

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
Quezon City

April 11, 2017

**REVENUE MEMORANDUM ORDER NO. 13-2017**

**TO :** All Revenue Officials Concerned

**SUBJECT :** Prescribing the Guidelines on the Compliance on the Grant of the FY 2017 Performance-Based Bonus (PBB) Requirements per Administrative Order No. 25 Inter-Agency Task Force Memorandum Circular No. 2017-1

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**I. OBJECTIVES**

This Order is issued to:

1. Prescribe the guidelines and procedures in the preparation and submission of Accomplishment Reports in compliance with the FY 2017 Performance-Based Bonus requirements per AO 25 IATF MC No. 2017-1.
2. Ensure timely preparation and submission of the PBB requirements by the concerned Offices.

**II. GUIDELINES AND PROCEDURES**

1. The Planning and Management Service (PMS), through Planning and Programming Division (PPD), shall prepare the following matrices using the Forms prescribed in the AO 25 IATF MC No. 2017-1 dated March 9, 2017:
  - 1.1 Form A – Department/Agency Performance Accomplishment
  - 1.2 Form A1 – Details of Bureau/Office Performance Indicators and Accomplishments
2. The PPD and Personnel Division shall prepare Form 1.0 - Report on Ranking of Offices/Delivery Units.
3. Forms A, A1, and 1.0 shall be submitted to the AO 25 Secretariat. The AO 25 Secretariat shall then endorse the submitted Forms to the oversight/validating agencies for review/evaluation on or before January 31, 2018.

4. The Offices responsible shall prepare and submit annual accomplishment report to PMS, through PPD ***on or before January 8, 2018***, relative to the following performance indicators: \*For Collection Performance and Growth deadline shall be ***on or before March 12, 2018***.

Performance Indicators (PIs)	Responsible Office(s)
Major Final Output (MFO)	
a.) Collection Performance (Actual Collection over Assigned Goal)	*Collection Service – Revenue Accounting Division (RAD)
b.) Collection Growth (Collection this Year less Collection last Year over Collection last Year)	
Support to Operations (STO)	
a.) QMS Certification (for at least one core process certified by any international certifying body accredited by the International Accreditation Forum members) or ISO-aligned documentation of its QMS for one core process	Client Support Service
General Administration and Support Services (GASS)	
a.) Budget Utilization Rate (BUR) a.1 Obligation BUR a.2 Disbursements BUR	Finance Service - Budget Division (BD) and Accounting Division
b.) Quarterly Submission of Budget and Financial Accountability Reports (BFARs) to COA and DBM	Finance Service - BD Planning and Management Service – Planning and Programming Division (PPD)
c.) Full Compliance with at least 30% of the prior year’s COA audit recommendations	Finance Service – Accounting Division (AD)

5. For performance indicators under GASS, the following reports are required to be submitted by the Offices responsible to the Validating Agency within the prescribed deadlines:

Reports	Responsible Office(s)	Submitted to Validating Agency	Submission Deadline
Submission of FY 2017 Annual Procurement Plan (APP)-nonCSE approved by the Head of Procuring Entity (HOPE)	Administrative Service - Procurement Division (PD)	Directly to Government Procurement Policy Board (GPPB)- Technical Support Office (TSO), copy furnish PPD	On or before April 15, 2017

<b>Reports</b>	<b>Responsible Office(s)</b>	<b>Submitted to Validating Agency</b>	<b>Submission Deadline</b>
Submission of Quarterly Reports on Budget and Financial Accountability Reports (BFARs)	Finance Service - BD Planning and Management Service – PPD	Directly to Commission on Audit (COA) and Department of Budget and Management (DBM) , copy furnish PPD	Q4 of 2016 - On or before Jan. 31, 2017 Q1 - On or before April 30, 2017 Q2 - On or before July 31, 2017 Q3 - On or before Oct.31, 2017 Q4 - On or before Jan. 31, 2018
Submission of FY 2016 Financial Reports and Statements for National Government and Regular Agency Books	Collection Service – RAD Finance Service – AD	Directly to COA, copy furnish PPD	On or before March 31, 2017
Submission of FY 2016 Agency Procurement Compliance and Performance Indicators System (APCPI) Self-Assessment Results	Administrative Service - PD	Directly to Government Procurement Policy Board (GPPB)-Technical Support Office (TSO) , copy furnish PPD	On or before March 31, 2017
Submission of FY 2016 SALN	Human Resource Development Service - Personnel Division	Directly to respective SALN Repository Agencies	On or before April 30, 2017
Submission of FY 2018 Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE)	Administrative Service - PD	Directly to DBM-Procurement Service, copy furnish PPD	On or before November 30, 2017
Submission of Report on Ageing of Cash Advance Liquidation (with November 15, 2017 as cut-off)	Finance Service - AD	Directly to the respective COA Resident Auditor, copy furnish PPD	On or before November 30, 2017
Submission of Letter of Explanation/Justification if unable to update/post in PhilGEPS (for transactions above P1,000,000 with Nov. 15, 2017 as cut-off)	Administrative Service - PD	Directly to AO25 IATF Secretariat, copy furnish PPD	On or before December 1, 2017

<b>Reports</b>	<b>Responsible Office(s)</b>	<b>Submitted to Validating Agency</b>	<b>Submission Deadline</b>
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	Finance Service – AD	Directly to AO25 IATF Secretariat, copy furnished Sector Head and RMBO, PFMS, both of COA, copy furnish PPD	On or before December 31, 2017
Submission of report on all improvements made by the agency to implement CSC Memorandum Circular No. 14 s. 2016	Client Support Service – Public Information and Education Division (PIED)	Directly to Civil Service Commission, copy furnish PPD	On or before December 31, 2017
Submission of Certified-true copy of the Agency's ISO QMS Certificates	Client Support Service – Taxpayer Service Programs Monitoring Division (TSPMD)	Directly to GQMC thru DBM Secretariat-Systems and Productivity Improvement Bureau, copy furnish PPD	Not later than December 31, 2017

6. To attain 100% compliance on Good Governance Conditions (GGCs) set by IATF under Section 5.0 of MC No. 2017-1, the following responsible Offices shall prepare and post the following GGCs for validation of the Validating Agency.

<b>Good Governance Conditions (GGCs)</b>	<b>Responsible Office(s)</b>	<b>Posting of Report</b>	<b>Posting Deadline</b>
Posting of Agency Transparency Seal			
<ul style="list-style-type: none"> <li>FY 2017 Annual Procurement Plan (APP-nonCSE)</li> </ul>	Administrative Service - PD	GPPB website to be validated by GPPB-TSO, DBM-PS	Not later than (1) month after the issuance of the MC No. 2017-1

<b>Good Governance Conditions (GGCs)</b>	<b>Responsible Office(s)</b>	<b>Posting of Report</b>	<b>Posting Deadline</b>
<ul style="list-style-type: none"> <li>Budget and Financial Accountability Reports <ul style="list-style-type: none"> <li>FY 2013 to FY 2017 FAR No. 1: SAAOBDB</li> <li>FY 2013 to FY 2017 Summary Reports on Disbursements</li> <li>FY 2013 to FY 2017 BAR No.1 – Quarterly Physical Reports of Operations/Physical Plan</li> </ul> </li> </ul>	Finance Service - BD Planning and Management Service - PPD	BIR Website and DBM URS to be validated by DBM and COA	Q4 of 2016 - On or before Jan. 31, 2017 Q1 - On or before April 30, 2017 Q2 - On or before July 31, 2017 Q3 - On or before Oct.31, 2017 Q4 - On or before Jan. 31, 2018
<ul style="list-style-type: none"> <li>Agency's Mandate, Vision, Mission and List of Officials</li> </ul>	Planning and Management Service - PPD thru Internal Communications Division (ICD)	BIR Website to be validated by DBM-Office of the Chief Information Officer (OCIO)	On or before October 1, 2017
<ul style="list-style-type: none"> <li>DBM Approved Budget and Targets for FY 2017</li> </ul>	Finance Service - BD		
<ul style="list-style-type: none"> <li>Projects, Programs and Activities, Beneficiaries, and Status of Implementation for FY 2017</li> </ul>	Planning and Management Service - PPD		
<ul style="list-style-type: none"> <li>Agency System of Ranking Delivery Units</li> </ul>	Planning and Management Service - PPD thru ICD	BIR Website to be validated by DBM-Organization, Position, Classification and Compensation Bureau	On or before October 1, 2017
<ul style="list-style-type: none"> <li>Freedom of Information (FOI) Manual</li> </ul>	Legal Service	BIR Website to be validated by Presidential Communications Operations Office	On or before October 1, 2017
<ul style="list-style-type: none"> <li>ISO QMS Certification</li> </ul>	Client Support Service – TSPMD thru ICD	BIR Website to be validated by DBM-OCIO	On or before December 31, 2017

<b>Good Governance Conditions (GGCs)</b>	<b>Responsible Office(s)</b>	<b>Posting of Report</b>	<b>Posting Deadline</b>
Posting of FY 2016 APCPI Self-Assessment Results	Administrative Service - PD	GPPB website to be validated by GPPB-TSO, DBM-PS	On or before March 31, 2017
Posting of Citizen's or Service Charter or its equivalent	Client Support Service – PIED thru ICD	BIR Website to be validated by Civil Service Commission	On or before October 1, 2017
Posting of all Invitations to Bids and Awarded Contracts in the PhilGEPS	Administrative Service - PD Concerned Regional Offices	PhilGEPS, to be validated by PhilGEPS	On or before December 31, 2017

### **III. REPEALING CLAUSE**

This order supersedes Revenue Memorandum Order No. 60-2016 and all other issuances or portions thereof inconsistent herewith are hereby repealed, amended or modified accordingly.

### **IV. EFFECTIVITY**

This Order shall takes effect immediately.

(Original Signed)

**CAESAR R. DULAY**

Commissioner of Internal Revenue