
SUMMARY REPORT ON THE SUBMISSION OF CY 2020 SALN OF DSWD-CO OFFICIALS/EMPLOYEES

1 message

Personnel Division <personnel@dswd.gov.ph>

Mon, Sep 27, 2021 at 3:31 PM

To: Central Office Advisory <co.advisory@dswd.gov.ph>

For All CO Officials and Employees

May we provide you the attached documents for CY 2020 Statement of Assets, Liabilities and Net Worth (SALN) in compliance to one of the requirements for the Grant of Performance-Based Bonus (PBB) for FY 2021, specifically Item 5.0.e of the AO 25 Memorandum Circular 2021-1.

Note:

Annex A - Memorandum Circular No. 2021-1 – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016. Click the link <https://www.officialgazette.gov.ph/downloads/2021/06jun/20210603-MC-2021-1-RRD.pdf>

PERSONNEL ADMINISTRATION DIVISION

Human Resource Management and Development Service

Department of Social Welfare and Development









Constitution Hills, Batasan Pambansa Complex

Quezon City, Philippines

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8 attachments

-  **HRMDS MEMORANDUM.pdf**
439K
-  **ANNEX D - SPECIAL ORDER 1374 AND 1027.pdf**
389K
-  **ANNEX E - SPECIAL ORDER 2061.pdf**
142K
-  **ANNEX B - PDPB MEMORANDUM.pdf**
596K
-  **ANNEX F - MEMORANDUM FOR THE SECRETARY.pdf**
209K
-  **ANNEX C - DEADLINE OF FILING OF SALN.pdf**
6120K
-  **ANNEX G - RESOLUTION NO. 2021-01.pdf**
282K
-  **ANNEX H AND ANNEX I - RECEIVING COPY OF SALN TO REPOSITORY AGENCIES.pdf**
785K

DRN: HRMDS-PAD-A-COMM-21-08-128827-S**MEMORANDUM**

FOR : ALL OFFICIALS AND EMPLOYEES
DSWD CENTRAL OFFICE

FROM : THE DIRECTOR IV

**SUBJECT : SUMMARY REPORT ON THE SUBMISSION OF CY 2020 STATEMENT
OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF DSWD
CENTRAL OFFICE OFFICIALS AND EMPLOYEES**

DATE : 23 SEPTEMBER 2021

Pursuant to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25) Memorandum Circular No. 2021-1 or the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 Under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016 (**Annex A**), specifically under Item 5.0.e thereof, provides that to sustain the institutionalization of compliance to existing government-mandated laws and standards, agencies and their Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance of requirements (*as indicated*) within their agencies, one of which is the **Submission and Review of SALN**.

While the above-mentioned condition is no longer required in determining the overall PBB eligibility of agencies, compliance with the same shall be used as the basis in determining the eligibility of responsible units and individuals.

Further, the Policy Development and Planning Bureau has issued the Memorandum dated August 13, 2021 (**Annex B**), providing the Updated FY 2021 Agency Accountability Timelines and requirements in accordance with Section 5.0: Agency Accountabilities of the Memorandum Circular (MC) 2021-1, specifically on the Posting of the agency's policy on the **Establishment and Conduct of the Agency Review and Compliance of SALN** in the agency Transparency Seal for FY 2021 which shall be done on or before October 1, 2021.

Hence, in compliance thereto, please be informed that:

1. The deadline of filing of Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2020 was moved from April 30, 2021 to May 30, 2021 while the submission to repository agencies was moved from June 30, 2021 to July 30, 2021 per Civil Service Commission (CSC) Resolution No. 2100339 promulgated on April 12, 2021¹. The said Resolution was disseminated to officials and employees last May 10, 2021 (**Annex C**).
2. The DSWD Central Office Review and Compliance Committee for the Filing and Submission of SALN (CO-RCC) who shall review the SALNs of DSWD Central Office (CO) Officials and Employees was amended thru Special Order Nos. 1374 and 2061 both series of 2021 (**Annexes D & E**).
3. The Personnel Administration Division (PAD), who acts as Secretariat to the CO-RCC conducted initial review of SALN submissions and issued Memorandum to personnel who have not submitted their SALN or returned the SALN for correction.

¹ Filing and Submission of the Statement of Assets, Liabilities and Net Worth During Exceptional Circumstances

3. The Personnel Administration Division (PAD), who acts as Secretariat to the CO-RCC conducted initial review of SALN submissions and issued Memorandum to personnel who have not submitted their SALN or returned the SALN for correction.
4. The RCC Secretariat prepared the following list which was submitted to the Honorable Secretary thru Memorandum dated 14 May 2021, copy furnished the CSC (**Annex F**), as follows:
 - a. Those who filed their SALNs with complete data
 - b. Those who filed their SALNs with incomplete data

This is in compliance to CSC Resolution No. 1300455 dated March 4, 2013 which requires government agencies to submit the said lists to the head of agency, copy furnished the CSC on or before May 15 of every year.

5. The CO-RCC convened via Google meet (online) dated June 2, 2021 to discuss and deliberate the submission and review of SALN as of December 31, 2020 of DSWD Central Office officials and employees and Resolution No. 2021-01 has been issued. (**Annex G**).
6. The duly accomplished SALNs were forwarded to the repository agencies within the timeline set (**Annexes H & I**).


LEONARDO C. REYNOSO, CESO III

CSC Resolution No. 2100339

3 messages

Personnel Division <personnel@dswd.gov.ph>
To: Central Office Advisory <co.advisory@dswd.gov.ph>

Mon May 10 2021 at 3:30 PM

To All Officials and Employees.

Please see attached files regarding the above subject

For your information and reference

PERSONNEL ADMINISTRATION DIVISION

Human Resource Management and Development Service

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Constitution Hall, EDSA, Pasay City, Manila

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 **CSC RESOLUTION NO. 2100339.pdf**

1220K

DRN: HRMDS-PAD-A-COMM-21-05-66663-S**MEMORANDUM**

FOR : ALL OFFICIALS AND EMPLOYEES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

FROM : THE DIRECTOR

SUBJECT : CSC RESOLUTION NO. 2100339

DATE : 10 MAY 2021

We are furnishing you herewith a copy of the Civil Service Commission (CSC) Resolution No. 2100339 providing the guidelines for the Filing and Submission of Statement of Assets, Liabilities and Net Worth (SALN) During Exceptional Circumstances which was promulgated on April 12, 2021.

For your information and reference.


LEONARDO C. REYNOSO



**STATEMENT OF ASSETS, LIABILITIES
AND NET WORTH (SALN)**

Number: 2100339

Re: Filing and Submission of the Statement
of Assets, Liabilities and Net Worth During
Exceptional Circumstances

Promulgated: 12 April 2021

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RESOLUTION

WHEREAS, Section 17, Article XI of the 1987 Philippine Constitution requires public officers and employees to submit upon assumption to office and during such period as may be required by law, a declaration under oath of their assets, liabilities and net worth;

WHEREAS, the requirement on the filing of the Statement of Assets, Liabilities and Net Worth (SALN) is likewise found in Section 8 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);

WHEREAS, Section 8 of Republic Act No. 6713 provides that the SALN must be filed on or before April 30 of every year after assumption of office;

WHEREAS, Section 12 of Republic Act No. 6713 provides that the Civil Service Commission shall have the primary responsibility for its administration and enforcement, and the authority to promulgate rules and regulations necessary to carry out its provisions;

WHEREAS, the Civil Service Commission issued its Memorandum Circular No. 13, s. 2020 allowing online oath-taking of the SALN, the use of electronic/digital signature in the accomplishment of the SALN, and the electronic filing and submission of the SALN;

WHEREAS, the President of the Philippines, through Proclamation No. 1021, extended the declaration of the state of calamity throughout the Philippines for a period of one (1) year from September 13, 2020 to September 12, 2021 following the rise of Corona Virus Disease (COVID-19) positive cases and deaths despite efforts and interventions to contain the same;

WHEREAS, the Commission is cognizant that alternative work arrangements are being implemented in order to comply with government restrictions on physical distancing;

WHEREAS, there is a need to adapt to changes in work and life brought about by unforeseeable events that occur not just locally, but also globally;

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Bawat Kawani, Lingkod Bayani

WHEREFORE, the Commission **RESOLVES** to **ADOPT** the following guidelines for SALN compliance during exceptional circumstances:

1. **COVERAGE.** These guidelines shall apply during exceptional circumstances when on or around the date of the filing of the SALN the whole or part of the Philippines is placed or declared under emergency status or under state of calamity by executive or local or national legislative issuance causing limited movement of its citizens due to danger to public health and public safety or preventing the normal way of life of the citizens. These guidelines shall apply to the filing and submission of the 2020 SALN.
2. **ONLINE OATH-TAKING.** In addition to the personal administering and taking of oath, the online oath-taking of the SALN shall be allowed subject the following steps:
 - a. The Administering Officer or the Declarant initiates an electronic meeting with the Declarant or the Administering Officer, as the case may be, via Communication Technology (e.g. WebEx, Zoom or Skype). A "Communication Technology" is defined as an electronic device or process that allows the Administering Officer and a remotely located individual, the Declarant, to communicate simultaneously by sight and sound.¹
 - b. The Administering Officer reviews the Declarant's evidence of identity via video, if not personally known to the Administering Officer.
 - c. The Declarant executes the SALN and affirms the same as his/her free act and deed, and that the contents thereof are true and correct. The Declarant shall execute the SALN by affixing his/her electronic/digital signature to the electronic SALN, or wet ink signature to the physical SALN, provided the execution or placing of signature is done within sight of the Administering Officer. The Original shall refer to the electronic SALN or physical SALN, as the case may be.
 - d. On the same day, the Declarant transmits a copy of the Original to the Administering Officer through electronic means. A copy of a physical SALN refers to its scanned copy.
 - e. The Administering Officer may use electronic signature or wet ink signature in acknowledging the SALN.

In case of electronic signature, the Administering Officer completes/signs the acknowledgment by affixing his/her electronic/digital signature in the copy of the Original sent by the Declarant.

¹ Executive Order No. 7Q, State of Connecticut, United States of America, Accessed 8 June 2020, <<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-ExecutiveOrders/Executive-Order-No-7Q.pdf>>

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In case of wet ink signature, the Administering Officer prints the copy of the Original sent by the Declarant, completes/signs the acknowledgement by affixing his/her wet ink signature, and then scan the same.

Upon completion/signing, the Administering Officer transmits the SALN back to the Declarant.

- f. The Declarant then sends/delivers the Copy to the Human Resource Department/Office (HRDO) of the concerned department, office or agency to comprise filing of the SALN, subject to the guidelines on online filing or transmission in paragraph 2 hereof.
- g. The Administering Officer or the Declarant may record the video communication at their own discretion. The Administering Officer is required to record and submit a list of online oath taking he/she administered together with a certification that the names appearing on the list took their oath before him/her through electronic meeting. The list shall be submitted to the HRDO within five (5) days from the last day of filing of the SALN for recording purposes.

3. ONLINE FILING OR SUBMISSION. The online filing or transmission of a duly executed SALN shall be allowed, subject the following guidelines:

- a. The department, office or agency concerned shall put in place processes and mechanisms to enable or allow online oath taking of the SALN and the electronic filing of the SALN, and to ensure that the SALN electronically filed are verifiable and authentic, and that it shall be protected under the provisions of relevant laws such as the Data Privacy Act of 2012.
- b. The Declarant, whether under alternative working arrangement or physically reporting for work, may submit, through electronic means, a duly executed SALN to the concerned department, office or agency.
- c. A "duly executed SALN" refers to a SALN that is personally signed under oath before an administering officer or notary public, or that executed through online oath taking as recognized under paragraph 1 hereof.
- d. The Declarant, when filing the SALN through online transmission, shall ensure that the SALN is in Portable Document Format (PDF).
- e. An electronic SALN shall refer to a duly executed SALN filed by the Declarant to the concerned department, office or agency via online transmission.
- f. An electronic SALN, for purposes of SALN compliance for the year affected by any exceptional circumstances, shall be considered the original, and a printout thereof shall be considered a duplicate original.

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g. Declarant's online filing or submission of his/her SALN in compliance with these Rules shall be considered as the Declarant's date of filing of his/her SALN with his/her Agency. "

4. SUBSTANTIAL COMPLIANCE. The submission of electronic SALNs shall be deemed substantial compliance during the affected period.

5. COMPLIANCE PROCEDURE. All heads of department, office or agency, under these exceptional circumstances, shall establish procedures for the review of the SALNs to determine whether said statements have been submitted on time, are complete and are in proper form. It shall also include the constitution of the review and compliance committee.

6. SUBMISSION TO REPOSITORY AGENCIES. The submission of SALNs by departments, offices and agencies to the proper repository agency shall be subject the following guidelines:

- a. Upon collation of the SALNs, the concerned department, office or agency has the option to submit/transmit the collated SALNs with the proper repository either physically or electronically. The concerned department, office or agency shall exercise only one option in submitting the SALNs, not a combination of both, in order to facilitate centralized recording and monitoring by repository agencies.
- b. In the case of physical submission, the same shall comply with the existing guidelines on the filing and submission of the SALN. SALNs for physical submission includes physical SALNs filed and printed copies of SALNs electronically transmitted.
- c. In the case of electronic submission, the department, office or agency concerned is allowed to submit or transmit the electronic SALNs to the proper repository agency either with the use of USB flash drive or disc storage together with the required summary as provided under the rules. SALNs under this filing include SALNs electronically transmitted as recognized under paragraph 2 hereof, and scanned copies of physical SALNs filed.
- d. In both instances, the department, office or agency is required to submit a list of SALNs electronically filed and physically filed.
- e. The proper repository agencies may establish their own rules in allowing the receipt of electronic copies of the SALNs provided they comply with the uniformity rule, that is, SALNs may be filed either through electronic files or physical files, but not a combination of both.

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For agencies where the CSC is the proper repository agency, the submission of SALNs may be made by transmitting the physical SALNs for physical filing or the USB flash drive or CD for electronic SALNs with the CSC Field Office (CSC FO) or CSC Regional Office (CSC RO) having jurisdiction over them. Upon receipt, the CSC FO or CSC RO will then inform the IRMO, through its Director IV, of such receipt with notice on the possible date that the physical SALNs or USB flash drive or CD will be transmitted to the CSC Central Office (CSC CO).

7. **ADDITIONAL PERIOD.** At any time that the whole or part of the Philippines is placed under exceptional circumstances as defined above, all public officials and employees or those in affected area/s are given additional period of thirty (30) days from April 30 of such year within which to comply with the filing of the SALN.

All departments, agencies and offices or those in affected area/s are also given additional period of thirty (30) days from June 30 of such year within which to comply with the submission of the SALNs to the appropriate repository agency.

8. **EFFECTIVITY.** These guidelines shall be prospective in application and shall take effect after fifteen (15) days from its publication in a newspaper of general circulation.

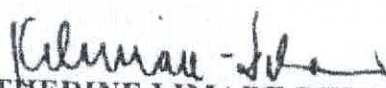
Quezon City.

ORIGINAL SIGNED
ALICIA dela ROSA-BALA
Chairperson

ORIGINAL SIGNED
ATTY. AILEEN LOURDES A. LIZADA
Commissioner

VACANT
Commissioner

Attested by:


KATHERINE LIMARE-DELMORO
Acting Director IV
Commission Secretariat and Liaison Office

FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH AS OF DECEMBER 31, 2020

in message

Personnel Division <personnel@dswd.gov.ph>
To: Central Office Advisory <coo.advisory@dswd.gov.ph>

Thu, Jan 14, 2021 at 10:17 AM

To All Officials and Employees,

Please see attached files regarding the above subject.

Thank you.

PERSONNEL ADMINISTRATION DIVISION

Human Resource Management and Development Service

Department of Social Welfare and Development

Construction Mills, Extension, Quezon City

Quezon City, Philippines

Tel (+632)931-8101 loc 104

Tel Fax (+632)931-9137

3 attachments

 **MEMORANDUM_SALN.pdf**
3530K

 **2015 SALN Form.doc**
94K

 **2015 SALN Additional Sheets.doc**
82K

Social Technology Bureau <soctech@dswd.gov.ph>

To: Personnel Division <personnel@dswd.gov.ph>

Cc: "Ma. Dahlia Karina L. Montebon" <mdkimontebon@dswd.gov.ph>

Thu, Jan 14, 2021 at 10:32 AM

This is to acknowledge receipt of your email. Thank you



MEMORANDUM

FOR : ALL OFFICIALS AND EMPLOYEES
DSWD CENTRAL OFFICE


FROM : THE DIRECTOR

SUBJECT : FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH
AS OF DECEMBER 31, 2020

DATE : 13 JANUARY 2021

1. Pursuant to Section 8 (A) of Republic Act (RA) No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, all DSWD officials and employees are required to file, under oath, their Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, as well as those of their spouses and unmarried children under eighteen (18) years of age living in their households, on or before April 30 of every year thereafter.
2. In relation thereto, we are providing herewith the **sample SALN form** from the Civil Service Commission, and the revised SALN Form as of January 2015, as provided under CSC Memorandum Circular No. 3, series of 2015, for you to accomplish and swear to before an officer authorized to administer oath, who can be a notary public or as follows: a Director or Head of Office/Bureau/Service/Special Project for rank and file employees; and an Assistant Secretary, an Undersecretary or the Secretary, for officials.
3. An editable SALN form, sample accomplished SALN form, and guidelines are downloadable from the CSC website <http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/193-statement-of-assets,-liabilities,-and-net-worth-saln-form-for-the-year-2012-and-onwards.html>.
4. The deadline for filing the SALN for the year 2020 is **April 30, 2021**. Please submit **three (3)** duly accomplished SALN forms, **all originally signed**, to the Personnel Administration Division (PAD) **on or before March 15, 2021** to give ample time for the Review and Compliance Committee to determine if the same have been properly accomplished, prior submission thereof to CSC (for rank and file employees and Directors) and to the Office of the President (for Senior Officials).
5. Please be informed that CSC MC 13, 2020¹ on the online oath taking, e-signature and extension of the deadline of submission and filing of SALN is only applicable for the submission of SALN as of December 31, 2019.
6. Non-submission or failure to file the SALN on the said deadline is subject to the following penalties:

First Offense	-	Suspension of one (1) month and one (1) day to six (6) months
Second Offense	-	Dismissal from the service
7. For compliance.


LEONARDO C. REYNOSO

¹ Filing and Submission of the Revised Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2020

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 30, 2018

(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.

☒ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:	Dela Cruz Juan M.	POSITION:	Clerk V
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	Civil Service Commission
ADDRESS:	1 Rizal St., Sampaloc, Manila	OFFICE ADDRESS:	CSC Bldg., IBP Road, Batasan Hills, Quezon City
SPOUSE:	Dela Cruz Juana M.	POSITION:	Director II
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	Civil Service Commission
		OFFICE ADDRESS:	CSC Bldg., IBP Road Batasan Hills, Quezon City

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
Gabriel M. dela Cruz	1/2/2005	13
Michael M. dela Cruz	5/2/2010	9
Angelica M. dela Cruz	10/11/2017	2
N/A	N/A	N/A

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium, and improvement)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As Stated in the Tax Declaration of Real Property)</small>		YEAR	MODE	
House and Lot (mort.)	Residential	1 Rizal St., Sampaloc, Manila	P800,000.00	P1,500,000.00	2003	Sale with mortgage	P5,000,000.00
Building (1/3 co-owned)	Commercial	1 Quezon Ave., Tandang Sora, Cavite	P1,200,000.00	P2,000,000.00	2000	Deed of Sale	P1,500,000.00
Farm lot	Agricultural	Brgy. Kaligayahan, Cavite	P900,000.00	P1,200,000.00	2010	Inherited	0
Lot	Mixed use	Santa Fe Subd., Brgy. Ana, Quezon City	P600,000.00	P800,000.00	2008	Deed of Sale	P1,300,000.00

Subtotal: P7,800,000.00

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQ. NET COST/AMOUNT
Condominium Unit (contract to sell)	2015	P500,000.00
Furniture	2000-present	P150,000.00
Appliances	2000-present	P200,000.00
Shares of stock	2013	P50,000.00

Subtotal: P3,250,000.00

TOTAL ASSETS (a+b): P11,050,000.00

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
Personal debt	Eddie dela Cruz	P800,000.00
Housing Loan	Pag-IBIG	P2,500,000.00
Contract to Sell	DMCI	P1,000,000.00
GSIS Multipurpose loan	GSIS	P60,000.00

TOTAL LIABILITIES: P4,360,000.00**NET WORTH : Total Assets less Total Liabilities = P6,690,000.00**

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
Sea Travel and Tours	Agapito St., Sampaloc, Manila	Owner	2015
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS
Nadine Lustre	sister	Attorney V	Department of Education, Quezon City
James Reid	cousin	Property Officer III	Department of Public Works and Highway, Pasig
Anne Curtis	aunt	Health Officer	Municipality of Bukid, Batangas
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: 03/15/2019

(Signature of Declarant)

(Signature of Co-Declarant/Spouse)

Government Issued ID: CSC ID

ID No.: 123456

Date Issued: 01/02/2018

Government Issued ID: CSC ID

ID No.: 987654

Date Issued: 01/05/2018

SUBSCRIBED AND SWORN to before me this 15 day of March 2019, affiant exhibiting to me the above-stated government issued identification card.

Linda G. Garcia
(Person Administering Oath)

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018
 (Additional sheet/s for the declarant)

NAME: Dela Cruz Juan M. POSITION: Clerk V
 (Family Name) (First Name) (M.I.) AGENCY/OFFICE: Civil Service Commission

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION <small>(e.g., lot, house and lot, condominium and improvements)</small>	KIND <small>(e.g., residential, commercial, industrial, agricultural and siland use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	
condominium	residential	SM Prima Towers, EDSA, Mandaluyong City	P1,000,000.00	P1,750,000.00	2016	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subtotal: Php 0

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Jewelry	2000-present	P 100,000.00
Mitsubishi Montero	2010	P1,200,000.00
Hand gun (Glock)	2012	P 50,000.00
Cash in bank	2000- present	P 800,000.00
Cash on hand	2018	P 200,000.00

Subtotal: Php 2,350,000.00

TOTAL ASSETS (a+b): Php 2,350,000.00

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

TOTAL LIABILITIES: N/A

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2018

(Additional sheet/s for the exclusive properties of the declarant's spouse and unmarried children
below eighteen (18) years of age living in declarant's household)

NAME: Dela Cruz Juan M. **POSITION:** Clerk III
(Family Name) (First Name) (M.I.) **AGENCY/OFFICE:** Civil Service Commission

ASSETS, LIABILITIES AND NET WORTH

1. ASSETS

a. Real Properties

DESCRIPTION (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and others)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		YEAR	MODE	
lot	agricultural	Brgy. Kaligayahan, Sto. Tomas, Batangas	P150,000.00	P210,000.00	2018	donation	0
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/ AMOUNT
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

2. LIABILITIES

NATURE	NAME OF CREDITOR	OUTSTANDING BALANCE
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A
N/A	N/A	N/A

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
[Required by R.A. 6713]

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately

☐ Joint Filing ☐ Separate Filing ☐ Not Applicable

DECLARANT:	(Family Name) (First Name) (M.I.)	POSITION:	
ADDRESS:		AGENCY/OFFICE:	
		OFFICE ADDRESS:	
SPOUSE:	(Family Name) (First Name) (M.I.)	POSITION:	
		AGENCY/OFFICE:	
		OFFICE ADDRESS:	

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominiums and improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			<small>(As found in the Tax Declaration of Real Property)</small>		YEAR	MODE	

Subtotal: _____

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

Subtotal : _____

TOTAL ASSETS (a+b): _____

* Additional sheet/s may be used, if necessary.

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: _____

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

☐ I/We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bilas, Balae and Inso)

☐ I/We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above-enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)

 Government Issued ID: _____
 ID No.: _____
 Date Issued: _____

(Signature of Co-Declarant/ Spouse)

 Government Issued ID: _____
 ID No.: _____
 Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____, affiant exhibiting to me the above-stated government issued identification card.

(Person Administering Oath)

DRN: HRMDS-PAD-A-COMM-21-05-69927-S

MEMORANDUM FOR THE SECRETARY

THROUGH : UNDERSECRETARY JOSE ERNESTO B. GAVIOLA
GENERAL ADMINISTRATION AND SUPPORT SERVICES

ASSISTANT SECRETARY RODOLFO M. SANTOS
OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION

FROM : THE DIRECTOR

SUBJECT : FILING/SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES
AND NET WORTH (SALN) FY 2020

DATE : 14 MAY 2021

This is to provide the Honorable Secretary of the following list of filers of SALN for FY 2020 in the Central Office, in compliance to the Civil Service Commission (CSC) Resolution No. 1300455 dated March 4, 2013 on the Review and Compliance Committee (RCC) for the Statement of Assets, Liabilities and Net Worth (SALN):

- 1.1 List of officials/employees who filed their SALNs with complete data; and
- 1.2 List of officials/employees who filed their SALNs but with incomplete data

Considering that the filing of SALN is extended until May 30, 2021 we cannot yet provide the List of officials/employee who did not file their SALNs.

Likewise, with the said extension of SALN submission, the RCC has yet to convene. The Personnel Administration Division (PAD) as the RCC Secretariat initially reviewed the SALNs to come –up with the list as required under items 1.1 and 1.2 hereof.

The RCC Secretariat shall inform/remind, thru any means available, the personnel who submitted SALN for correction/completion. After, the deadline of SALN submission, the CO-RCC shall convene to review further the said SALNs.

For the Honorable Secretary's information and reference.


LEONARDO C. REYNOSO

CF: HONORABLE ALICIA DELA ROSA-BALA
CHAIRPERSON, CIVIL SERVICE COMMISSION



SPECIAL ORDER

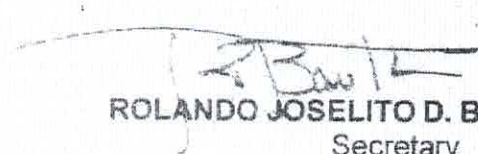
No. 2061
Series of 2021

SUBJECT: AMENDMENT

Special Order No. 1374, series of 2021¹, is hereby amended so as to designate Atty. Paul Anthony A. Tacorda, Officer-In-Charge of Legal Service, as **Regular Member** of Department of Social Welfare and Development Central Office - Review and Compliance Committee (CO-RCC) for the Filing and Submission of SALN of the DSWD CO Officials and Employees.

Atty. Tacorda shall replace Atty. Maria Cassandra M. Urbiztondo, in view of his designation as OIC of Legal Service.

Issued in Quezon City, Philippines.


ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: 28 3 2021

¹ Amendment of SO No. 1027 s. 2020 on the Reconstitution of the Central Office Review and Compliance Committee for the Filing and Submission of SALN

SPECIAL ORDER

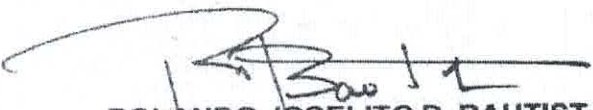
No. 1374
Series of 2021

SUBJECT: AMENDMENT

Special Order No. 1027, series of 2020¹, is hereby further amended so as to designate the following DSWD Central Office official/personnel as **Regular Members** of Review and Compliance Committee (RCC) for the Filing and Submission of SALN of the DSWD Central Office Officials and Employees:

1. Atty. Maria Cassandra M. Urbiztondo - vice Atty. Sittie Raifah M. Pamaloy-Hassan, in view of her reassignment at FO IX per S.O No. 3614, s2020
OIC, Legal Service
2. Director Danilo C. SagaraI
Internal Audit Service
- vice Director Natividad V. Canlas, in of her retirement effective January 16, 2021

Issued in Quezon City, Philippines.


ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: MAY 17 2021

CERTIFIED TRUE COPY

17 MAY 2021

¹ Reconstitution of the Central Office Review and Compliance Committee for the Filing and Submission of SALN

RECEIVED
MAR 13 2020

SPECIAL ORDER

No. 1927
Series of 2020

SUBJECT: RECONSTITUTION OF THE CENTRAL OFFICE REVIEW AND COMPLIANCE COMMITTEE FOR THE FILING AND SUBMISSION OF SALN

The Department of Social Welfare and Development – Central Office Review and Compliance Committee (CO-RCC) for the filing and submission of the Statement of Assets, Liabilities and Net Worth (SALN) of DSWD Central Office officials and employees as of December 31, 2019 and periods thereafter, is hereby reconstituted to be composed of the following:

<u>CO-RCC Membership</u>	<u>Regular Member</u>	<u>Alternate Member</u>
Chairperson:	Undersecretary Jose Ernesto B. Gaviola Undersecretary for GASSG	Assistant Secretary Rodolfo M. Santos, CESO II Asst. Secretary for GASSG
Members:	Director Leonardo C. Reynoso Director IV, HRMDS	Ms. Jennifer M. Rizo OIC, HRMDS-PAD
	Atty. Sittie Raifah M. Pamaloy-Hassan OIC, Legal Service	Atty. Andrea Nikka A. Yaranon OIC, Legal Management Division
	Director Natividad V. Canlas OIC, IAS	Ms. Marissa N. Fabricante Division Chief, Mgt. Audit Division
Secretariat:	Human Resource Management and Development Service - Personnel Administration Division (HRMDS-PAD)	

The following are the functions of the CO-RCC pursuant to CSC Resolution No. 1300455 promulgated 04 March 2013:


1. Receive the SALN forms of DSWD CO officials and employees and evaluate if the same are submitted on time, complete, and in proper form.
2. Prepare a list of the following CO officials and employees in alphabetical order and submit to the head of agency, copy furnished the CSC, on or before May 15 of every year:
 - 2.1 Those who filed their SALNs with complete data;
 - 2.2 Those who filed their SALNs but with incomplete data; and
 - 2.3 Those who did not file their SALNs
3. Submit to the concerned office the duly accomplished and reviewed SALN Forms of DSWD CO officials and employees with certification that the same have been filed on time, complete, and in proper form.

This Special Order shall take effect immediately and to continue until further orders.

All other Orders inconsistent herewith are hereby amended and/or revoked accordingly.

Let copies of this Order be distributed to all OBSUs in the Central Office and Field Offices for information and guidance.

Issued in Quezon City.


ROLANDO JOSELITO D. BAUTISTA
Secretary
Date: MAR 11 2020


MYRNA H. REYES
OIC, Division Chief

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - CENTRAL OFFICE
REVIEW AND COMPLIANCE COMMITTEE (CO-RCC) FOR THE SUBMISSION OF SALN
RESOLUTION NO. 2021-01**

**SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) OF
DSWD CENTRAL OFFICE OFFICIALS AND EMPLOYEES**

WHEREAS, the Department of Social Welfare and Development (DSWD) Central Office - Review and Compliance Committee (CO-RCC) convened via google meet (online) on June 2, 2021 to discuss and deliberate the submission and review of SALN as of December 31, 2020 of DSWD Central Office officials and employees.


WHEREAS, the CO-RCC Secretariat introduced the new members of the Central Office Review and Compliance Committee (CO-RCC) per Special Order No.1374, s2021 and presented the initial activities undertaken in the submission and review of the SALN and the activities to be undertaken by the CO-RCC that include the drafting of Procedural Guidelines in the submission and review of the SALN of DSWD Central Office officials and employees.

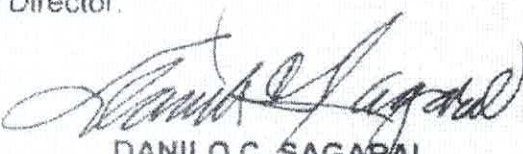
WHEREAS, during the meeting, the CO-RCC Secretariat shared that they already conducted preliminary review of the SALN by verifying if the same have been submitted on time, complete in substance and in form.

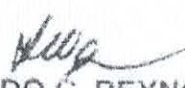
WHEREAS, the CO-RCC recommended and agreed to include the SALN of DSWD CO personnel who transferred from other government agencies to DSWD as of May 30, 2021 in the submission of the SALN for Calendar Year 2020 of DSWD CO officials and employees to the appropriate repository agencies and exclude Casual employees as they are not required to file SALN pursuant to existing CSC guidelines.

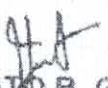
NOW, THEREFORE, the CO-RCC RESOLVES as it is hereby RESOLVED that the SALN of the Executive Committee (EXECOM) members, and that of the Directors and employees of DSWD Central Office are being recommended to be submitted to the Honorable Secretary on or before June 30, 2021, for onward endorsement to the Office of the President and Civil Service Commission (CSC), respectively, not later than July 30, 2021 by the Human Resource Management and Development Service (HRMDS) Director.

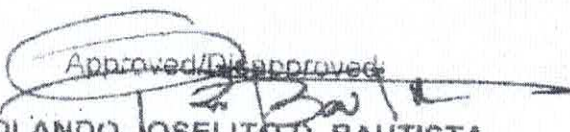
22 June 2021, Quezon City, Philippines.


ATTY. MARIA CASSANDRA M. URBIZTONDO
Division Chief, Legal Assistance Division
Member - CO-RCC


DANILO C. SAGARA
Director, Internal Audit Service and
Member - CO-RCC


LEONARDO C. REYNOSO
Director, Human Resource Management and Development Service
and Member - CO-RCC


JOSE ERNESTO B. GAVIOLA
Undersecretary, GASSG and
CO-RCC Chairperson


ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: JUN 29 2021



INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS
(Administrative Order No. 25 S. 2011)

MEMORANDUM CIRCULAR NO. 2021- 1

June 3, 2021

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, CONGRESS, THE JUDICIARY, OFFICE OF THE OMBUDSMAN, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, LOCAL WATER DISTRICTS, AND LOCAL GOVERNMENT UNITS

SUBJECT: GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2021 UNDER EXECUTIVE ORDER NO. 80, S. 2012 AND EXECUTIVE ORDER NO. 201, S. 2016

1.0 PURPOSE

This Circular is being issued to prescribe the criteria and conditions on the grant of the PBB for FY 2021 performance, to be given in FY 2022. The overarching goal of the PBB is to strengthen the effectiveness of the incentives system to help agencies achieve the mission-critical objectives and expected outcomes of the government. For the FY 2021 cycle, the PBB criteria and conditions were hence refined in order to:

- a. Simplify the PBB process particularly the validation of compliance;
- b. Provide flexibility to the agencies in the implementation of the scheme;
- c. Reinforce the results focus and their inter-linkages *e.g., budget utilization and physical accomplishment*, in assessing the overall performance of agencies;
- d. Administer a more transparent PBB scoring system;
- e. Strengthen the role of agencies in ensuring accountability of units/individuals responsible for the criteria and conditions; and;
- f. Facilitate the timely release of incentives to eligible agencies.

In line with this, the FY 2021 PBB shall measure and evaluate the performance of agencies with emphasis on the public's satisfaction on the realization of the agencies' performance targets, quality of service delivery, efficiency in the use of resources, and strengthened agency stewardship. In relation to the targets in previous PBB cycles, the FY 2021 PBB criteria and conditions shall be categorized according to four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results**. Given the progress achieved in the Good Governance Conditions (GGCs), these shall no longer be included in the criteria to assess the overall eligibility of the agency for FY 2021 PBB. However, since

the observance of these conditions shall still be used to determine the eligibility of delivery units and individuals, the monitoring of their compliance shall now be the primary responsibility of the Heads of Agencies.

This Circular also specifies the modifications in the PBB assessment process to make the PBB Scoring System clear and explicit. The scoring system aims to simplify and make the final eligibility assessment more transparent, and enable agencies to undertake self-assessment vis-à-vis the criteria and conditions to ascertain if they could qualify for the grant of the FY 2021 PBB. However, the AO 25 Inter-Agency Task Force (AO 25 IATF) shall still determine the final eligibility of agencies.

2.0 COVERAGE

The FY 2021 PBB covers all departments, bureaus, offices, and other agencies of the National Government, including Constitutional Commissions, Other Executive Offices (OEOs), Congress, the Judiciary, Office of the Ombudsman, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs), and Local Government Units (LGUs).

2.1 The implementation of this Circular shall be done in close coordination with the following agencies:

- a. Department of Budget and Management (DBM) for the Departments and attached agencies;
- b. Office of the President-Office of the Executive Secretary (OP-OES), Office of the Cabinet Secretary (OP-OCS), and DBM for the Other Executive Offices (OEOs), including the OP-attached agencies and GOCCs covered by DBM;
- c. Commission on Higher Education (CHED) for the SUCs;
- d. Governance Commission for GOCCs (GCG) for GOCCs covered by RA No. 10149;
- e. Local Water Utilities Administration (LWUA) for LWDs; and
- f. Department of the Interior and Local Government (DILG) for LGUs.

2.2 The personnel of agencies holding regular, contractual, and casual positions are covered by this Circular. Excluded from the coverage herein are individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2021 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 based on the PBB Scoring System as will be discussed in detail in Section 4.0. Please refer to *Annex 1: Master List of Departments/Agencies*

In the context of the FY 2021 PBB, the **Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2021 General Appropriations Act

(GAA). This physical target is an existing eligibility criterion for SUCs and is only reinstated in the case of the national government agencies (NGAs). **Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization *i.e., through the ISO-certified QMS or its equivalent*, digitization, and related improvements in the delivery of services. This is an existing criterion for NGAs and the GOCCs covered by the DBM. **Financial Results** refer to the actual spending of the agency's budget allotment vis-à-vis the realization of the committed programs and projects based on the FY 2021 GAA. The Disbursements BUR as well is a prevailing common target of all agencies. Another existing criterion for all agencies, the **Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public.

For FY 2021, the GGCs shall no longer be required in determining the overall PBB eligibility of the agency. Nonetheless, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. See *Section 5.0 for details on Agency Accountabilities*.

4.0 FY 2021 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the agency is 100 points. To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points.

TABLE 1: FY 2021 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5pts	10pts	15pts	20pts	25pts
Process Results	5	5pts	10pts	15pts	20pts	25pts
Financial Results	5	5pts	10pts	15pts	20pts	25pts
Citizen/Client Satisfaction Results	5	5pts	10pts	15pts	20 pts	25pts
TOTAL SCORE		MAXIMUM = 100 POINTS				

As can be gleaned in Table 1, 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 of at least 70 points, the agency should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the agency will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

4.1 **Performance Results.** The targets under Performance Results will enable agencies to concentrate their efforts and available resources on their mandates and core functions, as well as ensure delivery of high quality and high impact activities.

- a. For NGAs, GOCCs covered by the DBM, and SUCs, achieve each one of the Congress-approved performance targets under the PIB of the FY 2021 GAA;

- b. For GOCCs covered by RA No. 10149, achieve the physical targets reflected in their approved FY 2021 Performance Scorecard and eligibility requirements specified in a separate guideline to be issued by the GCG;
- c. For LWDs, achieve each one of the physical targets as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM; and,
- d. For LGUs, achieve the performance targets based on the Guidelines on the Grant of the PBB for LGUs to be issued by the DILG and DBM.

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) to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the agency for improving the lives of Filipinos.

The quarterly BFARs of the agencies, as uploaded in the DBM URS, shall be submitted in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.15.2 of National Budget Circular No. 583, pursuant to Section 90, General Provisions of Republic Act No. 11518 (FY 2021 GAA). BFARs will be used to monitor and validate agency accomplishments.

The Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2021 (all performance indicators)

4.2 Process Results. The target under Process Results is the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions. This may be achieved through streamlining especially of frontline services; standardization of frontline 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 other process improvements for faster and more efficient public service delivery:

- a. For departments/agencies and GOCCs covered by the DBM, the target under Process Results is the greater ease of transaction of frontline services covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions.
- b. For SUCs, the target is to assure quality of service delivery through ISO-certified QMS or its equivalent certification of frontline services.

Agencies should report and provide the objectively verifiable evidence of their achievements in ease of doing business or ease of transaction from the perspective of the transacting public e.g., *actual reduction in processing time, documentary requirements, transaction costs, and other tangible improvements*. Agencies may use the *Modified Form A* to report their streamlining and digitization accomplishments. The ISO-certified QMS or its equivalent certification for frontline services, service delivery standards manual, and the like may be used as evidence to the standardization achievements of the agency.

The Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS					
AGENCY	1	2	3	4	5
a. For departments/agencies and GOCCs covered by the DBM	No demonstrated ease of transaction	Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services	Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services
b. For SUCs	No demonstrated standardization/quality assurance	Achieved ISO-certification or its equivalent certification only for non-frontline services	Achieved ISO-certification or its equivalent certification for less than 80% of frontline services	Achieved ISO-certification or its equivalent certification for at least 80% of frontline services	Achieved ISO-certification or its equivalent certification for all frontline services

- 4.3 **Financial Results.** For agencies and GOCCs covered by the DBM, attainment of the FY 2021 Disbursement BURs; and for SUCs likewise achieve the FY 2021 Disbursements BUR and the FY 2021 Earmarked Income targets.

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 FY 2021. Hence for FY 2021, agencies shall accomplish the following Disbursements BUR:

- a. **Disbursements BUR** is measured by the ratio of total disbursements (cash and non-cash, excluding PS) to the total obligations for MOOE and CO made in 2021, net of goods and services obligated by December 31, 2020, but paid only in 2021. The **total obligations for MOOE and CO** shall refer to those made from the FY 2021 GAA, FY 2020 GAA, and Bayanihan II appropriations due to their extension under RA No. 11519¹ and RA No. 11520². The objective is to measure the disbursements for the obligations for MOOE and CO made in 2021 from all valid appropriations. These shall be net of transfers to the Procurement Service (PS), the Philippine International Trading Corporation (PITC), and implementing agencies and units which have still to be implemented and outputs delivered. Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements (cash and non-cash, excluding PS), net of payments made in 2021 for past years' obligations}}{\text{Total Obligations (excluding PS, from valid appropriations)}}$$

Where Total Disbursements is net of transfers to PS, PITC, and other implementing agencies which have not been delivered.

¹ An Act Extending the Availability of Appropriations Under Republic Act No. 11494, Otherwise Known as the "Bayanihan to Recover as One Act"

² An Act Extending the Availability of the 2020 Appropriations to December 31, 2021, Amending for the Purpose Section 60 of the General Provisions of Republic Act No. 11465 or the General Appropriations Act of Fiscal Year 2020

b. **BUR for GOCCs is computed as follows:**

Disbursements BUR = Total Actual Disbursement/Total Actual Obligations (both net of PS)

c. **Agencies with fund transfers** either for operating or program subsidies or both, shall also achieve and report the same Disbursements BUR for NGAs for all the subsidy releases for 2021 from the three appropriations sources above.

d. **BUR for SUCs is computed as follows:**

d.1 **Disbursements BUR** is the same as those for agencies.

d.2 Since all earmarked income of the SUCs (e.g., *trust funds, internally generated income, and revolving funds*) should benefit and improve the SUCs operations, its Disbursements utilization rates will also be reported following the formats in *Annexes 5, 5.1, and 5.2: FY 2021 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income*.

The requirements under the Financial Results shall be scored as follows:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

4.4 **Citizen/Client Satisfaction Results.** Achieve the Citizen/Client Satisfaction targets as provided below. For NGAs, GOCCs covered by the DBM, and SUCs accomplish and submit reports on the Citizen/Client Satisfaction Survey (CCSS), and resolve all reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB); and for LWDs and GOCCs covered by RA No. 10149, accomplish and submit reports on Client Satisfaction or feedback system as prescribed by LWUA and GCG.

- a. To determine the effectiveness of streamlining, standardization, digitization, and other process improvements in easing transactions with the public, agencies have been encouraged to embed feedback mechanisms and systematically measure citizen/client satisfaction in the delivery of services since the FY 2018 cycle.

To provide evidence on the citizen/client satisfaction results, agencies may report the results of the CCSS following *Annex 4: Citizen/Client Satisfaction Survey*.

LWDs and GOCCs covered by RA No. 10149 shall report the results of their CCSS or feedback mechanism based on the standard methodology and corresponding questionnaire prescribed by LWUA and GCG.

- b. **Resolution of reported complaints from Hotline #8888 and Contact Center ng Bayan.** Agencies shall ensure resolution of all complaints and grievances on government service procedures, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities reported to Hotline #8888 and CCB. To provide evidence on this, agencies may submit a report summarizing the #8888 and CCB complaints received in FY 2021 and their status if resolved or pending.

The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the OP, PMS, CSC, and PCOO from Hotline #8888 and CCB databases, as well as the FOI portals.

The requirements under the Citizen/Client Satisfaction Results shall be scored as follows:

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/ Did not conduct CCSS	Average to low satisfaction rate with unresolved #8888/CCB complaints	Average satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate with 100% #8888/CCB complaints resolved	High satisfaction rate without #8888/CCB complaints

5.0 AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to 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:

a. Updating of Transparency Seal	f. PhilGEPS posting of all invitations to bids and awarded contracts
b. Compliance with the Freedom of Information (FOI) Program	
c. Updating of Citizen's or Service Charter	g. Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE), FY 2021 Non-Common Use Supplies and Equipment (APP-non CSE), Indicative FY 2022 APP, and the results of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) System
d. Compliance to Audit Findings and Liquidation of Cash Advances	
e. Submission and Review of SALN	h. Undertaking of Early Procurement Activities covering 2022 Procurement Projects

While the above conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the oversight agencies.

6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- 6.1 For FY 2021 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.
- a. Based on Table 1, to be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points. 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 such case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.
 - b. The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2021 PBB.
- 6.2 Eligible DUs shall be granted FY 2021 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 7.0.
- 6.3 Department Secretaries, Heads of OEOs, Chairpersons, and Commissioners of Constitutional Offices, Heads of Attached Agencies, Presidents of SUCs, and non-ex officio Heads of GOCCs covered by the DBM are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2021 shall be equivalent to the rates as stated in Section 7.0 and shall be based on their monthly basic salary (MBS) as of December 31, 2021.
- 6.4 Non-ex officio Board Members of GOCCs covered by the DBM may be eligible to the PBB with the equivalent rates following Section 7.0 and these conditions:
- a. The GOCC has qualified for the grant of the FY 2021 PBB;
 - b. The Board Member has 90% attendance to duly called board meetings and committee meetings as certified by the Board Secretary;
 - c. The Board Member has nine (9) months aggregated service in the position; and
 - d. The GOCC has submitted the appropriate annual Board-approved Corporate Operating Budget to DBM following the Corporate Budget Circular No. 22 dated December 1, 2016.
- 6.5 For SUCs, in case there is a change in leadership within the year, the SUC President who served the longest shall be entitled to the PBB with the equivalent rates following the provisions stated in Section 7.0.
- The PBB rate of the SUC President who served for a shorter period shall be based on the eligibility of the SUC where he/she served the longest.
- 6.6 To be eligible for FY 2021 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.