



*Funding the Republic*

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
**KAWANIHAN NG INGATANG-YAMAN**  
(BUREAU OF THE TREASURY)  
Intramuros, Manila 1002



TREASURY OFFICE ORDER NO. **29-2023**  
October 18, 2023

**INTERNAL GUIDELINES ON THE GRANT OF  
PERFORMANCE-BASED BONUS (PBB) FOR FY 2023**

**1.0 PURPOSE**

In the interest of the service and pursuant to Memorandum Circular No. 2023-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (Administrative Order No. 25) dated August 22, 2023, the Bureau of the Treasury (BTr) hereby adopts and implements its own internal guidelines on the grant of the Performance-Based Bonus (PBB) for FY 2023, to be given in FY 2024, for the following purpose:

- 1.1 To guide all BTr Services/ Offices and employees on the eligibility requirements for the grant of FY 2023 PBB.
- 1.2 To guide all Services/ Offices and employees relative to the compliance with the eligibility requirements or the grant of FY 2023 PBB.
- 1.3 To establish and communicate the deadlines for the submission of all the requirements for the grant of the PBB.

**2.0 COVERAGE**

These guidelines cover the BTr Services/ Offices (Central/ Regional/ Provincial/ District) and all officials and employees holding regular, contractual, and casual positions. Excluded from the coverage are individuals engaged without an employer-employee relationship and funded from a non-Personnel Services budget.

**3.0 ELIGIBILITY CRITERIA**

To be eligible for the grant of the FY 2023 PBB, the BTr must satisfy the criteria and conditions under the four (4) dimensions of accountability: **Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results.**

For FY 2023 PBB, the **Agency Accountability** requirements shall be maintained and used to **determine the eligibility of responsible units and individuals.**





#### 4.0 FY 2023 PBB TARGETS, ASSESSMENT, AND SCORING SYSTEM

The Bureau 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.

TABLE 1: FY 2023 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

The maximum score that may be obtained by the BTr is 100 points. To be eligible for the FY 2023 PBB, the BTr must attain a **total score of at least 70 points and achieve at least a rating of 4 for at least three (3) criteria.**

In such case, while the BTr will be eligible, the unit/s most responsible (**including its head**) for the criteria with a **performance rating of below 4 will be ISOLATED/ EXCLUDED from the grant of the FY 2023 PBB.**

**4.1 Performance Results.** The targets under Performance Results enable the Bureau to intensify transparency in public spending, concentrate its efforts and available resources on the mandates and core functions, as well as ensure the timely delivery of high-quality high-impact activities.

To be eligible for FY 2023 PBB, the BTr shall achieve each one of the Congress-approved performance targets under the PIB of the FY 2023 GAA.

The agency's performance in the achievement of targets shall be **closely monitored through the use of the Unified Reporting System (URS) and/or Integrated Public Financial Management System (IFMIS) - generated Budget and Financial Accountability Reports (BFARs)**, which should be submitted in a timely manner, i.e., within thirty (30) days after the end of each quarter, to indicate the progress towards the accomplishment of broader sectoral and societal outcomes targeted to improve the lives of Filipinos.

**BFARs will be used to monitor and validate the Bureau's accomplishments.**

For deficiencies or non-attainment of FY 2023 targets, justifications must be submitted together with the prescribed BFAR forms to the COA, the DBM, and the BTr, as applicable through the DBM URS, thirty (30) days after the end of the 4<sup>th</sup> quarter of FY 2023.



The requirements under Performance Results shall be assessed and scored as follows:

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met below 50% of performance indicators of the Congress-approved performance targets for FY 2023	Met 50% to less than 70% of performance indicators of the Congress-approved performance targets for FY 2023	Met 70% to less than 80% of performance indicators of the Congress-approved performance targets for FY 2023	Met 80% to less than 100% of performance indicators of the Congress-approved performance targets for FY 2023	Met each one or 100% of the Congress-approved performance targets for FY 2023 (all performance 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 Bureau.

Further ease of transaction or critical external and internal services may be achieved through more rigorous approaches such as reengineering, streamlining, digitization and other technological applications and other types of process innovations implemented in the agencies including the Regional Offices.

4.2.1 For FY 2023 PBB, the target will be substantive improvements in ease of doing business/ ease of transaction concerning **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 BTr's updated Citizen's Charter and in line with the Anti-Red Tape Authority's (ARTA's) Whole-of-Government (WOG) Reengineering Manual.

The BTr may declare the critical services previously reported in FY 2022 Process Results Report provided there are new improvements introduced with verifiable results (number or percentage of reduction in total processing time, steps, requirements, costs, etc.)

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 Bureau (and which will be validated later by ARTA for purposes of determining eligibility for the PBB), the following factors, or a combination thereof, shall be considered:

- 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 PREXC/ Programs** of agencies.
- f. A **service that involves inter-agency action** to complete the transaction.

**4.2.3** The substantial improvements or substantial reduction of the selected services may focus on the following areas of the selected services:

- a. **Actual documentary requirements** for a transaction, for instance duplicative/ unnecessary/ non-value-adding documents and various prerequisites to be obtained from other government offices.
- b. **Total processing time** to include queueing to start a transaction, waiting time to complete a transaction, and backroom processing; in other words, the total turnaround time, not just the estimated time reflected in the Citizen's Charter.
- c. **Overall transaction cost** to obtain the service (while the official fees cannot be reduced unless authorized, the other transaction cost on the part of the transacting public (both visible and not visible) could be reduced. Agencies could find out what these costs are if they get feedback and listen to the transacting public.
- d. **Multiple hands-off** where the transacting public needs to go to several offices and/ or windows in order to complete a transaction; and elimination of multiple reviews and approvals to complete a transaction.
- e. **Administrative burden** associated with the transaction i.e., the complexity and amount of effort that the agency needs to expend in order to process the transaction.
- f. **Access to the service** that makes the transaction very easy, convenient, without or only with very minimal cost, reliable, and predictable.



- 4.2.4 Concepts and tools indicated in the WOG Reengineering Manual may be used in the reengineering efforts for prioritizing areas for improvement. The Bureau's substantial improvement results with verifiable evidence of achievements from the completed transaction shall be reported through Annex 2: Modified Form A.

The Process Results shall be assessed and scored as follows:

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

The Bureau's Performance Management Team (PMT) shall determine the **two (2) critical services** – one (1) external core service and one (1) internal or support/ administrative service to be enrolled for the above purpose. A supplemental PBB Advisory on the two (2) critical services and other pertinent information shall be issued by the PMT.

- 4.2.5 The BTr is required to submit a **report on the digitalization initiatives or digital transformation** of external and internal services through the following:

- a. development of electronic or online and/ or paperless application systems, payment systems, new service delivery channels, and contactless transactions.
- b. utilization of disruptive and emerging technologies in system development and integration (e.g., blockchain, application programming interface, robotic process automation, cloud services, etc.).
- c. enabling data linkages and interoperability capacities among information systems.
- d. creating capacities for data management and analytics
- e. modernization of existing systems and applications; and
- f. Other process improvements using information technology.

The report should highlight the **tangible results of digitalization** in terms of ease of doing business or ease of transaction from the point of view of the transacting public, such as, but not limited to reduced waiting and processing times; reduced wastes in the process; lowered cost real-time generation of reports for informed decision-making; expanded coverage; improved client satisfaction rating and similar outcomes.



**4.3 Financial Results.** Targets under Financial Results reflect final payments made from the BTr's annual budget allotment to realize their committed programs and projects based on the valid appropriations for FY 2023. Hence, for FY 2023 the BTr shall accomplish the following Disbursements BUR:

- a. **Disbursements BUR** - is measured by the ratio of total disbursements (excluding Personnel Services) to the total obligations for Maintenance and Other Operating Expenses (MOOE) and Capital Outlays (CO) made in 2023, net of goods and services obligated by **December 31, 2022**, but paid only in 2023. **The total obligations for MOOE and CO** shall refer to those made from the current appropriations under the FY 2023 GAA and the continuing appropriations under FY 2022, respectively. Transfers to other agencies shall not be considered as disbursements until such time such transferred funds have been actually utilized for payment, inspection and acceptance of goods delivered and services rendered. Hence:

$$\text{Disbursement BUR} = \frac{\text{Total Disbursements (excluding Personnel Services), net of payments made in 2023 for part years' obligations}}{\text{Total Obligations}}$$

**Agencies with fund transfers** either for operating or program subsidies or both shall also achieve and report the same Disbursements BUR for NGAs for all the subsidy releases for FY 2023 from the appropriations sources.

Same as the Performance Results, the BTr must ensure the submission of the quarterly BFARs through the DBM-URS and/or IFMIS, in a timely manner within thirty (30) days after the end of each quarter. The submitted FY 2023 Financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB) shall be the basis in determining the FY 2023 BUR accomplishment of agencies.

The requirements under the Financial Results shall be assessed and scored as follows:

TABLE 4: FY 2023 RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
<b>Below 40%</b> Disbursements BUR	<b>40% - 55%</b> Disbursements BUR	<b>55% – 70%</b> Disbursements BUR	<b>70% - 85%</b> Disbursements BUR	<b>85% – 100%</b> Disbursements BUR

4. **Citizen/Client Satisfaction Results. Resolution and compliance to reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB).** The BTr 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.

To provide evidence on this, BTr shall submit a report summarizing the Hotline #8888 and CCB complaints received in FY 2023 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.



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

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
0% resolution and compliance rate to #8888/CCB complaints	At least 1% resolution and compliance rate to #8888/ CCB complaints	At least 50% resolution and compliance rate to #8888/ CCB complaints	At least 75% resolution and compliance rate if there are <b>more than 250 tickets</b> to #8888/ CCB complaints  At least 80% resolution and compliance rate for <b>250 or less tickets</b> to #8888/ CCB complaints	100% resolution and compliance to #8888/ CCB complaints

**5.0 AGENCY ACCOUNTABILITIES.** To sustain the institutionalization of compliance with existing government-mandated laws and standards, the BTr, and its Performance Management Team (PMT) shall continue to implement, monitor, and enforce compliance with the following requirements within their agencies:

TABLE 6: AGENCY ACCOUNTABILITIES	
Continuing Agency Accountabilities	<ul style="list-style-type: none"> <li>a. Updating of Transparency Seal</li> <li>b. Compliance with Audit Findings and Liquidation of Cash Advances</li> <li>c. Compliance with the Freedom of Information (FOI) Program</li> <li>d. Establishment and Conduct of the Agency Review and Compliance of Statement of Assets, Liabilities, and Net Worth (SALN)</li> <li>e. PhilGEPS posting of all invitations to bids and awarded contracts <ul style="list-style-type: none"> <li>- Notices of Award/ Bid Results, Actual Approved/ Awarded Contracts, and Notices to Proceed/ Purchase Orders for public bidding transactions above one million (P1,000,000.00)</li> </ul> </li> <li>f. FY 2023 Non-Common Use Supplies and Equipment (APP-non CSE)</li> <li>g. Posting of Indicative FY 2024 APP-non CSE</li> <li>h. FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)</li> <li>i. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System</li> <li>j. Undertaking of Early Procurement Activities covering FY 2024 Procurement Projects</li> <li>k. Designation of the Agency's Committee on Anti-Red Tape (CART)</li> <li>l. Compliance with the National Competition Policy (NCP). <b>NOTE:</b> BTr is <b>NOT</b> included in the list of agencies covered by NCP.</li> </ul>
New Agency Accountabilities beginning FY 2023 PBB	<ul style="list-style-type: none"> <li>m. Continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process.</li> <li>n. Administered Client Satisfaction Measurement (CSM)</li> <li>o. Report on the Digitalization initiatives or digital transformation of external and internal services</li> </ul>

While the above-mentioned conditions are no longer required in determining the overall PBB eligibility of BTr, compliance with these conditions shall be used as the basis for determining the eligibility of responsible units and individuals.



## 6.0 ELIGIBILITY OF DELIVERY UNITS AND INDIVIDUALS

- 6.1 Similar to FY 2022 PBB, the delivery units (DUs) of eligible agencies shall no longer be ranked for FY 2023 PBB. However, the unit/s most responsible for deficiencies shall be **isolated**.
- 6.1.1 Based on Table 1, to be eligible for the FY 2023 PBB, BTr must attain a total score of at least 70 points and achieve at least a rating of 4 for at least three (3) in the four (4) accountability dimensions. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) 10 criteria. In case the agency fails to meet a rating of 4 in at least three (3) criteria, the unit/s most responsible (including its head) for the criteria with a performance rating of below 4 will be **isolated** from the grant of the FY 2023 PBB.
- 6.1.2 The unit/s most responsible (including its head) for the non-compliance with the **Agency Accountabilities** shall also be **isolated** from the grant of the FY 2023 PBB.
- 6.2 Eligible DUs shall be granted FY 2023 PBB at **uniform rates across the Bureau**. The corresponding rates of the PBB shall be based on the agency's achieved total score.
- 6.3 To be eligible for FY 2023 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 Heads of Agencies are eligible only if their respective agencies are eligible. If eligible, their PBB rate for FY 2023 shall be equivalent to the rates as stated in Section VII.
- 6.5 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.
- 6.6 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.
- 6.7 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.
- 6.8 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.



- 6.9 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 a BTr 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/Study Leave; and/or
  - h. Sabbatical Leave
- 6.10 A BTr 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.
- 6.11 A BTr personnel found guilty of administrative and/or criminal cases by final and executory judgment in FY 2023 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such a penalty shall not cause disqualification to the PBB.
- 6.12 BTr Officials and employees who failed to submit the 2022 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 FY 2023 PBB.
- 6.13 BTr officials and employees who failed to liquidate all cash advances received in FY 2023 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 shall be the basis in determining the amount of the PBB the Bureau is eligible for. The maximum rate of the PBB for agencies that will achieve 100 points shall be 100% of the 65% Monthly Basic Salary (MBS) of an individual as of December 31, 2023. For illustration, see Table 8 below:

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

Should the BTr be assessed eligible to the grant of the PBB, the rates of incentives will be reduced by 5% if it failed to submit the complete PBB requirements on time.

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

- 8.1 The quarterly BFARs which will be used to assess and validate Performance Results shall be submitted through the DBM URS and/or IFMIS in a timely manner. Non-compliance thereto must be supported with relevant justification.
- 8.2 The BTr should submit evidence of accomplishments of Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results on or before **February 29, 2024**, 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). Late submission of complete PBB requirements of agencies that are assessed to be eligible to the grant of the FY 2023 PBB, shall be subject to penalty (5% reduction in the rates of incentives).

As part of the AO25 efforts in digitalizing and streamlining the assessment process, beginning FY 2022 PBB, the submission of accomplishment reports shall be fully online through the Government Executive Information System (GEIS) platform. The GEIS serves as the main source of performance information for agencies including both the historical and current status of eligibility to the PBB and compliance with government standards.

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



- 8.4 The A025 IATF shall conduct spot checks to validate claims and certifications made by the agencies on their submitted/posted reports and/or requirements.
- 8.5 The BTr shall be responsible for the review and updating of its Personnel Services Itemization and Plantilla of Personnel (PSIPOP) under the DBM'S Government Manpower Information System (GMIS). Under National Budget Circular (NBC) No. 549, BTr 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 2023 PBB requirement of the agency, to be complemented by a simplified *Report on Ranking of Offices/Delivery Units*.

For agencies with non-permanent positions or excluded from the coverage of the GMIS, a Modified Form 1.0 shall be submitted to the DBM for review and evaluation.

## **9.0 EFFECTS OF NON-COMPLIANCE**

The BTr, which, after due process by the oversight agency has been determined to have committed a prohibited act, shall be disqualified from the PBB in the succeeding year of its implementation.

Moreover, the CSC or Ombudsman shall file the appropriate administrative case for misrepresentation in the submitted/posted reports and requirements for the PBB, a commission of fraud in the payment of the PBB, and violation of the provisions of Memorandum Circular No. 2023-1.

## **10.0 COMMUNICATION AND CHANGE MANAGEMENT**

The Treasurer of the Philippines/ Authorized Representative, with the support of the PMT, should enhance the implementation of the internal communications strategy on PBB and fulfill the following:

- 10.1 Engage all BTr employees in understating the PBB, the performance targets, as well as the services and outputs that they will need to deliver to meet these targets.
- 10.2 Disseminate the performance targets and accomplishments of the Bureau through the intranet as well as publish these on the website.
- 10.3 Designate a senior official who shall serve as a PBB focal person.

## **11.0 CALENDAR OF PBB ACTIVITIES**


The indicative timeline set by AO 25 IATF for compliance with the requirements of FY 2023 PBB as provided in the attached Summary of Accountabilities and Timelines shall be observed by all responsible offices, officials and employees concerned, subject to the issuance of subsequent PBB advisories by the PMT.



## **12.0 EFFECTIVITY AND INFORMATION**

This Treasury Office Order shall take effect immediately and shall be cascaded and disseminated for compliance of all concerned.

All other issuances inconsistent herewith are hereby deemed revoked and/or modified accordingly.



**SHARON P. ALMANZA**  
OIC- Treasurer of the Philippines



Bureau of the Treasury  
**SUMMARY OF ACCOUNTABILITIES AND TIMELINES**  
**FY 2023 Performance-Based Bonus (PBB)**

AO 25 Deadline	Requirements/ Accountabilities	Validating Agency
February 29, 2024	<b>Performance Results</b> Concerned Services/Divisions shall submit the Physical Report of Operations (Physical Performance Results) or BAR 1 as of December 31, 2023 to the OPD on or before <b>January 31, 2024</b> for consolidation and submission to DBM-URS.	AO 25 IATF
	<b>Process Results</b> Concerned Service/ Division as determined by the PMT shall submit to OPD on or before <b>January 31, 2024</b> the accomplished Modified Form A for preparation and submission of consolidated Process Results Report.	
	<b>Financial Results</b> Concerned Service/ Divisions shall prepare and submit the computation of the FY 2023 Disbursement BUR to the DBM and COA	DBM/COA
	<b>Citizen/Client Satisfaction Results</b> OPD to prepare a report summarizing the Hotline #8888 and CCB complaints received in FY 2023 and their status.	AO 25 IATF
	<b>Form 1.0 (Report of Eligibility of Agency for the Grant of FY 2023 PBB)</b> HRMD to prepare the complete list of BTr employees to be submitted within five (5) working days from receipt of the Overall BTr Performance Rating.	AO 25 IATF DBM-OPCCB
<b>Other Agency Accountabilities</b>		
Before January 31 <sup>st</sup> of the fiscal year (2024)	Concerned Services/ Divisions/ Unit in the Central and Regional Offices to submit <b>Certificate of Compliance</b> that the BTr conducted in 2023 Early Procurement Activities (EPA) for at least 50% of the Total Value of the FY 2024 Procurement Projects	GPPB-TSO
March 31, 2023	Concerned Services/ Divisions/ Unit in the Central and Regional Offices to submit <b>FY 2022 APP Non-CSE</b> to GPPB-TSO and post to the Transparency Seal webpage	
June 30, 2023	Concerned Division/ Units to submit <b>Results of the APCPI</b> system for FY 2022 procurement transactions	



October 31, 2023	Concerned Services/ Divisions/ Unit in the Central and Regional Offices Submit the <b>FY 2024 APP-CSE</b> thru the PhilGEPS Virtual Store	PS-DBM
September 30, 2023	Concerned Services/ Divisions/ Unit in the Central and Regional Offices Post <b>Indicative FY 2024 APP Non-CSE</b> in the Transparency Seal webpage	DBM-OCIO
October 1, 2023	Concerned Services/ Divisions/ Unit in the Central and Regional Offices with posting requirements shall coordinate with MISS-SDD for the updating/ maintenance of the BTr <b>Transparency Seal (TS)</b>	
October 1, 2023	Concerned Services/ Divisions/ Unit in the Central and Regional Offices to prepare and post the BTr policy on the <b>Establishment and Conduct of Review and Compliance of SALN</b> and <b>SALN Review and Compliance Committee</b> in the TS webpage	CPMS
December 31, 2023	Concerned Services/ Divisions/ Unit and officials and employees in the Central and Regional Offices to ensure <b>Sustained Compliance with Audit Findings and Liquidation of Cash Advances</b>	COA
January 30, 2024	Concerned Services/ Divisions/ Unit in the Central and Regional Offices to <b>update all procurement requirements</b> for transactions above P1M from January 1, 2023 to December 31, 2022 in the <b>PhilGEPS</b>	PS-PhilGEPS
	Concerned Services/ Divisions/ Unit to submit the following <b>Freedom of Information (FOI)</b> program requirements to PCOO: 1. Updated People's FOI Manual 2. FOI Reports, Agency Information Inventory, FOI Registry and FOI Summary Report 3. Modified One-page FOI Manual 4. Screenshot of Agency's home page	PCOO
February 29, 2024	Designation of the Agency's <b>Committee on Anti-Red Tape (CART)</b> ; Compliance and submission of requirements to ARTA	PCOO/ ARTA