

**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF  
NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**  
(Administrative Order No. 25 S. 2011)

**MEMORANDUM CIRCULAR NO. 2021- 2**

October 25, 2021

**TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES AND OTHER AGENCIES OF THE NATIONAL GOVERNMENT, INCLUDING CONSTITUTIONAL COMMISSIONS, CONGRESS, THE JUDICIARY, OFFICE OF THE OMBUDSMAN, STATE UNIVERSITIES AND COLLEGES, GOVERNMENT-OWNED OR-CONTROLLED CORPORATIONS, LOCAL WATER DISTRICTS, AND LOCAL GOVERNMENT UNITS**

**SUBJECT: SUPPLEMENTAL GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2021 UNDER EXECUTIVE ORDER NO. 80, S. 2012 AND EXECUTIVE ORDER NO. 201, S. 2016**

**1.0 PURPOSE**

The Administrative Order (AO) No. 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO25 IATF) has issued Memorandum Circular (MC) No. 2021-1 (*Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year 2021 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016*) dated June 3, 2021.

Consistent with MC No. 2021-1, the Department of the Interior and Local Government (DILG), Local Water Utilities Administration (LWUA), and the Governance Commission for Government-Owned or-Controlled Corporations (GCG) shall issue separate guidelines for the grant of the FY 2021 Performance-Based Bonus (PBB) for local government units (LGUs), local water districts (LWDs), and government-owned or-controlled corporations (GOCCs), respectively.

The Supplemental Guidelines shall provide clarifications and additional information on the requirements provided in MC No. 2021-1.

**2.0 CLARIFICATIONS ON THE FY 2021 PBB TARGETS AS STATED IN SECTION 4.0**

For FY 2021, agencies must submit evidence of accomplishments of the criteria and conditions provided in Section 4.0 – Performance Results, Process Results, Financial Results, and Citizen/Client Satisfaction Results. Agencies are encouraged to include in their submission all explanations and justifications for deficiencies and non-achievement of targets.

The following requirements shall be attained by the agencies in compliance with the FY 2021 PBB criteria and conditions:

- 2.1 **Performance Results.** Agencies must ensure the uploading of the quarterly Budget and Financial Accountability Reports (BFARs) on the Department of Budget and Management-Unified Reporting System (DBM-URS), in a timely manner within thirty (30) days after the end of each quarter. The quarterly BFARs shall be used in the assessment of the FY 2021 Performance Results accomplishments of the agencies.

For deficiencies or non-attainment of FY 2021 targets, justifications must be submitted together with the 4<sup>th</sup> quarter BFAR to the DBM thirty (30) days after the end of the 4<sup>th</sup> quarter of FY 2021.

- 2.2 **Process Results.** For the assessment of accomplishments under Process Results, agencies may submit to the AO25 Secretariat evidence and/or documentation of ease of transaction through one or a combination of the following:

2.2.1 **For Departments/Agencies:**

- a. Report objectively verifiable evidence of achievements in ease of doing business or ease of transaction for frontline services covering all government-to-citizens, government-to-business, and government-to-government transactions using Form A as provided in Annex 3 of MC No. 2021-1. The report should highlight the tangible improvements from the viewpoint of the transacting public in terms of access, turnaround time, transaction costs, documentary and other requirements.
- b. Report on the digitization initiatives or digital transformation of frontline and non-frontline services through the development of electronic or online and/or paperless application systems, payment systems, new service delivery channels, contactless transactions, and other process improvements using information technology. The report should highlight the tangible results of digitization in terms of ease of doing business or ease of transaction from the point of view of the transacting public.
- c. Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services of the agency, including those implemented at the Regional, Satellite, and Extension Offices. The report should highlight the tangible results of standardization of the frontline and non-frontline services in assuring ease of transaction and doing business with the agency.
- d. Valid ISO QMS certification or equivalent certification of frontline and non-frontline services of the agency, as of 31 December 2021. The certificate must indicate the scope of certification.



## 2.2.2 For State Universities and Colleges (SUCs):

- a. Valid ISO QMS certification or equivalent certification of frontline and non-frontline services of the SUC, as of 31 December 2021. The certificate must indicate the scope of certification.
- b. Standard operating procedures, manual or documentation of service delivery standards for frontline and non-frontline services of the agency, including those implemented at the Regional, Satellite, and Extension Offices. The report should highlight the tangible results of standardization of the frontline and non-frontline services in assuring ease of transaction and doing business with the agency.

## 2.3 Financial Results. Same as the Performance Results, the agencies must ensure the uploading of the quarterly Budget and Financial Accountability Reports (BFARs) on the DBM-URS, in a timely manner within thirty (30) days after the end of each quarter.

The submitted FY 2021 Financial Accountability Reports (FAR) No.1 Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances or SAAODB shall be the basis in determining the FY 2021 budget utilization rate (BUR) accomplishment of agencies. As mentioned in MC No. 2021-1, the requirement for the FY 2021 Financial Results is the total Disbursements BUR of agencies. The total Disbursements is net of transfers to the Procurement Service (PS), Philippine International Trading Corporation (PITC), and other implementing agencies which have not been delivered. *See Section 4.3 of MC No. 2021-1 for reference of the computation.*

Further, reiteration on the other BUR requirements under Financial Results as prescribed in Section 4.3 pertaining to the BUR for GOCCs, agencies with fund transfers, and the BUR for SUCs including the Earmarked Income.

## 2.4 Citizen/Client Satisfaction Results. Agencies shall submit to the AO25 Secretariat the results of the FY 2021 Citizen/Client Satisfaction Survey (CCSS) and may provide evidence on the resolution of reported complaints from Hotline #8888 and Contact Center ng Bayan (CCB) received in FY 2021.

### 2.4.1 FY 2021 CCSS:

Agency reports on the CCSS should follow the prescribed requirements and rating scale as stated in Annex 4 of MC No. 2021-1 Guide in Conducting the CCSS. The report should include a description of the methods and rating scale used in determining the FY 2021 Overall Satisfaction Score for its services.

The agencies shall report the overall agency rating in the service quality dimensions and overall agency citizen/client satisfaction score for the reported services.

LWDs and GOCCs covered by RA No. 10149 shall report the results of their CCSS or feedback mechanism based on the standard methodology and corresponding questionnaire prescribed by LWUA and GCG.

## 2.4.2 Resolution of Reported Complaints from Hotline #8888 and CCB:

- a. In consideration to its first year of implementation, the requirements under this target shall only cover the **resolution rate** of agencies to the complaints received from Hotline #8888 and CCB in FY 2021. Agencies may submit reports, evidence, and/or documentation summarizing the Hotline #8888 and CCB complaints received in FY 2021 and their status if resolved or pending, as complemented in the data gathered from Hotline #8888, CCB databases, and the monthly reports provided by the Office of the President and the Civil Service Commission to all agencies.
- b. Reported complaints and grievances shall cover government service and procedures of the agencies, acts of red tape, corruption, and/or other interferences to public service delivery by any government agency, individuals, or instrumentalities.
- c. To determine the resolution and compliance rates to Hotline #8888 and CCB complaints, agencies may refer to the following:

PORTALS	RESOLUTION RATE	COMPLIANCE RATE
<b>Hotline #8888</b>	The percentage of tickets acted upon or <i>closed tickets</i> by a government agency against the total number of endorsed tickets by the Hotline #8888 Citizen's Complaint Center (CCC) without consideration of the 72-hour period to take action as prescribed in Executive Order (EO) No. 6, s. 2016 <sup>1</sup> .	The percentage of tickets acted upon or <i>closed tickets</i> by a government agency within the 72-hour period to take action, as prescribed in EO No. 6, s. 2016.
<b>Contact Center ng Bayan (CCB)</b>	<p><i>Negative feedback</i> on government services, processes, and procedures lodged through the CCB are considered <i>resolved</i> after the agency has responded to the referral and provided detailed action taken to correct the reported dissatisfaction and prevent its re-occurrence.</p> <p>If the particular concern cannot be acted upon, the agency has to provide an explanation as to why it cannot be addressed. The negative feedback will be considered <i>resolved</i> upon receipt of the reply/explanation from the agency.</p> <p>If the complaint involves an administrative case, the CCB will still forward the negative feedback to the agency and will request an update on the status of the case. Upon receipt of the reply, the CCB will inform the customer of the feedback from the agency and will consider the ticket resolved.</p>	Percentage of negative feedback resolved by the agency within the prescribed timeline of 72 hours over the total number of negative feedback received within a particular period.

<sup>1</sup> Institutionalizing the 8888 Citizen's Complaint Hotline and Establishing the 8888 Citizen's Complaint Center



For Hotline #8888, a *concrete* and *specific* action shall refer to the actual and factual action to the complaint. It must be within the mandate of the agency and a clear, specific, and relevant response to the concern of the caller. As much as the circumstances permit, the caller shall be given advice on the concrete and specific action taken or feedback on the status of the concern until its resolution, and the agency shall inform the #8888 CCC, through their respective #8888 Agency Portals, of the action taken on the complaint, concern, or request. The #8888 CCC requires proof of concrete and specific action taken and proof of communication to the caller.

- d. The requirements under the Citizen/Client Satisfaction Results shall be scored following this **modified rating scale**:

<b>TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS<sup>2</sup></b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>No submission/ Did not conduct CCSS</b>	<b>Low satisfaction rate</b> with unresolved #8888/CCB complaints	<b>Average to high satisfaction rate</b> with unresolved #8888/CCB complaints	<b>Average satisfaction rate</b> with 100% #8888/CCB complaints resolved	<b>High satisfaction rate</b> with 100% #8888/CCB complaints resolved

### 3.0 CLARIFICATIONS ON THE AGENCY ACCOUNTABILITIES AS STATED IN SECTION 5.0.

Provided in Section 5.0 of MC No. 2021-1, agencies shall institutionalize compliance to existing government-mandated laws and standards, and the requirements under Agency Accountabilities. The Performance Management Team of the agency shall continue to implement, monitor, and enforce compliance with these requirements within their agencies and shall directly report or submit to the validating/oversight agencies.

- 3.1 **Undertaking of Early Procurement Activities (EPA).** As stated in Section 3.0 of the Guidelines in the Conduct of Early Procurement Activities as a Requirement for the Grant of the PBB<sup>3</sup>, to be eligible for the PBB, the Procuring Entities that receive budgetary support from the National Government based on the National Expenditure Program are required to successfully undertake EPA for at least 50% of the value of its Eligible Procurement Projects (EPPs). Procuring Entities shall submit an EPA Certification under Oath to the GPPB-TSO **on or before 31 January** of the fiscal year through email: [earlyprocurement@gppb.gov.ph](mailto:earlyprocurement@gppb.gov.ph). See *Supplemental Annexes A, A1, and A2*.

For reference to the deadline of submissions, agencies shall refer to the *Agency Accountability Timelines* document provided by the AO25 Secretariat following the issuance of MC No. 2021-1. Agencies may also directly coordinate with the validating/oversight agencies should there be any clarifications or separate guidelines pertaining to the FY 2021 requirements under this section.

<sup>2</sup> Table 5 in MC No. 2021-1 (page 7).

<sup>3</sup> *Guidelines in the Conduct of Early Procurement Activities as a Requirement for the Grant of the Performance-Based Bonus issued by the Government Procurement Policy Board-Technical Support Office (GPPB-TSO)*


#### **4.0 EFFECTIVITY CLAUSE**

This Memorandum Circular shall take effect immediately.

Certified true copies shall be posted on the RBPMS website and the Official Gazette, and shall be filed at the University of the Philippines Law Center.



**TINA ROSE MARIE L. CANDA**

Officer-in-Charge 

Department of Budget and Management



## Agency Accountability Timelines

For reference, agencies should observe the timelines and comply with the following requirements under Section 5.0: Agency Accountabilities of Memorandum Circular (MC) 2021-1:

Deadline	Requirements	Validating Agency
On or before 31 January of the fiscal year	Submit Certificate of Compliance that the agency conducted <b>Early Procurement Activities</b> for at least 50% of the Total Value of the <b>FY 2022 Procurement Projects</b> to the GPPB-TSO.  <i>Note: Early Procurement Activities should be conducted in FY 2021</i>	GPPB-TSO
March 31, 2021	Submit <b>FY 2021 APP-non CSE</b> to GPPB-TSO.	GPPB-TSO
June 30, 2021	Submit Results of the <b>APCPI</b> system for <b>FY 2020 Procurement Transactions</b> to GPPB-TSO.	GPPB-TSO
August 31, 2021	Submit the <b>FY 2022 APP-CSE</b> thru the PhilGEPS Virtual Store.	DBM-PS
September 30, 2021	Posting of <b>Indicative FY 2022 APP-non CSE</b> in the agency's Transparency Seal webpage.	GPPB-TSO
October 01, 2021	<b>Maintain/Update the agency Transparency Seal (TS)</b> under Section 96 of the General Provisions of the FY 2021 General Appropriations Act (GAA). The TS page should be accessible by clicking the TS logo on the home page.	DBM-OCIO
December 04, 2021	Set-up the most current and <b>updated Citizen's or Service Charter</b> , reflecting the agency's improved and streamlined/re-engineered system and procedure for all its government services to citizens, businesses, and government agencies.  Departments/agencies shall submit their respective Certificates of Compliance (CoC) to the Anti-Red Tape Authority (ARTA) at <a href="mailto:compliance@arta.gov.ph">compliance@arta.gov.ph</a> on or before December 04, 2021.	ARTA
December 31, 2021 (validity of certificate)	The <b>ISO QMS Certification</b> or equivalent certification/recertification must be valid as of December 31, 2021.  <i>Note: For compliance by departments and agencies which will use the ISO QMS certification/recertification as evidence or requirement for the Process Results criterion for the grant of the FY 2021 Performance-Based Bonus (PBB).</i>	To be provided in the GQMC guidelines on the validation of the certification.
December 31, 2021	<b>Sustained Compliance w/ Audit Findings</b> 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 2019 should also not recur. The objective is to improve the agency's	COA

Deadline	Requirements	Validating Agency
	internal control processes, enhance operational effectiveness, and eliminate, resolve and remedy most, if not all, of the agency audit findings, by the end of 2021.	
January 29, 2022	<b>Update</b> all procurement requirements for transactions above 1 million from January 1, 2021 to December 31, 2021 in the <b>PhilGEPS</b> .	PS-PhilGEPS
October 1, 2021	Post the agency's policy on the <b>Establishment and Conduct of the Agency Review and Compliance of SALN</b> in the agency Transparency Seal for FY 2021.	CSC
January 29, 2022	Submit the following <b>Freedom of Information (FOI) Program</b> requirements to PCOO: <ul style="list-style-type: none"> <li>a. Updated People's FOI manual</li> <li>b. FOI reports: Agency Information Inventory, 2021 FOI Registry, and 2021 FOI Summary Report</li> <li>c. Modified One-page FOI Manual</li> <li>d. Screenshot of agency's home page</li> </ul>	PCOO

**Notes:**

*\*As provided in MC No. 2021-1, while the above conditions are no longer required in determining the overall PBB eligibility of agencies, compliance with these conditions shall be used as the basis in determining the eligibility of responsible units and individuals. Agencies should submit these legal requirements directly to the oversight/validating agencies.*

*\*\*The oversight/validating agencies have the authority to modify their requirements and timelines as necessary. Agencies should directly contact the oversight/validating agencies of the above-mentioned Agency Accountabilities for updates and concerns.*



## GUIDELINES IN THE CONDUCT OF EARLY PROCUREMENT ACTIVITIES AS A REQUIREMENT FOR THE GRANT OF THE PERFORMANCE-BASED BONUS (GUIDELINES)

### 1.0 Objective

This Guidelines is being issued in view of the requirement to conduct Early Procurement Activities (EPA) for purposes of the grant of Performance-Based Bonus (PBB).<sup>4</sup>

### 2.0 Definition

EPA refers to the conduct of procurement activities from the posting of opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the Head of the Procuring Entity (HoPE) to award the contract, pending approval of the funding source.<sup>5</sup> The rules for the conduct of EPA is governed by Government Procurement Policy Board (GPPB) Circular No. 06-2019.<sup>6</sup>

### 3.0 EPA as PBB Requirement

Procuring Entities (PEs)<sup>7</sup> that would like to be eligible for the grant of PBB are required to successfully undertake EPA for at least fifty percent (50%) of the value of its eligible Procurement Projects (EPPs) pursuant to Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) Memorandum Circular (MC) No. 2020-1.<sup>8</sup>

### 4.0 Compliance Requirements

4.1 The conduct of EPA is required for PEs **receiving budgetary support from the National Government based on the National Expenditure Program (NEP).**

4.2 PEs are required to undertake EPA for **at least fifty percent (50%)** of the value or amount of EPPs included in its Indicative Annual Procurement Plan (APP)<sup>9</sup> upon the issuance of the NEP.<sup>10</sup>

4.3 EPPs shall refer to Goods, Infrastructure Projects, and Consulting Services reflected in the PE's indicative APP based on the NEP to be undertaken through Competitive Bidding and Alternative Methods of Procurement under Republic Act (RA) No. 9184 and its revised Implementing Rules and Regulations (IRR), **except** for the following:

- a. Repeat Order (Section 51);
- b. Shopping (Section 52);
- c. Negotiated Procurement – Emergency Cases (Section 53.2);

<sup>4</sup> See Memorandum Circular No. 2021-1 or the Guidelines on the Grant of the Performance-Based Bonus (PBB) for Fiscal Year (FY) 2021 Under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016 dated 3 June 2021

<sup>5</sup> See Section 3.1 of Government Procurement Policy Board (GPPB) Circular 06-2019

<sup>6</sup> Guidelines on the Implementation of Early Procurement Activities (EPA) dated 17 July 2019

<sup>7</sup> **PEs shall check with the Guidelines on the Grant of PBB issued by AO 25 annually the applicability of the requirements whether for the whole PE or responsible unit/individual.**

<sup>8</sup> Guidelines on the Grant of the Performance-Based Bonus (PBB) for the Fiscal Year 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016

<sup>9</sup> The Indicative APP shall be posted on the agency Transparency Seal pursuant to Department of Budget and Management Circular Letter 2018-8 dated 30 July 2018. The Indicative APP is **not** submitted to the GPPB.

<sup>10</sup> Per Memorandum Circular No. 2020-1 or the Guidelines on the Grant of the Performance-Based Bonus (PBB) for the Fiscal Year 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016

- d. Negotiated Procurement – Take-Over of Contracts (Section 53.3); and
- e. Negotiated Procurement – Small Value Procurement (Section 53.9).<sup>11</sup>

In addition to the above exceptions, procurement of Common-Use Supplies and Equipment (CSE) shall be excluded in the EPA requirement since PEs are mandated to directly procure CSEs from the Department of Budget and Management- Procurement Service (DBM-PS).<sup>12</sup>

- 4.4 **All PEs shall submit an EPA Certification under Oath** to the GPPB-Technical Support Office (TSO), as the case may be, thus:

Status	Description	EPA Certification Template
Successfully undertaken	The PE has undertaken EPA and recommended for award of contract at least fifty percent (50%) of the total amount of the EPPs.	Certification of undertaking or non-undertaking ( <i>Template in Annex "A-1"</i> )
Not successfully undertaken	The PE has undertaken EPA, however, only less than fifty percent (50%) of the value of EPPs were recommended for award of contract.	
Not undertaken	The PE did not undertake EPA despite the existence of EPPs.	
Not covered by the EPA requirement	The PE has no EPPs for the conduct of EPA as required for the grant of PBB.	Certification of Exception from EPA ( <i>Template in Annex "A-2"</i> )

- 4.5 The fifty percent (50%) compliance requirement for the conduct of EPA shall be computed using this formula:

$$\left[ \frac{\text{Amount}^{13} \text{ of Successful EPA projects}^{14}}{\text{Total Amount of EPPs}^{15}} \right] \times 100 = \% \text{ of Successful EPA projects}$$

- 4.6 The EPA Certification under Oath shall be submitted to the GPPB-TSO **on or before 31<sup>st</sup> of January** of the fiscal year through electronic mail (e-mail) at [earlyprocurement@gppb.gov.ph](mailto:earlyprocurement@gppb.gov.ph). Given the limited mobility and in consideration of health and safety protocols being implemented to avoid the transmission of Corona Virus Disease 2019, submissions in printed copy shall not be accepted. In case the deadline falls on a weekend or a regular or special holiday, the deadline shall be on the next business day.

<sup>11</sup> See Section 1.4 of GPPB Circular 06-2019

<sup>12</sup> DBM-PS is tasked for the centralized procurement of Common-Use Supplies for the Government of the Philippines in accordance with Letters of Instruction No. 755, s. 1978 and Executive Order No. 359, s. 1989.

<sup>13</sup> Value in Philippine Peso

<sup>14</sup> Recommended for award of contract

<sup>15</sup> Total Amount in Indicative APP based on NEP less exceptions enumerated in Item 4.3



## Annex “A”

PEs will receive an auto-acknowledgement receipt from the GPPB-TSO upon receipt of the EPA Certification under Oath sent through e-mail. Note that this acknowledgment receipt shall be the only acceptable **proof of submission**.

- 4.7 The GPPB-TSO shall consider PEs compliant with the EPA requirement for the grant of PBB if the submitted Certification complies with the following:
- a. Used the prescribed and applicable template for EPA Certification under Oath;
  - b. Shows that the PE has either successfully undertaken EPA for at least fifty percent (50%) of the total amount of EPPs or has no EPPs for the conduct of EPA. In case of failure to conduct at least fifty percent (50%) of the total amount of EPPs, the provision in Item 4.8 shall apply;
  - c. Bears the approval of the HoPE and is duly notarized; and
  - d. Submitted within the deadline.
- 4.8 PEs with EPPs which are not able to comply with the EPA requirement must provide a valid reason or justification in the certification. The reason or justification will be reviewed and evaluated to determine acceptability. Failure to provide any valid reason or justification on the non-undertaking or non-achievement of the required fifty percent (50%) shall constitute outright non-compliance.

## CERTIFICATION OF UNDERTAKING/NON-UNDERTAKING OF EARLY PROCUREMENT ACTIVITIES

I hereby certify that the [State: Complete Name of Procuring Entity] has [Choose whichever applies: ☐successfully undertaken / ☐unsuccessfully undertaken / ☐not undertaken] Early Procurement Activities (EPA) for eligible Procurement Projects based on the agency's Indicative Annual Procurement Plan consistent with the National Expenditure Plan (NEP) for Fiscal Year \_\_\_\_\_ in the following amounts:

Description <sup>16</sup>	Total Amount (in PhP)
a. Total Amount in Indicative APP based on NEP	_____
b. Less: Exceptions <sup>17</sup>	_____
c. Total Amount of Eligible Procurement Projects [c=(a-b)]	_____
d. Amount of Successful <sup>18</sup> EPA projects	_____
e. Percentage of Successful EPA [e=(d/c)*100]	_____

*<In case the agency did not undertake EPA or was not able to achieve the required 50%, please indicate reason/s and justification/s on this portion>*

This Certification is being made in compliance with the Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year \_\_\_\_\_, of the Administrative Order No. 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

The undersigned attests to the accuracy of all information contained herein based on available records and information that can be verified with the [Name of Agency] and the Philippine Government Electronic Procurement System.

**IN WITNESS HEREOF**, I have hereunto affixed my signature on (DATE) in (CITY, PROVINCE), Philippines.

(NAME OF HEAD OF THE PROCURING ENTITY)  
(POSITION)

**SUBSCRIBED AND SWORN** to before me this (DATE), in (CITY, PROVINCE), Philippines, with affiant exhibiting me his/her (GOVERNMENT-ISSUED ID) issued on (DATE OF ISSUANCE) at (PLACE OF ISSUANCE).

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<sup>16</sup> Amount and values refer to the Approved Budget for the Contract

<sup>17</sup> See item 4.3 of the Guidelines in the Conduct of Early Procurement Activities as a Requirement for the Grant of the Performance-Based Bonus

<sup>18</sup> Section 3.1 of GPPB Circular 06-2019 provides that the "EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract xxx"



**CERTIFICATION OF EXCEPTION FROM EARLY PROCUREMENT ACTIVITIES**

I hereby certify that the [Complete Name of Procuring Entity] has no eligible Procurement Projects for the conduct of Early Procurement Activities based on the agency's Indicative Annual Procurement Plan consistent with the National Expenditure Program.

This Certification is being made in compliance with the Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year \_\_\_\_\_, of the Administrative Order No. 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

The undersigned attests to the accuracy of all information contained herein based on available records and information that can be verified with the [Name of the Procuring Entity] and the Philippine Government Electronic Procurement System.

**IN WITNESS HEREOF**, I have hereunto affixed my signature on [Date] in [City, Province], Philippines.

(NAME OF HEAD OF THE PROCURING ENTITY)  
(POSITION)

**SUBSCRIBED AND SWORN** to before me this (DATE), in (CITY, PROVINCE), Philippines, with affiant exhibiting me his/her (GOVERNMENT-ISSUED ID) issued on (DATE OF ISSUANCE) at (PLACE OF ISSUANCE).

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## Master List of Departments/Agencies

## A. DEPARTMENTS

Department	Offices/Bureaus/Units
1. Office of the President	<ul style="list-style-type: none"> <li>• Office of the Executive Secretary*</li> <li>• Commissions</li> <li>• Centers</li> <li>• Technical and Staff Offices</li> <li>• Offices of Presidential Advisers/Assistants (<i>per area of concern</i>)</li> <li>• Offices with special concerns</li> </ul>
2. Office of the Vice-President	<ul style="list-style-type: none"> <li>• Office of the Chief of Staff (<i>including the Office of the Vice-President Proper and the Office of the Assistant Chief of Staff</i>)</li> <li>• Technical and Staff Offices</li> </ul>
3. Department of Agrarian Reform a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Council Secretariat</li> <li>• DAR Adjudication Boards</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> </ul>
4. Department of Agriculture a. Office of the Secretary (Proper)	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> <li>• SOCKSARGEN Area Development Project Office</li> <li>• Institutes (e.g., PRRI)</li> <li>• Centers (e.g., FDC)</li> </ul>
b. Agricultural Credit Policy Council	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Staff</li> <li>• Division</li> </ul>
c. Bureau of Fisheries and Aquatic Resources	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Technical and Support Services</li> <li>• Centers</li> <li>• Regional Units</li> </ul>
d. National Fisheries Research and Development Institute	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>



<p>e. National Meat Inspection Services</p> <p>f. Philippine Carabao Center</p> <p>g. Philippine Center for Post-Harvest Development and Mechanization</p> <p>h. Philippine Council for Agriculture and Fisheries</p> <p>i. Philippine Fiber Industry Development Authority</p>	<ul style="list-style-type: none"> <li>Centers</li> <li>Office of the Executive Director*</li> <li>Central Office Divisions</li> <li>Regional Centers</li> <li>Office of the Executive Director*</li> <li>Central Office Division</li> <li>Centers</li> <li>Office of the Director*</li> <li>Divisions</li> <li>Office of the Director*</li> <li>Divisions</li> <li>Office of the Executive Director*</li> <li>Central Office Divisions</li> <li>Regional Offices</li> </ul>
<p>5. Department of Budget and Management</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Government Procurement Policy Board - Technical Support Office</p> <p>c. Procurement Service</p>	<ul style="list-style-type: none"> <li>Office of the Secretary*</li> <li>Bureaus</li> <li>Services</li> <li>Regional Offices</li> <li>Office of the Executive Director*</li> <li>Divisions</li> <li>Office of the Executive Director* (including Internal Audit, Legal, and Corporate Planning Divisions)</li> <li>Functional Groups</li> </ul>
<p>6. Department of Education</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Early Childhood Development Center</p> <p>c. National Book Development Board</p>	<ul style="list-style-type: none"> <li>Office of the Secretary* (including Early Childhood Care Development Council)</li> <li>Bureaus</li> <li>Services</li> <li>Regional Offices</li> <li>Schools Division Offices</li> <li>Schools and Learning Centers**</li> <li>National Educators Academy of the Philippines</li> <li>National Council for Children's Television</li> <li>Office of the Executive Director*</li> <li>Divisions</li> </ul>

<p>d. National Council for Children's Television (<i>identified as DU of the Office of the Secretary Proper</i>)</p> <p>e. National Museum</p> <p>f. Philippine High School for the Arts</p>	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Basic and Arts Education</li> <li>• Staff Divisions</li> </ul>
<p>7. Department of Energy</p> <p>a. Office of the Secretary (Proper)</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary* (including Investment Promotion Staff, Consumer Welfare and Promotion Staff, Public Affairs Staff and Internal Audit Division)</li> <li>• Services</li> <li>• Bureaus</li> <li>• Geographical Offices</li> </ul>
<p>8. Department of Environment and Natural Resources</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Environmental Management Bureau</p> <p>c. Mines and Geo-Sciences Bureau</p> <p>d. National Mapping and Resource Information Authority</p> <p>e. National Water Resources Board</p> <p>f. Palawan Council for Sustainable Development Staff</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Director*</li> <li>• Central Office Divisions</li> <li>• Regional offices</li> <li>• Office of the Director*</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> <li>• Office of the Administrator*</li> <li>• Branches</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>• Divisions</li> </ul>
<p>9. Department of Finance</p> <p>a. Office of the Secretary (Proper)</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Offices</li> <li>• One-Stop Shop Center</li> </ul>

<ul style="list-style-type: none"> <li>b. Bureau of Customs</li> <li>c. Bureau of Internal Revenue</li> <li>d. Bureau of Local Government Finance</li> <li>e. Bureau of the Treasury</li> <li>f. Central Board of Assessment Appeals</li> <li>g. Insurance Commission</li> <li>h. National Tax Research Center</li> <li>i. Privatization and Management Office</li> <li>j. Securities and Exchange Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Commissioner*</li> <li>• Services</li> <li>• Offices</li> <li>• Office of the Commissioner* (including Performance Evaluation Division)</li> <li>• Services</li> <li>• Revenue Data Centers</li> <li>• Revenue Regional Offices</li> <li>• Office of the Executive Director*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Treasurer of the Philippines*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Board*</li> <li>• Offices of the Hearing Officers</li> <li>• Office of the Commissioner (including Internal Audit Division)</li> <li>• Services</li> <li>• District Offices</li> <li>• Office of the Executive Director*</li> <li>• Branches</li> <li>• Office of the Executive Director*</li> <li>• Services</li> <li>• Office of the Chairperson*</li> <li>• Sectoral Offices</li> <li>• Departments</li> <li>• Extension Offices</li> </ul>
<ul style="list-style-type: none"> <li>10. Department of Foreign Affairs <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>b. Technical Cooperation Council of the Philippines</li> <li>c. UNESCO National Commission of the Philippines</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary* (including Technical Cooperation Council of the Philippines, UNESCO National Commission of the Philippines)</li> <li>• Technical and Support Offices</li> <li>• Embassies</li> <li>• Consulate General</li> <li>• Diplomatic Mission</li> </ul>



d. Foreign Service Institute	<ul style="list-style-type: none"> <li>• Office of the Director General</li> <li>• Divisions</li> </ul>
11. Department of Health a. Office of the Secretary (Proper)  a.1 DOH-supervised Health Facilities**  b. National Nutrition Council  c. Philippine National AIDS Council	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Hospitals (including Special Hospitals, Medical Centers, and Treatment and Rehabilitation Centers)</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Nutrition Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
12. Department of Human Settlements and Urban Development  a. Human Settlements Adjudication Commission	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus/Services/Offices</li> <li>• Regional Offices</li> <li>• Office of the Executive Commissioner*</li> <li>• Services</li> <li>• Regional Adjudication Branches</li> </ul>
13. Department of Information and Communications Technology a. Office of the Secretary (Proper)  b. Cybercrime Investigation and Coordination Center  c. National Privacy Commission  d. National Telecommunications Commission	<ul style="list-style-type: none"> <li>• Office of the Secretary* (<i>including CIO Corps, Legislative Liaison Division, International Cooperation Division, Postal Regulation Division, and Information and Strategic Communications Division</i>)</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> <li>• Office of the Executive Director* (<i>including the Legal Division</i>)</li> <li>• Technical and Staff Offices</li> <li>• Office of the Commissioner* (<i>including Office of the Director</i>)</li> <li>• Technical and Staff Offices</li> <li>• Office of the Commissioner* (<i>including Commission Secretariat, Broadcast Services Division, and Radio Spectrum Planning Division</i>)</li> <li>• Branches</li> </ul>

<p>14. Department of the Interior and Local Government</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Bureau of Fire Protection</p> <p>c. Bureau of Jail Management and Penology</p> <p>d. Local Government Academy</p> <p>e. National Commission on Muslim Filipinos</p> <p>f. National Police Commission</p> <p>g. National Youth Commission</p> <p>h. Philippines Commission on Women</p> <p>i. Philippine National Police</p> <p>j. Philippine Public Safety College</p>	<ul style="list-style-type: none"> <li>• Regional Offices</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Technical and Support Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Chief of the Fire Bureau*</li> <li>• Technical and Support Services</li> <li>• Regional Fire Stations</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Chief of the Jail Bureau*</li> <li>• Directorates</li> <li>• Jail Units by Region</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Office of the Director*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Commissioner*</li> <li>• Staff Services</li> <li>• Regional Offices</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Chief PNP</li> <li>• Directorate</li> <li>• Support Units</li> <li>• Regional Police Operations</li> </ul> <ul style="list-style-type: none"> <li>• Office of the President*</li> <li>• Functional Groups</li> <li>• Institutes</li> <li>• Academy</li> <li>• College</li> </ul>
<p>15. Department of Justice</p> <p>a. Office of the Secretary</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Technical and Support Services</li> </ul>

<p>a.1 National Prosecution Service</p> <p>b. Bureau of Corrections</p> <p>c. Bureau of Immigration</p> <p>d. Land Registration Authority</p> <p>e. National Bureau of Investigation</p> <p>f. Office of the Government Corporate Counsel</p> <p>g. Office of the Solicitor General</p> <p>h. Parole and Probation Administration</p> <p>i. Presidential Commission on Good Government</p> <p>j. Public Attorney's Office</p>	<ul style="list-style-type: none"> <li>• Prosecution Staff*</li> <li>• City Prosecutor's Offices</li> <li>• Regional Prosecution Offices</li> <li>• Office of the Director General*</li> <li>• Directorates</li> <li>• Prison and Penal Farms</li> <li>• Office of the Commissioner* (including board of Special Inquiry)</li> <li>• Central Office Divisions</li> <li>• Airport/Sub-port Offices</li> <li>• Office of the Administrator*</li> <li>• Technical and Support Services</li> <li>• Regional Offices</li> <li>• Office of the Director*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Government Corporate Counsel*</li> <li>• Administrative Unit</li> <li>• Sectoral Teams</li> <li>• Office of the Solicitor General*</li> <li>• Legal Divisions</li> <li>• Support Services</li> <li>• Office of the Administrator*</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> <li>• Office of the Commissioner*</li> <li>• Technical and Support Services</li> <li>• Office of the Chief Public Attorney*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• District Offices</li> </ul>
<p>16. Department of Labor and Employment</p> <p>a. Office of the Secretary (Proper)</p> <p>b. Institute for Labor Studies</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> <li>• Philippines Overseas Labor Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>



<p>c. National Conciliation and Mediation Board</p> <p>d. National Labor Relations Commission</p> <p>e. National Maritime Polytechnic</p> <p>f. National Wages and Productivity Commission</p> <p>g. Overseas Workers Welfare Administration</p> <p>h. Philippine Overseas Employment Administration</p> <p>i. Professional Regulation Commission</p>	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Conciliation Mediation Branches</li> <li>• Office of the Chairman*</li> <li>• Office of the Executive Clerk of Court</li> <li>• Court Divisions</li> <li>• Regional Arbitration Boards/Branches</li> <li>• Sub-Regional Arbitration Boards/Branches</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Central Office Divisions</li> <li>• Regional Tripartite Wages and Productivity Boards</li> <li>• Office of the Administrator*</li> <li>• Technical and Staff Offices</li> <li>• Regional Welfare Offices</li> <li>• Foreign Posts</li> <li>• Office of the Administrator*</li> <li>• Branches</li> <li>• Technical and Staff Offices</li> <li>• Office of the Commissioner*</li> <li>• Services</li> <li>• Offices</li> <li>• Regional Offices/Extension Units</li> </ul>
<p>17. Department of National Defense</p> <p>a. DND Proper (Office of the Secretary)</p> <p>b. Armed Forces of the Philippines</p> <p>b.1 Philippine Army</p> <p>b.2 Philippine Air Force</p> <p>b.3 Philippine Navy</p> <p>b.4 General Headquarters</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Support Services</li> <li>• Office of the Commanding General*</li> <li>• Commands</li> <li>• Office of the Commanding General*</li> <li>• Commands</li> <li>• Office of the Flag Officer in Command*</li> <li>• Commands</li> <li>• Office of the Chief of Staff*</li> <li>• Commands</li> </ul>

<ul style="list-style-type: none"> <li>c. Government Arsenal</li> <li>d. National Defense College of the Philippines</li> <li>e. Office of Civil Defense</li> <li>f. Philippine Veterans Affairs Office (Proper)</li> <li>g. Veterans Memorial Medical Center</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• Operation Center</li> <li>• Regional Offices</li> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• Office of the Director*</li> <li>• Medical Service</li> <li>• Administrative and Support Divisions</li> </ul>
18. Department of Public Works and Highways	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Unified Project Management Office</li> </ul>
19. Department of Science and Technology <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>b. Advanced Science and Technology Institute</li> <li>c. Food and Nutrition Research Institute</li> <li>d. Forest Products Research and Development Institute</li> <li>e. Industrial Technology Development Institute</li> <li>f. Metals Industry Research and Development Center</li> <li>g. National Academy of Science and Technology</li> <li>h. National Research Council of the Philippines</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary* (<i>including International Technology Cooperation Unit, Science and Technology Foundation Unit, and Special Projects Division</i>)</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>

<p>i. Philippine Atmospheric, Geophysical and Astronomical Services Administration</p> <p>j. Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development</p> <p>k. Philippine Council for Health Research and Development</p> <p>l. Philippine Council for Industry, Energy and Emerging Technology Research and Development</p> <p>m. Philippine Institute of Volcanology and Seismology</p> <p>n. Philippine Nuclear Research Institute</p> <p>o. Philippine Science High School</p> <p>p. Philippine Textile Research Institute</p> <p>q. Science Education Institute</p> <p>r. Science and Technology Information Institute</p> <p>s. Technology Application and Promotion Institute</p>	<ul style="list-style-type: none"> <li>• Office of the Administrator*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Executive Director* (including Technical and Staff Divisions)</li> <li>• Campuses</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
<p>20. Department of Social Welfare and Development</p> <p>a. Office of the Secretary</p> <p>b. Council for the Welfare of Children</p>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• Bureaus</li> <li>• Regional Offices</li> </ul> <ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>



<ul style="list-style-type: none"> <li>c. Inter-Country Adoption Board</li> <li>d. Juvenile Justice and Welfare Council</li> <li>e. National Council on Disability Affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
<p>21. Department of Tourism</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>b. Intramuros Administration</li> <li>c. National Parks Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Offices</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Foreign Field Offices</li> <li>• Office of the Administrator*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
<p>22. Department of Trade and Industry</p> <ul style="list-style-type: none"> <li>a. Office of the Secretary</li> <li>b. Board of Investments</li> <li>c. Construction Industry Authority of the Philippines</li> <li>d. Cooperative Development Authority</li> <li>e. Design Center of the Philippines</li> <li>f. Intellectual Property Office</li> <li>g. Philippine Trade Training Center</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office of the Governor*</li> <li>• Services</li> <li>• Office of the Executive Director*</li> <li>• Board</li> <li>• Foundation</li> <li>• Office of the Chairman* (including the Office of the Executive Director, Planning Division, Finance Division, and Administrative Division)</li> <li>• Departments</li> <li>• Extension Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of Director General*</li> <li>• Bureaus</li> <li>• Services</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director*</li> </ul>

h. Technical Education and Skills Development Authority	<ul style="list-style-type: none"> <li>• Technical and Staff Offices</li> <li>• Services</li> <li>• Regional Offices</li> </ul>
23. Department of Transportation a. Office of the Secretary     a.1 Land Transportation Office**   a.2 Land Transportation Franchising and Regulatory Board**  b. Civil Aeronautics Board  c. Maritime Industry Authority  d. Office of Transportation Cooperatives  e. Office for Transportation Security  f. Philippine Coast Guard  g. Toll Regulatory Board	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Services</li> <li>• DOT-CAR</li> <li>• DOT-CARAGA</li> <li>• Central Office Divisions</li> <li>• Regional Offices</li> <li>• Central Office Divisions</li> <li>• Regional Franchising and Regulatory Offices</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• Regional Offices</li> <li>• Office (e.g., STCWO)</li> <li>• Office of the Board Chairman (including Office of the Executive Director)*</li> <li>• Divisions</li> <li>• Office of the Administrator*</li> <li>• Services</li> <li>• PCG Headquarters</li> <li>• Coast Guard Districts</li> <li>• Office of the Board of Directors* (including Office of the Executive Director)</li> <li>• Divisions</li> </ul>
24. National Economic and Development Authority a. Office of the Secretary     b. Commission on Population and Development	<ul style="list-style-type: none"> <li>• Office of the Secretary*</li> <li>• Staffs (Bureaus and Services)</li> <li>• Regional Offices</li> <li>• Secretariats (e.g., LEDAC Secretariat and PFMITF Secretariat)</li> <li>• Office of the Executive Director* (including Internal Audit Unit)</li> <li>• Central Office Divisions</li> <li>• Regional Population Offices</li> </ul>

<ul style="list-style-type: none"> <li>c. Philippine National Volunteer Service Coordinating Agency</li> <li>d. Public-Private Partnership Center of the Philippines</li> <li>e. Philippine Statistical Research and Training Institute</li> <li>f. Philippine Statistics Authority</li> <li>g. Tariff Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Executive Director* (including Corporate Planning and Development Division)</li> <li>• Services</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Office of the National Statistician*</li> <li>• Services</li> <li>• Regional Statistical Offices</li> <li>• Office of the Chairman* (including Offices of the Service Directors)</li> <li>• Divisions</li> </ul>
<p>25. Presidential Communication Operations Offices</p> <ul style="list-style-type: none"> <li>a. Presidential Communications Operations Office (Proper)</li> <li>b. Bureau of Broadcast Services</li> <li>c. Bureau of Communications Services</li> <li>d. National Printing Office</li> <li>e. News and Information Bureau</li> <li>f. Philippine Information Agency</li> <li>g. Presidential Broadcast Staff – Radio Television Malacañang (RTVM)</li> </ul>	<ul style="list-style-type: none"> <li>• Office of the Press Secretary*</li> <li>• Services</li> <li>• Media Research and Development Staff</li> <li>• Offices (e.g., FOI-PMO)</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Presidential Press Staff</li> <li>• Philippine News Agency</li> <li>• Office of the Director*</li> <li>• Divisions</li> <li>• Regional Information Centers</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>



## B. CONSTITUTIONAL OFFICES AND OTHERS

Agency	Delivery Units
1. Civil Service Commission	<ul style="list-style-type: none"> <li>• Office of the Chairperson*</li> <li>• Technical and Staff Offices</li> <li>• Services</li> <li>• Regional Offices</li> </ul>
2. Commission on Audit	<ul style="list-style-type: none"> <li>• Office of the Chairperson*</li> <li>• Technical and Staff Offices</li> <li>• Clusters</li> <li>• Services</li> <li>• Regional Offices</li> </ul>
3. Commission on Human Rights	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Technical and Support Services</li> <li>• Field Operations</li> <li>• Field Units</li> </ul>
4. Office of the Ombudsman	
a. Office of the Ombudsman	<ul style="list-style-type: none"> <li>• Office of the Ombudsman*</li> <li>• Technical and Support Offices</li> <li>• Clusters</li> </ul>
b. Office of the Special Prosecutor	<ul style="list-style-type: none"> <li>• Office of the Special Prosecutor*</li> <li>• Bureaus</li> </ul>

## C. OTHER EXECUTIVE OFFICES

Agency	Delivery Units
1. Anti-Red Tape Authority	<ul style="list-style-type: none"> <li>• Office of the Director General*</li> <li>• Offices</li> <li>• Regional Field Offices</li> </ul>
2. Career Executive Service Board	<ul style="list-style-type: none"> <li>• Office of the Executive Director</li> <li>• Divisions</li> </ul>
3. Climate Change Commission	<ul style="list-style-type: none"> <li>• Office of the Chairperson*</li> <li>• Divisions</li> </ul>
4. Commission on Filipinos Overseas	<ul style="list-style-type: none"> <li>• Office of the Chairman</li> <li>• Divisions</li> </ul>
5. Commission on Higher Education	<ul style="list-style-type: none"> <li>• Office of the Chairperson and the Commissioners*</li> <li>• Office of the Executive Director</li> <li>• Staff</li> <li>• Bureaus/Services/Offices</li> <li>• Regional Offices</li> <li>• Legal Education Board</li> <li>• UniFAST Board</li> </ul>
6. Commission on the Filipino Language	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Divisions</li> </ul>
7. Dangerous Drugs Board	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Technical and Support Offices</li> </ul>

8. Energy Regulatory Commission	<ul style="list-style-type: none"> <li>• Office of the Chairman (<i>including the Internal Audit Division and the Office of the Executive Director</i>)*</li> <li>• General Counsel and Secretariat of the Commission</li> <li>• Services</li> </ul>
9. Fertilizer and Pesticide Authority	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
10. Film Development Council of the Philippines	<ul style="list-style-type: none"> <li>• Office of the Chairman (<i>including the Office of the Executive Director</i>)*</li> <li>• Administrative and Finance Unit</li> <li>• Cinema Evaluation Board and Archive Unit</li> <li>• Festival and PFESO Unit</li> </ul>
11. Games and Amusement Board	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Divisions</li> <li>• Field Offices</li> </ul>
12. Governance Commission for Government-Owned or -Controlled Corporations	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Strategy Management Division</i>)</li> <li>• Technical and Staff Offices</li> </ul>
13. Metropolitan Manila Development Authority	<ul style="list-style-type: none"> <li>• Office of the Chairman* (<i>including Council Secretariat, Management Information Staff and Public Affairs Staff</i>)</li> <li>• Office of the General Manager*</li> <li>• Services</li> <li>• Offices</li> </ul>
14. Mindanao Development Authority	<ul style="list-style-type: none"> <li>• Office of the Chairperson* (<i>including Offices of the Executive Director and Directors</i>)</li> <li>• Divisions</li> <li>• Area Management Offices</li> </ul>
15. Movie and Television Review and Classification Board	<ul style="list-style-type: none"> <li>• Office of the Chairman</li> <li>• Office of the Executive Director</li> <li>• Divisions</li> </ul>
16. National Anti-Poverty Commission	<ul style="list-style-type: none"> <li>• Office of the Director General*</li> <li>• Technical and Support Services</li> </ul>
17. National Commission for Culture and the Arts (Proper)	<ul style="list-style-type: none"> <li>• Office of the Chairman (<i>including the Office of the Executive Director</i>)*</li> <li>• Divisions</li> </ul>
18. National Historical Commission of the Philippines (National Historical Institute)	<ul style="list-style-type: none"> <li>• Office of the Commission Chairman*</li> <li>• Office of the Executive Director*</li> <li>• Divisions</li> </ul>
19. National Library of the Philippines	<ul style="list-style-type: none"> <li>• Office of the Director*</li> <li>• Divisions</li> </ul>
20. National Archives of the Philippines (formerly Records Management and Archives Office)	<ul style="list-style-type: none"> <li>• Office of the Executive Director*</li> <li>• Divisions</li> <li>• Regional Archival Networks</li> </ul>
21. National Commission on Indigenous Peoples	<ul style="list-style-type: none"> <li>• Office of the Chairman*</li> <li>• Office of the Executive Director*</li> <li>• Technical and Support Offices</li> </ul>

	<ul style="list-style-type: none"> <li>Regional Offices</li> </ul>
22. National Intelligence Coordinating Agency	<ul style="list-style-type: none"> <li>Office of the Director General*</li> <li>Directorates</li> <li>Regional Offices</li> </ul>
23. National Security Council	<ul style="list-style-type: none"> <li>Office of the Director General*</li> <li>Technical and Support Units</li> </ul>
24. Office of the Presidential Adviser on the Peace Process	<ul style="list-style-type: none"> <li>Office of the Presidential Adviser*</li> <li>Technical and Support Services</li> </ul>
25. Optical Media Board	<ul style="list-style-type: none"> <li>Office of the Executive Director*</li> <li>Divisions</li> </ul>
26. Philippine Competition Commission	<ul style="list-style-type: none"> <li>Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>Technical and Staff Offices</li> </ul>
27. Philippine Drug Enforcement Agency	<ul style="list-style-type: none"> <li>Office of the Director General*</li> <li>Support Services</li> <li>Technical Offices</li> <li>Regional Offices</li> </ul>
28. Philippine Racing Commission	<ul style="list-style-type: none"> <li>Office of the Chairman* (<i>including Office of the Executive Director</i>)</li> <li>Divisions</li> </ul>
29. Philippine Space Agency	<ul style="list-style-type: none"> <li>Office of the Director General*</li> <li>Bureaus/Service</li> </ul>
30. Philippine Sports Commission	<ul style="list-style-type: none"> <li>Office of the Chairman/Commission Members*</li> <li>Office of the Executive Director</li> <li>Services</li> </ul>
31. Presidential Commission for the Urban Poor	<ul style="list-style-type: none"> <li>Office of the Chairman*</li> <li>Divisions</li> </ul>
32. Presidential Legislative Liaison Office	<ul style="list-style-type: none"> <li>Office of the Legislative Adviser*</li> <li>Liaison Offices</li> <li>Divisions</li> </ul>
33. Presidential Management Staff	<ul style="list-style-type: none"> <li>Office of the PMS Head</li> <li>Services</li> <li>Technical and Staff Offices</li> </ul>

#### D. STATE UNIVERSITIES AND COLLEGES

Agency	Delivery Units
1. Colleges	<ul style="list-style-type: none"> <li>Office of the President*</li> <li>Services</li> <li>Campuses (with Charter)</li> <li>Colleges (with CHED accreditation)</li> </ul>
2. Universities	<ul style="list-style-type: none"> <li>Offices of the President*</li> <li>Services</li> <li>Campuses (with Charter)</li> <li>Colleges (with CHED accreditation)</li> </ul>

#### CAR

1. Abra Institute of Science and Technology
2. Apayao State College



3. Benguet State University
4. Ifugao State University
5. Kalinga State University (Kalinga-Apayao State College)
6. Mountain Province State University (Mt. Province State Polytechnic College)

#### **Region I**

7. Ilocos Sur Polytechnic State College
8. Don Mariano Marcos Memorial State University
9. Mariano Marcos State University
10. North Luzon Philippines State College
11. Pangasinan State University
12. University of Northern Philippines

#### **Region II**

13. Batanes State College
14. Cagayan State University
15. Isabelia State University
16. Nueva Vizcaya State University
17. Quirino State College

#### **Region III**

18. Aurora State College of Technology
19. Bataan Peninsula State University
20. Bulacan Agricultural State College
21. Bulacan State University
22. Central Luzon State University
23. Don Honorio Ventura Technological State University
24. Nueva Ecija University of Science and Technology
25. Pampanga State Agricultural University (Pampanga Agricultural College)
26. Philippine Merchant Marine Academy
27. Ramon Magsaysay Technological University
28. Tarlac College of Agriculture
29. Tarlac State University

#### **Region IV-A**

30. Laguna State Polytechnic University
31. Southern Luzon State University
32. Batangas State University
33. University of Rizal System
34. Cavite State University

#### **Region IV-B**

35. Marinduque State College
36. Mindoro State University (Mindoro State College of Agriculture and Technology)
37. Occidental Mindoro State College
38. Palawan State University
39. Romblon State University
40. Western Philippines University

**Region V**

41. Bicol University
42. Bicol State College of Applied Sciences and Technology
43. Camarines Norte State College
44. Camarines Sur Polytechnic College
45. Catanduanes State College
46. Central Bicol State University of Agriculture
47. Dr. Emilio B. Espinosa, Sr. Memorial State College of Agriculture and Technology
48. Partido State University
49. Sorsogon State College

**Region VI**

50. Aklan State University
51. Capiz State University
52. Carlos Hilado Memorial State College
53. Guimaras State College
54. Iloilo State University of Science and Technology (Iloilo State College of Fisheries)
55. Central Philippines State University
56. Northern Iloilo State University (Northern Iloilo Polytechnic State College)
57. Northern Negros State College of Science and Technology
58. University of Antique
59. West Visayas State University
60. Iloilo Science and Technology University (Western Visayas College of Science and Technology)

**Region VII**

61. Bohol Island State University
62. Cebu Normal University
63. Cebu Technological University
64. Negros Oriental State University
65. Siquijor State College

**Region VIII**

66. Eastern Samar State University
67. Eastern Visayas State University
68. Leyte Normal University
69. Biliran Province State University
70. Northwest Samar State University
71. Palompon Polytechnic State University (Palompon Institute of Technology)
72. Samar State University
73. Southern Leyte State University
74. University of Eastern Philippines
75. Visayas State University

**Region IX**

76. JH Cerilles State College

77. Jose Rizal Memorial State University
78. Western Mindanao State University
79. Zamboanga City State Polytechnic College
80. Zamboanga State College of Marine Sciences and Technology

#### **Region X**

81. Northwestern Mindanao State College of Science and Technology
82. Bukidnon State University
83. Camiguin Polytechnic State College
84. Central Mindanao University
85. Mindanao University of Science and Technology
86. Misamis Oriental State College of Agriculture and Technology

#### **Region XI**

87. Davao del Norte State College
88. Davao del Sur State College
89. Davao Oriental State College of Science and Technology
90. Southern Philippines Agri-Business, Marine and Aquatic School of Technology
91. University of Southeastern Philippines
92. Compostela Valley State College

#### **Region XII**

93. Cotabato State University (Cotabato City State Polytechnic College)
94. Cotabato Foundation College of Science and Technology
95. Sultan Kudarat State University
96. University of Southern Mindanao

#### **CARAGA**

97. Agusan Del Sur State College of Agriculture and Technology
98. Caraga State University
99. Surigao Del Sur State University
100. Surigao State College of Technology

#### **BARM**

101. Basilan State College
102. Mindanao State University System
103. Sulu State College
104. Tawi-Tawi Regional Agricultural College
105. Adiong Memorial Polytechnic College

#### **NCR**

106. Marikina Polytechnic College (Marikina Polytechnic State College)
107. Eulogio "Amang" Rodriguez Institute of Science and Technology
108. Philippine Normal University
109. Philippine State College of Aeronautics
110. Polytechnic University of the Philippines
111. Rizal Technological University
112. Technological University of the Philippines



113. University of the Philippines System (UP)

**E. Government-Owned and Controlled Corporations (GOCCs) under DBM**

1. Lung Center of the Philippines
2. National Kidney and Transplant Institute
3. Philippine Center for Economic Development
4. Philippine Children's Medical Center
5. Philippine Heart Center
6. Philippine Institute of Traditional and Alternative Health Care
7. Philippine Institute for Development Studies
8. Philippine Rice Research Institute
9. Aurora Pacific Economic and Freeport Zone Authority
10. Authority of Freeport Area of Bataan
11. Cagayan Economic Zone Authority
12. Philippine Economic Zone Authority
13. PHIVIDEC Industrial Authority
14. Subic Bay Metropolitan Authority
15. Zamboanga City Special Economic Zone Authority

*Note:*

*\*Including the Office(s) of the Deputy Head(s) and immediate support staff.*

*\*\* Agencies to be treated separately from their mother departments for the purpose of rating and ranking*