2019
<i>Good Governance Conditions (GGCs)</i>			
Transparency Seal	DBM-OCIO	October 1, 2019	October 1, 2019
PhilGEPS Posting (transactions above PHP 1,000,000 and with December 31, 2019 as cut-off), including the Early Procurement of FY 2020 Non-CSE items	PhilGEPS	January 31, 2020	February 1, 2020
Citizen’s Charter	ARTA	December 31, 2019	January 1, 2020
<i>Other Cross-cutting Requirements</i>			
Submission of SALN of employees	OP, Ombudsman, CSC	April 30, 2019	April 30, 2019
Agency Review and Compliance Procedure	CSC	October 1, 2019	October 1, 2019
People’s FOI Manual	PCOO	November 30, 2019	November 30, 2019
Agency Information Inventory, 2019 FOI Registry and 2019 FOI Summary Report	PCOO	January 31, 2020	January 31, 2020
Posting of Agency’s System of Ranking Delivery Units	DAP	October 1, 2019	October 1, 2019
Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix)	DBM-BMB	August 31, 2020	September 1, 2020