

GUIDELINES ON THE COMPLIANCE WITH NATIONAL COMPETITION POLICY (NCP)- RELATED REQUIREMENTS FOR FY 2024

These guidelines shall provide guidance to covered agencies for the preparation of the NCP-related requirements relative to **Guidelines for the Grant of the FY 2024 Performance-Based Bonus (PBB)**.

1. CONDITIONS FOR COVERED AGENCY COMPLIANCE

Only the government agencies identified in **Annex 8.1 (List of Covered Agencies for the FY 2024 NCP Implementation Cycle)** shall be covered and required to comply with the NCP-related accountabilities.

2. THE NCP REQUIREMENTS

The covered agencies shall be subject to the NCP and accordingly submit the following NCP-related accountabilities:

2.1. REQUIREMENT 1: Designation of an NCP Focal Committee

2.1.1. Covered agencies shall constitute an NCP Focal Committee via a **Special Order, Department Order, Office Order, or its equivalent** and submit said document.

2.1.2. The abovementioned document must be signed by the Head of Agency or his/her authorized representative.

2.1.2.1. The composition of the Committee must include **representatives from the main or central office for all covered agencies**. If the covered agency has regional offices, they are also required to include a **representative from each regional office**.

2.1.2.2. The functions of the NCP Focal committee may include but are not limited to the following:

- (a) Acts as the liaison and coordination unit of the agency for NCP concerns;
- (b) Facilitates the agency's compliance with NCP requirements;
- (c) Coordinates with appropriate offices/units within the covered agency to ensure compliance with NCP requirements;
- (d) Ensures the timely submission of NCP requirements to the Philippine Competition Commission (PCC) as the validating agency; and
- (e) Perform any other functions that may be deemed necessary by the Head of the Agency.

2.1.2.3. The Committee shall be headed/chaired by a person with sufficient authority to drive compliance with NCP-related

accountabilities within the agency (e.g., Director-level, Division Chief, and/or equivalent).

It is also recommended to include members whose functions deal with operations related to a certain market and market competition (e.g., offices that review and approve licenses or permits, and the like).

2.1.3. The number of members of the Committee shall be within the discretion of the Head of Agency, provided it conforms with Item 2.1.2.2 of these guidelines.

2.1.4. Submission of the signed and duly accomplished documents indicated in Item 2.1 will be done via email through: ncp-pbb@phcc.gov.ph. See Section 3 (Submission of Requirements) for the Requirement 1 deadline.

2.2. **REQUIREMENT 2: Creation of an NCP Focal Committee's Directory**

2.2.1. Covered agencies shall also prepare a **directory of contact details of the NCP Focal Committee for FY 2024**, following the template provided in **Annex 8.2 (NCP Focal Committee Directory Template)**.

2.2.2. The directory must be duly signed by the Head of the Agency or their authorized representative.

3. **SUBMISSION OF REQUIREMENTS**

3.1. Covered agencies shall submit Requirements 1 and 2 to the NCP-PBB TWG Secretariat **online through email at ncp-pbb@phcc.gov.ph** within twenty (20) calendar days from the effectivity of EO No. 61 TWG Memorandum Circular No. 2026-1.

3.2. The first submissions of each covered government agency will be used as basis for determining their initial compliance rate.

Should the submissions be found incomplete or incorrect and that the covered government agency has not made any action, they shall be notified through email and/or call for compliance.

3.3. For any concerns or issues, please contact the PCC via email at ncp-pbb@phcc.gov.ph.

4. **ORIENTATION FOR COVERED AGENCIES**

4.1. To supplement these guidelines for the FY 2024 PBB, the PCC may conduct orientation sessions to discuss the NCP and the NCP-related requirements as necessary.

4.1.1. The schedule of the orientation sessions will only be disseminated to the NCP Focal Committees declared in Requirement 1 by each covered agency.

4.1.2. Only the members indicated in Requirements 1 and 2 will be required to attend the orientation sessions. No substitutes, proxies, or other forms of representatives are allowed to attend.

- 4.1.3. Failure to submit Requirements 1 and 2 within the prescribed deadline will result in delays or possible disqualification from the grant of FY 2024 PBB of the covered agency and the responsible unit/personnel for the NCP-related accountabilities.
- 4.2. Upon notification from the PCC, these sessions are required for all the covered agencies and must be secured via email at [ncp- pbb@phcc.gov.ph](mailto:ncp-pbb@phcc.gov.ph).

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