

GUIDELINES ON RANKING OF FPRDI DELIVERY UNITS FOR THE GRANTING OF FY 2019 PERFORMANCE-BASED BONUS

1.0 OBJECTIVE

To establish a system of ranking for FPRDI delivery units, officials and employees relative to the grant of CY 2019 Performance-Based Bonus (PBB) pursuant to the Memorandum Circular No. 2019-01 dated 03 September 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (Administrative Order No. 25 s.2011)

2.0 COVERAGE

This covers all identified delivery units of FPRDI and all its officials and employee holding regular plantilla positions.

3.0 ELIGIBILITY CRITERIA

To be eligible for the 2019 PBB Grant, FPRDI must satisfy the conditions set by IATF as per Memorandum Circular 2019-01 dated 03 September 2019. *(Please see Annex A)*

- 3.1 **Good Governance Conditions:** Satisfy 100% of the Good Governance Conditions (GGCs) for FY 2018 set by the AO 25 Inter-Agency Task Force (IATF) as provided in Section 4.0;
- 3.2 **Performance Targets of Agencies:** Achieve each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019; and
- 3.3 **Performance Rating of Employees and CES positions.** Use the CSC-approved Strategic Performance Management System (SPMS) in rating the performance of the First and Second Level officials and employees FPRDI including officials holding managerial and Director positions but are not Presidential appointees. The rating of the performance of Career Executive Service (CES) officers and incumbents to CES positions shall be based on the requirement to be issued by the Career Executive Service Board (CESB).

4.0 FY 2019 GOOD GOVERNANCE CONDITIONS

4.1 Maintain/Update the Agency Transparency Seal (TS)

- a. FPRDI's mandate and functions; names of its officials with their position and designation, and contact information;
- b. Annual Financial Reports;
- c. DBM Approved Budget and Corresponding Targets for FY 2019 (Budget for FY 2019 and GAA targets for FY 2019);
- d. Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2019;
- e. FY 2019 Annual Procurement Plan (FY 2019 APP Non-CSE), Indicative FY 2020 APP Non-CSE, and FY 2020 APP for Common-Supplies and Equipment (FY 2020 APP CSE);

- f. Quality Management System (QMS) Certification of at least one core by any international certifying body (ICB) accredited by the International Accreditation Forum (IAF) members;
- g. FPRDI System of Ranking Delivery Units for FY 2019 PBB
- h. FPRDI Review and Compliance Procedure of Statements and Financial Disclosures; and
- i. FPRDI Final People's Freedom to Information (FOI) Manual signed by the Director; FPRDI Information Inventory; 2019 FOI Registry and 2019 FOI Summary Report.

4.2 Update the PhilGEPS posting of all Invitations to Bids and awarded contracts pursuant to the Government Procurement Reform Act (RA No. 9184) for transactions for transactions above Php 1 million from January 1 to December 31, 2019, including Early Procurement of FY 2019 Non-Common Use Supplies and Equipment (Non-CSE) items.

4.3 Maintain/Update the Citizen's or Service Charter or its equivalent, reflecting the agency's enhanced service standards for all its government services to citizens, businesses, and government agencies, consistent with the objectives of RA No. 11032 and the President's directive to reduce processing time of all public transactions with government and ensure accessible and convenient delivery of services to the public.

FPRDI shall submit their respective Certificates of Compliance (CoC) based on the format prescribed by the Anti-Red Tape Authority ("Authority") on or before December 31, 2019 through the AO25 Secretariat. The Authority shall conduct a validation of the Citizen's or Service Charter or its equivalent starting January 2020.

Non-compliance with any of the GGCs will render the entire FPRDI ineligible for the PBB. Assessment of FPRDI compliance with GGC requirements shall be conducted starting October 1, 2019.

5.0 FY 2019 Performance Targets

5.1 Streamlining and Process Improvement of FPRDI's Critical Services covering all Government-to-Citizens (G2C), Government-to-Businesses (G2B), and Government-to-Government (G2G) transactions as declared in the agency's Citizen's/Service Charter. To promote the periodic measurement of FPRDI's performance in delivering said services, FPRDI shall determine and report the following streamlining criteria using Annex 3A Modified Form A Department/ Agency Performance Report (*See Annex A*):

- a. **Number of Steps** which refers to number of steps to complete the service. FPRDI shall report in details the steps necessary to complete the service including flow charts indicating the front end and back end.
- b. **Turnaround Time (TAT)** which is the sum of the waiting and processing time. TAT starts from the moment the transacting client enters the queue or fills out the form, and the waiting time incurred until the service has been completed/delivered.

- c. **Number of Signatures** which refers to the number of signatures and initials from the employees and officers of FPRDI necessary to complete each service.
- d. **Number of Documents** which refers to the total number of required documents that must be provided by the transacting client to the government.
- e. **Transaction Costs** which are costs incurred by the transacting client in the course of availing of a government service. These costs are categorized as follows:
 - e1. **Primary Transaction Costs/Fees** which are the fees declared in FPRDI Citizen's Charter to be paid to FPRDI by the transacting client for availing a government service. Examples of the fees are application fees, registration fees, etc.
 - e2. **Other Transaction Costs** which are the other costs incurred by the transacting client to obtain supporting information from another agency in order to secure the necessary primary information. These costs also include the other expenses shouldered by the transacting client until the service has been completed by the government. Examples are the costs of birth certificates to secure passports, barangay clearance to secure business permit, required photos, printing costs, photocopying costs, transportation expenses of the transacting client, etc.
- f. **Substantive Compliance Costs** which are the incremental costs other than administrative costs incurred by the transacting public in the course of complying with a regulation. These costs can include implementation costs, direct labor costs, overhead costs, equipment costs, material costs, and external service costs. Examples are the purchase of early warning device for vehicle owners, expenses in the installation of accelerograph for building with 10 floors and up, costs in the maintenance of waste disposal system for establishment, etc.

FPRDI shall report the baseline information of each abovementioned streamlining criteria based on the FPRDI Citizen's/Service Charter updated prior to FY 2019. They shall set their FY 2019 Streamlining Improvement Target for each streamlining criteria for every declared service including the following specific targets:

- a. Reduction in the number of signatures to not more than three (3);
- b. Simplification of application forms or reduction in the number of documentary requirements;
- c. Reduction in the turnaround time and completion of the transaction in accordance with the provisions of the EODB law not to exceed the maximum period of three (3), seven (7), and twenty (20) based on the classification of transactions, unless otherwise indicated under special laws.