



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-DC-_____

DEPARTMENT CIRCULAR NO. 003

TO : Undersecretaries and Assistant Secretaries,
Heads of Central/Regional Offices in the DOJ Proper,
Heads of Constituent and Attached Agencies

SUBJECT : Supplemental Guidelines for FY 2017
Performance-Based Bonus

DATE : JAN 16 2018

- 1.0 This pertains to the attached Memorandum Circular (M.C.) No. 2017-2 dated 21 December 2017 of the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems (AO 25 IATF), Re: Procedures Ensuring Quality of Validation/Assessment of Requirements for the Grant of Performance-Based Bonus (PBB) for FY 2017.
- 2.0 The said issuance is intended to tighten the PBB eligibility process wherein agencies will be incentivized through a firmer validation process. As such, definitive schedules are provided for validation by the AITF and oversight agencies concerned. Moreover, the issuance specifically provides that there will be stricter review of physical accomplishments and budget utilization rate.
- 3.0 For the DOJ Proper including central/regional/local offices of the National Prosecution Service, you are advised to observe or catch up on the following in coordination with oversight/validating agencies concerned, as applicable and/or necessary to meet the requirements and deadlines prescribed therein:

Activity	Responsible	Deadline
a. Submission of Quarterly Accomplishment Reports to Planning and Statistics Division (PSD) pursuant to Department Circular (D.C.) No. 052, s. 2017	All offices in main office (including OSEC/OUsec/OASec)	15 th day of month after every quarter
b. Submission of Quarterly Report of Operations (QRO) to PSD thru RPs, as applicable, per D.C. 051, s. 2015	All prosecution offices nationwide (including DOJ Prosecution Staff)	15 th day of month after every quarter
c. Submission of Yearend Report of Office Resources and Amenities to PSD thru RPs, as applicable, per D.C. 051, s. 2015		15 January 2018

Activity	Responsible	Deadline
d. Submission of Quarterly Accomplishment Report on Priority Programs/Projects Activities and Other Assigned/Delegated Duties and Responsibilities per D.C. 051 (NPS) and 052 (DOJ), s. 2017	All offices in main office (including OSEC/OU Sec/OA Sec) and all prosecution offices (including Prosecution Staff)	15 th day of month after every quarter
e. Submission of FY 2016 Financial Reports to COA (small agencies)	Financial Service (FS)	31 March 2017
f. Submission to GPPB-TSO of APCPI Self-Assessment Results for FY 2016	BAC Secretariat (BAC Sec)	
g. Submission thru URS of budget and financial accountability reports to DBM	FS and Planning and Management Service (PMS)	End of month after every quarter
h. Submission of FY 2017 APP approved by HOPE to GPPB-TSO	BAC Sec, FS, HOPE, offices concerned	17 April 2017
i. Submission of FY 2016 Financial Reports to COA (big agencies)	FS and PMS	30 April 2017
j. Submission of 2016 SALN	Personnel Division	30 April 2017
k. Submission of Citizen's Charter Certification of Compliance by every prosecution office to PMS Management Division (MD)	All prosecution offices nationwide	31 August 2017
l. Validation of Transparency Seal	FS and PMS	01 October 2017
m. Validation of Citizen's Charter	PMS, Administrative Service (AS), offices concerned	
n. Validation of FOI Manual	PMS-MD	
o. Posting of agency system of ranking delivery units	PMS, Performance Management Team	
p. Submission of FY 2018 APP-CSE to DBM-PS as prescribed under DBM Circular Letter No. 2017-12	BAC Sec, FS, HOPE, offices concerned	30 November 2017
q. Submission of Report on Ageing of Cash Advance Liquidation (15 November as cut off)	Financial Service	01 December 2017
r. Submission of letter explanation/ justification if unable to post in PhilGEPS (for transactions above P1,000,000, November 15 cut-off)	BAC Sec, FS, HOPE, offices concerned	
s. Posting of QMS Certification in Agency Transparency Seal	PMS-MD	31 December 2017
t. Submission of report on all improvements made by agency to implement CSC M.C. no. 14, s. 2016	PMS-MD	
u. DICT-approved Information Systems Strategic Plan	PMS-MISD	
v. Submission of report on compliance with 30% of the audit recommendations as shown in the Status of Implementation of Prior Year's Recommendations in the Annual Audit Report	FS and offices concerned	

Activity	Responsible	Deadline
w. Submission of physical accomplishments using Forms A and A1 (31 December 2017 cut-off)	PMS-PSD	31 January 2018
x. Submission of Agency's PBB Form 1.0 and PBB Evaluation Matrix	AS-Personnel Division	31 March 2018

- 4.0 The above list includes internal requirements and deadlines prescribed in D.C. No. 024 and other cited issuances. For reference and transparency, all such issuances shall be uploaded by the PMS to the DOJ website (at https://www.doj.gov.ph/performance_management.html).
- 5.0 For the Constituent/Attached Agencies, you are advised to observe all requirements in the subject AO 25 IATF M.C. in direct coordination with and for submission to oversight/validating agencies concerned within the prescribed deadlines.
- 6.0 The DOJ Performance Management Team shall provide further guidance, coordinate/monitor compliance, and initiate/recommend higher management actions on the matter, subject to further issuances/guidance from the oversight agencies concerned.
- 7.0 This Circular supplements/amends Department Circular No. 024, 051 and 052, s. 2017, and takes effect immediately.

For guidance and compliance of all concerned.

VITALIANO N. AGUIRRE II

Secretary

Department of Justice
CN : 0201801098

