

## GUIDELINE ON TRANSPARENCY SEAL

1. All agencies should maintain a Transparency Seal page accessible by clicking the TS logo on the Home page. It should be visible. Submit the link to the website (recommended [gov.ph](http://gov.ph) domain) when applying for PBB.
2. The following are the required documents pursuant to Section 106 of the General Provisions of the FY 2019 General Appropriations Act (GAA):
  - I. Agency's mandate and functions; names of its officials with their position and designation, and contact information;
  - II. Annual Financial Reports (whole year/as of December end of the year/4th Quarter. Incomplete or non-cumulative will not be counted)
    - A. For National Government Agencies (NGA)/State Universities and Colleges (SUCs)
      - o 2015-2019 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)
      - o 2015-2019 Summary Report on Disbursements
      - o 2015-2019 BAR No. 1 - Quarterly Physical Report of Operations/Physical Plan
      - o 2015-2019 FAR No. 5 - Quarterly Report on Revenue and Other Receipts
      - o 2015-2019 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
    - B. Government-Owned and Controlled Corporations (GOCCs)/Local Water Districts (LWDs)
      - o 2015-2019 Annual Report
      - o 2019 Financial Statement
  - III. DBM Approved Budget and Corresponding Targets for FY 2019.  
Budget for FY 2019  
GAA targets for FY 2019
  - IV. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019. (Indicate if not applicable)  
Projects, Programs 2019  
Beneficiaries 2019  
Status of Implementation 2019

- V. FY 2019 Annual Procurement Plan (FY 2019 APP non-CSE), Indicative FY 2020 APP non-CSE; and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE);
  - VI. QMS Certification of at least one core process by an international certifying body (ICB) accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICBs. The QMS ISO Certification should be posted not later than December 31, 2019.
  - VII. System of Ranking Delivery Units for FY 2019 PBB should be cascaded to all employees, and posted in the TS page not later than October 1, 2019. The system should be signed and approved by the Head of Agency. The posting should also include the activities/details of cascading efforts, and the contact information that employees may coordinate with regarding cascading of System of Ranking Delivery Units.
  - VIII. The Agency Review and Compliance Procedure of Statements and Financial Disclosures should be cascaded to all employees. The scanned copy should be posted in the TS page not later than October 1, 2019.
  - IX. The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory; should be posted not later than October 1, 2019; and 2019 FOI Registry, and 2019 FOI Summary Report should be posted not later than January 31, 2020.
3. The links to the documents should open in a new tab/page for preview with option to download.  
No auto-download files. The following are the prescribed formats:
- New page/section in the website (No pdfs, xls, jpgs etc.): Items I (Mandate, directory)
  - XLS. or PDF for Items II, III, IV and V. (Open in new tab for preview, please no automatic downloading of files. You can use google drive, Dropbox or any other file hosting software to let you preview the file when clicked)
4. Post the documents in the prescribed order as indicated in this guideline for easier validation and checking.
5. There should be no nesting folders. Post the links to the documents in a single webpage reserved for the transparency seal. If the files are hidden in folders, there is a risk that the documents might be overlooked by the validator.