

OFFICE ORDER

No. 2018-203
October 18, 2018

SUBJECT : Internal Guidelines on the Grant of the CY 2018 Performance-Based Bonus (PBB) including the Process and Criteria on Ranking of Eligible GPPB-TSO Delivery Units (DUs)

1.0 PURPOSE

In the interest of the service and pursuant to Memorandum Circular (M.C.) No. 2018-1¹ issued by the inter-Agency Task Force (IATF) on AO 25, the guidelines for the grant of the Performance-Based Bonus (PBB) for CY 2018 are hereby issued for the following purposes:

- 1.1 To inform and guide all DUs on the eligibility requirements for the grant of the CY 2018 PBB;
- 1.2 To adopt a uniform criteria on rating and ranking of DUs and rating of its officials and employees;
- 1.3 To inform and guide officials and employees on the rating and ranking process of delivery units;
- 1.4 To identify the following:
 - 1.4.1 The respective roles/responsible of each DUs to be entitled to the CY 2018 PBB;
 - 1.4.2 The key Offices/units and their roles and responsibilities in the implementation of the CY 2018 PBB;
- 1.5 To clearly set deadlines for the submission of the PBB requirements.

2.0 COVERAGE

- 2.1 All GPPB-TSO Delivery Units; thus:
 - 2.1.1 Legal and Research Division (LRD);
 - 2.1.2 Secretariat Division (SD);
 - 2.1.3 Performance Monitoring Division (PMD);
 - 2.1.4 Capacity Development Division (CDD);
 - 2.1.5 Information Management Division (IMD); and
 - 2.1.6 Administrative and Finance Division and Office of the Executive Director (for non-supervisory positions)
- 2.2 All officials and employees of eligible Delivery Units holding regular plantilla positions; including co-terminus and temporary personnel; contractual and

¹ Guidelines on the Grant of the Performance-Based Bonus for Fiscal Year 2018 under EO No. 80 and EO No. 201 s. 2016 dated 28 May 2018



casual personnel, if any, of the GPPB-TSO, and whose compensation is charged to the lump-sum appropriation under Personnel Services.

3.0 ELIGIBILITY REQUIREMENTS FOR THE GRANT OF PBB

Consistent with Item 4.0 of the AO 25 IATF MC 2018-1 each agency must satisfy the following conditions to be eligible for the grant of FY 2018 PBB:

3.1 Achieve performance targets under the following commitments:

3.1.1 **Good Governance Conditions (GGCs):** Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by AO 25 IATF:

- a. Maintain/Update the **Transparency Seal (TS)** pursuant to Section 99 of the FY 2018 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page which shall include the following:
 - 1) Agency's mandate and functions; names of its officials with their position and designation, and contact information
 - 2) Annual Financial Reports
 - 3) DBM Approved Budget and Corresponding Targets for FY 2018
 - 4) Major Projects and Programs, Beneficiaries, and Status of Implementation for FY 2018
 - 5) Annual Procurement Plan
 - a) FY 2108 APP Non CSE
 - b) FY 2019 Indicative APP Non CSE
 - c) FY 2019 APP-CSE
 - 6) Quality Management System Certification to ISO 9001:2015 issued by any of the certification bodies accredited by the International Accreditation Forum members or similar standards relating to Total Quality Management, e.g. Philippine Quality Award, ISO/IEC 17025, ISO 17020, and Omentum Accreditation Canada, of at least one (1) core process or frontline service
 - 7) System of Agency Ranking Delivery Units for FY 2018 PBB
 - 8) The Agency Review and Compliance Procedure of Statements and Financial Disclosures
 - 9) The Final People's Freedom to Information Manual signed by the head of agency; Agency Information Inventory; 2017 and 2018 FOI Summary Report, and 2017 and 2018 FOI Registry
- b. **Post/Update the PhilGEPS posting of all Invitations to Bids and awarded contracts** pursuant to the Republic Act No. 9184 for transactions from November 16, 2017 to January 31, 2018, including the Early Procurement of FY 2019 Non-CSE items.



- c. **Maintain/Update the Citizen's or Service Charter or its equivalent**, reflecting the enhanced service standards for all its frontline services to citizens, businesses, and government agencies, consistent with the objectives of the Anti-Red Tape Act of 2007 (RA 9485), and the President's directive to reduce processing time of all public transactions with government, and ensure accessibility and convenient delivery of services to the public, as reiterates in CSC Memorandum Circular No. 14, s. 2016.

The Certificate of Compliance submitted pursuant to CSC MC No. 14, 2. 2017 shall be the basis for the validation for FY 2018.

Non-compliance with any of the GGCs will render the entire agency ineligible for the PBB.

- 3.1.2 **Performance Targets:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2018.

With respect to the Physical Targets, the AO 25 IATF sets the following requirements to strengthen the performance of agencies in efficiently providing public services:

- a. **Streamlining and Process Improvement of Agency's Critical Services** covering Government-to-Citizens, Government-to-Businesses, and Government-to-Government transactions as cited in the Service Charter. To measure the performance in delivering said services, the GPPB-TSO shall determine and report the following using the **Modified Form A** to report the periodic measurement of performance in delivering said services:

- 1) **Number of Steps** necessary to complete the service/process for the evaluation of the Agency Procurement Compliance and Performance Indicators (APCPI) results submitted by procuring entities to GPPB.
- 2) **Turnaround Time** refers to the time it takes to complete the service/process, from the receipt of the initial APCPI results until the evaluation has been completed and released to the government agencies.

The Performance Monitoring Division of the GPPB-TSO is mandated to monitor and assist procuring entities improve their compliance with procurement laws, rules and regulations; as well as review the effectiveness of the procurement laws and reform initiatives of the government.

To fulfill its mandate, the PMD handles, checks and reviews the compliance of procuring entities with their reportorial requirements under various procurement issuances, laws, rules and regulations to the GPPB/GPPB-TSO.

For purposes of this Section, the process will only include those agencies being evaluated on APCPI submission compliance for the grant of PBB.

b. **Citizen/Client Satisfaction.** In order to determine the effectiveness of the streamlining and process improvements, the satisfaction level of the citizens/clients will be measured and reported using the Citizen/Client Satisfaction Report Form.

c. **STO Target.** Initial Certification of the QMS for at least one (1) core process issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry. ISO 9001:2015 QMS equivalent certifications/attestations granted by similar internationally recognized bodies promoting the Total Quality Management shall be considered, e.g. Philippine Quality Award, ISO/IEC 17025, ISO 17020, and Omentum Accreditation Canada.

The certification must be valid until December 31, 2018 or a later date, and must be posted in the agency TS page not later than December 31, 2018.

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

1) **Budget Utilization Rate (BUR)**, which shall consist of:

a) **Obligation 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 2018 from all appropriations sources, including those released under the GAA as the allotment order policy, net of savings from procurement, and implementation of cost-cutting measures; and

b) **Disbursement BUR** which is measured by the ratio of total disbursements (cash and non-cash, excluding Personnel Services) to total obligations for MOOE and CO in FY 2018, net of goods and services obligated by December 31, 2018 but accounts payable and not yet due and demandable on the said date.

2) **Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status and Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant and Equipment-related items of the Annual Audit Report. Audit findings closed in FY 2017 should also not recur.

3) **Compliance with Quarterly Submission of Budget and Financial Accountability Reports Online Using the DBM's Unified Reporting System** 15 days after end of each quarter, as provided in Section 95 of the FY 2018 GAA.

4) **Submission of APP non-CSE** approved by the Head of Procuring Entities to GPPB-TSO on January 31, 2018, in the

format prescribed under GPPB Circular 07-2015 and by posting it in the agency TS.

To support the Early Procurement, **the Indicative FY 2019 APP non-CSE consistent with the FY 2019 National Expenditure Program (NEP)** should be posted on the TS not later than August 31, 2018.

- 5) **Submission of FY 2019 APP for Common-use supplies and equipment** to the DBM – Procurement Service on or before August 31, 2018.
- 6) **Undertaking of Early Procurement for at least 50% of the value of goods and services based on the budget submitted to the Congress consistent with the NEP.** The agency should subject at least 50% of the volume of their goods and services requirements for the GY 2019 operations to Early Procurement short of award, from September to December 2018. PhilGEPS postings for Early Procurement should be updated by posting the Approved Contract and Notice to Proceed on or before January 31, 2018.
- 7) **Submission of results of FY 2017 Agency Procurement Compliance and Performance Indicators (APCPI) System,** per GPPB Resolution No. 10-2012, complete with the following forms: (i) APCPI Self-Assessment Form; (ii) APCPI Consolidated Procurement Monitoring Report; and (iii) APCPI Procurement Capacity Development Action Plan; and Questionnaire on or before August 31, 2018.

e. **Other cross-cutting requirements**

- 1) **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 Resolution Nos. 1300455 and 1500088.

Agency Head should ensure that officials and employees covered by RA 6713 submitted their SALN to the respective SALN repository agencies, as prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015. The SALN Review and Compliance Procedure should be uploaded in the TS not later than October 1, 2018.

- 2) **Comply 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). Compliance with the following FOI requirements within the set deadlines:
 - a) The People's FOI Manual duly signed by the Head of the Agency and uploaded in TS on or before September 30, 2018;
 - b) The Agency Information Inventory uploaded in TS page on or before September 30, 2018;

- c) The 2017 and 2018 FOI Summary Report uploaded in TS on or before January 31, 2019;
 - d) The 2017 and 2018 FOI FOI Registry uploaded in TS on or before January 31, 2019; and
 - e) Screenshot of the agency website's home page containing a visible and functional FOI logo linked to the electronic FOI portal submitted through email on or before September 30, 2018.
- f. Submission of justification/explanations and supporting documents shall be required if performance targets are not met to warrant reconsideration. For validation purposes, justifiable reasons are factors that are considered outside the control of the agency. Acceptance of justifications/explanations shall be subject to the recommendation of the validating agencies.

3.1.3 **Performance Rating of Employees and CES positions:** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees, including officials holding managerial and director positions but are not Presidential appointees. The rating of the Performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board.

4.0 ELIGIBILITY CRITERIA FOR DUs and GPPB-TSO OFFICIALS AND EMPLOYEES

4.1 Eligibility of DUs

DUs that meet the applicable requirements and conditions under 3.0 of this Office Order are eligible for the grant of CY 2018 PBB. Unless otherwise specified by the IATF.

4.2 Eligibility of Individuals

The Eligibility of the Executive Director V, as Head of the Agency, will depend on the eligibility and performance of the GPPB-TSO. His/Her PPB shall be equivalent to 65% of his/her monthly basic salary as of December 31, 2018. He shall not be included in the ranking and rating of DUs but will be provided a separate line under Form 1- Report on Ranking of Delivery Units.

4.3 Employees belonging to the first and second level positions should receive a rating of at least "Satisfactory" based on the DBM's CSC approved SPMS or the requirement prescribed by the CESB.

4.4 Eligible first and second level employees shall be rated on the basis of the following criteria and percentage score weights:

Criteria/Bases	Percentage Share
Employee's performance as reflected in the Individual Performance Accomplishment Report (IPAR)	80%
Behavioral-related performance*	20%
Total Score	100%

* Behavioral-related performance:

Behavioral Factors	
<i>Supervisors</i>	<i>Non-Supervisors</i>
COMMUNICATION SKILL Ability to effectively express thoughts, ideas and instructions verbally and in writing.	ATTITUDE The interest and enthusiasm towards work and regard for office policies and superiors as reflected by one's conduct and behavior.
MANAGERIAL SKILL Ability to organize and plan work through delegation, scheduling, follow-up and control of job activities	DEPENDABILITY The trust and confidence placed on the employee to carry out assigned tasks with minimum instructions.
DECISIVENESS The ability to consider and analyze all facts as well as the pros and cons of situations before making decisions. Decides quickly and accurately under pressure.	INITIATIVE Introducing course of action to get the work done without the need for directions and the ability to device new methods and procedures to improve work.
PROFESSIONAL ETHICS Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys the high regard of people at all levels.	PROFESSIONAL ETHICS Adherence to highest standards of personal conduct in the discharge and execution of official functions and related duties. Enjoys the high regard of people at all levels.
PUNCTUALITY AND ATTENDANCE Reporting for work on time and regularly and making optimum use of working hours. Observance of CSC office rules on punctuality and attendance.	PUNCTUALITY AND ATTENDANCE Reporting for work on time and regularly and making optimum use of working hours. Observance of CSC office rules on punctuality and attendance.

- 4.5 Officials performing managerial and executive functions but who are not presidential appointees should receive a rating of at least "Satisfactory" based on the SPMS.
- 4.6 An official or employee should have rendered a minimum of nine (9) months government service during the fiscal year and with at least "Satisfactory" ratings in both rating periods.
- 4.7 An official or employee who rendered less than nine (9) months of service but a minimum of three (3) months of service and with at least "Satisfactory" rating(s), shall be eligible for the grant of PBB on a pro-rata basis, corresponding to the actual length of service rendered, as follows:

Length of Service	% of PBB Rate
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%

4.7.1 An employee who will not meet the nine-month actual service requirement in view of the following reasons may be considered eligible for the CY 2018 PBB on a pro-rata basis:

- 4.7.1.1 Being a newly hired employee;
- 4.7.1.2 Retirement;
- 4.7.1.3 Resignation;
- 4.7.1.4 Rehabilitation Leave;
- 4.7.1.5 Maternity Leave and/or Paternity Leave;
- 4.7.1.6 Vacation or Sick Leave with or without pay;
- 4.7.1.7 Scholarship/Study Leave;
- 4.7.1.8 Sabbatical Leave.

4.8 Personnel who transferred from one government agency to another shall be rated, ranked and paid by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in rating of the recipient agency.

4.9 Only eligible personnel belonging to eligible DUs are qualified for the PBB. The PBB rates of individual employees (which shall be multiplied to his/her basic salary) shall depend on performance ranking of the B/SO or DU where they belong.

Individuals NOT Eligible for the FY 2018 PBB

4.10 An official/employee who is on vacation or sick leave, with or without pay, for the entire year.

4.11 An official/employee found guilty of administrative and/or criminal case filed against him/her and meted penalty in CY 2018 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.

4.12 Officials and employees who failed to submit their FY 2017 Statement of Assets, Liabilities, and Net worth (SALN) prescribed under CSC M.C. No. 3, series of 2015, or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.

4.13 Officials and employees who failed to liquidate Cash Advances received in FY 2018 within the required reglementary period as prescribed by COA.

4.14 Officials and employees who failed to submit their complete SPMS Forms to the Human Resource Unit (i.e. DPCR/DPAR and IPCR/IPAR).

4.15 Those responsible officials/employees who failed to ensure Compliance to PBB requirements:

- 4.15.1 Implementation of the prior year's audit recommendations;
- 4.15.2 QMS certification;
- 4.15.3 Posting or dissemination of agency system of ranking performance of delivery units; and



4.15.4 Submission of SALNs to the respective SALN repository agencies;

5.0 RATING AND RANKING OF ELIGIBLE DELIVERY UNITS

5.1 Eligible DUs shall be forced ranked, as follows:

Percentage Ranking Distribution	Performance Category of the DUs	PBB Grant as % of Monthly Basic Salary
Top 10%	Best Delivery Unit	65.00%
Next 25%	Better Delivery Unit(s)	57.50%
Next 65%	Good Delivery Unit(s)	50.00%

Based on the IATF prescribed ranking distribution and the number of DUs, the GPPB-TSO shall have the following number of entitled DUs per Performance Category:

Percentage Ranking Distribution	Performance Category of the DUs	No. of entitled DUs
Top 10%	Best Delivery Unit	1
Next 25%	Better Delivery Unit(s)	2
Next 65%	Good Delivery Unit(s)	3

5.2 Delivery Units shall be rated and ranked using the following criteria and percentage score weights:

Criteria/Bases	Percentage Share
Average accomplishment rating of Delivery Unit's targets	50%
Average of Aggregate rating of Individual employees in the Delivery Unit	40%
Other Factors	10%
Total Score	100%

5.2.1 **Average accomplishment rating of Delivery Unit's targets.** Pertains to the actual performance of the Delivery Unit in terms of accomplishing its Success Indicators for the two (2) succeeding semesters.

5.2.2 **Average Aggregate rating of Individual employees in the Delivery Unit.** Pertains to the collective score of individual employees in a Delivery Unit. Albeit individual employee's performances/contributions across various Delivery Units, her/his rating shall be considered in the Delivery Unit where she/he belongs/designated on the time of the grant of PBB. This mechanism aligns the incentives that come with the work performance ratings of the employees despite working cross-functionally.

Illustration:

Division A	Rating	
	Numerical	Adjectival
Employee 1	4	Very Satisfactory
Employee 2	5	Outstanding
Employee 3	3	Satisfactory
Employee 4	4	Very Satisfactory
Employee 5	4	Very Satisfactory

No. of Employees= 5		
Average Aggregate Rating in a Delivery Unit	20/5 = 4	Very Satisfactory

5.2.3 **Other Factors.** The GPPB-TSO Executive Director shall rate each Delivery Unit using the following criteria:

Thoroughness of Work	The Level of Research and Studies involved in the tasks; Conscientiousness exercised; and Completeness of the outputs of the Delivery Unit.
Accountability for Results	The Level of Accountability required in the tasks; and display of sense of responsibility and answerability for the outputs of the Delivery Unit.
Responsiveness	The Level of Compliance in terms of prescribed timeline and deadlines involved in the tasks or outputs of the Delivery Unit.

5.3 There shall no longer be a ranking of individuals within the Delivery Unit.

6.0 FY 2018 PBB RATES

6.1 The PBB Rates of individual employees shall depend on the performance ranking of the delivery unit where they belong or designated, based on the individual's monthly basic salary as of December 31, 2018:

Performance Category	PBB as % of Monthly Basic Salary
Best	0.65
Better	0.575
Good	0.50

6.2 The PBB Rate of the Deputy Executive Director shall be based on the highest ranking garnered by any of the Delivery Unit under her/his supervision.

7.0 RESPONSIBILITIES OF CONCERNED DELIVERY UNIT AND PERSONNEL

7.1 Delivery Units

7.1.1 Thirty (30) days after the end of the performance period, the Delivery Units shall submit to the Performance Monitoring Team (PMT) their accomplishments using the Division Performance Accomplishment Report DPAR and the Individual Accomplishment Report (IPAR).

7.2 Performance Management Team (PMT)

7.2.1 The PMT shall evaluate and assess the PBB Reports and present it to the Executive Director for approval. Upon approval, the Report shall be submitted to the IATF through the A.O 25 Secretariat.

- 7.2.2 The PMT shall lead the efforts on the development and implementation of the internal communication strategy on PBIS.
- 7.2.3 The PMT shall act as Appeals Body and Arbiter for PBB matters.
- 7.2.4 The PMT shall oversee the implementation of these Guidelines and issue necessary rules, regulation, policies and directives, consistent with the IATF guidelines.
- 7.2.5 The PMT or its authorized/identified representatives shall endorse and submit all authorized PBB-related documents to the IATF.

8.0 APPEALS

All Appeals relative to the implementation of the Office's FY 2018 Grant of PBB shall be acted upon pursuant to Item 9.0 of the SPMS Guidelines under Department Order No. 2016-12 dated 15 June 2016.

9.0 TIMELINE FOR IMPLEMENTATION

The timeline for the FY 2018 PBB Implementation is attached as **Annex "A"**.

10.0 EFFECTIVITY

This Office Order shall take effect immediately.



ROWENA CANDICE M. RUIZ
Executive Director V

ANNEX A

FY 2018 PBB IMPLEMENTATION TIMELINES

REQUIREMENTS		VALIDATING AGENCIES	DEADLINE OF SUBMISSION	START OF VALIDATION	DU/Individual In-charge
Physical Targets					
OPERATIONS					
1	Streamlining and Process Improvement of Agency Services	Composite Team from AO25 IATF agencies	February 28, 2019 (small agencies)	March 1, 2019 (small agencies)	QMS Team / DU concerned
2	Citizen/Client Satisfaction	Composite Team from AO25 IATF agencies	February 28, 2019 (small agencies)	March 1, 2019 (small agencies)	DU concerned
SUPPORT TO OPERATIONS					
1	QMS Certification	GQMC	December 31, 2018	January 1-31, 2019	QMS Team
	a. Post QMS Certification in TS				
	b. Submit certified true copy of QMS Certificate to GQMC through DBM-SPIB				
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)					
1	BUR	DBM BMBs	February 28, 2019 (small agencies)	March 1, 2019 (small agencies)	AFD
2	Sustained compliance with Audit Findings	COA	December 31, 2018	December 31, 2018	AFD
3	Submission of BFARs online thru URS	DBM and COA			AFD
	a. First Quarter		April 15, 2018	April 15, 2018	
	b. Second Quarter		July 15, 2018	July 15, 2018	
	c. Third Quarter		October 15, 2018	October 15, 2018	
	d. Fourth Quarter		January 15, 2019	January 15, 2018	
4	COA Financial Reports	COA	March 30, 2018	March 30, 2018	AFD
5	Procurement Documents				
	a. FY 2018 APP-non CSE	GPPB-TSO	January 31, 2018	One (1) month after the issuance of resolution	BAC Sec
	b. Indicative FY 2019 APP- non CSE	GPPB-TSO	August 31, 2018		BAC Sec
	c. FY 2019 APP-CSE	DBM-PS	August 31, 2018	September 01, 2018	BAC Sec
	d. Undertaking of Early Procurement for at least 50% of goods and services	GPPB-TSO	January 31, 2019	January 31, 2019	BAC / BAC Sec
	e. Results of FY 2017 APCPI System	GPPB-TSO	August 31, 2018	August 31, 2018	BAC Sec
GOOD GOVERNANCE CONDITIONS					
1	Transparency Seal (pursuant to Sec 99 of General Provisions of 2018 GAA and 2018 PBB Guidelines)	DBM-OCIO	October 01, 2018	October 01, 2018	- DU/Individual In-charge of the document/s - IMD (for posting @ TS Seal)
2	PhilGEPS Posting (transactions above P1,000,00 and with December 31, 2018 as cut off), including the Early Procurement of FY 2019 Non-CSE items.	PhilGEPS	January 31, 2019	February 01, 2019	BAC Sec
3	Citizen's/Service Charter	CSC	August 01, 2018	August 01, 2018	AFD/IMD
	a. Certificate of Compliance (CoC) pursuant to CSC MC. No. 14 s. 2017				
OTHER CROSS-CUTTING REQUIREMENTS					
1	Submission of SALN of employees	CSC/Ombudsman	April 30, 2018	April 30, 2018	AFD
2	Agency Review and Compliance Procedure of Statement and Financial Disclosures. <i>Note: Agency shall submit a list of SALN non-filers using Form 1.</i>	CSC	October 01, 2018	October 01, 2018	AFD
3	FOI Compliance	PCOO			Vykmon Gasco/IMD
	a. People's FOI Manual		September 30, 2018	September 30, 2018	
	b. Agency Information Inventory		September 30, 2018	September 30, 2018	
	c. Screenshot of Agency's home page		September 30, 2018	September 30, 2018	
	d. 2017 & 2018 FOI Summary Report		January 31, 2019	January 31, 2019	
	e. 2017 & 2018 FOI Registry		January 31, 2019	January 31, 2019	
4	Posting of Agency's System on Ranking of Delivery Units	DAP	October 01, 2018	October 01, 2018	AFD/IMD
5	Submission of Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	DBM	28 February 2019 (small agencies)	March 1, 2019 (small agencies)	AFD