

ANNEX 2
GUIDELINE ON TRANSPARENCY SEAL

1. All agencies should maintain a Transparency Seal page accessible by clicking the TS logo on the Home page. It should be visible. **Submit the link to the website (recommended.gov.ph domain) when applying for PBB.**
2. The following are the required documents pursuant to Section 99 of the General Provisions of the FY 2018 General Appropriations Act (GAA) and this 2018 PBB Guideline:
 - I. **Agency's mandate and functions; names of its officials with their position and designation, and contact information;**
 - II. **DBM Approved Budget and Corresponding Targets for FY 2018.**
Budget for FY 2018
GAA performance targets for FY 2018
 - III. **Modifications made pursuant to the general and special provisions in the FY 2018 GAA**
(Indicate if not applicable)
 - IV. **FY 2018 Annual Procurement Plan (FY 2018 APP non-CSE), Indicative FY 2019 APP non-CSE; and FY 2019 APP for Common-Supplies and Equipment (FY 2019 APP CSE);**
 - V. **Major Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2018.**
(Indicate if not applicable)

Major Projects, Programs 2018
Beneficiaries 2018
Status of Implementation 2018
 - VI. **Annual Financial Reports** (whole year/as of December end of the year/4th Quarter. Incomplete or non-cumulative will not be counted)
 - A. *FOR NGA/SUCs*
2014-2018 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)
2014-2018 BAR No. 1 - Annual Physical Report of Operations/Physical Plan
 - B. *FOR GOCC/WD*
2014-2018 Annual Report
 - VII. **Annual Reports on the Status of Income authorized by law to be deposited outside the National Treasury,** including the legal basis, beginning balance, income collected, and its sources, expenditures and ending balance. (Indicate if not applicable)
 - VIII. **QMS Certification of at least one core process by an international certifying body (ICB)** accredited by the International Accreditation Forum (IAF) members. Preferably, the ICB is accredited by the Philippine Accreditation Board, Department of Trade and Industry, which is a member of the IAF and authorized to accredit ICBs. The QMS ISO Certification should be posted not later than December 3, 2018.
 - IX. **System of Ranking Delivery Units for FY 2018 PBB** should be cascaded to all employees, and posted in the TS page not later than October 1, 2018. The system should be signed and approved by the Head of Agency. The posting should also include the activities/details of cascading efforts, and the contact information that employees may coordinate with regarding cascading of System of Ranking Delivery Units.
 - X. **The Agency Review and Compliance Procedure of Statements and Financial Disclosures** should be cascaded to all employees. The scanned copy should be posted in the TS page not later than October 1, 2018.
 - XI. **The Final People's Freedom to Information (FOI) Manual signed by head of agency; Agency Information Inventory; 2017 and 2018 FOI Summary Report, and 2017 and 2018 FOI Registry** should be posted not later than October 1, 2018.

3. The links to the documents should open in a **new tab/page for preview with option to download**. No auto-download files. The following are the prescribed formats:
 - New page/section in the website (No pdfs, xls, jpgs etc.): Items I (Mandate, directory)
 - XLS. or PDF for Items II, III, IV and V. (Open in new tab for preview, please no automatic downloading of files. You can use google drive, Dropbox or any other file hosting software to let you preview the file when clicked)
4. Post the documents in the prescribed order as indicated in this guideline for easier validation and checking.
5. **There should be no nesting folders.** Post the links to the documents in a single webpage reserved for the transparency seal. If the files are hidden in folders, there is a risk that the documents might be overlooked by the validator.