



**MEMORANDUM**

**TO :** ALL CONCERNED OFFICES

**FROM :** BIENVENIDO Y. RUBIO  
 Commissioner *[Signature]* **OCT 31 2023**

**SUBJECT :** SUBMISSION OF COMPLIANCE FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FISCAL YEAR 2023

**DATE :** 19 October 2023

In compliance with Customs Memorandum Circular (CMC) No. 149-2022, re: "Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2023 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016", all concerned offices are hereby directed to comply with the following requirements:

ACCOUNTABILITY DIMENSION	EVIDENCE REQUIREMENT	DEADLINE	CONCERNED OFFICE/S
<b>PERFORMANCE RESULTS</b>	Budget and Financial Accountability Reports (BFAR) through the use of the Unified Reporting System (URS) and/or Integrated Financial Management System (IFMIS).	Within thirty (30) days after the end of each quarter	<b>ACCOUNTING DIVISION &amp; BUDGET DIVISION</b>
<b>PROCESS RESULTS</b>	Annex 2: Modified Form A – Department/Agency Process Results Report for:  a. Authorized Economic Operator (AEO) Portal for External Process b. Internal Administration Management System (IAMS) – HR corner (Recruitment Portal) for Internal Process	01 Dec 23	a. AEO OFFICE  b. <b>HUMAN RESOURCE MANAGEMENT DIVISION (HRMD)</b>
<b>FINANCIAL RESULTS</b>	Financial Accountability Report (FAR) No. 1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances (SAAODB)	Within thirty (30) days after the end of each quarter	<b>ACCOUNTING DIVISION &amp; BUDGET DIVISION</b>

<p><b>CITIZEN/CLIENT SATISFACTION RESULTS</b></p>	<p>Summary of report of the Hotline #8888 and Contact Center ng Bayan (CCB) complaints and its status FY 2023, and other supporting documents.<sup>1</sup></p>	<p>01 Dec 23</p>	<p><b>PUBLIC INFORMATION AND ASSISTANCE DIVISION (PIAD)</b></p>
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<p><b>AGENCY ACCOUNTABILITIES</b></p>	<p><b>EVIDENCE REQUIREMENT</b></p>	<p><b>DEADLINE</b></p>	<p><b>CONCERNED OFFICE/S</b></p>
<p>Compliance with Audit Findings and Liquidation of Cash Advances</p>	<p>Sustain Compliance with Audit Findings<sup>2</sup></p>	<p>01 Dec 23</p>	<p><b>ACCOUNTING DIVISION</b></p>
<p>Compliance with the Freedom of Information (FOI) Program</p>	<p>Submit the following <b>Freedom of Information (FOI) Program</b> requirements to <b>Presidential Communications Operations Office (PCOO)</b>:</p> <ol style="list-style-type: none"> <li>1. Updated People's FOI Manual</li> <li>2. Updated One-Page FOI Manual</li> <li>3. Updated FPO Reports (Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report)</li> <li>4. Onboarding to the eFOI portal</li> <li>5. FOI Feedback Report Addressed overdue or pending FOI</li> </ol>	<p>01 Dec 23</p>	<p><b>PIAD</b></p>
<p><b>PhilGEPS</b> posting of all invitations to bids and awarded contracts – Notices of Award/Bid</p>	<p><b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the <b>PhilGEPS</b>.</p>	<p>01 Dec 23</p>	<p><b>GENERAL SERVICES DIVISION (GSD)</b></p>

<sup>1</sup> The report in compliance with Citizen/Client Satisfaction Results must be complemented by monthly reports from Hotline #8888 and CCB, which should incorporate data collected by the Office of the President, Presidential Management Staff, Civil Service Commission, and Presidential Communications Operations Office, as well as information obtained from Freedom of Information (FOI) portals.

<sup>2</sup> Fully implement 30% of the prior years' audit recommendations as shown in the Report on Status of Implementation of Prior Years' Recommendations. These recommendations will exclude the Property, Plant, and Equipment (PPE)-related items of the Annual Audit Report (AAR). Audit findings closed since FY 2021 should also not recur. The objective is to improve the agency's internal control processes, enhance operational effectiveness, and eliminate, resolve, and remedy most, if not all, of the agency audit findings, by the end of 2023.

Results, Actual Approved/Awarded Contracts, and Notices to Proceed/Purchase Orders for public bidding transactions above one million (P1,000,000)	<i>Refer to Annex 7: Guidelines on PhilGEPS posting of the attached CMC</i>		
<b>Designation of the Agency's Committee on Anti-Red Tape (CART)</b>	Custom Special Order (CSO) and Customs Memorandum Order (CMO) on Designation of Agency's Committee on Anti-Red Tape (CART), established pertaining to the agency's CART as stated in ARTA MC No. 2020-007.	30 Jan 24	<b>PLANNING AND POLICY RESEARCH DIVISION (PPRD)</b>
<b>Compliance with the National Competition Policy (NCP)</b>	Submit the complete set of applicable NCP requirements to the Philippine Competition Commission (PhCC) as stated in Annex 5 to 5.4 of the attached CMC.	30 Nov 23	<b>PPRD</b>
Department/Agencies, SUCs, and GOCCs (DBM), continuing <b>ISO-Quality Management System (QMS) certification or equivalent certification</b> of at least one (1) critical frontline service or core process.	Annex 3.1: Consent and Authorization to Disclose Information and/or Documentation and Annex 3.2: Database of the Agencies' ISO QMS Certification/Recertifications as Evidence or Proof of Compliance for the FY 2023 PBB Grant	01 Dec 23	<b>IQMSO</b>
<b>Administered Client Satisfaction Measurement of CSM</b>	Documentation of CSM Report as proof of compliance on administering the satisfaction measurement.	On or before the last working day of April the following year	<b>PPRD</b>

Further, in anticipation of the publication of Performance-Based Bonus FY 2024, the GSD is hereby directed to comply with the following requirements:

AGENCY ACCOUNTABILITIES	EVIDENCE REQUIREMENT	DEADLINE
Undertaking of Early Procurement Activities covering FY 2025 Procurement Projects	<b>Certificate of Compliance</b> that the agency conducted Early Procurement Activities	Before January 15 <sup>th</sup> of the FY 2024
FY 2024 Non-Common Use Supplies and Equipment (APP Non-CSE)	Submit <b>FY 2024 APP-non CSE</b>	29 Feb 24
Posting of Indicative FY 2025 APP-non CSE	Posting of <b>Indicative FY 2025 APP-non CSE</b> in the agency's Transparency Seal webpage	
FY 2025 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Submission of the <b>FY 2025 APP-CSE</b> through the Procurement Service of the Department of Budget and Management (PS-DBM) Virtual Store under the Modernized PhilGEPS (MPhilGEPS) system.	
Results of FY 2023 Agency Procurement Compliance and Performance Indicators (ACPI) System	Submit Results of the <b>APCPI</b> system for <b>FY 2023 Procurement Transaction</b>	30 Apr 24

All concerned offices may kindly submit any proof of compliance to the Planning and Policy Research Division on or before the given deadlines.

For further inquiries, please contact Mr. Prince John Ezekiel Alang at 09610051220 or princejohnzezeki.alang@customs.gov.ph.

For strict compliance.