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17 February 2021

MEMORANDUM NO. 2021-02-0078

TO : ALL NMIS EMPLOYEE

FROM : OIC, EXECUTIVE DIRECTOR

SUBJECT : GUIDELINES ON THE GRANT OF PERFORMANCE-BASED (PBB)
BONUS FOR FISCAL YEAR 2020

In reference to the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (Administrative Order No. 25 s. 20211) Memorandum Circular No. 2020-1 dated 2 June 2020, you are hereby provided a copy of the Guidelines on the Grant of the Performance -Based Bonus (PBB) for Fiscal Year (FY 2020) under Executive Order No. 80, s. 2012 and Executive Order No. 201, s.2016.

For your information and guidance.


JOCELYN A. SALVADOR, DVM, MPM

"A food-secure Philippines with prosperous farmers and fisherfolk"



National Meat Inspection Service
Records Unit
3:35 PM
Date 2/17/21 Received By Evelyn T. Soliven



**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. 2020- 1

June 02, 2020

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) 2020 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 2020 performance to be given in FY 2021. Essentially, the same criteria and conditions for FY 2019 PBB are being issued for FY 2020 PBB to support the Administration's focus on the streamlining of government services, with the implementation of Republic Act (RA) No. 11032 known as the *Ease of Doing Business (EODB) and Efficient Government Delivery Service Act of 2018*, in promoting integrity, transparency, accountability, proper management of public affairs and public property, as well as to establish effective practices, aimed at the efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.

2.0 COVERAGE

This Circular 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).

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- 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;
 - f. Department of the Interior and Local Government (DILG) for LGUs; and
 - g. Anti-Red Tape Authority for agencies with targets under Program NEHEMIA.
- 2.2 The personnel of departments/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

Each agency must satisfy the following conditions to be eligible for the grant of PBB. See *Annex 1: Master List of Departments/Agencies and Prescribed Delivery Units*:

- 3.1 **Good Governance Conditions (GGCs).** Satisfy 100% of GGCs for FY 2020 as provided in Section 4.0. For FY 2020, the extent of validation of the achievement of a number of GGCs that agencies should meet shall depend on their historical compliance and performance in previous PBB cycles.
- 3.2 **Performance Targets of Agencies.** Achieve each one of the Physical Targets, Support to Operations (STO), and General Administration and Support Services (GASS) requirements for FY 2020. *The details of the requirements are indicated in Section 5.0 hereof.*
- a. For National Government Agencies (NGAs) and GOCCs covered by DBM, achieve (i) streamlining requirements of government services, (ii) higher citizen/client satisfaction compared to baseline data, and (iii) fiscal discipline;
 - b. For NGAs with commitments to Program NEHEMIA, achieve (i) the enrolled streamlining targets of at least 52% reduction of processes and required document in 52 days within the 52-week period of the program; (ii) higher citizen/client satisfaction compared to baseline data, and (iii) fiscal discipline;



- c. For SUCs, achieve each one of the Congress-approved performance targets under the FY 2020 General Appropriations Act (GAA), and the FY 2020 STO and GASS requirements;
- d. For GOCCs covered by RA No. 10149, achieve the targets reflected in their approved FY 2020 Performance Scorecard and eligibility requirements specified in a separate guideline to be issued by GCG;
- e. For LWDs, achieve each one of the physical targets, STO and GASS indicators as identified by LWUA in a Joint Memorandum Circular to be issued by LWUA and DBM; and
- f. 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.

3.3 **Performance Rating System to be Used for Personnel in the First and Second Levels, and those occupying Career Executive Service (CES) positions.** The rating of the performance of the first and second level officials and employees of departments/agencies in NGAs, GOCCs, and LGUs, including managerial or director positions, but are not Presidential appointees, shall be consistent with the CSC-approved Strategic Performance Management System (SPMS). For the CES officers and incumbents to CES positions, the rating of their performance shall be based on the guidelines issued by the CES Board (CESB).

4.0 GOOD GOVERNANCE CONDITIONS (GGCs)

4.1 The following GGCs are set based on performance drivers of the Results-Based Performance Management System (RBPMS) and the priorities of the Duterte Administration for 1) heightened transparency; 2) stronger public accountability, and 3) more inclusive and people-centered public services:

- a. **Maintain/Update the agency Transparency Seal (TS)** under Section 106 of the General Provisions of the FY 2020 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page. Status of compliance shall be posted on both the DAP website through <https://www.dap.edu.ph/rbpms/> and DBM website at www.dbm.gov.ph/index.php/news-update/transparency-seal-compliance on or before **October 1, 2020**.

Departments/agencies found **consistently compliant** with the TS for the **last five (5) years** shall not be validated for this PBB cycle, but shall be subject to random evaluation if compliance is continually being observed. Departments/agencies under this category are still encouraged to continue the good practice in fulfilling this requirement.



See *Annex 2: Guideline on Transparency Seal* for full details of requirements.

- b. **Update the PhilGEPS posting of all invitations to bids and awarded contracts** pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions above Php 1 million from January 1 to December 31, 2020, including Early Procurement of FY 2021 Non – Common Use Supplies and Equipment (Non-CSE) items on or before **January 29, 2021**. The agencies should track the status of their compliance through the **PhilGEPS Microsite**: <https://data.philgeps.gov.ph/pbbweb/pbbwebapp.aspx>. See *Annex 6: Guideline on PhilGEPS Posting*.
- c. **Set-up Most Current and Updated Citizen's or Service Charter**, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies, pursuant to Section 6 of **RA No. 11032** and the President's directive to reduce the processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at compliance@arta.gov.ph and copy furnish the AO25 Secretariat at ao25secretariat@dap.edu.ph on or before **December 04, 2020**.

The CoC based on the format prescribed by the ARTA as stated under the *ARTA Memorandum Circular No. 2019-002 series of 2019*, shall be the basis of the validation. The Authority shall conduct a validation of the Citizen's or Service Charter starting in January 2021. See *MCs No. 2019-002 and No. 2019-002-A: Guidelines on the Implementation of the Citizen's Charter in compliance with RA 11032* for full details of requirements.

5.0 FY 2020 PHYSICAL TARGETS

- 5.1 Departments/agencies shall satisfy the following FY 2020 performance targets supporting the Administration's focus on the streamlining of government services and seamless public service delivery:
 1. Achievement of the streamlining and process improvement of the agency's critical services including digitization, development of online systems, and/or contactless transactions, based on the provisions stated in Section 5.2.
 2. Departments/agencies with Program NEHEMIA commitments as stated in Section 5.3, may report their FY 2020 accomplishments in addition to process improvements of other critical services.



5.2 **Streamlining and Process Improvement (SPI) of the agency's Critical Services** covering all government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions as declared in the agency's Citizen's/Service Charter.

1. In the government's efforts to further streamline processes and fully maximize our digital capabilities, as well as our Information and Communications Technology (ICT) infrastructures and other resources, departments/agencies should undertake digitization, develop online systems, and/or transform their critical services from manual to contactless transactions, for faster and more efficient public service delivery. Digitization initiatives may vary depending on the particular requirements of the critical services. *i.e. online applications, payments, permitting, learning, and development platforms.*
2. To promote the periodic measurement of agency performance in delivering said services, agencies shall determine and report the following streamlining criteria and improvements from reported accomplishments in FY 2019 using *Annex 3A Form A-Department/Agency Performance Report*.
 - a. **Number of Steps.** The total number of steps that a particular citizen/client will undergo to ensure the receipt of the complete service from the government. Departments/agencies shall report in detail the steps necessary to complete the service including front-end and back-end.
 - b. **Turnaround Time (TaT).** The sum of the waiting time and processing time or the total amount of time taken to complete/deliver a service. TAT starts from the moment the transacting client enters the queue or fills out the form, and the waiting time incurred until the service has been completed/delivered.
 - c. **Number of Signatures.** The total number of signatures and initials from the employees and officers of the department/agency necessary to complete each service.
 - d. **Number of Required Documents.** The total number of required documents that must be provided by the transacting client to the government.
 - e. **Transaction Costs.** The costs incurred by the transacting client in the course of availing of government service. These costs are categorized as follows:
 - e.1 **Primary Transaction Costs/Fees.** These are fees declared in the agency's Citizen's/Service Charter to be paid to the department/agency by the transacting

client for availing a government service. e.g. *application fees, registration fees, and permit fees.*

e.2 **Other Transaction Costs.** Other costs or fees incurred by the transacting client to obtain supporting information from another agency to secure the necessary primary information. These costs also include the other expenses shouldered by the transacting client until the service has been completed by the government. *i.e. birth certificates to secure passports, barangay clearance to secure a business permit, required photos, printing costs, photocopying costs, transportation expenses of the transacting client, etc.*

f. **Substantive Compliance Costs.** Other incremental costs are other than administrative costs incurred by the transacting public in the course of complying with a regulation. These costs can include implementation costs, direct labor costs, overhead costs, equipment costs, material costs, and external service costs. *e.g. purchase of early warning devices for vehicle owners, expenses in the installation of accelerograph for building with 10 floors and up, costs in the maintenance of waste disposal system for establishments.*

Departments/agencies shall report the baseline information of each of the abovementioned streamlining criteria based on the agency's Citizen's/Service Charter updated before FY 2020. They shall set their FY 2020 Streamlining Improvement Target for each streamlining criterion for every declared service including the following specific targets:

1. Reduction in the number of signatures to not more than three (3);
2. Simplification of application forms or reduction in the number of documentary requirements; and
3. Reduction in the turnaround time and completion of the transaction within the maximum period of three (3), seven (7), and twenty (20) working days based on the classification of transactions under the EODB law, unless otherwise indicated under special laws.

Departments/agencies shall submit supporting documents, such as flow charts, legal bases, and additional documents to show actual improvements, and as proof of streamlining accomplishments. In the event that the department/agency is unable to achieve the targets they set in this section, they shall

provide justifications, explanations, and supporting documents using the remarks. The acceptance of explanation shall be subject to the review and recommendation of the validating agency.

5.3 Compliance of agencies under priority sectors concerned with Program NEHEMIA commitments to Rule III, Section 3 of the Implementing Rules and Regulations of Republic Act (RA) No. 11032 and AO No. 23 s. 2020 or Eliminating Overregulation to Promote Efficiency of Government Processes.

- a. Departments/agencies with commitments to Program NEHEMIA should submit their FY 2020 accomplishments to ARTA, and may also report these to the AO25 IATF in addition to the FY 2020 streamlining and process improvements of other critical services.
- b. Program NEHEMIA or the National Effort for the Harmonization of Efficient Measures of Inter-related Agencies is a sectoral-based streamlining effort that is directed towards speeding up and realizing the 10-point Socio-Economic Agenda of the administration. It targets to reduce the time, cost, requirements, and procedures in sectors of economic and social significance by **52% within 52 weeks**.

The program of reform for each of the sectors shall be spearheaded by the Heads of the Agencies whose respective departments/agencies exercise jurisdiction over most, if not all, of the sector. Below are the identified **priority sectors**¹:

1. Telecommunication Tower,
2. Socialized Housing,
3. Logistics,
4. Food and Pharmaceuticals, and
5. Power

The ARTA shall monitor compliance of departments/agencies under the identified priority sectors. Report on the status of FY 2020 compliance and accomplishments of the agencies enrolled in this program shall be forwarded to the AO25 IATF.

5.4 Citizen/Client Satisfaction Survey. To aid departments/agencies in determining the effectiveness of streamlining and process improvements, and institutionalizing Service Quality Standards (SQS) in critical services in the government, departments/agencies should embed feedback mechanisms and citizen/client satisfaction measurement in their process improvement efforts. Using the FY 2019 and 2020 improvement action plans that the agencies reported during the FY 2018 PBB discussions, for each service, departments/agencies shall report the results of each action plan and the FY 2020 Citizen/Client Satisfaction Survey (CCSS) for each service.

¹ See Annex 9 – List of Departments/Agencies under Program NEHEMIA Priority Sectors.



- a. To further incentivize excellence in providing quality and efficient public service among government offices, departments/agencies shall report **one (1) agency best practice in service quality or productivity** conducted in FY 2020 including its results. The showcase of best practices would not only recognize efforts of agencies in improving their services but would also contribute in assisting other agencies to develop similar initiatives that could be implemented, replicated, and/or enhanced.
- b. Departments/agencies shall prepare and submit a report following information found in *Annex 4: Guide for Conducting Citizen/Client Satisfaction Surveys*:

GOCCs covered by RA No. 10149 will report the results of client/customer satisfaction surveys based on the standard methodology and corresponding questionnaire prescribed by the GCG.

5.5 Support to Operations (STO) Targets

- a. **Initial Certification/Recertification of the agency's Quality Management System (QMS) covering at least one (1) critical frontline service or core process as mandated under its existing pertinent laws.**

For the ISO 9001:2015 QMS certification, it must be issued by any of the certification bodies (CBs) accredited by the International Accreditation Forum (IAF) members. Preferably, the CB is accredited by the Philippine Accreditation Bureau under the Department of Trade and Industry, which is an IAF member and the recognized national accreditation body in the Philippines pursuant to Executive Order No. 802, s. 2009.

The ISO 9001:2015 certification(s)/recertification(s) must be valid as of December 31, 2020, and must be posted in the agency TS webpage not later than **December 31, 2020**.

ISO 9001:2015 QMS-equivalent certifications/attestations granted by similar internationally recognized bodies promoting Total Quality Management (TQM) shall be considered, e.g., Philippine Quality Award, ISO/IEC 17025 or 17020 Accreditation, Accreditation Canada International's Qmentum International Gold Award, and Accrediting Agency of Chartered Colleges and Universities in the Philippines, Inc. (AACCUP)'s Institutional Accreditation.

For frontline agencies, it is expected that the core agency process to be covered by the QMS pertains to an agency process most demanded by the citizens and businesses, and targeted for improvements under Sections 5.2 and 5.3 above.



- b. **Standardized Agency-wide Processes for Frontline Agencies.** Frontline agencies shall endeavor that their frontline processes are standardized, including those implemented at the Regional, Satellite, and Extension Offices. Beginning FY 2020, departments/agencies shall secure agency-wide QMS certifications for these processes, and continue these efforts aimed at achieving this target by the end of FY 2021.

The AO25 IATF shall conduct the validation of the implementation of a standardized agency-wide process/es.

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

- a. **Improved Budget Utilization Rate (BUR) from the previous year's level of accomplishment, which shall consist of:**

1. **Achievement of at least 90% Obligations BUR.** Obligations BUR is computed as obligation rates for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) of all programs, activities, and projects funded in FY 2020 from all appropriation sources, including those released under the 2020 General Appropriations Act as the Allotment Order policy, net of savings from procurement and implementation of cost-cutting measures.

Hence:

$$\text{Obligations BUR} = \frac{\text{Obligations for MOOE and CO for 2020 appropriations,}}{\text{Allotments for MOOE and CO for 2020 appropriations}} \times \text{Net of savings in allotment from efficiency and cost-cutting measures}$$

2. **Achievement of at least 85% Disbursement BUR.** Disbursement BUR is measured as the ratio of total disbursements (cash and non-cash, excluding PS) to total obligations for MOOE and CO from FY 2019 appropriations, net of goods and services obligated by December 31, 2019, but executed and paid only in 2020. The objective is to measure the disbursements and obligations for MOOE and CO for the 2020 appropriations.

Hence:

$$\text{Disbursement BUR} = \frac{\text{Disbursements for MOOE and CO for 2020 appropriations}}{\text{Obligations for MOOE and CO for 2020 appropriations}}$$

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

- I. **Obligations BUR** = Total Obligations / DBM Approved Corporate Operating Budget (both net of PS)



- II. **Disbursement BUR** = Total Actual Disbursement/
Total Actual obligations (both net of PS)
4. **GOCCs with fund transfers** either for operating or program subsidies or both, shall also achieve and report the same accomplishment rates for Obligations and Disbursements BUR of NGAs as stated in Sections 5.6a1 and 5.6a2.
5. **BUR for SUCs is computed as follows:**
- I. **Obligations and Disbursements BUR** is the same as those for departments/agencies.
 - II. 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 Obligations and Disbursements utilization rates will also be reported following the formats in *Annexes 5, 5.1, and 5.2: FY 2020 GAA Accomplishments, BUR Form for SUCs, and All Earmarked Income*.
- b. **Sustained Compliance with Audit Findings.** Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2018 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.
- c. **Submission of Annual Procurement Plan (APP-non CSE)** approved by the Head of Procuring Entity (HOPE) to the Government Procurement Policy Board (GPPB) in the format prescribed under GPPB Circular No. 07-2015.

FY 2020 APP-non CSE should have been submitted to the GPPB-TSO until **March 31, 2020**, but only for purposes of PBB compliance. The same should be posted on the agency TS page no later than one month after the issuance of this Circular.

The APP non-CSE shall be submitted through electronic mail (email) at app@gppb.gov.ph with the subject line: "APP for CY <Year> of <Complete Name of Head Office / Agency><Regions _ to _, if applicable>".

Agency representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt of the auto-acknowledgment within **one (1) hour** after submission, the APP-Non CSE shall be re-submitted to

the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900 - 67 - 41 to 44 to confirm whether the submission was received and if so, request for the acknowledgment of receipt of the submitted APP-Non CSE.

- d. **Submission of FY 2021 Annual Procurement Plan-Common-Use Supplies and Equipment (FY 2021 APP-CSE)** to the DBM-Procurement Service on or before **December 15, 2020**, in the prescribed format by DBM-PS. The same should be posted on the agency TS webpage not later than **December 15, 2020**.
- e. **Undertaking of Early Procurement for at least 50% of the total value of eligible Procurement Projects² included in the proposed budget of the department/agency in the NEP.** Departments/Agencies including GOCCs with budgetary support from the national government as provided in the National Expenditure Program (NEP) shall conduct the undertaking of Early Procurement Activities (EPA) for at least **50% of the total value of eligible Procurement Projects** as outlined in its Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP.

Procurement Projects which will use the following modalities are **excluded** in determining the total value pursuant to Item 1.4 of GPPB Circular No. 06-2019:

1. Repeat Order
2. Shopping
3. Negotiated Procurement- Emergency Cases
4. Negotiated Procurement- Take-Over of Contracts
5. Negotiated Procurement - Small Value Procurement

The Approved Contract and Notice to Proceed for procurement projects successfully undertaken under EPA shall be posted in the PhilGEPS shall be posted **within thirty (30) days after the approval of the GAA**.

Agencies NOT receiving any budgetary support from the national government under the GAA are excluded from this PBB requirement.

Heads of the Procuring Entity (HOPE) of covered departments/agencies shall submit to the GPPB a **Certification under Oath** (see Annex 10 for the format) on the compliance with EPA requirement **within one (1) month after the approval of the GAA** to the email address earlyprocurement@gppb.gov.ph.

Agency representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt of the auto-acknowledgment within **one (1)**

² As defined in Item 1.3 of GPPB Circular No. 06-2019, a **Procurement Project** shall refer to a specific or identified procurement covering goods, infrastructure project or consulting services, which shall be described, detailed, and scheduled in the Project Procurement Management Plan.

hour after submission, the Certification under Oath shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900 - 67 - 41 to 44 to confirm whether the submission was received and if so, request for the acknowledgment of receipt of the submitted Certification.

Agencies covered by the EPA requirement but were NOT able to comply may submit their respective justifications to the AO25 IATF within the compliance validation period. Justifications are subjected to review in accordance with Section 5.6 (b) of this Circular.

The Indicative FY 2021 APP-Non CSE consistent with the FY 2021 NEP, which is the basis for the EPA should be **posted** on the agency TS page not later than **September 30, 2020**. Do not submit the indicative APP to the GPPB. Indicative APP submissions will not be accepted and will not be assessed as PBB compliance.

- f. **Submission of results of FY 2019 Agency Procurement Compliance and Performance Indicators (APCPI) System**, per GPPB Resolution No. 39-2017, complete with the following forms: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan; and the Questionnaire on or before **June 30, 2020**³. The APCPI Tool may be downloaded from the GPPB website using this link: <http://www.gppb.gov.ph/apcpi/apcpi.html>.

The APCPI results must be submitted to the GPPB-TSO through email address apcpi@gppb.gov.ph indicating "2019 APCPI Initial Results of <Complete Name of Head Office / Agency> for PBB" in the subject line.

Agency representatives should be able to receive an auto-acknowledgment from the GPPB-TSO as proof of submission. In case of non-receipt of the auto-acknowledgment within **one (1) hour** after submission, the APCPI Results shall be re-submitted to the same electronic mail address. If no acknowledgment is still received, the representatives shall call the Performance Monitoring Division of the GPPB-TSO at (02) 7900 - 67 - 41 to 44 to confirm whether the submission was received and if so, request for the acknowledgment of receipt of the submitted APCPI results.

- 5.7 **Other cross-cutting requirements.** The AO25 IATF sets the following cross-cutting requirements:

- a. **Establishment and Conduct of Agency Review and Compliance of SALN.** Under Section 10 of the Code of Conduct and Ethical Standards for Public Officials and Employees (RA No. 6713) and CSC Resolutions Nos. 13000455 and 1500088, each

³ As per GPPB Resolution No. 04-2020.

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