

DRN: HRMDS-PAD-A-COMM-24-06-16781-S

## MEMORANDUM

**FOR : ALL OFFICIALS AND EMPLOYEES  
DSWD CENTRAL OFFICE**

**FROM : THE UNDERSECRETARY, GASSG  
AND CO-RCC CHAIRPERSON**

**SUBJECT : SUMMARY REPORT ON THE SUBMISSION OF CY 2023  
STATEMENT OF ASSETS, LIABILITIES AND NET WORTH  
(SALN) OF DSWD CENTRAL OFFICE OFFICIALS AND  
EMPLOYEES**

**DATE : 10 JULY 2024**

Pursuant to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems<sup>1</sup> Memorandum Circular No. 2023-1 or the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023 Under Executive Order No. 80, S. 2012 and Executive Order No. 201, S. 2016 (*Annex A*), specifically item 5.0 d. 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 **Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities and Net Worth (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. Agencies should submit these legal requirements directly to the validating agencies

In view of this, may we provide a Summary Report on the submission of Statement of Assets, Liabilities and Net Worth (SALN) of DSWD CO officials and employees, pursuant to Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees:

1. The deadline for filing of SALN as of December 31, 2023 is April 30, 2024 while the deadline for submission to repository agencies is June 30, 2024 pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 2006 as supported by CSC Resolution No. 060231. A Memorandum on the Filing of SALN dated January 8, 2024 was routed through email to DSWD Central Office officials and employees on January 9, 2024 (*Annex B*).
2. The DSWD Central Office Review and Compliance Committee for SALN (CO-RCC) are being headed by the Undersecretary for GASSG as Chairperson and Assistant Secretary for GASSG as Vice Chairperson per Special Order No. 719, s2024 (*Annex C*).

<sup>1</sup> Administrative Order No. 25 s. 2011

3. The Personnel Administration Division (PAD), who serves as the Secretariat of the CO-RCC, conducted preliminary review of SALN submissions. While conducting initial review of the SALNs, the PAD has sent out SALN Compliance Notices to officials/employees who have not yet submitted their SALNs and were able to comply within the set deadline.
4. On April 29, 2024, all submitted SALNs initially reviewed by the PAD were endorsed/distributed to the CO-RCC to further review/evaluate if the same have been submitted on time, complete and in proper form, to be returned to the PAD within ten (10) working days upon receipt. All SALNs duly reviewed by the CO-RCC were then returned to the PAD on May 16, 2024.
5. All DSWD CO officials and employees filed SALN with complete data with a total of **1,062** filers broken down as follows.

PARTICULARS	NUMBER OF FILERS
Executive Officials who filed their SALN with complete data (including the Honorable Secretary)	28
Directors and Rank and File Employees who filed their SALN with complete data	1,034
Executive Officials, Directors and Rank and File Employees as Non-Filers	0
<b>Total Filers</b>	<b>1,062</b>

6. The duly accomplished SALNs were submitted to the repository agencies (*i.e. OP for Executive Officials and CSC for Directors and rank and file employees*) on June 21, 2024 (**Annex D**).

For your information.

Thank you.

ATTY. EDWARD JUSTINE R. ORDEN

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## SUMMARY REPORT ON THE SUBMISSION OF SALN CY 2023 OF DSWD-CO OFFICIALS/EMPLOYEES

1 message

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

Wed, Jul 17, 2024 at 11:26 AM

Dear All,

Respectfully providing the attached **Summary Report on the Submission of CY 2023 Statement of Assets, Liabilities and Net Worth (SALN) of DSWD C.O Officials and Employees**, in compliance to one of the requirements for the Grant of Performance-Based Bonus (PBB) for FY 2023, specifically Item 5.0.d of the AO 25 Memorandum Circular 2023-1.

Note:

**Annex A** - [Memorandum Circular No. 2023-1](#) – Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016.

**Annex B** - Memorandum on Filing of SALN dated January 8, 2024

**Annex C** - DSWD Central Office Review and Compliance Committee for SALN (CO-RCC) per Special Order No. 719, s. 2024

**Annex D** - Submission of accomplished SALNs to the repository agencies ( i.e OP for Executive Officials and CSC for Directors and rank and file employees) on June 21, 2024.

For your information/reference.

Thank you.

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**PERSONNEL ADMINISTRATION DIVISION**

Human Resource Management and Development Service

Department of Social Welfare and Development

Constitution Hills, Batasan Pambansa Complex

Quezon City, Philippines

Tel (+632)931-8101 loc.104

Tel Fax (+632)931-9137



**SUMMARY REPORT ON THE SUBMISSION OF SALN CY 2023.pdf**

1817K

**MEMORANDUM**

**FOR : ALL OFFICIALS AND EMPLOYEES**  
DSWD Central Office

**FROM : THE UNDERSECRETARY**

**SUBJECT : FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH  
AS OF 31 DECEMBER 2023**

**DATE : 08 JANUARY 2024**

Pursuant to Section 8(A) of Republic Act No. 6713<sup>1</sup>, all DSWD officials and employees shall file on or before April 30 of every year, their sworn Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, including that of their spouse and unmarried children under 18 years of age living in their household.

Relative to this, we are providing the Revised SALN Form as of January 2015 as provided under Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, series of 2015<sup>2</sup> (**Annex A**), together with the following supporting documents for your reference:

1. Sample accomplished SALN Form (**Annex B**);
2. Guidelines in the filling-out of the SALN Form as provided under CSC Resolution No.1300173 promulgated on 24 January 2013<sup>3</sup> (**Annex C**); and
3. CSC MC No. 10, series of 2006<sup>4</sup> (**Annex D**).

The duly accomplished SALN Forms must be sworn before a notary public or any of the following officials authorized to administer an oath in accordance with the DSWD Central Office - Review and Compliance Committee (CO-RCC) Resolution No. 2023-02 or the Updated Review and Compliance Procedure in the Filing and Submission of SALN as of December 31 of every year and their disclosure, duly signed/approved by the Honorable Secretary on 11 August 2023 (**Annex E**):

Declarant/Filer	Person to Administer Oath
DSWD C.O Officials	Assistant Secretary; Undersecretary; or DSWD Secretary
Rank and File Employees	Director/Head of Office/Bureau/Service/ Special Project

<sup>1</sup> Code of Conduct and Ethical Standards for Public Officials and Employees

<sup>2</sup> Amendment to CSC MC No.2, s2013 (Revised Statement of Statement of Assets, Liabilities and Net Worth [SALN] Form)

<sup>3</sup> Use of Statement of Assets, Liabilities and Net Worth (SALN) Form for the Year 2012 and Onwards

<sup>4</sup> Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth and Disclosure of Business Interests and Financial Connections

In accordance with CSC Memorandum Circular No. 10, s.2006 as supported by the CSC Resolution No. 060231, the deadline for filing of the SALN for the year 2023 is **30 April 2024**.

All DSWD CO officials and employees are therefore enjoined to submit **four (4)** duly accomplished SALN forms, **all originally signed**, to the Personnel Administration Division (PAD) **on or before 31 January 2024** to give ample time for the CO-RCC to review and determine if the same have been properly accomplished, prior submission thereof to the Office of the President (for the DSWD Secretary, Undersecretaries and Assistant Secretaries) and CSC (for rank and file employees and Directors).

In case of joint filing by spouses who are both in the government service, each should prepare eight (8) original copies of his/her respective SALN so that each may submit four (4) original copies to their respective offices.

Non-submission or failure to file the SALN on the said deadline is subject to the following penalties:

- |                       |   |   |
|-----------------------|---|---|
| <b>First Offense</b>  | - | Suspension of one (1) month and one (1) day to six (6) Months |
| <b>Second Offense</b> | - | Dismissal from the service                                    |

For your strict compliance.

Thank you.

  
**ATTY. EDWARD JUSTINE R. ORDEN**

JMR/CYS/RGF/CDD/10023

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**FILING OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF 31 DECEMBER 2023**

2 messages

**Personnel Division** <personnel@dswd.gov.ph>  
To: Central Office Advisory <co.advisory@dswd.gov.ph>  
Bcc: Cherrie D Danguilan <cddanguilan@dswd.gov.ph>

Tue, Jan 9, 2024 at 5:13 PM

To All Officials and Employees.

Please see attached files regarding the above subject.

The deadline of submission of **four (4)** duly accomplished SALN forms, **all originally-signed** to Personnel Administration Division (PAD) is **on or before 31 January 2024**.

Also, please be guided by the SALN FAQs on the proper filling-out of the SALN form.

Thank you.

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**PERSONNEL ADMINISTRATION DIVISION**

Human Resource Management and Development Service  
Department of Social Welfare and Development  
Constitution Hills, Batasan Pambansa Complex  
Quezon City, Philippines  
Tel (+632)931-8101 loc.104  
Tel Fax (+632)931-9137

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**9 attachments****MEMORANDUM ON THE FILING OF SALN AS OF 31 DECEMBER 2023.pdf**  
100K**ANNEX A - 2015 SALN Form.doc**  
94K**ANNEX A - 2015 SALN (Additional Sheets).doc**  
82K**ANNEX A - CSC MC No. 02, s. 2013.pdf**  
1756K**ANNEX C - Guidelines in the Filling-out of SALN.pdf**  
1286K**ANNEX D - CSC MC No. 10, series of 2006.pdf**  
1438K**ANNEX B - Sample Accomplished SALN Form (1).pdf**  
3029K**ANNEX E - DSWD CO-RCC Resolution No. 2023-02.pdf**  
432K**CSC SALN FAQs.pdf**  
2654K

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**Social Welfare Institutional Development Bureau** <swidb@dswd.gov.ph>  
To: personnel@dswd.gov.ph

Wed, Jan 10, 2024 at 10:24 AM

Acknowledged

**Social Welfare Institutional Development Bureau (SWIDB)**  
Department of Social Welfare and Development - Central Office

Batasang Pambansa Complex, Constitution Hills, Quezon City 1126  
swidb@dswd.gov.ph  
Tel. Nos: 8931 8101 to 07  
VOIP 10009/10010

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## SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 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

<b>DECLARANT:</b>	Dela Cruz	Juan	M.	<b>POSITION:</b>	Clerk V
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
<b>ADDRESS:</b>	1 Rizal St., Sampaloc, Manila			<b>OFFICE ADDRESS:</b>	CSC Bldg., IBP Road, Batasan Hills, Quezon City
<b>SPOUSE:</b>	Dela Cruz	Juana	M.	<b>POSITION:</b>	Director II
	(Family Name)	(First Name)	(M.I.)	<b>AGENCY/OFFICE:</b>	Civil Service Commission
				<b>OFFICE ADDRESS:</b>	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 improvements)</small>	KIND <small>(e.g. residential, commercial, industrial, agricultural and mixed use)</small>	EXACT LOCATION	ASSESSED VALUE <small>(As found in the Tax Declaration of Real Property)</small>	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
					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	ACQUISITION 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.

*Lady Gaga Sanchez*  
(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 (e.g. lot, house and lot, condominium and improvements)	KIND (e.g. residential, commercial, industrial, agricultural and mixed use)	EXACT LOCATION	ASSESSED VALUE	CURRENT FAIR MARKET VALUE	ACQUISITION		ACQUISITION COST
			(As found in the Tax Declaration of Real Property)		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 mixed use)	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 CREDITORS	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 December 31, 2023  
(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.)

ADDRESS:

SPOUSE:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

OFFICE ADDRESS:

DEPARTMENT OF SOCIAL WELFARE DEVELOPMENT

IBP ROAD, BATASAN HILLS,

QUEZON CITY

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, condominium 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)

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2021

(Sample 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:

(Family Name)

(First Name)

(M.I.)

POSITION:

AGENCY/OFFICE:

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 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	

b. Personal Properties

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

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

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of December 31, 2021  
(Sample additional sheet/s for the declarant)

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
(Family Name) (First Name) (M.I.) AGENCY/OFFICE: \_\_\_\_\_

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 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): \_\_\_\_\_

2. LIABILITIES

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE

TOTAL LIABILITIES: \_\_\_\_\_

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





20 JUNE 2024

**HONORABLE LUCAS P. BERSAMIN**  
EXECUTIVE SECRETARY  
OFFICE OF THE PRESIDENT OF THE PHILIPPINES  
MALACAÑANG, MANILA

**Office of the President**

REPUBLIC OF THE PHILIPPINES

Sender's Copy



6-21-24  
MS

062124-MRO-122284

Dear **EXECUTIVE SECRETARY BERSAMIN:**

As required under RA No. 6713<sup>1</sup>, we are submitting herewith the Sworn Statement of Assets, Liabilities and Net Worth (SALN) as of December 31, 2023 of twenty-eight (28) Executive Officials of this Department.

Please be informed that all DSWD Executive Officials have filed SALN with complete data with the following details:

Particulars	Number of Filers
Executive Officials who filed their SALN with complete data (including DSWD Secretary)	28
Executive Officials as Non-Filers	0
<b>Total Filers</b>	<b>28</b>

Herewith likewise is the Summary List of officials as filers with complete data for your information.

Thank you.

Very truly yours,

*JM*  
Digitally signed by Rizo  
Jennifer Mamaril  
Date: 2024-06-20 14:  
15:43

**JENNIFER M. RIZO**

Director IV, Human Resource Management and Development Service

<sup>1</sup>Code of Conduct and Ethical Standards for Public Officials and Employees

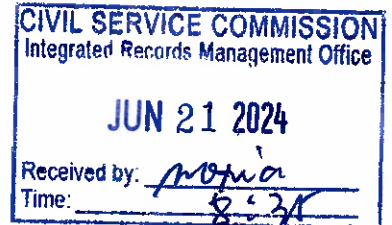


**Integrated Records Management Office**  
**Communications Management Division**

☒ **Annual Submission (CY 2023)**    ☐ **New Employee/s**    ☐ **Separated Employee/s**

Agency/Office: DSWD

1. ☒ Cover /Transmittal Letter
2. ☒ Summary List of Filers
3. ☒ Certification issued by the agency Review and Compliance Committee
4. ☒ List of Employees who did not file their SALNs (Non-Filers)
5. ☒ Sworn Statements of Assets, Liabilities and Networth (SALNs)
6. ☐ Others \_\_\_\_\_



The submitted documents will be reviewed/evaluated in accordance with existing rules and regulations on the submission of SALNs and the submitting agency will be informed accordingly should there be any discrepancy.

Thank you.

*for Xmas*  
**EDWIN C. PAJARES**  
Chief HRS



20 JUNE 2024

**HONORABLE KARLO ALEXEI B. NOGRALES**  
CHAIRPERSON  
CIVIL SERVICE COMMISSION  
IBP ROAD, QUEZON CITY



**ATTENTION: DIRECTOR IV NOREEN BOOTS GOCON-GRAGASIN**  
Integrated Records Management Office

Dear **CHAIRPERSON NOGRALES:**

In compliance to Rule VIII, Section 5 of the "Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employee" (RULES), as amended, requiring transmittal of all submitted Statement of Assets, Liabilities, and Net Worth (SALNs) every year to the concerned offices, we are submitting herewith the following documents:

1. Summary List of Directors and Rank and File Employees as Filers with Complete Data;
2. Summary List of Directors and Rank and File Employees as Non-Filers;
3. Copies of SALNs of Directors and Rank and File Employees as of December 31, 2023; and
4. Certification of the Central Office-Review and Compliance Committee (CO-RCC) that the SALNs submitted were reviewed and found compliant.

Please be informed that all DSWD Central Office officials and employees filed SALN with complete data with a total of 1,062 filers broken down as follows:

Particulars	Number of Filers
Directors and Rank and File Employees who Filed their SALN with Complete Data	1,034
Executive Committee whose SALNs were submitted to the Office of the President	28
Executive Officials, Directors and Rank and File Employees as Non-Filers	0
<b>Total</b>	<b>1,062</b>

Thank you.

Very truly yours,

*JR*  
Digitally signed by Rizo  
Jennifer Mamari  
Date: 2024-06-20 14:14:  
26

**JENNIFER M. RIZO**

Director IV, Human Resource Management and Development Service

**SPECIAL ORDER**No. 719

Series of 2024

**SUBJECT : RECONSTITUTION OF DSWD CENTRAL OFFICE - REVIEW AND COMPLIANCE COMMITTEE FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER 31 OF EVERY YEAR AND THEIR DISCLOSURE**

The Department of Social Welfare and Development Central Office Review and Compliance Committee (CO-RCC) for Statement of Assets, Liabilities and Net Worth (SALN) as of December 31 of every year and their disclosure is hereby reconstituted to be composed of the following:

COMPOSITION	
Chairperson	Undersecretary for General Administration and Support Services Group
Vice Chairperson	Assistant Secretary for General Administration and Support Services Group
Members	Director IV, Internal Audit Service / Alternate <sup>1</sup>
	Director IV, Legal Service / Alternate <sup>2</sup>
	Director IV, Human Resource Management and Development Service / Alternate <sup>3</sup>
Secretariat	Human Resource Management and Development Service - Personnel Administration Division (HRMDS-PAD)

The following are the functions of the CO-RCC:

1. Conduct final review and evaluate the SALN forwarded by PAD if the same has been submitted on time, complete and in proper form; and
2. Discuss, review, sign Resolutions, Memoranda, reports and other relevant documents concerning SALN.

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 Offices, Bureau, Sections and Units (OBSUs) in the Central Office and Field Offices for information and guidance.

Issued in Quezon City, Philippines.

**REX GATCHALIAN**

Secretary

Date: 19 FEB 2024

<sup>1</sup> Based on Order of Succession

<sup>2</sup> Ibid

<sup>3</sup> Ibid

**Certified True Copy**

**Ramil R. Egamino**  
Administrative Officer V

**20 FEB 2024**

Records and Archives Mgt. Division

PAGE 1 of 1





**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
CENTRAL OFFICE - REVIEW AND COMPLIANCE COMMITTEE (CO-RCC)  
FOR STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN)**

**RESOLUTION NO. 2023-02**

**UPDATED REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION  
OF STATEMENT OF ASSETS, LIABILITIES AND NET WORTH (SALN) AS OF DECEMBER  
31 OF EVERY YEAR AND THEIR DISCLOSURE**

**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**, Section 10 of Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules provides that the designated committees of the House of Congress and heads of agencies of the executive and judicial department shall establish procedures for the review of the SALN and determine if the same has been submitted on time, complete and in proper form and render opinion interpreting the provisions on review and compliance procedure in the filing thereof;

**WHEREAS**, in accordance with Civil Service Commission (CSC) Resolution No. 1300455 dated 04 March 2013, the duly constituted Department of Social Welfare and Development (DSWD) CO-RCC convened on June 5, 2023 to provide orientation to the new CO-RCC Chairperson and members on the review and compliance procedure in the filing and submission of SALN of DSWD Central Office officials and employees as of December 31, 2022;

**WHEREAS**, during the June 5, 2023 meeting, the Personnel Administration Division (PAD) as the CO-RCC Secretariat, presented the existing Review and Compliance Procedure for the filing and submission of SALN of CO officials and employees and their Disclosure in the DSWD Central Office and Field Offices (FOs) pursuant to SALN Referendum No. 2022-01;

**WHEREAS**, following the recommendations/agreements of the CO-RCC during the said meeting, the existing Review and Compliance Procedure in the Filing and Submission of SALN per CO-RCC Referendum No. 2022-01 are updated as follows:

**1. Composition of Central Office (CO) and Field Office (FO) Review and Compliance Committee for SALN**

1.1. The CO-RCC for SALN shall be composed of the following:

<b>Composition</b>	
Chairperson	Undersecretary for General Administration and Support Services Group (GASSG)
Vice Chairperson	Assistant Secretary for Administration
Members	Director, Human Resource and Management Development Service (HRMDS)
	Director, Legal Service (LS)
	Director, Internal Audit Service (IAS)
Secretariat	Personnel Administration Division (PAD)

Special Order No. 1944, s.2023<sup>1</sup> and Special Order No. 2325, s.2023<sup>2</sup> shall be amended so as to reflect only the positions and office assignment of the CO-RCC Members to avoid frequent amendment in case of movement/separation of concerned officials/personnel.

1.2. The Field Office - Review and Compliance Committee (FO-RCC) shall be composed of the following:

Composition	
Chairperson	Assistant Regional Director for Administration (ARDA)
Members	Assistant Regional Director of Operations (ARDO)
	Chief/OIC, Human Resource Management and Development Division (HRMDD) or Representative, Legal Unit
Secretariat	Personnel Administration Section (PAS)

The Special Order for the composition/reconstitution of FO-RCC shall be delegated to the Regional Director as the approving authority.

## 2. Functions of CO and FO-RCC and its Secretariat

2.1 CO and FO-RCCs shall perform the following functions:

- To conduct final review and evaluate the SALNs forwarded by the PAD/PAS if the same have been submitted on time, complete and in proper form; and
- To Discuss/Review/Sign all Memoranda and other relevant documents pertaining to compliance with the submission and filing of SALNs submitted by DSWD officials and employees and Resolutions based on the agreements of CO and FO-RCC on its meetings.

2.2 The PAD/PAS as the Secretariat shall perform the following functions:

- Receive the SALN of officials and employees and conduct preliminary review of the SALN, if the same are submitted on time, complete and in proper form;
- Return the SALN with incomplete data and/or for corrections to the concerned officials/employees through issuance of SALN Compliance Notice to be signed by the CO Vice Chairperson/FO-RCC Chairperson;
- Prepare a list of the following officials and employees in alphabetical order and submit to the CO-RCC/FO-RCC for review to be submitted to the DSWD Secretary/Regional Director:
  - Those who filed their SALN with complete data;
  - Those who filed their SALN but with incomplete data; and
  - Those who did not file their SALN;
- Submit to the concerned offices (CSC or Office of the President for Central Office and Office of the Ombudsman for Field Offices) the duly accomplished and reviewed SALN of DSWD CO and FO officials and employees with certification duly approved by the RCC that the same have been filed on time, complete, and in proper form on or before June 30 of every year;
- Facilitate posting of the RCC review and compliance procedure in the DSWD Transparency Seal page on set timeline, in coordination with the

<sup>1</sup> Reconstitution of the CO-RCC for SALN

<sup>2</sup> Amendment of S.O. No. 1944, s.2023

- Information and Communications Technology Management Service/ Division/ Unit (ICTMS/ICTMD/ICTMU), as may be required by the Inter-Agency Task Force on the Harmonization of National Government (AO25) for the payment of the Performance Based-Bonus (PBB); and
- f. Perform other related tasks e.g. preparation of notice of meetings, minutes of meetings and other reports/documents/advisories/resolutions.

### 3. Administrative Procedures on Submission/Filing of SALN

- a. The PAD/PAS shall prepare an advisory not later than January 31 of every year on the filing of SALN of DSWD CO and FO officials and employees, to remind filers of the deadline of submission, provide pertinent guidelines in the filing of SALN and updates, to be signed by the CO-RCC Chairperson and Regional Director for FOs. The deadline for submission of SALN of DSWD officials and employees to PAD/PAS shall be on or before January 31 of every year to give ample time for the RCC to review the documents prior to submission to the repository agencies. Failure to comply within the deadline of January 31 of every year shall give rise to a possible administrative action and penalties for violation of reasonable office rules and regulations and/or failure to file sworn SALN under Rule 10 (D.8) or (F.3) of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS).
- b. SALN to be submitted must be in **four (4) original copies**, first copy shall be submitted to the repository agency, second copy shall be kept in file by the Secretariat, third copy must be kept in the declarant/filer's DSWD 201 file and the fourth copy shall serve as the receiving/personal copy of the declarant/filer. The SALNs shall be duly signed by the authorized personnel administering the oath which may be a notary public or delegated as follows:

#### For Central Office:

Declarant/Filer	Person to Administer Oath
Officials	Assistant Secretary, Undersecretary or the Secretary
Rank and File Employees	Director/Head of Office/Bureaus/Services/Special Projects

#### For Field Offices:

Declarant/Filer	Person to Administer Oath
Regional Director	Assistant Regional Director for Administration (ARDA)
Assistant Regional Director (i.e. Assistant Regional Director for Administration (ARDA) / Assistant Regional Director for Operations (ARDO)	Regional Director
Division Chief and below	

- c. For DSWD CO and FO employees under foreign scholarships, the authorized official to administer oath for their SALNs may be the head of Philippine Embassy or Consular Office nearest their place of assignment.
- d. In the absence of these authorized officials, the signing of SALN and the Certification thereof under oath may be administered before a duly commissioned Notary Public.



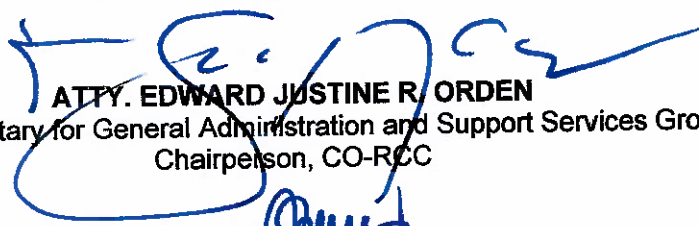
- e. Upon receipt of the accomplished SALN Forms, the PAD/PAS shall conduct preliminary review of the same until **February 28** to determine compliance of the employees in accordance with the guidelines set forth by the CSC. The Secretariat shall send out SALN Compliance Notices signed by the Vice Chairperson for CO and Chairperson for FOs, from **March 1 to 15**, to those who have submitted but with incomplete data/for corrections and to those who have not yet submitted. Filers will be given **three (3) working days** upon receipt of the memorandum to comply with the submission and/or needed revision, so that on March 15, the SALNs shall be ready for compilation.
- f. After consolidating all the submitted SALN, the PAD/PAS shall prepare the initial list of employees in alphabetical order, with remarks who: (1) filed their SALNs with complete data; (2) filed their SALNs but with incomplete data; and (3) did not file their SALN. This will be presented to the RCC, which shall convene **not later than April 30 of every year**.
- g. During the RCC meeting mentioned above, the PAD/PAS shall distribute equally the SALNs with complete data to the RCC Members to review the same within ten (10) working days upon receipt thereof. A Memoranda signed by the RCC Chairperson to those falling under no. 2 and 3 of Item f above, if any, shall be included in the submitted report to cause the non-compliant officials or employees to comply with the needed information or submit their SALN with justification for non-compliance, within a non-extendible period of thirty (30) days from receipt of the Memorandum. Agreements of the meeting shall be captured by the PAD/PAS through a Resolution to be signed by the RCC.
- h. The PAD/PAS shall prepare the Resolution providing the final list of filers and non-filers for endorsement by the RCC Chairperson to the Secretary for CO and Regional Director for FO, for signature not later than **June 20 of every year or earlier**, for onward submission to OP for EXECOM (Secretary, Undersecretary and Assistant Secretary), to CSC (for Directors and rank and file employees), or Deputy Ombudsman (LV/M) for regional officials and employees, not later than June 30 of every year together with the endorsement letter signed by the HRMDS Director/RD, Certification of Compliance to be signed by the RCC Chairperson and Members and the soft copy of the final list signed by the DSWD Secretary to be sent through email as required by the CSC or Ombudsman.
- i. The Field Offices shall submit to the CO-RCC the copy of their SALN forms or transmittal letter stamp-received by the Ombudsman after June 30 of every year.
- j. In case of joint filing of husband and wife who are both in the government service, both of them shall be considered declarants. The signature portion of the SALN indicates the space for the spouse as "Spouse/Co-declarant." All real and personal properties shall be declared including their respective paraphernal and capital properties, if there are any. The spouses shall prepare eight (8) original SALNs so that both declarants can submit original SALN to their respective agencies.
- k. The PAD/PAS as the Secretariat shall safekeep the SALN forms and will only be disclosed in accordance with law. Only the declarant may request for disclosure or a copy of his/her SALN. A requesting party, other than the declarant, must secure authority from the declarant, which will be presented to PAD/PAS as basis for retrieval or disclosure subject to applicable existing laws, rules and regulations. SALN will be issued three (3) working days upon receipt of the request.
- l. In cases where the declarant withholds consent to a requesting party for the disclosure of his/her SALN, the PAD/PAS shall advise the requesting party to officially request a copy of the SALN of any government official or employee with the concerned repository agency.
- m. The SALNs of officials and employees under investigation in the Department may be disclosed if it is legally ordered by a Court in relation to a pending case.


**NOW, THEREFORE, the CO-RCC RESOLVES, AS IT HEREBY RESOLVED,** to adopt the updated Review and Compliance Procedure in the filing and submission of SALN in the Central Office and DSWD Field Offices.

All rules, regulations and issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.


Done this 25<sup>th</sup> day of July 2023, Quezon City, Philippines.

**Central Office - Review and Compliance Committee  
for Statement of Assets, Liabilities and Net Worth  
(By Virtue of Special Order No. 1944, s. 2023 and Special Order No. 2325, s. 2023)**

  
**ATTY. EDWARD JUSTINE R. ORDEN**  
Undersecretary for General Administration and Support Services Group  
Chairperson, CO-RCC


  
**ASST. SECRETARY I/Y GRACE S. RIVERA**  
Assistant Secretary for Administration,  
General Administration and Support Services Group  
Vice Chairperson, CO-RCC

  
**ATTY. MARIJOY D. SEGUI**  
Director IV, Internal Audit Service  
CO-RCC Member *22 Aug 23*

  
**ATTY. JANUS G. SIDDAYAO**  
Assistant Secretary and  
Concurrent OIC, Legal Service  
CO-RCC Member

  
**MS. JENNIFER M. RIZO**  
Officer-in-Charge, HRMDS  
CO-RCC Member

Approved / Disapproved

  
**REX GATCHALIAN**  
DSWD Secretary  
Date: 11 AUG 2023

Attested by:

  
**CONCHITINA Y. SEVILLA**  
CO-RCC Head Secretariat



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

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**MEMORANDUM CIRCULAR NO. 2023-1**

August 22, 2023

**TO :** ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, OTHER EXECUTIVE OFFICES, CONGRESS, THE JUDICIARY, 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 2023 UNDER EXECUTIVE ORDER (EO) NO. 80, S. 2012 AND EO NO. 201, S. 2016

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**1.0 PURPOSE**

This Circular is being issued to prescribe the criteria and conditions for the grant of the PBB for FY 2023 performance, to be given in FY 2024. Achieving a prosperous, inclusive, and resilient society through economic transformation requires the practice of open, efficient, and accountable governance. In pursuit of the goal of the Philippine Development Plan (PDP) 2023-2028 to practice good governance and improve bureaucratic efficiency, the FY 2023 PBB will contribute to raising the productivity, performance, transparency, and accountability of government agencies and employees, using the enhanced Results-based Performance Management System and the simplified Performance-based Incentive System.

The four (4) accountability dimensions – Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results remain relevant in achieving the PDP goals such as good governance and bureaucratic efficiency. The FY 2023 PBB through the Performance and Financial Results, will intensify transparency and disclosure in public spending information through the timely delivery of government programs and projects even during periods of adversity, such as health emergencies and natural hazards like the COVID-19 pandemic. For Process Results, ease of transaction in government services may be achieved through the continuous full implementation of process improvement efforts contributing to the Ease of Doing Business and Efficient Delivery of Government Services and strengthened adherence to quality management programs. Further, getting the citizen's feedback to ensure that the transacting public is satisfied with the delivery of public services is monitored under the Citizen/Client Satisfaction Results.

The FY 2023 PBB shall continue to measure and evaluate agency performance highlighting the public's satisfaction with the quality of public service delivery, utilization of resources, and reinforced agency stewardship. With the FY 2023 PBB, agencies will be able to conduct self-assessment of their overall performance through the provided transparent PBB scoring system tied-up to the rates of incentives.

## 2.0 COVERAGE

The FY 2023 PBB covers all departments, bureaus, offices, and other agencies of the National Government, including Constitutional Commissions, Other Executive Offices (OEOs), Congress, the Judiciary, State Universities and Colleges (SUCs), Government-Owned or-Controlled Corporations (GOCCs), Local Water Districts (LWDs), and Local Government Units (LGUs). For the list of departments/agencies and SUCs enrolled in the FY 2023 PBB, please refer to *Annex 1: Master List of Departments/Agencies and State Universities and Colleges*.

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), DBM for OEOs, including the OP-attached agencies and the GOCCs covered by the DBM;
- c. Commission on Higher Education (CHED) for SUCs;
- d. Governance Commission for GOCCs (GCG) covered by Republic Act (RA) No. 10149;
- e. Local Water Utilities Administration (LWUA) for LWDs; and
- f. Department of the Interior and Local Government (DILG) for LGUs.

Accordingly, consistent with this Circular, the DILG, the LWUA, and the GCG shall issue separate guidelines for the grant of the FY 2023 PBB for LGUs, LWDs, and GOCCs covered by RA No. 10149, respectively, containing the specific targets/requirements to be satisfied by their covered agencies.

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 an employer-employee relationship and funded from non-Personnel Services budget.

## 3.0 ELIGIBILITY CRITERIA

To be eligible for the grant of the FY 2023 PBB, each agency must satisfy the criteria and conditions under the four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results** and attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) in the four (4) dimensions of accountability based on the PBB Scoring System as will be discussed in detail in Section 4.0.

The FY 2023 **Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance-Informed Budgeting (PIB) of the FY 2023 General Appropriations Act (GAA). The **Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, digitization, standardization, systems and procedures reengineering, and other related improvements. The **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 2023 GAA. The **Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public/client.

For FY 2023 PBB, the Agency Accountability requirements discussed in Section 5.0 shall be maintained and used to determine the eligibility of responsible units and individuals.

#### 4.0 FY 2023 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The agency's 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 2023 PBB, the agency must attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) criteria.

TABLE 1: FY 2023 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 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. The unit/s most responsible (including its head) for the criteria with a performance rating of below 4, will be isolated from the grant of the FY 2023 PBB.

**4.1 Performance Results.** The targets under Performance Results enable agencies to intensify transparency in public spending, concentrate their efforts and available resources on their mandates and core functions, as well as ensure the timely delivery of high-quality 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 2023 GAA;
- b. For GOCCs covered by RA No. 10149, achieve the physical targets reflected in their approved FY 2023 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 through separate guidelines; 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 AO25 IATF and the DILG.

The agency's performance in the achievement of targets shall be closely monitored through the use of the Unified Reporting System (URS) and/or Integrated Public Financial Management System (IFMIS) – generated Budget and Financial Accountability Reports (BFARs), which should be submitted in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of DBM National Budget Circular No. 587, pursuant to Section 99, General Provisions of Republic Act No. 11936 (FY 2023 GAA), to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by the agency for improving the lives of Filipinos.

BFARs will be used to monitor and validate agency accomplishments. For deficiencies or non-attainment of FY 2023 targets, justifications must be submitted together with the prescribed BFAR forms to the Commission on Audit (COA), the DBM, and the Bureau of the Treasury (BTr), as applicable through the DBM URS and/or IFMIS, thirty (30) days after the end of the 4<sup>th</sup> quarter of FY 2023.

The requirements under Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met below 50% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 50% to less than 70% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 70% to less than 80% of performance indicators of the Congress-approved performance targets for FY 2023.	Met 80% to less than 100% of performance indicators of the Congress-approved performance targets for FY 2023.	Met each one or 100% of the Congress-approved performance targets for FY 2023 (all performance indicators)

For agencies that do not receive budgetary support from the national government and GOCCs covered by the DBM, reporting of Performance Results shall be supported by the following documents to be submitted to the AO25 Secretariat, duly signed by the Head of the Agency or designated official:

- **Agencies without budgetary support** - Budget Preparation Form B - Agency Performance Measures (for physical performance), Operating Budgeting Utilization showing the approved level vs. actual, and all other applicable financial accountability reports.
- **GOCCs covered by the DBM** - DBM Form 700 reflecting the GOCCs Physical and Financial Performance, and DBM-prescribed Corporate Operating Budget (COB) forms.



**4.2 Process Results.** The target under Process Results is the greater ease of transaction of core services based on mandated functions (external) covering government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions, and the administrative and supporting services (internal) within the agency.

Further ease of transaction of critical external and internal services may be achieved through more rigorous approaches such as reengineering, streamlining, digitalization and other technological applications, and other types of process innovations implemented in the agencies including their Regional, Satellite, and Extension Offices.

4.2.1 For FY 2023 PBB, the target will be substantive improvements in ease of doing business/ease of transaction concerning **two (2) critical services** consisting of **one (1) core service (external) based on the mandated function of the agency** and **one (1) support/administrative service (internal)** as declared in the agency's/SUC's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government (WOG) Reengineering Manual.

Agencies may declare the critical services previously reported in FY 2022 Process Results Report, **provided that there are new improvements introduced with verifiable results** (number or percentage of reduction in total processing time, steps, requirements, costs, etc.)

In the process of improving the services of agencies and in promoting the WOG approach in the bureaucracy, the ARTA enjoins all government agencies to adopt the WOG Reengineering Manual as a tool in the reengineering of government services which focuses on the reengineering of systems and procedures. It aims to support government agencies towards a new way of service delivery, giving better services for citizens through improvements in government agencies working in a more integrated, WOG approach.

As defined in ARTA MC 2019-002-A<sup>1</sup>, the services may be categorized based on the following:

- a. **External services** - refer to government services applied for or requested by external citizens or clients or those who do not form part or belong to the government agency or office.
- b. **Internal services** - refer to government services applied for or requested by internal clients or individuals who are within the respective government agency or office, such as, but not limited to, its personnel or employees, whether regular or contractual. Internal services include services such as, but are not limited to, back-end/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorizing, or concession.

<sup>1</sup> Supplemental Guidelines on ARTA Memorandum Circular No. 2019-002 s., 2019 Guidelines on the Implementation of the Citizen's Charter in Compliance with RA No. 11032



4.2.2 In selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), agencies shall consider the selection of the services based on any of the following factors, or a combination thereof. **The selected critical service is:**

- a. A **core service** which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The **most complained service** with the greatest number of complaints received by the agency and other complaints-handling agencies.
- c. The **service/s with the greatest number of pending transactions or backlogs** that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A **service that generates income/revenue** for the government.
- e. A service **attributable to the PREXC/Programs** of agencies.
- f. A **service that involves inter-agency action** to complete the transaction.

4.2.3 The substantial improvements or substantial reduction of the selected services may focus on the following areas of the selected services:

- a. **Actual documentary requirements** for a transaction for instance duplicative/unnecessary/non-value-adding documents and various prerequisites to be obtained from other government offices;
- b. **Total processing time** to include queueing to start a transaction, waiting time to complete a transaction, and backroom processing; in other words, the total turnaround time, not just the estimated time reflected in the agency's Citizens Charter;
- c. **Overall transaction cost** to obtain the service (while the official fees cannot be reduced unless authorized, the other transaction costs on the part of the transacting public (both visible and not visible) could be reduced. *Agencies could find out what these costs are if they get feedback and listen to the transacting public;*
- d. **Multiple hand-offs** where the transacting public needs to go to several offices and/or windows in order to complete a transaction; and elimination of multiple reviews and approvals to complete a transaction;
- e. **Administrative burden** associated with the transaction *i.e., the complexity and amount of effort that the agency need to expend in order to process the transaction;* and

- f. **Access to the service** that makes the transaction very easy, convenient, without or only with very minimal cost, reliable, and predictable.

4.2.4 The agencies and SUCs may use the concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted *initial Reengineering Plan* to ARTA as the basis for prioritizing areas for improvement. Agency's **substantial improvement results** shall be reported through *Annex 2: Modified Form A* which also contains a guide in accomplishing said form. Agencies and SUCs must report objectively verifiable evidence of achievements from the completed transactions of the reported services in ease of doing business/ease of transaction using Annex 2.

The requirements under Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS (Agencies and SUCs)				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transactions in internal service	Achieved substantial improvements to ease transactions in external service only	Achieved substantial improvements to ease transaction in external but non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

4.2.5 Agencies are required to submit a **report on the digitalization** initiatives or digital transformation of external and internal services through the following:

- a. development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, and contactless transactions;
- b. utilization of disruptive and emerging technologies in system development and integration (e.g., blockchain, application programming interface, robotic process automation, cloud services, etc.);
- c. enabling data linkages and interoperability capacities among information systems;
- d. creating capacities for data management and analytics;
- e. modernization of existing systems and applications; and
- f. other process improvements using information technology.

The report should highlight the tangible results of digitalization in terms of ease of doing business or ease of transaction from the point of view of the transacting public client, such as but not limited to reduced waiting and processing times; reduced wastes in the process; lowered costs; real-time generation of reports for informed decision-making; expanded coverage; improved client satisfaction rating and similar outcomes.

The complete report on digitalization is also considered as an Agency Accountability as stated in Section 5.0.

**4.3 Financial Results.** For agencies and GOCCs covered by the DBM, attainment of the FY 2023 Disbursement BUR; and for SUCs likewise achieve the FY 2023 Disbursements BUR and the FY 2023 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 2023. Hence for FY 2023, agencies shall accomplish the following Disbursements BUR:

- 4.3.1 Disbursement BUR** – is measured by the ratio of total disbursements (excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in FY 2023, net of goods and services obligated by **December 31, 2022**, but paid only in FY 2023. The **total obligations** for MOOE and CO shall refer to those made from the current appropriations under the FY 2023 GAA and the continuing appropriations under FY 2022. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been utilized for payment of accepted goods delivered and services rendered. Hence:

$$\text{Disbursement BUR} = \frac{\text{Total Disbursements (excluding Personnel Services), net of payments made in FY 2023 for past years' obligations}}{\text{Total Obligations}}$$

For agencies that do not receive budgetary support from the national government and GOCCs covered by the DBM, reporting of Performance Results shall be supported by the following documents to be submitted to the AO25 Secretariat, duly signed by the Head of the Agency or designated official:

- a. **Agencies without budgetary support** - Budget Preparation Form B - Agency Performance Measures (for physical performance), Operating Budgeting Utilization showing the approved level vs. actual, and all other applicable financial accountability reports.
- b. **GOCCs covered by the DBM** - DBM Form 700 reflecting the GOCCs Physical and Financial Performance, and DBM-prescribed Corporate Operating Budget (COB) forms.

**4.3.2 BUR for GOCCs is computed as follows:**

$$\text{Disbursements BUR} = \frac{\text{Total Actual Disbursement}}{\text{Total Actual Obligations (both net of Personnel Services)}}$$

- 4.3.3 Agencies with fund transfers** either for operating or program subsidies or both shall also achieve and report the same Disbursement BUR for NGAs for all the subsidy releases for FY 2023 from the aforementioned appropriations sources.

#### 4.3.4 BUR for SUCs is computed as follows:

- a. **Disbursement BUR** is the same as the computation under Section 4.3a.
- b. 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 4, 4.1, and 4.2: FY 2023 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income*.

Same as for the Performance Results, the agencies must ensure the submission of the quarterly BFARs through the DBM-URS and/or IFMIS, in a timely manner financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis for determining the FY 2023 BUR accomplishment of agencies.

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

TABLE 4: FY 2023 RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
Below 40% Disbursements BUR	40%-55% Disbursements BUR	55%-70% Disbursements BUR	70%-85% Disbursements BUR	85%-100% Disbursements BUR

- 4.4 Citizen/Client Satisfaction Results.** For NGAs, GOCCs covered by the DBM, and SUCs, 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 mechanism as prescribed by LWUA and GGC.

**Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).** Agencies shall ensure the *resolution* of all complaints and grievances reported to Hotline #8888 and CCB, and their *compliance* to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.

Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

To provide evidence on this, agencies may submit a report summarizing Hotline #8888 and CCB complaints received in FY 2023 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 Office of the President, Presidential Management Staff, Civil Service Commission, and

Presidential Communications Operations Office from Hotline #8888 and CCB databases, as well as the Freedom of Information (FOI) portals.

To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to the definitions provided in *Section 2.4.2c of MC No. 2021-2*.

The requirements under the Citizen/Client Satisfaction Results shall be assessed and scored as follows.

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
0% resolution and compliance rate to #8888/CCB complaints	At least 1% resolution and compliance rate to #8888/CCB complaints	At least 50% resolution and compliance rate to #8888/CCB complaints	At least 75% resolution and compliance rate if there are more than 250 tickets to #8888/CCB complaints  At least 80% resolution and compliance rate for 250 or less tickets to #8888/CCB complaints	100% resolution and compliance to #8888/CCB complaints

**5.0 AGENCY ACCOUNTABILITIES.** To sustain the institutionalization of compliance with 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. See *Annex 6: FY 2023 Agency Accountability Timelines*.

TABLE 6: AGENCY ACCOUNTABILITIES	
Continuing Agency Accountabilities	<ul style="list-style-type: none"> <li>a. Updating of Transparency Seal</li> <li>b. Compliance with Audit Findings and Liquidation of Cash Advances</li> <li>c. Compliance with the Freedom of Information (FOI) Program</li> <li>d. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN)</li> <li>e. PhilGEPS posting of all invitations to bids and awarded contracts - Notices of Award/Bid Results, Actual Approved/Awarded Contracts, and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P1,000,000) (<i>Annex 7</i>)</li> <li>f. FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE)</li> <li>g. Posting of Indicative FY 2024 APP-non CSE</li> <li>h. FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) (<i>Annex 8</i>)</li> <li>i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System</li> <li>j. Undertaking of Early Procurement Activities covering FY 2024 Procurement Projects</li> </ul>

TABLE 6: AGENCY ACCOUNTABILITIES	
	k. Designation of the Agency's Committee on Anti-Red Tape (CART) l. Compliance with the National Competition Policy (NCP) ( <i>Annex 5 to 5.4</i> )
New Agency Accountabilities beginning FY 2023 PBB	m. For departments/agencies, SUCs, and GOCCs (DBM), continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process. ( <i>Annex 3</i> ) n. Administered Client Satisfaction Measurement (CSM) o. Report on the digitalization initiatives or digital transformation of external and internal services

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

## 6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- 6.1 Similar to FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked for FY 2023 PBB. However, the unit/s most responsible for deficiencies shall be isolated.
- 6.1.1 Based on Table 1, to be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (4) accountability dimensions. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2023 PBB.
- 6.1.2 The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 shall also be isolated from the grant of the FY 2023 PBB.
- 6.2 Eligible DUs shall be granted FY 2023 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 To be eligible for FY 2023 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 Career Executive Service Board (CESB).
- 6.4 Department Secretaries, Heads of OEOs, Chairpersons, 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 shall be equivalent to the rates stated in Section 7.0.

6.5 Non-ex officio Board Members of GOCCs covered by the DBM may be eligible for the PBB with the equivalent rates following Section 7.0 and these conditions:

- a. The GOCC has qualified for the grant of the FY 2023 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.

6.6 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.

6.8 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.

6.9 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.

6.10 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.12.

6.11 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.

6.12 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>TABLE 7: LENGTH OF SERVICE AND PERCENTAGE OF PBB</b>	
<b>LENGTH OF SERVICE</b>	<b>% OF PBB</b>
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%



<b>TABLE 7: LENGTH OF SERVICE AND PERCENTAGE OF PBB</b>	
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
  - b. Retirement;
  - c. Resignation;
  - d. Rehabilitation Leave;
  - e. Maternity Leave and/or Paternity Leave;
  - f. Vacation or Sick Leave with or without pay;
  - g. Scholarship/Study Leave; and/or
  - h. Sabbatical Leave.
- 6.13 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.
- 6.14 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such a penalty shall not cause disqualification to the PBB.
- 6.15 Officials and employees who failed to submit the 2022 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY 2023 PBB.
- 6.16 Officials and employees who failed to liquidate all cash advances received in FY 2023 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2023 PBB.

## 7.0 RATES OF THE PBB

- 7.1 The total score as stated in Section 4.0 shall be the basis for determining the amount of the PBB an agency is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% MBS of an individual as of December 31, 2023. For illustration, see Table 6 below.

<b>TABLE 8: RATES OF THE PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	65% 100% of the 65% monthly basic salary
95 points	61.75% 95% of the 65% monthly basic salary
90 points	58.5% 90% of the 65% monthly basic salary

TABLE 8: RATES OF THE PBB	
TOTAL SCORE	PBB RATES
85 points	55.25% 85% of the 65% monthly basic salary
80 points	52% 80% of the 65% monthly basic salary
75 points	48.75% 75% of the 65% monthly basic salary
70 points	45.5% 70% of the 65% monthly basic salary

- 7.2 Should the agency be assessed eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit the complete PBB requirements on time.

## 8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

- 8.1 The quarterly BFARs of the agencies which will be used to assess and validate Performance Results shall be submitted through the DBM URS and/or IFMIS in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587 pursuant to Section 99, General Provisions of Republic Act No. 11936 (FY 2023 GAA). BFARs will be used to assess and validate Performance Results. Non-compliance thereto must be supported with relevant justification.
- 8.2 All agencies should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) on or before **February 29, 2024**, through an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the AO25 Secretariat). Late submission of complete PBB requirements of agencies that are assessed to be eligible to the grant of the FY 2023 PBB, shall be subject to a penalty (5% reduction in the rates of incentives) as indicated in Section 7.2.

As part of the AO25 efforts in digitalizing and streamlining the assessment processes, beginning FY 2023 PBB, the submission of accomplishment reports shall be fully online through the **Government Executive Information System (GEIS)** platform. The GEIS serves as the main source of performance information for agencies including both the historical and current status of eligibility to the PBB and compliance with government standards. Further details on the use of the GEIS shall be disseminated to the agencies through a separate communication.

- 8.3 Agencies shall ensure that all explanations and justifications for deficiencies are already attached in their online submission.
- 8.4 The AO25 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- 8.5 Agencies are encouraged to provide information to the AO25 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.

- 8.6 Agencies shall be responsible for the review and updating of their respective Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM's Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549<sup>2</sup>, agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof, and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2023 PBB requirement of the agency, to be complemented by a simplified *Annex 9: Report on Ranking of Offices/Delivery Units*.

For agencies with non-permanent positions or excluded from the coverage of the GMIS, a modified Form 1.0 shall be submitted to the DBM for review and evaluation.

## 9.0 EFFECTS OF NON-COMPLIANCE

A Department/Agency/SUC/GOCC/LWD/LGU, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

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

## 10.0 COMMUNICATION AND CHANGE MANAGEMENT

- 10.1 Head of Agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following:

- a. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets.
- b. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information.
- c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies.
- d. Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated into the functions of their Grievance Committee.

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<sup>2</sup> Monthly Updating of the Personal Services Itemization and Plantilla of Personnel (PSIPOP) Under the Web-based Application System dated October 21, 2013.

10.2 The Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the agency. The name, position, and contact details (e-mail, landline, facsimile, cellular phone) of PBB focal persons should be submitted to the AO25 Secretariat.

10.3 Agencies should strengthen their communications strategy and ensure transparency and accountability in the implementation of the PBB.

10.4 The AO25 IATF shall maintain the following communication channels:

- a. AO25 Secretariat at [ao25secretariat@dap.edu.ph](mailto:ao25secretariat@dap.edu.ph)
- b. RBPMS website: [www.rbpms.dap.edu.ph](http://www.rbpms.dap.edu.ph)
- c. Telephone: (02) 8400-1469, (02) 8400-1490, (02) 8400-1582
- d. Facebook: [www.facebook.com/PBBsecretariat](https://www.facebook.com/PBBsecretariat)

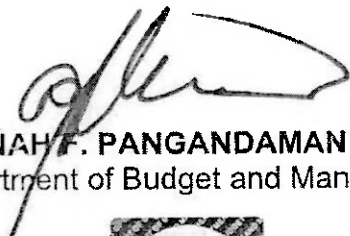
#### **11.0 APPLICABILITY TO THE CONSTITUTIONAL BODIES, LEGISLATIVE AND JUDICIAL BRANCHES**

The Congress, the Judiciary, and Constitutional Commissions are encouraged to follow these guidelines to be eligible for the FY 2023 PBB.

#### **12.0 EFFECTIVITY CLAUSE**

This Memorandum Circular shall take effect immediately upon publication.

Certified true copies shall be posted on the RBPMS website (<https://rbpms.dap.edu.ph/>), the DBM website (<https://www.dbm.gov.ph/>), and the Official Gazette (<https://www.officialgazette.gov.ph/>), and shall be filed at the University of the Philippines Law Center.

  
**AMENA F. PANGANDAMAN**  
Secretary, Department of Budget and Management

