 NCCA	NATIONAL COMMISSION FOR CULTURE AND THE ARTS	Document Reference Code: NCCA-OO-01	
	OFFICE ISSUANCE	Revision No. 01	Effectivity Date: January 3, 2019
	OFFICE ORDER	Page	1 of 1

OO-OC-2019-09- 101

Date : 9 September 2019

To : **MARICHU G. TELLANO**
Deputy Executive Director III


NCCA
MASTER COPY
 Records Management Section

Subject : **OFFICIAL DESIGNATION AS AUTHORIZED SIGNATORY FOR
OFFICIAL DOCUMENTS in the NCCA SECRETARIAT from 09
SEPTEMBER 2019 TO 23 SEPTEMBER 2019**

In the exigency of the service and pursuant to the issuance of appointment by President Rodrigo R. Duterte to Mr. Al Ryan S. Alejandre as the new Executive Director III of the Commission vice Rico S. Pableo, Jr, you are hereby designated as Authorized Signatory for official documents in the NCCA Secretariat from 09 September 2019 to 23 September 2019.

This is to provide ample time for the processing of documentary requirements pertinent to the assumption to office of Mr. Alejandre and other requirements relevant to the signing of documents and other accounting and auditing rules and regulations.

For your information, guidance and strict compliance.


VIRGILIO S. ALMARIO, N.A.
 CHAIRMAN

CC: Mr. Al Ryan S. Alejandre, Executive Director III
All concerned
COA
201 file

scd/ocootransitionsignatory9/9/2019



NCCA-ADMIN
 HUMAN RESOURCE MGT SECTION
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 By : Am
 Date: 9/11/19
 No. : 19-846

NCCA
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 DATE 9/11/19
2019-09-134

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NATIONAL COMMISSION FOR CULTURE AND THE ARTS

633 General Luna Street, Intramuros 1002 Manila / Tel. 527-2192 to 98 / Fax 527-2191 & 94 / e-mail: info@ncca.gov.ph. / website:

NATIONAL COMMISSION for CULTURE and the ARTS
 OFFICE OF THE EXECUTIVE DIRECTOR

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	NATIONAL COMMISSION FOR CULTURE AND THE ARTS		Document Reference Code: NCCA-OO-01	
	OFFICE ISSUANCE		Revision No. 01	Effectivity Date: January 3, 2019
	OFFICE ORDER		Page	1 of 1

OO-OC-2019-09-111

Date : 24 September 2019


NCCA
MASTER COPY
 Records Management Section

To : **MARICHU G. TELLANO**
Deputy Executive Director III

Subject : **OFFICIAL DESIGNATION AS AUTHORIZED SIGNATORY FOR
OFFICIAL DOCUMENTS in the NCCA SECRETARIAT**

In the exigency of the service and in connection to OO-OC-2019-09-101 , your designation as Authorized Signatory for official documents in the NCCA Secretariat from 09 September 2019 to 23 September 2019 shall be extended until 30 September 2019.


For your information, guidance and strict compliance.


VIRGILIO S. ALMARIO, N.A.
 CHAIRMAN


CC: Mr. Al Ryan S. Alejandro, Executive Director III
All concerned
COA
201 file

scd/ocootransitionsignatory/extended9/24/2019
Office of the Deputy Executive Director

NCCA
 OFFICE OF THE DEPUTY EXECUTIVE DIRECTOR
RECEIVED
 By : 
 Date : 9/24/19

NATIONAL COMMISSION for CULTURE and the ARTS
 OFFICE OF THE EXECUTIVE DIRECTOR
RECEIVED
 By : 
 Date/Time: 9/25

NCCA
 RECORDS SECTION
RECEIVED
 BY: JOSEPA
 DATE: 9/25/19
 2019-09-139


NCCA-ADMIN
 HUMAN RESOURCE MGT SECTION
RECEIVED
 By : 
 Date: 9/25/19
 No. : 19-871



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NATIONAL COMMISSION FOR CULTURE AND THE ARTS

633 General Luna Street, Intramuros 1002 Manila / Tel. 527-2192 to 98 / Fax 527-2191 & 94 / e-mail: info@ncca.gov.ph. / website: www.ncca.gov.ph

	National Commission for Culture and the Arts (NCCA)		Document Code:NCCA-GU-OED/ODED-001	
	Guidelines on the System of Rating and Ranking of Delivery Units and Individuals Performance for the Grant of Performance-Based Bonus (PBB) for FY 2019		Revision No.:00	Effectivity Date: :01Oct 2018
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I. ELIGIBILITY CRITERIA

- A. The Agency must satisfy the following Eligibility Criteria set by AO25 IATF pursuant to the Memorandum Circular No. 2019-1 dated 3 September 2019 for the grant of PBB for CY 2019
 1. 2019 Good Governance Condition (GGC)
 - Maintenance/Update the Agency Transparent Seal
 - Post/Update th PhilGEPS posting of all Invitations to Bids and Awarded Contracts
 - Maintain /Update the Citizen's or Service Charter or its equivalent.
 2. Achive each one of the Physical Targets, Support to Operations (STO) and General Administration and Support Services (GASS) requirements for FY 2019
 - Compliance of Streamlining and Process Improvement of the Agency's Critical Services
 - Compliance of Citizen/Client Satisfaction
 - Compliance of STO Target Certification/Recertification of the agency's QMS covering at least one (1) core process or frontline service as mandated under its existing pertinent laws
 - Accomplishment of GASS Targets which shall consist of Obligations and Disbursement Rate (BUR)
 - Sustained compliance with Audit Findings
 - Compliance with quarterly submission of BFARs online using the DBM's URS
 - Submission of Annual Procurement Plan
 - Submission of FY 2019 APP-non CSE
 - Submission of FY 2020 Annual Procurement, Plan-Common-Use Supplies and Equipment (FY 2020 APP-CSE)
 - Undertaking of Early Procurement for at least 50 % of value of goods and services based on Commission budget submitted to Congress consistent with NEP
 - Submission of Results of FY 2018 Agency Procurement Compliance and performance Indicators (APCPI) System
 - Compliance of Procurement and Performance Indicator System
 - Establishment and Conduct of Agency Review and Compliance Procedure of SALN and
 - Comply with the Freedom of Information (FOI)
- B. Performance Rating of Employees and CES positions using the CSC-approved SPMS in rating the performance of the first and second level of official and employees as validated by the Performance Management Team (PMT) .
- C. Non-compliance with any of the GGCs and Performance Targets will render the entire Agency ineligible for the FY 2019 PBB.
- D. Non-compliance with the guidelines prescribed by the Civil Service Commission (CSC) and the posted Review and Compliance Procedure could be a caused to disqualify the Agency in the succeeding PPB cycle.

II. ELGIBILITY OF INDIVIDUALS

- A. Head of the Agency

The Executive Director's eligibility depends on the eligibility performance of the Agency. If eligible, the maximum PBB rate for 2019 shall be equivalentto 65 % of the monthly basic salary as of 31 December 2019.
- B. Individual Employees
 1. Employees belonging to the First, Second and Third Levels should receive a rating of at least "Satisfactory" based on the agency's CSC-Approved SPMS.

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2. 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.
3. Personnel who transferred from one government agencies that are non-participating in the implementation of the PBB, shall be rated by the agency where he/she served the longest; the official/employee shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service to the participating implementing agency, as stated in Section 6.8.
4. An official or employee who rated less than nine (9) months of service during the fiscal year with at least "Satisfactory" rating shall be eligible for the grant of PBB.
5. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:


LENGTH OF SERVICES	% OF PBB
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%

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

C. The following shall not be entitled to the FY 2019 PBB

1. An employee on vacation/sick leave with or without pay for the entire year.
2. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2019. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
3. Officials and employees who failed to submit the 2018 SALN or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN.
4. Officials and employees who failed to liquidate all cash advances received in FY 2019 within the reglementary period.
5. Officials and employees who failed to submit their complete SPMS forms.
6. Officials and employees responsible for the implementation of the prior year's audit recommendations, QMS certification, or posting and dissemination of the Agency system of ranking performance of delivery units, if the Agency fails to comply with any of these requirements.

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III. RANKING OF THE DELIVERY UNITS

- A. The NCCA with the corresponding offices/delivery units that meet the criteria and conditions in Setion 4.0 of the MEMO Circular No. 2019-01 are eligible to the FY 2019. The offices/delivery units eligible to the PBB shall be forced ranked according to the following:

RANKING	PERFORMANCE CATEGORY
Top 10 %	Best Delivery Units
Next 25 %	Better Delivery Units
Next 65%	Good Delivery Units

- B. The NCCA Delivery Units/Offices shall be as follows:
- Office of the Chairman, Office of the Executive Director; Office of the Deputy Executive Director
 - Office of the Comptroller/NEFCA
 - Policy /Plan Formulation and Progrmming Division
 - Program Monitoring and Evaluation Division
 - Administrative and Finance Division

IV. RATES OF THE PBB


- A. The PBB rates of individual employees shall be based on the performance ranking of the delivery units where they belong, and based on the individual's monthly basic salary, as follows:

Performance Category	PBB as % of Monthly Basic Salary
Best Delivery Units	0.35
Better Delivery Unit	0.575
Good Delivery Unit	0.50

- B. Only the personnel belonging to eligible offices or delivery units are qualifies for the PBB. The ranking of offices/delivery units shall be indicated in the Form 1. There shall no longer be a ranking of individuals within a delivery unit.


V. SUBMISSION OF REPORTS

- A. FY 2019 accomplishments using the Modified Form A-Agency Performance Report, Modified Form A-1 Details of Office Performance Report, Client Satisfaction Report, Form 1 and the PBB Evaluation Matrix should be submitted duly completed and signed forms and reports to the IATF (two hard copies and e-copies, ie. PDF and editable MS Word files, of Modified Form A-Agency Performance Report, Modified Form A1-Details of Office Performance Report, Citizen/Client Satisfaction Report, Form 1 and supporting documents) through the AO 25 Secretatiat.
- B. All explanations/justifications and supporting documents shall already be attached to the submission of the FY 2019 Agency Performance Targets.
- C. All forms and reports should be signed by the Head of the Agency or dully designated official.

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The following are the 2019 PBB requirements with the corresponding deadline of submission and office/unit responsible.

Requirements	Responsible Division/Section/Office/Unit	Deadline of Submission
PHYSICAL TARGETS		
Operations		
1.Streaming and process Improvement of agency Services	PPS in coordination with concerned agencies	February 28,2020
2.Citizen/client satisfaction	Head Client Satisfaction Team	February 28,2020
3.Physical Targets	PPS in coordination with concerned division/section/office/unit	February 28,2020
Support to Operations (STO)		
1. QMS certification <ul style="list-style-type: none"> • post QMS Certification in TS page • submit certified true copy of QMS certificate to GQMC through DBM-SPIB 	QMR DED Tellano Vice QMR Rene Napenas	December 31,2020
General Administration and Support (GASS)		
1.BUR <ul style="list-style-type: none"> • Departments, OEOs And GOCCS Covered by DBM • SUCs (See Annex 5) 	Finance (NEFCA) Finance (GAA)	February 28,2020 (Small agencies)
2. Sustained compliance with Audit Findings	Finance (NEFCA) Finance (GAA)	December 31,2019
3.Submission of BFARs online through the URS <ul style="list-style-type: none"> • First quarter • Second quarter • Third quarter • Fourth quarter 	Finance (NEFCA) Finance (GAA)	April 15,2019 July 15,2019 October 15,2019 January 15,2020
4.COA Financial Reports <ul style="list-style-type: none"> • Small agencies 	Finance (NEFCA) Finance (GAA)	March 30,2019
5.Procurement documents <ul style="list-style-type: none"> • FY 2018 APP- non CSE • Indicative FY 2019 APP- non CSE • FY 2019 APP-CSE • Undertaking of early Procurement for at least 50% of goods and services • Results of FY 2017 APCPI System 	Procurement Unit	March 31,2019 September 30,2019 August 31,2018 January 31,2020 March 31,2019
Good Governance Condition (GGCs)		
1.Transparency Seal	All contributing division/section/office/unit	October 1,2019
2.PhilGEPS Posting (transactions above P1,000,000 and with December 31,2018 as cut off) including the Early Procurement of FY 2019 Non-CSE items.	Procurement Unit	January 31,2020
3.Citizen's/Service charter	Budget and PPS	December 31,2019

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. Certificate of Compliance (CoC) pursuant to CSC MC No. 14, s. 2017		
Other Cross-cutting Requirements		
1. Submission of SALN of employees	ADMF	April 30, 2019
2. Agency Review and Compliance procedure of statement and Financial Disclosures. Note: Departments/agencies shall submit a list of SALN non-filers using form 1.	ADMF	October 1, 2019
3. FOI Compliance <ul style="list-style-type: none"> • People FOI Manual • Agency Information Inventory • 2019 and 2018 FOI Registry • Screenshot of agency's home page 	ADMF	November 30, 2019 January 31, 2020 January 31, 2020 January 31, 2020
4. Posting of Agency's System Ranking Delivery Units	PPS and ADMF	October 1, 2019
5. Submission of Agency Report on Ranking of Delivery Units (FORM 1 and PBB Evaluation Matrix)	PPS and ADMF	February 28, 2020

VI. EFFECTIVITY. This guidelines shall take effect immediately.


MARICHU G. TELLANO
 Deputy Executive Director
 NCCA

Date Approved: 26 September 2019