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18 September 2020

MEMORANDUM NO. 421
 Series of 2020

T O: All Concerned

R E: Designation of Persons Responsible to Ensure Compliance of Qualification Requirements for 2020 PBB

Memorandum Circular No. 2020-1 dated June 02, 2020 entitled "Guidelines on the Grant of the Performance-based Bonus (PBB) for Fiscal Year (FY) 2020 under Executive Order No. 80, s. 2012 and Executive Order No. 201, s. 2016" has just been issued by AO 25 Task Force. The guideline has just been tightened to intensify public accountability, heighten transparency, strengthen fiscal discipline, and make government processes more efficient. Compliance to qualification requirements should be worked out as a team just like how we produce the targeted outputs per functions or Major Final Output as provided in Section 5.2 of the guidelines, non-compliance with any of the good governance conditions will render the entire department/agency ineligible for the PBB. Assessment of compliance to the GGC requirements will be conducted starting October 1, 2020.

In view of this, the following working committees are hereby created to ensure compliance of the PBB requirements to wit:

1. **Over-all Coordination**

| | |
|--------------------------|-------------|
| Dr. Remberto A. Patindol | Chairperson |
| Dr. Dilberto O. Ferraren | Member |
| Dr. Lourdes B. Cano | Member |
| Dr. Daniel Leslie S. Tan | Member |

2. **Maintaining and updating of the VSU Transparency Seal per par. a, sub-section 4.1 par. a under Section 4.0 of the guidelines under FY 2020 Good Governance Conditions (GGCs) and posting of all reports and evidences from other committees**

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|----------------------------|-------------|
| Dr. Dilberto O. Ferraren | Chairperson |
| Mr. Jed Asaph D. Cortes | Member |
| Mr. Norman O. Villas | Member |
| Mr. Toni Marc L. Dargantes | Member |
| Ms. Mariane B. Ubay | Member |
| Ms. Jansel Joi C. Villas | Member |

3. **Maintaining/Updating the PhilGEPS posting of all Invitation to Bids & Awarded Contracts (Section 4.1, par. b)**

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|----------------------------|-------------|
| Ms. Jessamine C. Ecleo | Chairperson |
| Mr. Toni Marc L. Dargantes | Member |
| Mr. Leopoldo Escala, Jr. | Member |
| Ms. Erly S. Esguerra | Member |

4. **Maintaining/Updating the Citizen's or Service Charter (Section 4.1, par. c)**

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|----------------------------|-------------|
| Atty. Rysan C. Guinocor | Chairperson |
| Ms. Jennifer E. Ando | Member |
| Ms. Ma. Fe L. Gayanilo | Member |
| Ms. Chizka Mae S. Martinez | Member |
| Ms. Caroline Anduyan | Member |

5. **Streamlining and Process Improvement (SPI) of the agency's Critical Services (Section 5.2)**

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|----------------------------|-------------|
| Dr. Lourdes B. Cano | Chairperson |
| Atty. Rysan C. Guinocor | Member |
| Ms. Jennifer E. Ando | Member |
| Ms. Ma. Fe L. Gayanilo | Member |
| Ms. Chizka Mae S. Martinez | Member |
| Ms. Caroline Anduyan | Member |

6. **Citizen/Client Satisfaction Survey (par. 5.4)**

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|------------------------|-------------|
| Mr. Gideon Niel D. Tan | Chairperson |
| QAC Staff | Member |

7. **STO Target. Initial Certification/Recertification of the QMS (Section 5.5)**

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|-----------------------|------------------|
| Dr. Editha G. Cagasan | Chairperson |
| Dr. Milagros C. Bales | Vice-Chairperson |
| All QMS Team | Member |

8. **GASS Targets. Budget Utilization Rate (Section 5.6, par. a)**

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|--------------------------|-------------|
| Ms. Louella C. Ampac | Chairperson |
| Ms. Myrna S. Pancito | Member |
| Ms. Erlinda S. Esguerra | Member |
| Ms. Queen-ever Y. Atupan | Member |
| Ms. Jessamine C. Ecleo | Member |

9. **Sustained Compliance with Audit Findings (Section 5.6, par. b)**

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|--------------------------|-------------|
| Ms. Louella C. Ampac | Chairperson |
| Ms. Myrna S. Pancito | Member |
| Ms. Erlinda S. Esguerra | Member |
| Ms. Queen-ever Y. Atupan | Member |
| Ms. Sandra C. Tiu | Member |

10. **Compliance with Quarterly Submission of BFARs online**

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|---------------------------|-------------|
| Ms. Louella C. Ampac | Chairperson |
| Ms. Myrna S. Pancito | Member |
| Ms. Erlinda S. Esguerra | Member |
| Ms. Queen-ever Y. Atupan | Member |
| Ms. Monna Nena B. Geraldo | Member |

11. **Submission of Annual Procurement Plan (APP-non CSE) (Section 5.6, par. c)**

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|--------------------------|------------------|
| Dr. Dilberto O. Ferraren | Chairperson |
| Ms. Jessamine C. Ecleo | Vice-Chairperson |
| Ms. Dalisay F. Andres | Member |

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| 12. | Submission of FY 2021 APP-CSE (Section 5.6, par. d) Dr. Dilberto O. Ferraren Ms. Jessamine C. Ecleo Ms. Dalisay F. Andres | Chairperson Vice-Chairperson Member |
| 13. | Undertaking of Early Procurement of at least 50% of the value of goods and services based on NEP (Section 5.6, par. e) Dr. Dilberto O. Ferraren BAC Members, TWG & Secretariat Ms. Jessamine C. Ecleo | Chairperson Members Member |
| 14. | Submission of Results of FY 2019 APCPI System (Section 5.6, par. f) Dr. Dilberto O. Ferraren Ms. Jessamine C. Ecleo Mr. Antonio Y. Abayabay | Chairperson Vice-Chairperson Member |
| 15. | Other Cross-cutting requirements. Establishment and Conduct of Agency Review and Compliance Procedure of SALN and Submission of SALN of Employees (Section 5.7, par. a) Atty. Rysan C. Guinocor Ms. Honey Sofia V. Colis Ms. Miriam M. dela Torre | Chairperson Member Member |
| 16. | Compliance with the Freedom of Information (FOI) Program (Section 5.7, par. b) Dr. Lourdes B. Cano Ms. Maria Roberta S. Miraflor Ms. Jennifer E. Ando Ms. Graciana M. Espinosa | Chairperson Member Member Member |
| 17. | COA Financial Reports Ms. Louella C. Ampac Ms. Erlinda S. Esguerra Accountants/Bookkeepers of external campuses | Chairperson Member Members |
| 18. | Posting of System of Ranking of Delivery Units and Cascading to all employees of guidelines in the ranking Dr. Lourdes B. Cano Ms. Maria Roberta S. Miraflor Ms. Ma. Fe L. Gayanilo | Chairperson Member Member |
| 19. | Preparation and Submission of Physical Targets Dr. Remberto A. Patindol Dr. Dilberto O. Ferraren Dr. Daniel Leslie S. Tan Ms. Jansel Joi C. Villas Ms. Maria Roberta S. Miraflor | Chairperson Vice Chairperson Member Member Member |
| 20. | Ranking of Delivery Units and Submission of Reports Dr. Remberto A. Patindol All PMT Members Ms. Maria Roberta S. Miraflor | Chairperson Members Member |

21. **Attainment of 2020 Targets under Higher Education Services**
 Dr. Beatriz S. Belonias Chairperson
 All College Deans (Main & External campuses) Members
 Ms. Connel D. Antipaso Members

22. **Attainment of 2020 Targets under Advanced Education Services**
 Dr. Anabella B. Tulin Chairperson
 All Graduate School Faculty Members
 Ms. Wenifreda T. Oclinaria Member

23. **Attainment of 2020 Targets under Research Services**
 Dr. Othello B. Capuno Chairperson
 Dr. Jose L. Bacusmo Vice Chairperson
 All Faculty Researchers Members
 Ms. Verjie Q. Subere Member

24. **Attainment of 2020 Targets under Extension Services**
 Dr. Othello B. Capuno Chairperson
 Dr. Antonio P. Abamo Vice Chairperson
 All Faculty with Extension Projects Members
 Ms. Maria Fatima E. Chavez Member

All committee chairpersons and members should take note of the timeline when their committee outputs are due and make sure to submit or have them posted in the transparency seal on schedule. The Transparency Seal committee is likewise requested to review the postings and to make the necessary follow up from the committee concerned for lacking documents. Any non-submission from assigned committee in spite of follow should be reported to this office.

Dr. Patindol is requested to convene all the Committee Chairpersons and Members as soon as possible.

For compliance.


EDGARDO E. TULIN
 President