



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

MIG-DC-_____

DEPARTMENT CIRCULAR NO. 030

TO : Undersecretaries and Assistant Secretaries; and
Heads of Central and Regional Offices in DOJ Proper

SUBJECT : Performance-Based Bonus for FY 2018

DATE : JUL 30 2018

- 1.0 This is in relation to requirements for the grant of Performance-Based Bonus (PBB) for FY 2018 pursuant to Memorandum Circular No. 2018-1 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (accessible online at https://www.doj.gov.ph/doj_performance_management.html).
- 2.0 The said requirements and corresponding responsible units and deadlines are summarized, as follows:

Requirement	Responsible	Deadline
Operations		
1) Submission of Quarterly Accomplishment Reports to Planning and Statistics Division (PSD) pursuant to Department Circular No. 052, s. 2017	All offices in the main office including OSEC and OUSECs	15 th day after the end of every quarter
2) Submission of Quarterly Report of Operations to PSD pursuant to Department Order 051, s. 2015	Regional/Provincial/City Prosecution Offices Nationwide	15 th day after the end of every quarter
3) Submission of accomplishment report on streamlining and process improvement of Agency services (Form A)	All offices (subject to guidelines to be issued later); Planning and Management Service (PMS) - Management Division (MD)	31 August 2019
4) Submission of Citizen/Client Satisfaction Report	Administrative Service (AS)-Communications Division, PMS-MD	31 August 2019
Support to Operations (STO)		
QMS Certification - Posting in the Transparency Seal - Submission of Certified True Copy of QMS Certificate	QMS Process Owner Units, PMS-MD	31 December 2018
General Administration and Support Services (GASS)		
1) Budget Utilization Rate	Financial Service (FS), other offices concerned	31 August 2019

Requirement	Responsible	Deadline
2) Sustained compliance with audit findings	FS, other offices subject of COA audit findings	31 December 2018
3) Quarterly submission of Budget and Financial Accountability Reports (BFARs) online through the DBM's Unified Reporting System (URS)	FS, PMS	15 th day after every quarter
4) Submission to COA of Financial Reports	FS, Bids and Awards Committee (BAC), AS-Procurement Division (PD)	30 March 2018
5) Submission of FY 2018 APP-non CSE		31 January 2018
6) Posting of 2018 APP non-CSE in the Transparency Seal		28 June 2018
7) Submission of indicative FY 2019 APP-non CSE		31 August 2018
8) Submission of FY 2019 APP-CSE and posting in the Transparency Seal		31 August 2018
9) Undertaking of Early Procurement for at least 50% of goods and services		31 January 2019
10) Results of FY 2017 APCPI System	BAC Secretariat, PD	31 August 2018
Good Governance Conditions		
1) Updating of Transparency Seal	FS and PMS	1 October 2018
2) PhilGEPS Posting (transactions above P1 Million and with December 31, 2018 as cut-off), including the Early Procurement of FY 2019 Non-CSE items.	BAC Secretariat	31 January 2019
3) Citizen's/Service Charter Certificate of Compliance (CoC) pursuant to CSC MC No. 14, s. 2017	AS, PMS-MD, offices with frontline services	1 August 2018
Other cross-cutting requirements		
4) Submission of SALN of employees	AS-Personnel Division	30 April 2018
5) Agency Review and Compliance Procedure of Statement and Financial Disclosures. (submission of a list of SALN non-filers using Form 1)		01 October 2018
6) Posting of FOI Compliance <ul style="list-style-type: none"> • People's FOI Manual • Agency Information Inventory • 2017 FOI Summary Report and Registry • Screenshot of agency's home page • 2018 FOI Summary Report and Registry 	AS-Communications Division	30 September 2018 30 September 2018 30 September 2018 30 September 2018 31 January 2019
7) Posting of Agency's System of Ranking Delivery Units	PMS-PSD	01 October 2018
8) Submission of Agency Report on Ranking of Delivery Units (Form 1 and PBB Evaluation Matrix)	AS-Personnel Division, PMS-PSD	31 August 2019

- 3.0 Heads of indicated offices/units responsible are hereby directed to ensure the Department's compliance within the prescribed deadlines, in accordance with respective functional mandates. Further guidance shall be provided by the DOJ Performance Management Team and/or focal offices/units concerned.
- 4.0 As provided in the subject Circular, Agencies unable to comply with all good governance conditions and performance targets will be considered ineligible to FY 2018 PBB, subject to validation by oversight agencies concerned.

For guidance and compliance.


MENARDO I. GUEVARRA
Secretary

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cc: All concerned