



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**MEMORANDUM**

RM-NCR-2024 0156

TO : Schools Division Superintendents  
School Heads  
All Others Concerned

FROM : **JOCELYN DR. ANDAYA**   
Director IV

SUBJECT : **COMPLIANCE WITH THE FY 2023 PERFORMANCE-BASED  
BONUS (PBB) ELIGIBILITY REQUIREMENTS AND AGENCY  
ACCOUNTABILITIES**

DATE : February 28, 2024

1. Pursuant to the attached DM-OUHROD-2024-0255 MEMORANDUM from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development dated February 16, 2024, all Schools Division Offices are reminded to check their submission and ensure compliance within the deadlines of the above-mentioned subject.
2. For strict compliance.



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)




Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0255**

TO : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau/Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**All others concerned**

FROM :   
**WILFREDO E. CABRAL**  
Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development  
Chairperson, National Performance Management Team

SUBJECT : **COMPLIANCE WITH FY 2023 PERFORMANCE-BASED BONUS (PBB) ELIGIBILITY REQUIREMENTS AND AGENCY ACCOUNTABILITIES**

DATE : 16 February 2024

In relation to IATF AO25 Memorandum Circular No. 2023-1 titled *Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year 2023 under Executive Order (EO) No. 80, s. 2012 and EO No. 201, s. 2016* (Enclosure No. 1), this Memorandum is being issued to remind all governance levels and units to check their submissions and ensure compliance with upcoming deadlines for the following FY 2023 PBB Eligibility Requirements and Agency Accountabilities:

### **Eligibility Requirements**

1. **Performance Results** – achievement of Congress-approved targets under the PIB of FY 2023 GAA, as monitored via the Unified Reporting System (URS) and/or Integrated Public Financial Management System (IFMIS)-generated Budget and Financial Accountability Reports (BFARs).
2. **Financial Results** – attainment of FY 2023 Disbursement BUR. Disbursement BUR is the ratio of Total Disbursements (excluding Personal

Services to the Total Obligations for MOOE and Capital Outlays made in FY 2023, net of goods obligated by 31 December 2022 but paid only in FY 2023.

3. **Process Results** – substantive improvements in ease of doing business/ease of transaction concerning one (1) core, external service and one (1) support, internal service as declared in the agency’s Citizen’s Charter.
4. **Citizen/Client Satisfaction Results** – resolution and compliance to reported complaints referred by the 8888 Citizens’ Complaint Center and Contact Center ng Bayan (CCB).

### Agency Accountabilities

1. Undertaking of Early Procurement Activities (EPA) covering FY 2024 Procurement Projects
2. FY 2023 Annual Procurement Plan-Non-Common Use Supplies and Equipment (APP-Non CSE)
3. Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System
4. FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)
5. Posting of Indicative FY 2024 APP-non CSE
6. Updating of Transparency Seal (TS)
7. Submission and Review of Statement of Assets, Liabilities, and Net Worth (SALN)
8. Administered Client Satisfaction Measurement (CSM)
9. Compliance with Audit Findings and Liquidation of Cash Advances
10. Continuing ISO-QMS certification or equivalent certification of at least one (1) critical frontline service or core process
11. Report on the digitalization initiatives or digital transformation of external and internal services
12. Compliance with the National Competition Policy (NCP)
13. PhilGEPS posting of all invitations to bids and awarded contracts – Notices of Award/Bid Results, Actual Approved/ Awarded Contracts, and Notices to Proceed / Purchase Orders for public bidding transactions above one million
14. Compliance with Freedom of Information (FOI) Program
15. Designation of the Agency’s Committee on Anti-Red Tape (CART)

The deadlines, Action Required, Accountable and Responsible Offices, and Status / Reminders for each eligibility and accountability are stated in Enclosure No. 2.

The reference materials and required forms are attached as follows:

- Enclosure No. 1 – IATF AO25 Memorandum Circular No. 2023-1
- Enclosure No. 2 – Matrix of FY 2023 Eligibility Criteria and Agency Accountabilities
- Enclosure No. 3 – PAS-OD-2024-002 titled *Submission of Resolution to Reported Complaints from the 8888 Citizens’ Complaint Center Hotline and CSC-CCB for FY 2023 for the Grant of the Performance-Based Bonus*
- Enclosure No. 4 – Unnumbered Memorandum dated 11 December 2023 titled *Submission of Client Satisfaction Measurement Results for FY 2023*

- Enclosure No. 5 – Guide in Reporting Digitalization Initiatives/Digital Transformation
- Enclosure No. 6 – CSM and Citizen’s Charter Inventory 2023
- Enclosure No. 7 – FY 2023 Report on Digitalization Initiatives or Digital Transformation of Field Offices

Soft copies of this issuance and enclosures may be accessed through the following:

Link : <https://bit.ly/2023PBBInternal>

QR Code :



All concerned are also advised that the Undertaking of Early Procurement Activities (EPA) covering FY 2025 Procurement Projects was due last 31 January 2024. This entailed the submission of the Certificate of Compliance that EPA was conducted for at least 50% of the Total Value of the FY 2024 Procurement Projects to Government Procurement Policy Board-Technical Support Office (GPPB-TSO). For queries/concerns on EPA, email the validating agency directly, CC: [oupro@deped.gov.ph](mailto:oupro@deped.gov.ph).

For more information on this issuance, contact the **Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED)** through email at [pbb.monitoring@deped.gov.ph](mailto:pbb.monitoring@deped.gov.ph).

Copy furnished:

**OFFICE OF THE SECRETARY**