

**MEMORANDUM CIRCULAR NO. 08**  
Series of 2019

**SUBJECT: ADJUSTMENTS IN THE GUIDELINES ON THE RANKING OF DAR DELIVERY UNITS IN THE AVAILMENT OF THE 2019 PERFORMANCE-BASED BONUS (PBB): AN AMENDMENT TO MC NO. 6 SERIES OF 2018**

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## **I. BACKGROUND**

The DAR issued Memorandum Circular No. 6, series of 2018 on October 18, 2018 stipulating the "GUIDELINES IN THE RANKING OF BUREAUS/ OFFICES/ DELIVERY UNITS IN THE AVAILMENT OF THE 2018 PERFORMANCE-BASED BONUS (PBB)".

For 2019, the AO 25 Inter-Agency Task Force issued Memorandum Circular No. 2019-1 on September 3, 2019, titled, "GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2019 UNDER EXECUTIVE ORDER NO. 80, S., 2012 AND EXECUTIVE ORDER NO. 201, S., 2016".

Initially, the DAR decided to adopt the same set of guidelines contained in Memorandum Circular No. 6, series of 2018. Consequently, Memorandum No. 454 was issued on 27 September 2019, entitled, "REITERATION OF THE 2018 GUIDELINES ON RANKING THE BUREAUS/ OFFICES/ DELIVERY UNITS IN THE AVAILMENT OF THE 2019 PERFORMANCE-BASED BONUS".

However, after clarification with the Department of Budget and Management (DBM), it was resolved that the DARPOs are to be considered as part of the Regional Offices and shall not be considered as separate delivery units. With this premise, the DAR's delivery units are being reduced to:

1. Office of the Secretary which is composed of OSEC Proper, Offices of the seven (7) Undersecretaries, five (5) Assistant Secretaries and Internal Audit Division
2. DAR Adjudication Board composed of three (3) Board Members and its Secretariat
3. Presidential Agrarian Reform Council (PARC) Secretariat
4. Ten (10) Services
  - a) Administrative Service (AdServ)
  - b) Agrarian Reform Capacity Development Service (ARCDS)
  - c) Financial Management Service (FMS)
  - d) Planning Service (PS)
  - e) Policy and Research Service (PRS)
  - f) Management Information Systems Service (MISS)
  - g) Project Management Service (PMS)
  - h) Legal Service (LS)
  - i) Public Assistance and Media Relations Service (PAMRS)

## j) External Affairs and Relation Service (EARS)

## 5. Three (3) Bureaus

- a) Bureau of Agrarian Reform Beneficiaries Development (BARBD)
- b) Bureau of Agrarian Legal Assistance (BALA)
- c) Bureau of Land Tenure Improvement (BLTI)

## 6. Fifteen (15) Regional Offices

- CAR to Region XIII which are composed of DARRO and all its provincial offices

Hence, DAR has a total 31 delivery units which will rated and ranked for the 2019 PBB.

It is in this context that adjustments are being introduced in this amendment guidelines.

## II. GUIDELINES IN RATING THE DELIVERY UNITS

Although the DARPOs are subsumed under the Regional Offices, they shall be rated independently with that of the DARRO. The independent ratings of these DARPOs shall be input to the over-all rating of the Regional Offices.

The DARCO units should also be rated separately.

The distribution of percentage across major PBB parameters and across major offices are presented below. The detailed percentage distribution per specific requirement per parameter is presented in **Annex A**:

PBB PARAMETERS		DARPO	DARRO	DARCO
I.	PERFORMANCE TARGETS: STREAMLINING AND PROCESS IMPROVEMENTS AND CLIENT SATISFACTION	25.0%	25.0%	25.0%
II.	GOOD GOVERNANCE CONDITIONS	14.5%	14.5%	14.5%
III.	GASS	25.0%	25.0%	25.0%
IV.	SUPPORT TO OPERATIONS	2.5%	2.5%	2.5%
V.	OTHER CROSS-CUTTING REQUIREMENTS	8.0%	8.0%	8.0%
VI.	SPMS/CESPES/APEC	2.0%	2.0%	2.0%
VII.	2019 GAA PERFORMANCE INDICATORS ON LTSP, AJDP & ARBDSP	25.0%	25.0%	25.0%
	<b>TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

**The specific requirements in the above-mentioned parameters including the timelines and format for reporting stipulated the Memorandum Circular No. 2019-1 issued on September 3, 2019, titled, "GUIDELINES ON THE GRANT OF THE PERFORMANCE-BASED BONUS (PBB) FOR FISCAL YEAR (FY) 2019 UNDER EXECUTIVE ORDER NO. 80, S., 2012 AND EXECUTIVE ORDER NO. 201, S., 2016" shall be strictly followed.**

For the rating of all delivery units, the rating sheet in **Annex A1** shall be used. The rater should take note of the following important points:

1. The matrix in **Annex A1** contains provisions of items which if not complied, will render the DARPO/DARRO/DARCO UNIT excluded in the ranking of offices. This also means non-eligibility of that specific office to the 2019 PBB.
2. There are items wherein the rating of the office shall be zero rating for non-compliance and full rating, if complied. There is no partial rating. The zero rating shall be considered in the over-all computation of the rating of offices.
3. There are items in **Annex A1** which is not applicable to a certain office. For example:
  - a. PhilGEPs posting of bid invitation above PhP 1 Million (3%) and posting of opportunities above PhP 1 Million (3%), the corresponding percentages shall be added to posting of opportunities below PhP 1M; and
  - b. Sustained compliance to audit findings (2%), corresponding percentage shall be added to COA financial reports.
4. For the rating on the performance targets particularly on STREAMLINING AND PROCESS IMPROVEMENTS AND CLIENT SATISFACTION, the list of critical services in **Annex A2** shall be the basis in determining the number of services per DARPO, DARRO and DARCO unit. The list contains the frontline critical services which have been submitted to the Anti-Red Tape Agency (ARTA). It is a must that all these critical services must be improved. The office rating of the shall depend on the number of critical services satisfactorily streamlined or improved. The computation is shown below:
  - a. The DARPO has a total of eight (8) critical services to be improved with a rating of 3.13% per service. Hence, the rating shall be:  
DARPO rating = no. of services satisfactorily streamlined with client satisfaction x 3.13.
  - b. The DARRO has a total of nine (9) critical services to be improved with a rating of 2.78% per service. Hence, the rating shall be:

DARRO rating = no. of services satisfactorily streamlined with client satisfaction x 2.78 .

- c. The DARAB has a total of three (3) critical services to be improved with a rating of 8.33% per service. Hence, the rating shall be:  
DARAB rating = no. of services satisfactorily streamlined with client satisfaction x 8.33
- d. The BALA has a total of two (2) critical services to be improved with a rating of 12.5% per service. Hence, rating shall be:  
BALA rating = no. of services satisfactorily streamlined with client satisfaction x 12.5
- e. The Records Division has a total of three (3) critical services to be improved with a rating of 8.33% per service. Hence, the rating of the shall be:  
Records Division rating = no. of services satisfactorily streamlined with client satisfaction x 8.33.

This rating shall form part of the over-all rating of the entire Administrative Service.

- f. The PAMRS and BLTI has each one (1) critical service to be improved which is equal to 25 %, if satisfactorily streamlined or improved. Non-compliance would mean a zero rating on performance targets.
- g. DARCO units that are not included in the list in **Annex A2** should come up with at least one streamlined critical service of their office including client satisfaction survey which is equal to 25 %. Non-compliance would mean a zero rating on performance targets.

5. For the computation of the GAA Performance Indicators:

- a. The rating for the GAA Performance Indicators will be computed by Planning Service based on the official accomplishment report submitted to DBM. The rating depends on the rate of accomplishment of each office.
- b. **The rating shall be computed based on the formula stipulated in MC No. 6- 2018.**
- c. For the DARPO rating, reference shall be in Section 4.3 for LTSP, Section 4.4 for AJDP and Section 4.5 for ARBDSP. The 25% shall be equally distributed to the three major programs, to wit:

- LTSP - 8.33%
- AJDP -8.33%
- ARBDSP -8.33%

d. For the DARRO, the (1) Average Rating of all DARPOs within the Region (12.5%) and (2) the 2019 Accomplishment vs. Regional Management Plan (RMP) including DARRO AJDP accomplishments as submitted to Planning Service (12.5%) shall be the basis for the rating.

DARROs who failed to submit their (RMP) shall have zero rating.

e. For the DARCO units, the (1) National Average Rating of the sector where the office/bureau/service belongs (12.5%), and (2) the Accomplishment vs. the 2019 Work and Financial Plan signed by the Secretary (12.5%) shall be the basis for the rating.

DARCOs units who failed to submit their 2019 Work and Financial Plan which is signed by the Secretary shall have zero rating.

6. The over-all rating of the Regional Offices shall be computed by getting the average of all DARPOs under supervision (whether eligible or not) and the DARRO Proper, to wit:

$$\text{Regional Rating} = \frac{(\text{DARRO Proper} + \text{DARPO 1} + \text{DARPO2} + \text{DARPO3} + \text{DARPO}n\dots)}{\text{Total no. of offices}}$$

The same principle holds true for the Office of the Secretary and DARAB, which are considered composite/clustered offices in DARCO. Hence, the Office Rating rating shall be computed as follows:

$$\text{Rating of the Office of the Secretary} = \frac{\text{Ratings of (OSEC Proper+ IAD+ USEC FOO+ USEC SSO + USEC LAO + USEC FMAO+ USEC PPRO + USEC SPECIAL CONCERS + USEC FASPO + ASEC FOO + ASEC SSO+ ASEC LAO+ ASEC FMAO + ASEC FASPO)}}{14 \text{ offices}}$$

$$\text{Rating of the DARAB} = \frac{\text{Ratings of ( Board Member 1 + Board Member 2 + Board Member 3 + DARAB SECRETARIAT)}}{4 \text{ offices}}$$

The rating of the respective Bureaus and Services shall be treated independently.

### III. GUIDELINES IN RANKING THE DELIVERY UNITS

1. Preliminary Ranking: With the rating of the Regional Offices, Office of the Secretary, DARAB, and the independent rating of Bureaus and Services in DARCO, all the 31 delivery units will be ranked from highest to the lowest.
2. Final Ranking: If one of the offices of the region (either DARPO or DARRO) will be excluded/non-eligible for non-compliance of must requirements, the ENTIRE

REGION will automatically be ranked to one step lower. For example, if the REGION is ranked BEST but one of its DARPOs or the DARRO is being excluded due to non-compliance, the REGION will automatically be ranked as BETTER. If ranked BETTER, the REGION will be downgraded to GOOD.

This provision also applies for the Office of the Secretary and the DARAB which are composite/clustered offices in DARCO.

3. Based on MC 2019-1 the forced ranking of all eligible delivery units shall be done:

- 10% best offices
- 25% better offices
- 65% good offices

If all the 31 delivery units of DAR will be eligible, there shall be 3 best offices, 8 better offices and 20 good offices.

4. All the officials and staff of the excluded/ non-eligible DARPOs, DARROs or DARCO units will not receive any PBB bonus.
5. The initial forced ranking of DARPOs, DARROs and DARCO units done by Planning Service (PS) and Agrarian Reform Capacity Development Service (ARCDs shall be deliberated by the Program management Group who will come up with final ranking of delivery units. The same shall be submitted to the DAR Secretary for approval. The approved ranking of offices shall be submitted to the AO 25 Task Force based on their prescribed format and shall also be disseminated to all provincial, regional and central offices.

#### **IV. ELIGIBILITY OF INDIVIDUALS**

The provisions in DAR Memorandum Circular No. 6, series of 2018 on October 18, 2018 stipulating the "GUIDELINES IN THE RANKING OF BUREAUS/ OFFICES/ DELIVERY UNITS IN THE AVAILMENT OF THE 2018 PERFORMANCE-BASED BONUS (PBB) shall be followed in determining the eligibility of individual staff and officials. These provisions are consistent with **Memorandum Circular No. 2019-1 issued on September 3, 2019 by the AO 25 Inter-Agency Task Force.**

#### **V. DATES TO REMEMBER**

All offices should be cognizant of the deadlines set by the AO 25 Inter-agency Task Force since non-submission on the set deadlines will render the entire DAR not eligible to PBB. **Annex B** contains important dates to remember for the compliance deadlines and the specific offices in DARCO which are accountable for compliance monitoring. All efforts shall be exerted by all the delivery units to ensure DAR's eligibility for 2019 PBB.

**VI. EFFECTIVITY**

Other provisions in Memorandum Circular No. 6 series of 2018 which are not amended/revised shall still be in effect and shall be used in tandem with this guideline.

This Memorandum Circular shall take effect immediately and supersedes all other circulars/ issuances inconsistent herewith.

NOV 19 2019

Diliman, Quezon City

  
ATTY. JOHN R. CASTRICIONES  
Secretary

Department of Agrarian Reform  
Office of the Secretary



**ANNEX A: 2019 PERFORMANCE-BASED BONUS  
SPECIFIC REQUIREMENTS AND PERCENTAGE DISTRIBUTION OF EACH PBB PARAMETER**

ANNEX A: OCTOBER 4, 2019

PARAMETER AND SPECIFIC REQUIREMENTS	DARPO	DARRO	DARCO	OFFICE-IN-CHARGE FOR COMPLIANCE MONITORING	REMARKS
<b>I. PERFORMANCE TARGETS</b>					
<b>STREAMLINING AND PROCESS IMPROVEMENTS AND CLIENT SATISFACTION</b>	25.0% Shall include all DARPO-identified processes in the Citizens Charter	25.0% Shall include all DARRO-identified processes in the Citizens Charter	25.0% DARCO units whose processes are not included in the Citizens Charter shall formulate at least one internal process improvement	Dir. Susan Serrano, ARCDs Dir. Alexander Alimmudin Ali Internal Audit Division	
<b>II. GOOD GOVERNANCE CONDITIONS</b>	<b>14.5%</b>	<b>14.5%</b>	<b>14.5%</b>		
<b>1. Transparency Seal</b>  Refer to ANNEX 2 OF MC 2019-1	1.0% DARPOs and DARROs shall submit updated directory of officials and office contact details	1.0%	1.0% DARPOs and DARROs shall submit updated directory of officials and office contact details	Dir. Lester Chavez, PAMRS	Department-wide
<b>2. PHILGEPS POSTING</b>					
Posting of Bid Invitation above 1M	3.0%	3.0%	3.0%	Raul Leonin, Chief Procurement Division	
Posting and Updating of Opportunities above 1 M	3.0%	3.0%	3.0%	Dir. Primo Lara, AS	
Posting and Updating of Opportunities below 1 M	1.5%	1.5%	1.5%		
<b>3. Citizen's Charter</b>					
Citizen's Charter Posting	1.0%	1.0%	1.0%	Dir. Alexander Alimmudin Ali Internal Audit Division	
Citizen/Client Satisfaction Report	2.5%	2.5%	2.5%		
Citizen/Client Action Plan	2.5%	2.5%	2.5%		
<b>GASS</b>	<b>25.0%</b>	<b>25.0%</b>	<b>25.0%</b>		



PARAMETER AND SPECIFIC REQUIREMENTS	DARPO		DARRO		DARCO		OFFICE-IN-CHARGE FOR COMPLIANCE MONITORING	REMARKS
1. Budget Utilization Report (BUR) Obligations Disbursements	4.0%		4.0%		4.0%		Dir. Aurit Ang, FMS	Official report shall be based on the official report submitted to DBM
	4.0%		4.0%		4.0%			
2. COA Financial Reports	2.0%		2.0%		2.0%		Dir. Aurit Ang, FMS	
3. Sustained Compliance with Audit Findings	2.0%		2.0%		2.0%		Dir. Aurit Ang, FMS	
4. BFAR1 (Quarterly)	2.0%		2.0%		2.0%		Dir. Aurit Ang, FMS Dir. Letecia Canales, PS	
5. FAR4 (Monthly)	2.0%		2.0%		2.0%		Dir. Aurit Ang, FMS	
6. APP-CSE							Raul Leonin, Chief Procurement Division	
2019 APP non CSE Indicative 2020 APP non CSE 2020 APP CSE	2.0%		2.0%		2.0%		Raul Leonin, Chief Procurement Division Dir. Primo Lara, AS	
	2.0%		2.0%		2.0%			
7. Early Procurement of AT LEAST 50% of the value of 2020 APP non CSE	3.0%		3.0%		2.0%		Raul Leonin, Chief Procurement Division Dir. Primo Lara, AS	Department-wide
8. Agency Procurement Compliance Performance Indicator (APCPI)					1.0%		Raul Leonin, Chief Procurement Division Dir. Primo Lara, AS	
STO REQUIREMENTS	2.5%		2.5%		2.5%			
1. QMS Certification	2.5%		2.5%		2.5%		Dir. Susan Serrano, ARCDs	
OTHER CROSS-CUTTING REQUIREMENTS	8.0%		8.0%		8.0%			
1. Establishment of Agency Review Compliance Procedure (SALN) Committee Procedure Summary Report							Nelia Soriano, Chief Personnel Division Dir. Primo Lara, AS	
	0.5%		0.5%		0.5%			
	0.5%		0.5%		0.5%			
	1.0%		1.0%		1.0%			

PARAMETER AND SPECIFIC REQUIREMENTS	DARPO	DARRO	DARCO	OFFICE-IN-CHARGE FOR COMPLIANCE MONITORING	REMARKS
<b>2. Freedom of Information (FOI) Requirements</b> FOI Manual* FOI Registry FOI Summary Report FOI Inventory	1.5%	1.5%	1.0%	Dir. Lester Chavez, PAMRS	
	1.5%	1.5%	1.0%		
	1.0%	1.0%	1.0%		
<b>3. SPMS/CEPES/APEC</b>	2.0%	2.0%	2.0%	Dir. Susan Serrano, ARCDs	
<b>2018 GAA PERFORMANCE INDICATORS AND NON-PBB INDICATORS</b>	<b>25.0%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>Dir. Leticia Canales, PS</b>	
<b>LAND TENURE SECURITY PROGRAM (LTSP)</b>	8.3%	12.5%	12.5%	National Average Rating of the sector where the office/bureau/service belongs FOO offices-LTSP Rating; LAO offices/DARAB-AUDP Rating; SSO/FASPO offices- ARBDSP; FMAO, PPRO, Special Concerns Offices and OSEC- Rating of Good Governance Conditions	Accomplishment Reports to be considered shall be January to December 2019; based on the official report prepared by Planning Service
AGRIAN JUSTICE DELIVERY PROGRAM (AUDP)	8.3%	Average Rating of all DARPOs within the Region			
AGRIAN REFORM BENEFICIARIES DEVELOPMENT AND SUSTAINABILITY PROGRAM (ARBDS)	8.3%				
		12.5%	2019 Accomplishment of the Regional Management Plan including DARRO AUDP accomplishments as submitted to Planning Service	2019 Work and Financial Plan signed by the Secretary and Accomplishment Report	
<b>TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>		

**ANNEX A1: 2019 PERFORMANCE-BASED BONUS  
DELIVERY UNIT RATING SHEET**

ANNEX A1: OCTOBER 4, 2019

CRITERIA (PLEASE ANNEX A FOR THE SPECIFIC REQUIREMENTS)	DARPO RATING					DARPO RATING	%	DARCO UNITS RATING	NOTATIONS ON THE RATING SYSTEM	NOTATIONS ON THE EXCLUSION/NON-ELIGIBILITY OF A DELIVERY UNIT	
	DARPO 1	DARPO 2	DARPO 3	DARPO 4	DARPO 5						
<b>I. PERFORMANCE TARGETS</b>											
<b>STREAMLINING AND PROCESS IMPROVEMENTS AND CLIENT SATISFACTION (CS)</b>							25.0%		Rating shall cover streamlined process and client satisfaction; no rating if only one is complied		
<b>NO. OF CRITICAL SERVICES</b>	8							9	DARCO UNITS THAT ARE NOT INCLUDED IN THIS LIST SHOULD COME UP WITH AT LEAST ONE STREAMLINED CRITICAL SERVICE WITH CLIENT SATISFACTION SURVEY; NON-COMPLIANCE WOULD MEAN A ZERO RATING ON PERFORMANCE TARGETS		
<b>% WEIGHT PER CRITICAL SERVICE</b>	3.13							2.78		PLS SEE ANNEX A2 FOR THE LIST	
<b>II. GOOD GOVERNANCE CONDITIONS</b>	<b>14.5%</b>							<b>14.5%</b>			
<b>1. Transparency Seal</b>	1.0%							1.0%	1.0%	either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible
<b>2. PHILGEP'S POSTING</b>											
Posting of Bid Invitation above 1M	3.0%							3.0%	3.0%	either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible
Posting and Updating of Opportunities above 1 M	3.0%							3.0%	3.0%	either full or zero rating; no partial rating	
Posting and Updating of Opportunities below 1 M	1.5%							1.5%	1.5%	either full or zero rating; no partial rating	
<b>3. Citizen's Charter</b>											
Citizen's Charter Posting	1.0%							1.0%	1.0%	either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible
Citizen/Client Satisfaction Report	2.5%							2.5%	2.5%	either full or zero rating; no partial rating	
Citizen/Client Action Plan	2.5%							2.5%	2.5%	either full or zero rating; no partial rating	
<b>GASS</b>	<b>25.0%</b>							<b>25.0%</b>	<b>25.0%</b>	<b>25.0%</b>	

CRITERIA (PLEASE ANNEX A FOR THE SPECIFIC REQUIREMENTS)	%	DARPO RATING				%	DARRO RATING	%	DARCO UNITS RATING	NOTATIONS ON THE RATING SYSTEM	NOTATIONS ON THE EXCLUSION/NON-ELIGIBILITY OF A DELIVERY UNIT
		DARPO 1	DARPO 2	DARPO 3	DARPO 4						
1. Budget Utilization Report (BUR) Obligation Rate Disbursement Rate	4.0% 4.0%					4.0% 4.0%			OR/DR less than 60%=0; 61-70%= 1; 71 to 80%= 2; 81 to 90%= 3; 91-100%=4	Non-compliance= exclusion/ non-eligible	
2. COA Financial Reports	2.0%					2.0%			either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible	
3. Sustained Compliance with Audit Findings	2.0%					2.0%			either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible	
4. BFAR1 (Quarterly)	2.0%					2.0%			either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible	
5. FAR4 (Monthly)	2.0%					2.0%			either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible	
6. APP-CSE 2019 APP non CSE	2.0%					2.0%			either full or zero rating; no partial rating	Non-compliance= exclusion/ non-eligible	
Indicative 2020 APP non CSE	2.0%					2.0%			either full or zero rating; no partial rating		
2020 APP CSE	2.0%					2.0%			no partial rating		
7. Early Procurement of AT LEAST 50% of the 2020 APP non CSE	3.0%					3.0%			50% and higher= 3; 40-49%= 2; 30 to 39%= 1 ; less than 30%= 0		
8. Agency Procurement Compliance Performance Indicator (APCPI)									Department-wide		
<b>STO REQUIREMENTS</b>	<b>2.5%</b>					<b>2.5%</b>					
1. QMS Certification	2.5%					2.5%			either full or zero rating; no partial rating		

CRITERIA (PLEASE ANNEX A FOR THE SPECIFIC REQUIREMENTS)	DARPO RATING					DARPO RATING	DARCO UNITS RATING	NOTATIONS ON THE RATING SYSTEM	NOTATIONS ON THE EXCLUSION/NON-ELIGIBILITY OF A DELIVERY UNIT
	%	DARPO 1	DARPO 2	DARPO 3	DARPO 4				
<b>OTHER CROSS-CUTTING REQUIREMENTS</b>	<b>8.0%</b>					<b>8.0%</b>		<b>8.0%</b>	
<b>1. Establishment of Agency Review Compliance Procedure (SALN) Committee</b>	0.5%					0.5%		0.5%	Non-compliance= exclusion/ non-eligible
<b>Procedure</b>	0.5%					0.5%		0.5%	
<b>Summary Report</b>	1.0%					1.0%		1.0%	
<b>2. Freedom of Information (FOI) Requirements</b>									
<b>FOI Manual*</b>	1.5%					1.5%		1.0%	either full or zero rating; no partial rating
<b>FOI Registry</b>	1.5%					1.5%		1.0%	
<b>FOI Summary Report</b>	1.5%					1.5%		1.0%	
<b>FOI Inventory</b>	1.0%					1.0%		1.0%	either full or zero rating; no partial rating
<b>3. SPMIS/CESPES/APEC (Complete SPMIS Documents: IDP, Coaching Journal, Summary) )</b>	2.0%					2.0%		2.0%	either full or zero rating; no partial rating
<b>2019 GAA PERFORMANCE INDICATORS AND NON-PBB INDICATORS</b>	<b>25.0%</b>					<b>25.0%</b>		<b>25.0%</b>	
<b>LAND TENURE SECURITY PROGRAM (LTSP)</b>	8.3%								(Rating will be computed by Planning Service)
<b>AGRARIAN JUSTICE DELIVERY PROGRAM (AIDP)</b>	8.3%								
<b>AGRARIAN REFORM BENEFICIARIES DEVELOPMENT AND SUSTAINABILITY PROGRAM (ARBDSIP)</b>	8.3%								
<b>Average Rating of all DARPOs within the Region</b>	<b>NA</b>					<b>12.5%</b>		<b>12.5%</b>	
<b>2019 Accomplishment of the Regional Management Plan Accomplishment including DARRO AIDP accomplishments as submitted to Planning Service</b>	<b>NA</b>					<b>12.5%</b>		<b>12.5%</b>	

CRITERIA (PLEASE ANNEX A FOR THE SPECIFIC REQUIREMENTS)	%	DARPO RATING				%	DARRO RATING	%	DARCO UNITS RATING	NOTATIONS ON THE RATING SYSTEM	NOTATIONS ON THE EXCLUSION/NON-ELIGIBILITY OF A DELIVERY UNIT
		DARPO 1	DARPO 2	DARPO 3	DARPO 4						
National Average Rating of the sector where the office/bureau/service belongs	NA							12.5%			
2019 Work and Financial Plan signed by the Secretary and Accomplishment Report	NA							12.5%			
<b>TOTAL</b>	<b>100.00%</b>					<b>100.00%</b>		<b>100.00%</b>			

Rated by and certified correct:

Assistant Regional Director for Support to Operations OR Bureau/Service Division Chief / Chief of Staff  
 Date : \_\_\_\_\_ Date : \_\_\_\_\_  
 Submitted by: \_\_\_\_\_ Regional Director OR Bureau/Service Director / Office Head  
 Date \_\_\_\_\_ Date \_\_\_\_\_

NOTES:

**COMPUTATION FOR THE REGIONAL RATING**

FORMULA	OFFICE RATING IN %					TOTAL	note: the average rating will be used in the ranking of offices
	DARPO 1	DARPO 2	DARPO 3	DARPO 4	DARRO		
TOTAL RATING =							
SUM OF DARRO RATING + RATING OF ALL DARPO'S WHETHER ELIGIBLE OR NOT						0	
AVERAGE RATING = SUM OF REGIONAL RATING DIVIDED BY TOTAL NO. OF OFFICES	DO NOT FILL-OUT					0	

**ANNEX A2 - NO. OF STREAMLINED CRITICAL SERVICES PER DELIVERY UNIT  
DAR'S LIST OF FRONTLINE SERVICES AS REPORTED IN THE 2018 ARTA\***

FRONTLINE SERVICES	WHERE TO APPLY/OFFICE RESPONSIBLE	DARPO	DARRO	DARCO UNIT
1. Transfer of Awarded Lands from ARBs Pursuant to PD27, EO 228 and RA 6657 (DAR AO 8, s. 1995, Joint DAR- LRA MC 09-06)	DAR Municipal/Provincial/Regional Office	1	1	
2. Issuance of DAR Clearance (A.O. 1 s. 1989)	DAR Municipal/Provincial	1		
3. Issuance of Certified Copies of Transcript of Stenographic Notes (TSN)	Office of the Regional Agrarian Reform Adjudicator/Provincial Agrarian Reform Adjudicator	1	1	
4. Issuance of Certificate of Finality/Entry of Judgment	Office of the Regional Agrarian Reform Adjudicator/Provincial Agrarian Reform Adjudicator	1	1	
5. Issuance of Certificate of No Pending Case	Office of the Regional Agrarian Reform Adjudicator/Provincial Agrarian Reform Adjudicator	1	1	
6. Issuance of Certified Copies of Documents (Case Records, Decisions, Resolutions, Orders)	Office of the Regional Agrarian Reform Adjudicator/Provincial Agrarian Reform Adjudicator	1	1	
7. Land Use Conversion (5 hectares and below)	DAR Regional Office - Legal Division		1	
8. Issuance of Certification on Motion for Reconsideration/ Appeal Filed on All Case/s	DAR Regional Office - Records Section		1	
9. Payment to Service Providers	DAR Regional Office - Support to Operations Division		1	
	DAR Provincial Office - Admin & Finance Division	1		
10. Public Assistance /Handling Queries or Complaints/ QRO/PACCU	DAR Central Office - PAMRS-CARD-PAIC DAR Regional/Provincial Office - PACCU/ QRO	1	1	PAMRS
<b>CENTRAL OFFICE</b>				
11. Certification as to the Case Status/Certification of No Pending Case	DAR Central Office-DARAB			DARAB
12. Issuance of Entry of Judgment/ Certificate of Finality	DAR Central Office-DARAB			DARAB
13. Issuance of Certified Copies of Documents (Case records, Decisions, Resolutions, Orders, Transcript of Stenographic Notes)	DAR Central Office-DARAB			DARAB

FRONTLINE SERVICES	WHERE TO APPLY/OFFICE RESPONSIBLE	DARPO	DARRO	DARCO UNIT
14. Certificate of Finality (with request)	Bureau of Agrarian Legal Assistance			BALA
15. Land Use Conversion (More than 5 hectares)	Land Use Cases Division- Bureau of Agrarian Legal Assistance			BALA
16. Issuance of Certification of Status of Certificate of Land Transfer (CLT)/ Emancipation Patent (EP)/Certificate of Land Ownership Award (CLOA)/ Tenancy and Certified True Copy of Masterlist of EPs	Bureau of Land Tenure Improvement - LTI Documentation and Coordination Division			BLTI
17. Issuance of Certification on Motion for Reconsideration/ Appeal Filed on ALI Case/s	DAR Central Office - Records Division			ADMIN SERVICE-RECORDS DIV
18. Request for copies/certified copies of case orders/case folders	DAR Central Office - Records Division			ADMIN SERVICE-RECORDS DIV
19. Request for copies/certified copies of DAR Issuances	DAR Central Office - Records Division			ADMIN SERVICE-RECORDS DIV
<b>TOTAL</b>		<b>8</b>	<b>9</b>	

**NOTES: \*/**

**1. THESE ARE THE MINIMUM CRITICAL SERVICES TO BE STREAMLINED PRIOR TO THE SUBMISSION OF THE 2019 REVISED ARTA**

**2. DARCO UNITS THAT ARE NOT INCLUDED IN THIS LIST SHOULD COME UP WITH AT LEAST ONE STREAMLINED CRITICAL WITH CLIENT SATISFACTION SURVEY; NON-COMPLIANCE WOULD MEAN A ZERO RATING ON PERFORMANCE TARGETS**



**ANNEX B DATES TO REMEMBER FOR THE 2019 PERFORMANCE-BASED BONUS  
(WITH REFERENCE TO MEMORANDUM CIRCULAR NO. 2019-1 DATED SEPTEMBER 3, 2019; ISSUED BY DBM AND AO25 TF)**

DEADLINES	REQUIREMENTS	ACTIVITY	SUBMITTED TO	POSTED IN TRANSPARENCY SEAL WEBSITE	ACCOUNTABLE OFFICER TO ENSURE COMPLIANCE	LEVEL OF COMPLIANCE
March 31, 2019	GASS	Submission of results of FY 2018 Agency Procurement Compliance and Performance Indicators (APCPI) System: (1) APCPI - Self-Assessment Form; (2) APCPI - Consolidated Procurement Monitoring Report; (3) APCPI - Procurement Capacity Development Action Plan, and the Questionnaire	GPPB-TSO	Not required	RAUL LEONIN, Chief Procurement Division Dir. Primo Lara, AS	DARCO level compliance and submission
March 31, 2019	GASS	Submission of FY 2019 APP Non-CSE	GPPB-TSO	Not later than October 1, 2019	RAUL LEONIN, Chief Procurement Division Dir. Primo Lara, AS	DARCO/ Regional/Provincial individual compliance, submission and posting
April 15, 2019	GASS	Submission of 1st Quarter BFARS	DBM thru URS	Not required	DIR. AURIT ANG, FMS DIR. LETECIA CANALES, PS	DARCO level compliance and submission
April 30, 2019	GASS	Submission of COA Financial Reports	Resident COA	Not required	DIR. AURIT ANG, FMS	DARCO/ Regional/Provincial individual compliance and submission
April 30, 2019	Other cross-cutting requirements	Submission of SALN of employees	Ombudsman	Not required	NELIA SORIANO, Chief Personnel Division Dir. Primo Lara, AS	DARCO/ Regional/Provincial individual compliance and submission
July 15, 2019	GASS	Submission of 2nd Quarter BFARS	DBM thru URS	Not required	DIR. AURIT ANG, FMS DIR. LETECIA CANALES, PS	DARCO level compliance and submission
September 30, 2019	GASS	Submission of Indicative FY 2020 Annual Procurement Plan Non-CSE	GPPB-TSO	Not later than September 30, 2019	RAUL LEONIN, Chief Procurement Division	DARCO/ Regional/Provincial individual compliance and submission

DEADLINES	REQUIREMENTS	ACTIVITY	SUBMITTED TO	POSTED IN TRANSPARENCY SEAL WEBSITE	ACCOUNTABLE OFFICER TO ENSURE COMPLIANCE	LEVEL OF COMPLIANCE
October 1, 2019	Other cross-cutting requirements	Establishment and conduct of Agency Review and Compliance Procedure of SALN		Not later than October 1, 2019	NELIA SORIANO, Chief Personnel Division Dir. Primo Lara, AS	DARCO level compliance and submission
October 1, 2019	Good Governance Condition	Maintain/update the agency transparency seal		Not later than October 1, 2019	DIR. LESTER CHAVEZ, PAMRS	DARCO level compliance and UPDATING -- SEE ANNEX 2
October 1, 2019	Other cross-cutting requirements	Posting of agency's system of ranking delivery units		Not later than October 1, 2019	DIR. SUSAN SERRANO, ARCDS	DARCO level compliance and UPDATING IN TRANSPARENCY SEAL BY PAMRS
October 15, 2019	GASS	Submission of 3rd Quarter BFARS	DBM thru URS	Not required	DIR. AURIT ANG, FMS DIR. LETECIA CANALES, PS	DARCO level compliance and submission
October 31, 2019	GASS	Submission of FY 2020 APP-CSE	DBM-PS	Not later than October 31, 2019	RAUL LEONIN, Chief Procurement Division Dir. Primo Lara, AS	DARCO/ Regional/Provincial Individual compliance and submission
November 30, 2019	Other cross-cutting requirements	Updating of people's Freedom of Information manual (Including new designated list of FOI Receiving Officer/s and its contact details, if any) signed by head of agency		Not later than November 30, 2019	DIR. LESTER CHAVEZ, PAMRS	DARCO level compliance and submission
December 6, 2019	Good Governance Condition	Maintain/update the Citizen's or Service Charter or its equivalent	COMPLIANT WITH ARTA	Not required	DIR. ALIMUDIN, IAD DIR. SUSAN SERRANO, ARCDS	Regional/Provincial Individual compliance and submission
		- Submission of Certificate of Compliance	AO25 Secretariat	Not required	DIR. ALIMUDIN, IAD DIR. SUSAN SERRANO, ARCDS	DARCO level compliance and submission
December 31, 2019	Support to Operations	QMS Certification	GQMC through DBM-SPIB	Not later than December 31, 2019	DIR. SUSAN SERRANO, ARCDS	DARCO level compliance and submission
January 15, 2020	GASS	Submission of 4th Quarter BFARS	DBM thru URS	Not required	DIR. AURIT ANG, FMS DIR. LETECIA CANALES, PS	DARCO level compliance and submission

DEADLINES	REQUIREMENTS	ACTIVITY	SUBMITTED TO	POSTED IN TRANSPARENCY SEAL WEBSITE	ACCOUNTABLE OFFICER TO ENSURE COMPLIANCE	LEVEL OF COMPLIANCE
January 31, 2020	Other cross-cutting requirements	The FOI Reports (Agency Information Inventory, 2019 FOI Registry, and 2019 FOI Summary Report)	PCOO	Not later than January 31, 2020	DIR. LESTER CHAVEZ, PAMRS	DARCO/ Regional/Provincial Individual compliance and submission
January 31, 2020	Other cross-cutting requirements	Screenshot of the agency's website homepage containing a visible and functional FOI logo linked to the electronic FOI portal	through email: foi.pcc@gmail.com	Not later than January 31, 2020	DIR. LESTER CHAVEZ, PAMRS	DARCO level compliance and submission
January 31, 2020	Good Governance Condition	Update the PhilGEPS posting of all invitations to Bids and awarded contracts for transactions above Php 1M from January 1 to December 31, 2019, including Early Procurement of FY 2020 Non-CSE.  - Submission of Explanation/Justification Letter for failure to update posting in the PhilGEPS	PhilGEPS  AO25 Secretariat	Not required  Not required	RAUL LEONIN, Chief Procurement Division Dir. Primo Lara, AS	DARCO/ Regional/Provincial Individual compliance and UPDATING - SEE ANNEX 6  DARCO/ Regional/Provincial Individual compliance and submission, if applicable.
January 31, 2020	GASS	Early Procurement of at least 50% of the value of goods and services based on the DAR's budget consistent with the NEP - Update PhilGEPS posting	PhilGEPS	Not required	RAUL LEONIN, Chief Procurement Division Dir. Primo Lara, AS	DARCO/ Regional/Provincial Individual compliance and submission, if applicable.
April 30, 2020	Physical Targets	Submission of Streamlining and Process Improvement of Agency Services Client Satisfaction Survey	Usec Malis- DAR PBB Focal Person	Not required	DIR. SUSAN SERRANO, ARCDS	REGIONAL Submission with provincial breakdown
May 30, 2020	Rating of Delivery Units	Submission of Rating of Regions and DARCO units	Usec Malis- DAR PBB Focal Person	Not required	DIR. SUSAN SERRANO, ARCDS DIR. LETECIA CANALES, PS	REGIONAL Submission with provincial breakdown
August 31, 2020	Physical Targets Rating of Delivery	Submission of Streamlining and Process Improvement of Agency Services Client Satisfaction Survey Rating and Ranking of all DAR delivery units	AO25 Secretariat	Not required	DIR. SUSAN SERRANO, ARCDS DIR. LETECIA CANALES, PS	DEPARTMENT-WIDE