

PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY, AND EMERGING TECHNOLOGY  
RESEARCH AND DEVELOPMENT (PCIEERD)

**Guidelines on Granting of the Performance-Based Bonus (PBB)  
for the Fiscal Year (FY) 2022**

**1.0 RATIONALE**

To establish the guidelines of the Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD) that will serve as a basis in granting of the PBB for FY 2022 performance pursuant to the Memorandum Circular No. 2022-1 dated 24 March 2022 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25, s. 2011 ).

**2.0 COVERAGE**

This covers all personnel of DOST-PCIEERD, its officials and employees holding regular plantilla positions. Excluded from the coverage herein are the individuals engaged without employer-employee relationship and funded from non-Personnel Services (PS) budget.

**3.0 ELIGIBILITY CRITERIA**

To be eligible for the grant of the FY 2022 PBB, DOST-PCIEERD must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen/ Client Satisfaction Results and attain a total score of at least 70 points based on the PBB Scoring.

**Performance Results** refer to the accomplishment of the Congress-approved performance targets under the Performance -Informed Budgeting (PIB) of the FY 2022 General Appropriations Act (GAA).

**Process Results** refer to the achievements in ease of doing business/ease of transaction with the agency as a result of streamlining, standardization *i.e.*, through the ISO-certified QMS or its equivalent, digitization, and related improvements in the delivery of services.

**Financial Results** refer to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2022 GAA. The Disbursements Budget Utilization Report (BUR) also is one of the targets. This refers to the actual spending of the agency's budget allotment vis-a-vis the realization of the committed programs and projects based on the FY 2022 GAA.

**Citizen/Client Satisfaction Results** refer to the achievements in satisfying the quality expectations of the transacting public.



#### 4.0 FY 2022 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

DOST-PCIEERD's accomplishments for each of the criteria shall be rated using a scale of 1 to 5 (where 5 is the highest). Each criterion has an assigned weight, as shown in Table 1. The maximum score that may be obtained by the DOST-PCIEERD is 100 points. To be eligible for the FY 2022 PBB, the DOST-PCIEERD must attain a total score of at least 70 points.

TABLES 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Process Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Financial Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
Citizen/ Client Satisfaction Results	5	5 pts	10 pts	15 pts	20 pts	25 pts
<b>TOTAL SCORE</b>				MAXIMUM = 100pts		

As can be gleaned in Table 1, a performance rating of 4 in all criteria will yield a total score of 80 points for the agency. To be able to attain a total score of at least 70 points, DOST-PCIEERD should aim for a performance rating of 4 in at least three (3) criteria. In such case, while the DOST-PCIEERD will be eligible, the unit most responsible for the criteria with a performance rating of below 4 will be excluded from the grant of FY 2022 PBB.

**4.1 Performance Results.** The targets under Performance Results will enable DOST-PCIEERD to concentrate their efforts and available resources on their mandates and core functions, as well as ensure delivery of high quality and high impact activities. DOST-PCIEERD to achieve each one of the Congress-approved performance targets under the PIB of the FY 2022 GAA, covered by the DBM.

DOST-PCIEERD performance in the achievement of targets shall be closely monitored through the use of the submitted Unified Reporting System (URS) – generated Budget and Financial Accountability Reports (BFARs) to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted by DOST-PCIEERD for improving the lives of Filipinos.

The quarterly BFARs of DOST-PCIEERD, as uploaded in the DBM URS, shall be submitted in a timely manner, *i.e.*, within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587, pursuant to Section 90, General Provisions of Republic Act No. 11639 (FY 2022 GAA). BFARs will be used to monitor and validate DOST-PCIEERD accomplishments.

The Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved	Met less than 80% of performance indicators of the Congress-approved performance targets	Met at least 80% of performance indicators of the Congress-approved	Met at least 80% of performance indicators of the Congress-approved	Met each one of the Congress-approved performance targets for FY 2022 (all performance



TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
performance targets for FY 2022; deficiencies due to controllable factors	for FY 2022; deficiencies due to uncontrollable factors	performance targets for FY 2022; deficiencies due to controllable factors	performance targets for FY 2022; deficiencies due to uncontrollable factors	indicators)

**4.2 Process Results.** The target under Process Results is the greater ease of transaction of core services based on mandated functions (external) covering government-to-citizens (G2C), government-to-businesses (G2B), and government-to-government (G2G) transactions, and the administrative and supporting services (internal) within the agency.

The ease of transaction of critical external and internal services may be achieved through streamlining: standardization of core processes; digitization e.g., by developing electronic or online systems/paperless processes, new service delivery channels, contactless transactions and systems and procedures reengineering for faster, easily accessible, seamless, and more efficient public service delivery.

4.2.1 For FY 2022, the target will be substantive improvements in ease of doing business/ease of transaction with respect to two (2) critical services consisting of one (1) core service (external) based on the mandated function of the agency and one (1) support/administrative service (internal) as declared in the agency's/SUC's updated Citizen's Charter and in line with the Anti-Red Tape Authority (ARTA)'s Whole-of Government (WOG) Reengineering Manual.

In the process of improving the services of agencies and in promoting the WOG approach in the bureaucracy, the ARTA enjoins all government agencies to adopt the WOG Reengineering Manual as a tool in the reengineering of government services which focuses on the reengineering of systems and procedures. It aims to support government agencies towards a new way of service delivery, giving better services for citizens through improvements in government agencies working in a more integrated, WOG approach.

As defined in ARTA MC 2019-002-A, the services may be categorized based on the following:

- a. External services - refer to government services applied for or requested by external citizens or clients or those who do not form part of or belong to the government agency or office.
- b. Internal services - refer to government services applied for or requested by internal clients or individuals who are within the respective government agency or office, such as, but not limited to, its personnel or employees, whether regular or contractual. Internal services include services such as, but are not limited to, backend/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorizing, or concession.



4.2.2 In selecting the critical services to be prioritized by the agency (and which will be validated later by the ARTA for purposes of determining eligibility for the PBB), the following factors shall be considered. The selected critical service is:

- a. A core service which is a process needed to achieve the overall mission and objectives of the public sector organization. These services may refer to those that are aligned with the agency's mandate and main functions.
- b. The most complained service with the greatest number of complaints received by the agency and other complaints-handling agencies.
- c. The service/s with the greatest number of pending transactions or backlogs that went beyond its prescribed processing time as declared in the agency's Citizen's Charter.
- d. A service that generates income/revenue for the government.
- e. A service attributable to the Major Final Outputs (MFOs)/ Program/Subprogram Outcomes and Outputs of agencies.
- f. A service that involves inter-agency action to complete the transaction.

4.2.3 The DOST-PCIEERD may use the concepts and tools indicated in the WOG Reengineering Manual in their reengineering efforts and may refer to the submitted initial Reengineering Plan to ARTA as the basis in prioritizing areas for improvement.

The results of the implemented reengineering plan shall be reported through Modified Form A (Annex 2 of IATF MC No. 2022-1) which also contains a guide in accomplishing said form. DOST-PCIEERD must report objectively verifiable evidence of achievements in ease of doing business/ease of transaction.

The report should highlight the tangible improvements from the viewpoint of the transacting public/client in terms of access, turnaround time requirements. Proof or evidence may be any of the following:

- a. ISO-QMS certification or equivalent certification, which covers the selected critical external and internal services valid as of 31 December 2022. The certificate must indicate the scope of certification.
- b. Most current and updated Citizen's Charter, reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies as prescribed by ARTA.
- c. Report on the digitization initiatives or digital transformation of external and internal services through the development of electronic or online and/or paperless processes/application systems, payment systems, new service delivery channels, contactless transactions, and other process improvements using information technology. The report should highlight



the tangible results of digitization in terms of ease of doing business or ease of transaction from the point of view of the transacting public/client.

- d. Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services of the agency. The report should highlight the tangible results of standardization of the frontline and non-frontline services in assuring ease of transaction and doing business with the agency.

The Process Results shall be assessed and scored as follows:

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transaction in internal service	Achieved substantial improvements to ease transaction in external service only	Achieved substantial improvements to ease transaction in external non-priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

4.3 Financial Results. For DOST-PCIEERD, which is covered by DBM, attainment of the FY 2022 Disbursement BURs.

Targets under Financial Results reflect final payments made from DOST-PCIEERD's annual budget allotment to realize the committed programs and projects based on the valid appropriations for FY 2022. Hence for FY 2022, DOST-PCIEERD shall accomplish the following Disbursements BUR:

**Disbursements BUR** is measured by the ratio of total disbursements {cash and non-cash, excluding PS) to total obligations for MOOE and CO made in 2022, net of goods and services obligate by December 31, 2021, but paid only in 2022. The total obligations for MOOE and CO shall refer to those made from the FY 2022 GAA, FY 2021 GAA, and Bayanihan II appropriations due to their extension under RA No. 11519 and RA No. 11520. The objective is to measure the disbursements for the obligations for MOOE and CO made in 2022 from all valid appropriations. Hence:

$$\text{Disbursements BUR} = \frac{\text{Total Disbursements \{cash and non-cash, excluding PS\}, net of payments made in 2022 for past years' obligations}}{\text{Total Obligations}}$$

Same as the Performance Results, the DOST-PCIEERD must ensure the submission of the quarterly BFARs through the DBM-URS, in a timely manner within thirty (30) days after the end of each quarter. The submitted FY 2022 Financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis in determining the FY 2022 BUR accomplishment of agencies.



The requirements under Financial Results shall be scored as follows:

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursements BUR	20-39% Disbursements BUR	40-59% Disbursements BUR	60-79% Disbursements BUR	80-100% Disbursements BUR

**4.4 Citizen/ Client Satisfaction Results.** Achieve the Citizen/Client Satisfaction targets as provided below. For the DOST-PCIEERD, covered by the DBM, accomplish and submit reports on the Citizen/ Client Satisfaction Survey {CCSS}, and resolve all reported complaints from Hotline #8888 and Contact ng Bayan {CCB}.

4.4.1 For evidence on the citizen/client satisfaction results, agencies may report the results of the CCSS (Annex 5 of IATF MC No. 2022-1, AO 25 s.2011). Said report should follow the prescribed requirements and rating scale. The report should include a description of the methods and rating scale used in determining the FY 2022 Overall Satisfaction Score for its services. The agencies shall report the overall agency rating in the service quality dimensions and overall agency citizen/client satisfaction score for the reported services.

4.4.2 Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB). DOST-PCIEERD shall ensure the resolution of all complaints and grievances reported to Hotline #8888 and CCB, and their compliance to the 72-hour prescribed period to take actions on complaints as provided in EO No. 6, s. 2016.

Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.

To provide evidence on this, agencies may submit a report summarizing the Hotline #8888 and CCB complaints received in FY 2022 and their status if resolved or pending. The validation shall be complemented with reports and collected data on feedback and complaints from citizens/clients gathered by the Office of the President, Presidential Management Staff, Civil Service Commission, and Presidential Communications Operations Office from Hotline #8888 and CCB databases, as well as the Freedom of Information (FOI) portals.

To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to item IV of the CCSS Report (Annex 5 of IATF MC No. 2022-1, AO 25 s.2011) or with the definitions provided in Section 2.4.2c of MC No. 2021-2.

The requirements under Citizen/ Client Satisfaction Results shall be scored as follows:

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/	Average	More than average rate	High satisfaction	High satisfaction



<b>TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS</b>				
1	2	3	4	5
Did not conduct CCSS	satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	with unresolved complaints and at least 50% compliance rate to #8888 and CCB	rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	rate with 100% complaints resolved and compliance rate to #8888 and CCB

## 5.0 AGENCY ACCOUNTABILITIES

To sustain the institutionalization of compliance to existing government-mandated laws and standards, DOST-PCIEERD and the Performance Management Committee (PMC) shall continue to implement, monitor, and enforce compliance with the following requirements within the DOST-PCIEERD:

<b>TABLE 6: AGENCY ACCOUNTABILITIES</b>	
Existing DOST-PCIEERD Accountabilities	a. Updating of Transparency Seal
	b. Compliance with Audit Findings and Liquidation of Cash Advances
	c. Compliance with the Freedom of Information (FOI) Program
	d. Submission and Review of Statement of Assets, Liabilities, and Net Worth (SALN)
	e. PhilGEPS posting of all invitations to bids and awarded contracts
	f. FY 2022 Non-Common Use Supplies and Equipment (APP-non CSE)
	g. Posting of Indicative FY 2023 APP-non CSE
	h. FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)
	i. Results of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) System
	j. Undertaking of Early Procurement Activities covering 2023 Procurement Projects
New DOST-PCIEERD Accountability beginning FY 2022 PBB	k. Designation of the Agency's Committee on Anti-Red Tape (CART)

5.1 Compliance of agencies on the designation of a Committee on Anti-Red Tape (CART) pursuant to Section 1, Rule III of the Implementing Rules and Regulations of RA No. 11032 and in accordance with the issued ARTA Memorandum Circular 2020-007 or "Guidelines on the Designation of a CART".

While the above conditions are no longer required in determining the overall PBB eligibility of DOST-PCIEERD, compliance with these conditions shall be used as the basis of determining the eligibility of responsible units and individuals. DOST-PCIEERD should submit these legal requirements directly to validating agencies.

Deadline	Requirements	Validating Agency
before January 31st 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 2022</i>	GPPB-TSO
March 31, 2022	Submit <b>FY 2022 APP-non CSE</b> to GPPB-TSO.	GPPB-TSO
June 30, 2022	Submit Results of the <b>APCPI</b> system for <b>FY 2021 Procurement Transactions</b> to GPPB-TSO.	GPPB-TSO
September 30, 2022	Posting of <b>Indicative FY 2023 APP-non CSE</b> on the agency's Transparency Seal webpage.	DBM-OCIO
September 30, 2022	Submit the <b>FY 2023 APP-CSE</b> through the PhilGEPS Virtual Store.	PS-DBM
October 1, 2022	<b>Maintain/Update the agency Transparency Seal (TS)</b> under Section 102 of the General Provisions of the FY 2022 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM - OCIO
October 1, 2022	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 2022.	CSC
November 30, 2022	Submission of the <b>National Competition Policy (NCP) requirements</b> as stated in Section 5.2 of the FY 2022 PBB Guidelines.	PhCC
December 31, 2022	<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 2020 should also not recur. The objective is to improve the agency's internal control processes, enhance operational	COA



Deadline	Requirements	Validating Agency
	effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2022.	
January 30, 2023	<b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2022 to December 31, 2022 in the <b>PhilGEPS</b> .	PS-PhilGEPS
January 30, 2023	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. Updated One-page FOI Manual</li> <li>c. FOI reports: Agency Information Inventory, 2022 FOI Registry, and 2022 FOI Summary Report</li> <li>d. Link to the agency's dashboard in the electronic FOI (eFOI) portal (<a href="http://www.foi.gov.ph">www.foi.gov.ph</a>)</li> <li>e. Updated AID-FOI Tool</li> <li>f. FOI Client/Customer Satisfaction Report</li> </ul>	PCOO
February 28, 2023	<b>Designation of the Agency's Committee on Anti-Red Tape (CART)</b>  Compliance and submission of requirements to ARTA pertaining to the agency's CART as stated in ARTA MC No. 2020-007.	ARTA

## 6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

6.1 For FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked. However, the unit/s most responsible for deficiencies shall be isolated.

- a. Based on Table 1, to be eligible for the FY 2022 PBB, DOST-PCIEERD must attain a total score of at least 70 points. To be able to attain at least 70 points, DOST-PCIEERD should achieve a performance rating of 4 in at least three (3) criteria. In such case, while DOST-PCIEERD will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.
- b. The unit/s most responsible (including its head) for the non-compliance with the DOST-PCIEERD Accountabilities provided in Section 5.0 will also be isolated from the grant of the FY 2022 PBB.

6.2 Eligible DUs shall be granted FY 2021 PBB at uniform rates across the DOST-PCIEERD, including its officials and employees. The corresponding rates of the



PBB shall be based on the DOST-PCIEERD's achieved total score as shown in Section 7.0.

- 6.3 To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Board (CESB).
- 6.4 Personnel in detail to another government agency for six (6) months or more shall be included in the recipient agency that rated his/her performance. The payment of the PBB shall come from the mother agency.
- 6.5 Personnel who transferred from one government agency to another agency shall be included by the agency where he/she served the longest. If equal months were served for each agency, he/she will be included in the recipient agency.
- 6.6 Officials and employees who transferred from government agencies that are non-participating in the implementation of the PBB shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency.
- 6.7 An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating may be eligible for the full grant of the PBB.
- 6.8 An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows:

<b>TABLE 7: LENGTH OF SERVICE AND PERCENTAGE OF PBB</b>	
<b>LENGTH OF SERVICE</b>	<b>% of PBB</b>
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation Leave;
- e. Maternity Leave and/ or Paternity Leave;
- f. Vacation or Sick Leave, with or without pay;
- g. Scholarship or Study Leave;
- h. Sabbatical Leave

- 6.9 An employee who is on vacation or sick leave, with or without pay, for the entire year is not eligible for the grant of the PBB.



- 6.10 Personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2022 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
- 6.11 Officials and employees who failed to submit the 2021 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 s. 2015; or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN, shall not be entitled to the FY2022 PBB.
- 6.12 Officials and employees who failed to liquidate all cash advances received in FY 2022 within the reglementary period, as prescribed in COA Circular 97-002 dated February 10, 1997, and reiterated in COA Circular 2009-002 dated May 18, 2009, shall not be entitled to the FY 2022 PBB.

## 7.0 RATES OF THE PBB

The total score as stated in Section 4.0 shall be the basis in determining the amount of the PBB DOST-PCIEERD is eligible for. The maximum rate of the PBB should PCIEERD achieve 100 points shall be 100% of the 65% monthly basic salary (MBS) of an individual as of December 31, 2022. For illustration, see Table 8 below:

<b>TABLE 8: RATES OF THE PBB</b>	
<b>TOTAL SCORE</b>	<b>PBB RATES</b>
100 points	65% (100% of the 65% monthly basic salary)
95 points	61.75% (95% of the 65% MBS)
90 points	58.5% (90% of the 65% MBS)
85 points	55.25% (85% of the 65% MBS)
80 points	52% (80% of the 65% monthly basic salary)
75 points	48.75% (75% of the 65% monthly basic salary)
70 points	45.5% (70% of the 65% monthly basic salary)

## 8.0 TIMELINES AND SUBMISSION/POSTING OF REPORTS AND REQUIREMENTS

8.1 The quarterly BFARs of the DOST-PCIEERD which will be used to assess and validate Performance Results shall be submitted through the DBM URS in a timely manner, i.e., within thirty (30) days after the end of each quarter, as provided under Item 3.19.2 of National Budget Circular No. 587 pursuant to Section 99, General Provisions of Republic Act No. 11639 (FY 2022 GAA). BFARs will be used to assess and validate Performance Results. Non-compliance thereto must be supported with relevant justification.



8.2 DOST-PCIEERD should submit evidence of accomplishments of Performance Results Process Results, Financial Results, and Citizen/Client Satisfaction Results (as provided in Section 4.0) **on or before February 28, 2023**, thru an electronic submission (scanned or digital copy of the official submission and editable MS Word or Excel files for use of the A025 Secretariat).


8.3 DOST-PCIEERD shall ensure that all explanations and justifications for deficiencies are already attached in their submission.

DOST-PCIEERD is encouraged to provide information to the A025 Secretariat on compliance with the Agency Accountabilities provided in Section 5.0.

DOST-PCIEERD shall be responsible for the review and updating of their Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM'S Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549, agencies shall review the PSIPOP and update the Plantilla of Personnel (POP) portion thereof and upload the same to the GMIS database every last week of the month. The PSIPOP shall serve as the primary source of data in determining the total FY 2022 PBB requirement of the agency, to be complemented by a simplified Report on Ranking of Offices/Delivery Units (Annex 10 of IATF MC No. 2022-1, AO 25 s.2011).

Recommending Approval:

Approved by:

  
**ENGR. NIÑALIZA H. ESCORIAL**  
Deputy Executive Director and  
Chairperson, Oversight Committee  
on PBB Compliance

  
**DR. ENRICO C. PARINGIT**  
Executive Director