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DENR Memorandum Circular  
NO. 2015- 06

OCT 14 2015

**SUBJECT: Guidelines on Ranking Delivery Units and Individuals as Basis for Granting the Performance-Based Bonus (PBB) for FY 2015**

## **1.0 BACKGROUND**

Pursuant to Executive Order No. 80, s. 2012, a Performance-Based Incentive System (PBIS) consisting of the Productivity Enhancement Incentive (PEI) and the Performance-Based Bonus (PBB) was adopted in the national government beginning FY 2012.

The PBB is characterized by a two-step system of ranking Delivery Units of Departments/Agencies and personnel within those units according to their performance as measured by verifiable indicators based on the pillars of Results-Based Performance Management System: Department's/Agency's Major Final Outputs (MFOs) and Performance Targets (PT) as specified in its Organizational Performance Indicator Framework (OPIF) and consistent with the targets in the approved OP Form 1 Planning Tool or the 2015 Approved Budget; Department's/Agency's commitments to the President supportive of the priorities under EO 43; and, Good governance conditions on the performance drivers set by the AO 25 Inter-Agency Task Force (IATF).

Consistent with IATF MC No. 2015-1 dated 12 August 2015, the DENR issues this Memorandum Circular setting forth the Guidelines on Ranking Delivery Units and Individuals as Basis for granting the PBB for FY 2015.

## **2.0 PURPOSE**

This Memorandum Circular contains the criteria and conditions for the grant of Performance-Based Bonus (PBB) in FY 2015. The guidelines specify new requirements such as:

- 2.1 Use of the Strategic Performance Management System (SPMS) as basis for ranking performance of First and Second level employees;
- 2.2 Compliance to Public Financial Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM);
- 2.3 Adoption and use of the Agency Procurement Compliance and Performance Indicators (APCPI) System;
- 2.4 Compliance with Section 3e of Administrative Order (AO) No. 46 s. 2015 which requires agencies to submit their respective Annual Procurement Plan (APP);

- 2.5 Submission of separate Forms B and C for Agency Accomplishment for Priority Programs and Initiatives under Executive Order (EO) No. 43, and Agency Accomplishment for OP Planning Tool FY 2015 Targets, respectively;
- 2.6 Ranking the delivery units of the DENR based on performance for FY 2015;
- 2.7 Ranking and rating the performance of individuals in each delivery unit; and
- 2.8 Distributing the PBB to qualified delivery units and personnel of the Department.

### **3.0 COVERAGE**

- 3.1 All offices of the DENR at the central, regional, provincial and community levels, staff bureaus, line bureaus including their respective regional offices, and attached agencies as listed in **Annex A**.
- 3.2 All officials and employees holding regular plantilla positions; and contractual and casual employees having an employer-employee relationship with the office, and whose compensation is charged to the lump sum appropriation under Personnel Services, or those occupying positions in the DBM-approved contractual staffing pattern of the Department.

### **4.0 ELIGIBILITY CRITERIA**

- 4.1 Each agency must satisfy the following conditions:
  - a. Achieve at least 90% of each one of the Congress-approved performance targets for the delivery of Major Final Outputs (MFOs) under the Performance Informed Budget (PIB/GAA of the FY 2015) and the targets for Support to Operations (STO) and General Administrative Support Services (GASS);
  - b. Achieve at least 90% of each one of the priority program/project targets agreed with the President under the five (5) Key Result Areas (KRAs) of EO No. 43;
  - c. Satisfy 100% of the good governance conditions set by AO25 Inter-Agency Task Force (IATF) for FY 2015; and
  - d. Use the CSC-approved SPMS in rating and ranking First and Second Level employees and officials including officials holding managerial and director positions but are not presidential appointees; and Career Executive Service Performance Evaluation System (CESPES) in rating and ranking of Career Executive Service (CES) officials and incumbents of CES positions.
- 4.2 To be eligible for a higher percentage distribution in the ranking of delivery units, the whole Department must achieve at least 90% of each one of the additional targets of the Secretary as reflected in the OP Planning Tool Form 1.

## **5.0 FY 2015 PERFORMANCE TARGETS**

- 5.1 All MFO indicators and targets in the FY 2015 Performance-Informed Budget approved by Congress shall be the bases for assessing eligibility for the PBB.
- 5.2 In addition to the STO indicators and targets in the FY 2015 Performance-Informed Budget, the following shall also be included:
  - a. Quality Management System (QMS) for at least one core process certified by any international certifying body approved by the IATF or the submission of an Operations Manual covering selected core processes or areas of operation.
  - b. STO target identified in accordance with the priority of the agency head.
- 5.3 The GASS targets shall be:
  - a. Budget utilization rate (BUR), which shall consist of:
    - a.1 Obligations BUR computed as obligations against all allotments issued for FY 2015, including those released under the "GAA as a release document" policy; and
    - a.2 Disbursement BUR which is measured by the ratio of total disbursement (cash and non-cash, excluding personnel services) to total obligations for MOOE and Capital Outlays in FY 2015.
  - b. Compliance to Public Financial Management reporting requirements of the COA and DBM in accordance with the prescribed content and period of submission under existing laws, rules and regulations. These include the following:
    - b.1 Budget and Financial Accountability Reports (BFARs)
    - b.2 Report on Aging of Cash Advances
    - b.3 COA Financial Reports (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) per COA Resolution 2014-003
  - c. Adoption and use of the 2014 Agency Procurement Compliance and Performance Indicators (APCPI) System per Government Procurement Policy Board (GPPB) Resolution No. 10-2012.
  - d. Submission of the Annual Procurement Plan (APP) based on the approved budget in the GAA to the GPPB and its Technical Support Office (TSO), as prescribed by Section 3e of AO No. 46 s. 2015.
- 5.4 Priority program/project targets agreed with the President under the five (5) Key Result Areas (KRAs) of EO No. 43.

- 5.5 Commitments of the Secretary approved by the President/Office of the Cabinet Secretary as reflected in the OP Planning Tool for FY 2015, which shall be treated as over and above the Congress-approved PIB/GAA targets.

## 6.0 GOOD GOVERNANCE CONDITIONS

- 6.1 For FY 2015, the IATF has set three (3) good governance conditions based on the performance drivers of the Results-based Performance Management System (RBPMS):

- a. Maintain/Update the Agency Transparency Seal;
- b. Maintain/Update the PhilGEPS posting;
- c. Maintain/Update the Citizen's or Service Charter or its equivalent

The submission of Statement of Assets, Liabilities and Net Worth (SALN) is still a Good Governance condition but the process for validation and action for non-filers will be the responsibility of the Secretary.

- 6.2 The Transparency Seal shall include the posting of the system of ranking delivery units and individuals and the Quality Management Certificate from an international certifying body or the Agency Operations Manual.
- 6.3 Submission of Certificate of Compliance (COC) with Transparency Seal and ARTA is no longer necessary since the concerned oversight agency shall be conducting random validation based on the agreed monitoring schedule.

## 7.0 ELIGIBILITY OF INDIVIDUALS

- 7.1 Employees belonging to the First and Second Levels should receive a rating of at least "Satisfactory" based on the CSC-approved Strategic Performance Management System (SPMS).
- 7.2 Third level officials should receive a rating of at least "Very Satisfactory" under the CESPES. The CESPES covers all incumbents of CES positions for an uninterrupted period of at least three (3) months. Payment of the PBB to Third Level officials shall be contingent on the release of results of the CESPES.
- 7.3 Other officials performing managerial and executive functions who are not presidential appointees are covered by the CSC-approved SPMS and should receive a rating of at least "Satisfactory".
- 7.4 Officials belonging to the Third Level who receive "Satisfactory" rating under the CESPES, and employees belonging to the First and Second Levels who receive a "Below Satisfactory" rating under the CSC-approved SPMS shall **not** be eligible to the PBB.
- 7.5 Personnel on detail to another government agency for six (6) months or more shall be included in the ranking of employees in the recipient agency that rated his/her performance. Payment of the PBB shall come from the mother agency.

- 7.6 Personnel who transferred from one government agency to another agency shall be rated and ranked 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.
- 7.7 An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating in accordance with items 6.1 and 6.2 hereof may be eligible to the full grant of the PBB.
- 7.8 An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rata basis. The PBB of employees shall be pro-rated corresponding to the actual length of service rendered, as follows:

<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/Study Leave
  - h. Sabbatical Leave
- 7.9 An employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of the PBB.
- 7.10 Personnel found guilty of administrative and/or criminal cases filed against them and meted penalty in FY 2015 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.
- 7.11 Officials and employees who failed to submit the 2014 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 (s. 2015) shall not be entitled to the FY 2015 PBB.
- 7.12 Officials and employees who failed to liquidate Cash Advances received in FY 2015 within the reglementary period effective September 2015 shall not be entitled to the FY 2015 PBB.
- 7.13 The Secretary shall ensure that officials and employees covered by RA 6713 submitted their 2014 SALN to respective SALN repository agencies and also liquidated FY 2015 Cash Advances. This will be a basis for the release of FY 2015 PBB to individuals.
- 7.14 The eligibility of the Secretary shall be based on the eligibility of the Department. His PBB rate shall be fixed at P35,000 for FY 2015.

**8.0 RANKING OF DELIVERY UNITS AND INDIVIDUALS**

8.1 Delivery units that meet the criteria and conditions in Section 4.1 are eligible to PBB for FY 2015. They shall be forced ranked according to the following categories.

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

8.2 If the Department meets at least 90% of each one of the FY 2015 targets of the Secretary other than those in the Congress-approved PIB as reflected in the OP Planning commitments for FY 2015, in addition to the criteria and conditions in Section 4.1, the delivery units eligible to the PBB shall be forced rank according to the following categories:

<b>Ranking</b>	<b>Performance Category</b>
Top 15%	Best Delivery Unit
Next 30%	Better Delivery Unit
Next 55%	Good Delivery Unit

8.3 Only the personnel belonging to eligible Delivery Units are qualified for the PBB.

8.4 Officials and employees of Delivery Units that qualified for PBB, based on the criteria and conditions set in Section 8.1 and 8.2 shall be forced ranked as follows:

*For the Best Delivery Unit:*

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 20%	Best Performer
Next 35%	Better Performer
Next 45%	Good Performer

*For the Better Delivery Unit:*

<b>Ranking</b>	<b>Individual Performance Category</b>
Top 15%	Best Performer
Next 30%	Better Performer
Next 55%	Good Performer

*For the Good Delivery Unit:*

<b>Ranking</b>	<b>Performance Category</b>
Top 10%	Best Performer
Next 25%	Better Performer
Next 65%	Good Performer

**9.0 RATING AND RANKING OF PERFORMANCE OF DELIVERY UNITS AND INDIVIDUALS**

- 9.1 The ranking of all Delivery Units (DUs) and Individuals shall follow the two-tiered scheme. First step shall be the ranking of all sixty-five (65) DUs using the PBB Indicators. Second step is to rank all personnel per DU using the results of the performance appraisal rating.
- 9.2 The qualifying indicators (indicators and targets in the FY 2015 Performance-Informed Budget approved by Congress) and the ranking indicators (**Annex B**) shall be the main parameters to be used by PMG ranking sub-committees in rating the performance of the different DUs. The accomplishments on the qualifying indicators shall cover 60% of the total performance rating of the DUs while the remaining 40% shall be for the accomplishments on the ranking indicators.
- 9.3 The PMG and Ranking Committees shall use a point system for qualifying indicators (**Annex C**). The PMG is authorized to develop a point system for the ranking indicators which shall be contained in separate Guidelines.
- 9.4 The PMG ranking committees shall deliberate on the performance of the different DUs using the 2015 Performance Delivery Unit Rating Sheets and prepare an endorsement of their ratings to the Secretary for final approval. The Secretary shall therein affix her/his signature in the summary page to serve as basis for processing the PBB to be distributed to eligible Delivery Units.
- 9.5 Rounding off of ranking the DUs shall be to the highest whole number (0.5 up should be rounded off to 1).
- 9.6 The PMG Ranking Committees shall develop objective tie-breaking criteria for DUs and individuals. In case of unresolved tie among DUs, the concerned ranking committee shall elevate it to the Secretary whose decision shall be enforced as final. In case of the Field Operations Group, tie shall be resolved at the respective regional level.
- 9.7 All Division Chiefs shall cause the preparation of Individual Performance Evaluation Summary and shall ensure the accuracy and integrity of the accomplished forms before endorsing to the concerned PMG and Ranking Committee. The heads and/or Division Chiefs should affix their signatures in the Performance Evaluation Summary.

- 9.8 Heirs of deceased personnel who qualified for 2015 PBB shall be required to present proof of legitimacy of claim.
- 9.9 All objections/complaints after the award of the 2015 PBB shall be brought to the attention and resolved by the existing Grievance Committee following the approved grievance procedures.

#### **10.0 THE PERFORMANCE MANAGEMENT GROUP (PMG) AND ITS SUB-COMMITTEES**

- 10.1 The Performance Management Group (PMG) chaired by the Undersecretary for Policy, Planning and Foreign-Assisted Programs shall directly oversee the performance of the DUs and assist the Secretary in carrying out forced ranking of DUs as well as ensuring adherence to the criteria and guidelines of the PBB-PBIS.
- 10.2 The created sub-committees of the PMG shall assess the performance of the different clusters of DUs and assist in ranking them according to performance criteria. There shall be five (5) sub-committees to assess and rank the performance of Management and Support Group (MSG), Bureaus and Attached Agencies (BAA), DENR Regional Offices, EMB Regional Offices and MGB Regional Offices. The respective Regional PMGs and Regional Ranking Committees shall be formed to look into the performance of their respective Offices. The DENR Regional Ranking Committees shall also rank PENROs and CENROs.
- 10.3 The PMG Ranking Committees shall be composed of officials of the Central Office/Regional Offices/Bureaus/Attached Agencies; or members of the EXECOM (Central Office/Regional Office/Bureaus/Attached Agencies) or involved in the monitoring of physical and financial performance. However, they are prohibited from assessing/ranking the group or DU of their own. They would be joined by the representatives of the employees union, planning division chiefs and finance division chiefs.
- 10.4 The PMG, through the National/Central Office Secretariat, shall ensure that the required forms for submission to the AO 25 Task Force are completely filled out. The Secretariat shall also ensure that all the forms/documents used in the rating and ranking are secured and shall safekeep them for consolidation and submission.

#### **11.0 EFFECTS OF NON-COMPLIANCE**

- 11.1 Upon determination, after due process by the oversight agency, of misrepresentation in submitted reports for the PBB, commission of fraud in the payment of the PBB and violation of the provision of the IATF guidelines, the Department shall be disqualified from the PBB in the



succeeding year of its implementation. Moreover, the CSC or Ombudsman shall file appropriate administrative case.

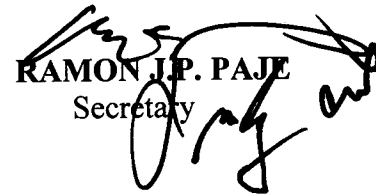
- 11.2 Agencies that are found to evenly distribute PBB among employees shall be warned and investigated by the IATF. If found guilty, the Task Force has the right to withhold their bonuses.

## 12.0 SOURCE OF PBB FUND

The DENR-PBB shall be charged against Miscellaneous Personnel Benefits Fund (MPBF) in the General Appropriations Act.

## 13.0 EFFECTIVITY

This Circular shall take effect immediately.

  
RAMON J.P. PAJE  
Secretary



**DELIVERY UNITS TO BE RANKED FOR PBB**

**A. Management and Support Group (9)**

1. Office of the Secretary, Office of the Undersecretaries, Office of the Assistant Secretaries and the Internal Audit Service
2. Strategic Communications & Initiatives Service (SCIS)
3. Foreign-Assisted and Special Projects Office
4. Knowledge & Information Systems Service (KISS)
5. Legal Service
6. Administrative Service
7. Financial and Management Service
8. Human Resources Development Service
9. PPSO, Manila Bay Coordinating Office (MBCO), River Basin Control Office (RBCO), CARP National Coordinating Office and Climate Change Office (CCO)

**B. Bureaus and Attached Agencies (9)**

1. Environmental Management Bureau (EMB)
2. Mines and Geosciences Bureau (MGB)
3. Forest Management Bureau (FMB)
4. Biodiversity Management Bureau (BMB)
5. Land Management Bureau (LMB)
6. Ecosystems Research and Development Bureau (ERDB)
7. National Mapping and Resource Information Authority (NAMRIA)
8. National Water Resources Board (NWRB)
9. Palawan Council for Sustainable Development Staff (PCSDS)

**C. Field Operations Group (47)**

1. DENR Regional Offices (16) including their respective PENROs and CENROs
2. Environmental Management Bureau (EMB) Regional Offices (16)
3. Mines and Geosciences Bureau (MGB) Regional Offices (15)

## LIST OF RANKING INDICATORS (40%)

CLUSTER	INDICATOR	TIMELINE
<b>Management Support Group (MSG)</b>		
	1. Budget Utilization Rate (BUR) - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	30 November 2015
	2. Major frontline service (Citizen's Charter) based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring & Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team (CCT)	01 July 2015
	3. Percentage of OPCR based on approved SPMS Guidelines submitted to OSEC (Undersecretary for Policy, Planning and Foreign-Assisted Programs)	09 October 2015
	4. 2016 Project Procurement Management Plan (PPMP) based on Revised IRR of RA 9184 (Government Procurement Reform Act ) submitted	15 August 2015
	5. Re-Entry Action Plans (REAP) on Learning and Development submitted to the Director of HRDS	30 September 2015
	6. Percentage of DENR staff oriented on EMS	30 November 2015
	7. CY 2016 Annual WFPs based on 2016 Planning Guidelines submitted to the Office of the Undersecretary for Policy, Planning and Foreign-Assisted Programs	06 November 2015
<b>Bureaus and Attached Agencies (BAAs)</b>		
	1. Budget Utilization Rate (BUR) - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	30 November 2015
	2. No. of Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 (Guidelines Prescribing the Use of Modified Formats of the BFARs) submitted to COA and DBM	
	- BAR 1, FAR 1, FAR 1-A, 1-B, 2, 2-A, 5	15 days of the succeeding month after the end of each quarter

CLUSTER	INDICATOR	TIMELINE
	- FAR 3	Every 15 <sup>th</sup> day following the end of the year
	- FAR 4	Every 5 <sup>th</sup> day of the succeeding month
	3. Major frontline service (Citizen's Charter) based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring & Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team (CCT)	01 July 2015
	4. Percentage of OPCR based on approved SPMS Guidelines submitted to OSEC (Undersecretary for Policy, Planning and Foreign-Assisted Programs)	09 October 2015
	5. Percentage of property, plant and equipment data for the last 5 years (2010-2014) reconciled based on audit findings submitted to COA	30 November 2015
	6. CY 2016 Annual WFPs based on 2016 Planning Guidelines submitted to the Office of the Undersecretary for Policy, Planning and Foreign-Assisted Programs (staff Bureaus only)	06 November 2015
	7. Policies/Guidelines endorsed to the Office of the Undersecretary for Policy, Planning and Foreign-Assisted Programs	31 December 2015
	8. Percentage of Accomplishment Reports based on targets compliant to prescribed format submitted to the Undersecretary for Policy, Planning and Foreign-Assisted Programs	
	- Quarterly Accomplishment Report (for line bureaus- consolidated report of regions)	Every 5 <sup>th</sup> day of the 1 <sup>st</sup> month of the succeeding quarter
<b>DENR Regional Offices</b>		
	1. Budget Utilization Rate (BUR) - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	30 November 2015
	2. No. of Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 (Guidelines Prescribing the Use of Modified Formats of the BFARs) submitted to COA and DBM	
	- BAR 1, FAR 1, FAR 1-A, 1-B, 2, 2-A, 5	15 days of the succeeding month after the end of each quarter
	- FAR 3	Every 15 <sup>th</sup> day following the end of the year

CLUSTER	INDICATOR	TIMELINE
	- FAR 4	Every 5 <sup>th</sup> day of the succeeding month
	3. Major frontline service (Citizen's Charter) based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring & Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team (CCT)	01 July 2015
	4. Percentage of OPCR based on approved SPMS Guidelines submitted to OSEC (Undersecretary for Policy, Planning and Foreign-Assisted Programs)	09 October 2015
	5. Percentage of property, plant and equipment data for the last 5 years (2010-2014) reconciled based on audit findings submitted to COA	30 November 2015
	6. Percentage of ageing cases inventoried New- January 2011 to August 31, 2015 Old- January 2010 and below	31 December 2015
	7. CY 2016 Annual WFPs based on 2016 Planning Guidelines submitted to the Office of the Undersecretary for Policy, Planning and Foreign-Assisted Programs	06 November 2015
	8. Percentage of Accomplishment Reports based on targets compliant to prescribed format submitted to the Undersecretary for Policy, Planning and Foreign-Assisted Programs	
	- Monthly Accomplishment Report	Every 5 <sup>th</sup> day of the following month
	9. No. of PAs surveyed based on DAO 2013-20 "Revised Guidelines on SRPAO" with consolidated results and maps submitted to BMB	31 December 2015
	10. No. of Patents issued for residential lands based on RA 10023	Patents for residential lands issued in 120 days upon receipt and transmitted to ROD in 10 days upon approval of the PENRO
	11. No. of Ecotourism infrastructures constructed based on DAO 2009-09	31 December 2015
	12. Percentage of illegal logging cases reported and acted upon	31 December 2015
	13. Percentage survival rate of planted seedlings (2012-2014)	31 December 2015
<b>EMB Regional Offices</b>		
	1. Budget Utilization Rate (BUR) - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	30 November 2015

COLUMN	INDICATOR	TIMELINE
	2. No. of Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 (Guidelines Prescribing the Use of Modified Formats of the BFARs) submitted to COA and DBM	
	- BAR 1, FAR 1, FAR 1-A, 1-B, 2, 2-A, 5	15 days of the succeeding month after the end of each quarter
	- FAR 3	Every 15 <sup>th</sup> day following the end of the year
	- FAR 4	Every 5 <sup>th</sup> day of the succeeding month
	3. Major frontline service (Citizen's Charter) based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring & Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team (CCT)	01 July 2015
	4. Percentage of OPCR based on approved SPMS Guidelines submitted to OSEC (Undersecretary for Policy, Planning and Foreign-Assisted Programs)	09 October 2015
	5. Percentage of property, plant and equipment data for the last 5 years (2010-2014) reconciled based on audit findings submitted to COA	30 November 2015
	6. No. of permits and clearances issued	31 December 2015
	7. No. of sites/facilities monitored and/or inspected with reports submitted	31 December 2015
<b>MGB Regional Offices</b>		
	1. Budget Utilization Rate (BUR) - Ratio of Total obligations to total releases - Ratio of Total Disbursement to total Obligations	30 November 2015
	2. No. of Budget and Financial Accountability Reports (BFARs) based on DBM-COA Joint Circular No. 2014-01 (Guidelines Prescribing the Use of Modified Formats of the BFARs) submitted to COA and DBM	
	- BAR 1, FAR 1, FAR 1-A, 1-B, 2, 2-A, 5	15 days of the succeeding month after the end of each quarter
	- FAR 3	Every 15 <sup>th</sup> day following the end of the year
	- FAR 4	Every 5 <sup>th</sup> day of the succeeding month

	3. Major frontline service (Citizen's Charter) based on DMC No. 2015-04 "Service Excellence through Continuous Systems Innovation Monitoring & Evaluation (SECSIME)" submitted to DENR Citizen's Charter Team (CCT)	01 July 2015
	4. Percentage of OPCR based on approved SPMS Guidelines submitted to OSEC (Undersecretary for Policy, Planning and Foreign-Assisted Programs)	09 October 2015
	5. Percentage of property, plant and equipment data for the last 5 years (2010-2014) reconciled based on audit findings submitted to COA	30 November 2015
	6. No. of new mineral reservation areas/assessed/endorsed for declaration	31 December 2015
	7. No. of mining permits/contracts issued and agreements endorsed for approval	31 December 2015
	8. No. of sites and facilities monitored and/or inspected with reports issued	31 December 2015
	9. No. of violations and complaints acted upon with reports issued	31 December 2015

## POINT SYSTEM FOR QUALIFYING INDICATORS

Percentage Accomplishment	No. of Points
Over 100%	12
100%	11
99%	10
98%	9
97%	8
96%	7
95%	6
94%	5
93%	4
92%	3
91%	2
90%	1
Below 90%	0