



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

April 17, 2020

LLOYD CHRISTOPHER A. LAO

OIC-Executive Director

Procurement Service

PS-DBM Compound, Cristobal Street, Paco, Manila 1007

ATTENTION: Ms. Maria Gemma D. Villanueva
PBB Focal Person

Dear OIC-Executive Director Lao:

We are pleased to inform you that the **Procurement Service (PS)** is **ELIGIBLE** for the grant of Performance-Based Bonus (PBB) for Fiscal Year 2018. However, considering that PS failed to meet one (1) requirement due to **controllable factor**, the officials and employees responsible for the non-compliance to the **ISO QMS** requirement should be **isolated and excluded** from the FY 2018 PBB ranking. The summary of the final IATF assessment result is attached.

To complete the PBB process, may we remind your office to publish the **FY 2018 Agency Scorecard** in your website or official publication. Please coordinate with the AO 25 Technical Secretariat for the finalization of the said report cards.

Furthermore, please be advised that the evaluation of agency accomplishments for FY 2019 shall be tightened in accordance with the review of your Agency's report on Streamlining and Process Improvement of Critical Services. Additionally, agencies are encouraged to continue efforts in accelerating procurement and timely utilization of approved budgets to properly support their operations and delivery of high-quality services.

Thank you very much for your usual support.

Sincerely yours,

LAURA B. PASCUA

Undersecretary, Department of Budget and Management
and Chair, AO25 Technical Working Group



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Procurement Service (PS)	
Eligibility Requirements	Final Assessment
2018 Good Governance Conditions	
1. Transparency Seal	• Compliant
2. PhilGEPS Posting	• Compliant
3. Citizen's Charter (ARTA)	• Compliant
2018 Physical Target	
4. Streamlining and Process Improvement of Agency Services	<ul style="list-style-type: none"> • Met the streamlining and process improvement requirement for FY 2018 PBB. <ul style="list-style-type: none"> ▪ Out of 9 critical services reflected in the PS' Citizen's Charter, only 2 critical services were reflected in the submitted Modified Forms A and A1. The AO25 Composite Team noted that PS focused only on the procurement of Common-Use Supplies and Equipment (CSE) and did not include the procurement of Non-Common-Use Supplies and Equipment which PS also provides as a critical service to government agencies. ▪ PS explained that for the service, Request for the Issuance of the Certificate of Non-Availability of Stocks (CNAs), agencies can generate this directly through the PS website. Thus reducing the number of steps, costs, signatures and turnaround time for the service. ▪ On the service, Processing of the Procurement of CSE by Client Agency, the AO25 Composite Team observed that PS was also able to reduce the number of steps, number of signatures and turnaround time. It was also noted that PS improved the submission of documents by accepting online submission of documents by agencies. ▪ The AO25 Composite team also noted that PS client satisfaction improved from a "Poor Rating" to an "Excellent Rating" (91%) in 2018. ▪ PS is encouraged to continuously update its Citizen's Charter in order to reflect necessary revisions and changes made to their services. This will help maintain or better improve the



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	delivery of their services to their clients, as well as to effectively perform its mandates.
2018 STO and GASS Requirements	
5. QMS Requirement	<ul style="list-style-type: none">• Non-compliant per DBM-SPIB report dated 1/31/2019<ul style="list-style-type: none">▪ Only the agency's approved QMS Manual, PAWIM, IMP & BPRD Outputs (said to be equivalent to IQA and MR processes) were found posted in the TS webpage. As informed by the agency, its ISO QMS certification effort is still in the initial stages.
6. Submission of FY 2018 APP non-CSE	<ul style="list-style-type: none">• Compliant
7. Submission of Indicative FY 2019 APP non-CSE	<ul style="list-style-type: none">• Compliant
8. Submission of FY 2019 APP-CSE	<ul style="list-style-type: none">• Compliant
9. Undertaking of Early Procurement for at least 50% of goods and services	<ul style="list-style-type: none">• Compliant
10. Submission of FY 2017 APCPI	<ul style="list-style-type: none">• Compliant
11. Submission of Financial Reports	<ul style="list-style-type: none">• Compliant
12. Compliance with at least 30% of Prior Years' Audit Recommendations	<ul style="list-style-type: none">• Compliant
13. Submission of Budget and Financial Accountability Reports (BFARs)	<ul style="list-style-type: none">• PS has no programs, activities, and projects funded in the FY 2018 General Appropriations Act (GAA). Further, PS is a self-generating and self-liquidating agency using its revolving fund for its operational expenditures as authorized by Letter of Implementation No. 755, thus, the required validation for BFARs submission is not applicable to PS based on DBM BMB-C report dated 1/07/2020.
14. Budget Utilization Rate (BUR)	<ul style="list-style-type: none">• Obligations and Disbursements BUR is not applicable to PS based on DBM BMB-C report dated 1/07/2020.



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	<ul style="list-style-type: none"> DBM BMB-C noted that PS has no programs, activities, and projects funded in the FY 2018 General Appropriations Act (GAA). Further, PS is a self-generating and self-liquidating agency using its revolving fund for its operational expenditures as authorized by Letter of Implementation No. 755, thus, the required validation for BUR is not applicable to PS.
2018 Other Cross-Cutting Requirements	
15. Posting of Agency Review and Compliance Procedure of Statement and Financial Disclosure	<ul style="list-style-type: none"> Compliant
16. FOI Manual	<ul style="list-style-type: none"> Compliant
17. Posting of Agency's System of Ranking Delivery Units	<ul style="list-style-type: none"> Compliant
OVERALL ASSESSMENT	<ul style="list-style-type: none"> Based on the results of validation, PS is eligible for the grant of FY 2018 PBB. However, since PS failed to meet the target for the ISO-QMS requirement, the officials and employees most responsible for the non-attainment of the ISO-QMS certification should be isolated and excluded from the FY 2018 PBB ranking.