



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

MEMORANDUM CIRCULAR 2013-02

05 December 2013

To : All Heads of Agencies and PBB Focal Persons

Subject : Clarifications to Facilitate Review of Good Governance Certifications

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1. Based on MC 2013-01 on the Grant of the Performance-Based Incentives for Fiscal Year 2013 under Executive Order No. 80, a department/agency must satisfy 100% of the good governance conditions (GGC) set by the Inter-Agency Task Force for FY 2013 to be eligible to the Performance-Based Bonus.
 2. As indicated in Section 6.0 and Section 9.2 of MC 2013-01, all certifications of compliance with good governance conditions shall be submitted on or before November 30, 2013. Except for the certification on the liquidation of cash advance for local and foreign travel granted in FY 2013, all certificates of compliance must be submitted to the AO 25 Secretariat in electronic and hard copies. To facilitate the review, PBB focal persons are reminded to take note of the following procedures.
 3. **Deficiencies on FY 2012 good governance conditions.** Concerned department/agency must rectify/close any deficiency in FY 2012 good governance conditions such as PhilGEPS posting, and transparency seal, etc as contained in the communications of the Task Force to the agency concerning the approval or nonapproval of their 2012 PBB.
 4. **Transparency Seal.** In case the first submission of the department/agency is found non-compliant or partially compliant, the DBM-OCIO will allow one "curing" of the deficiency within three (3) working days. Official communication on the review of Transparency Seal shall come from the AO 25 Secretariat.
 5. **PhilGEPS posting.** The review process for this condition is posted in the PhilGEPS website. In case there is deficiency upon validation, PHILGEPS will also only allow one "curing" of deficiencies within three (3) working days. Official communication on the review of PhilGEPS posting shall likewise come from the AO 25 Secretariat.

6. **Liquidation of Cash Advance.** As stated in MC 2013-01, the Report on Ageing of Cash Advances for local and foreign travels for FY 2013 should be submitted by the department/agency/regional/field office directly to their respective COA Resident Auditors for validation. Upon validation, the Resident Auditor will be the one responsible to forward the validated Report on Ageing of Cash Advances to their respective Supervising Auditor/Cluster Director for proper transmittal to the COA Head Office. COA will provide the AO 25 Secretariat the list of departments/agencies compliant with this condition.
7. **Citizen's Charter.** CSC will validate agency compliance especially with regards to the publication and required three improvements made on the Citizen's Charter. Official communication on the result of the Charter review shall come from the AO 25 Secretariat.
8. **Statement of Assets Liabilities and Net Worth.** For the purpose of correctly filing the SALN compliance to the appropriate validating agencies (Office of the President, Office of the Ombudsman and Civil Service Commission), departments/agencies are requested to provide a supporting document in addition to the requirements provided for in MC2013-01.
- 8.1 The supporting document should bear the following information: a) names of officials and employees who filed their SALN; b) positions/designations of said employees and officials; and c) their respective salary grades. The data should be disaggregated into office/unit and region.
- 8.2 Meanwhile for the DND, DILG, DOTC and DOJ, the following government agencies should be specifically identified in the submission of certification of SALN compliance:

| Department | Government Functionary |
|---|---|
| Department of National Defense | Armed Forces of the Philippines (AFP) |
| Department of the Interior and Local Government | <ul style="list-style-type: none"> • Philippine National Police • Bureau of Fire Protection • Bureau of Jail Management and Penology • National Police Commission |
| Department of Transportation and Communications | Philippine Coast Guard |
| Department of Justice | Bureau of Corrections |

Further, the number of officials and employees of the agencies above who are required to file their SALN with the Office of the Ombudsman should be stated and, likewise, disaggregated into regions.

9. **Agencies/offices affected by calamities.** Departments/agencies with regional/field offices affected by the most recent calamities e.g. Typhoon Yolanda and the Bohol earthquake may submit their respective certificates of compliance even without the certification coming from the affected regional/field offices. Submission of certification of compliance of agencies in disaster affected areas beyond the IATF deadline shall be given due consideration. Concerned agencies/regional/field offices are however encouraged to submit requirements as early as possible to facilitate the release of their top-up bonus, if eligible.
10. Departments/agencies are reminded that the deadline for submission of PBB Accomplishment reports with November 30, 2013 as cut-off date is on December 10, 2013. For those with December 31, 2013 as cut-off date, the deadline is January 10, 2014.

Merry Christmas and a Happy New Year to All!

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FLORENCIO B. ABAD

Secretary, Department of Budget and Management
and Chairman, AO 25 Inter-Agency Task Force *JB*