

## Agency Accountability Timelines

For reference, agencies should observe the timelines and comply with the following requirements under Section 5.0: Agency Accountabilities of Memorandum Circular (MC) 2021-1:

Deadline	Requirements	Validating Agency
On or before 31 January of the fiscal year	Submit Certificate of Compliance that the agency conducted <b>Early Procurement Activities</b> for at least 50% of the Total Value of the <b>FY 2022 Procurement Projects</b> to the GPPB-TSO.  <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB-TSO
March 31, 2021	Submit <b>FY 2021 APP-non CSE</b> to GPPB-TSO.	GPPB-TSO
June 30, 2021	Submit Results of the <b>APCPI</b> system for <b>FY 2020 Procurement Transactions</b> to GPPB-TSO.	GPPB-TSO
August 31, 2021	Submit the <b>FY 2022 APP-CSE</b> thru the PhilGEPS Virtual Store.	DBM-PS
September 30, 2021	Posting of <b>Indicative FY 2022 APP-non CSE</b> in the agency's Transparency Seal webpage.	GPPB-TSO
October 01, 2021	<b>Maintain/Update the agency Transparency Seal (TS)</b> under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO
December 04, 2021	Set-up the most current and <b>updated Citizen's or Service Charter</b> , reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies.  Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at <a href="mailto:compliance@arta.gov.ph">compliance@arta.gov.ph</a> on or before December 04, 2021.	ARTA
December 31, 2021 <i>(validity of certificate)</i>	The <b>ISO QMS Certification</b> or equivalent certification/recertification must be valid as of December 31, 2021.  <i>Note: For compliance by departments and agencies which will use the ISO QMS certification/recertification as evidence or requirement for the Process Results criterion for the grant of the FY 2021 Performance-Based Bonus (PBB).</i>	To be provided in the GQMC guidelines on the validation of the certification.
December 31, 2021	<b>Sustained Compliance w/ Audit Findings</b> 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 2019 should also not recur. The objective is to improve the agency's	COA

Deadline	Requirements	Validating Agency
	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.	
January 29, 2022	<b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the <b>PhilGEPS</b> .	PS-PhilGEPS
October 1, 2021	Post the agency's policy on the <b>Establishment and Conduct of the Agency Review and Compliance of SALN</b> in the agency Transparency Seal for FY 2021.	CSC
January 29, 2022	Submit the following <b>Freedom of Information (FOI) Program</b> requirements to PCOO: <ul style="list-style-type: none"> <li>a. Updated People's FOI manual</li> <li>b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report</li> <li>c. Modified One-page FOI Manual</li> <li>d. Screenshot of agency's home page</li> </ul>	PCOO

**Notes:**

*\*As provided in MC No. 2021-1, while the above conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the oversight/validating agencies.*

*\*\*The oversight/validating agencies have the authority to modify their requirements and timelines as necessary. Agencies should directly contact the oversight/validating agencies of the above-mentioned Agency Accountabilities for updates and concerns.*