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Date: 11-21-13

UNIVERSITY OF THE PHILIPPINES
QUEZON CITY

OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION

21 November 2013

MEMORANDUM NO. MSVA 13-111-A

FOR : All Vice Chancellors for Administration
The Dean, UP Cebu
The Director, Philippine General Hospital

Attention : Directors and Heads, HRDOs, Accounting Office, SPMOs

May I share with you additional details of the IATF requirements on the submission of the Good Governance Conditions (GCC) in compliance with IATF Memo 2013-01 on the PBB 2013 (Reference: OVPA Memorandum No. MSVA 13-111).

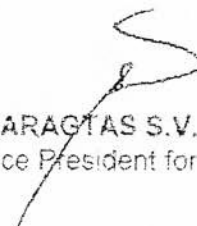
Each CU needs to have its own transparency seal in its website. The details / contents of the CU transparency seal must be clickable pdf file (minimize posting of excel or word docs). There must also be a link between the CU Transparency Seal and the UP Transparency Seal: <http://www.up.edu.ph/transparency/>. The OVPPA/U SIO webmaster, through Mr. Kim Quilinguing is coordinating with the respective CU information officers/webmasters in this regard.

Please note the need to identify CU, college or unit programs and projects which contribute to the following KRAs:

1. Poverty reduction
2. Good governance
3. Improvements in economic services
4. Strengthening national security
5. Response to climate change

The IATF acknowledges / respects UP's own KRAs as the country's National University, as indicated in the UP Strategic Plan, and in the MFOs submitted earlier in September 2013 by the colleges / units through the CUs.

Deadline for submission to OVPA: 27 November 2013 (Wednesday) as earlier stated in OVPA Memorandum No. MSVA 13-111.


MARAGTAS S.V. AMANTE
Vice President for Administration

cc : President Alfredo E. Pascual
Chancellors
VP Lisa Grace S. Bersales, OVPPF
VP J. Prospero E. De Vera III, OVPPA
SAP OP Prof. Odette Portus

----- Forwarded message -----

From: SUCS PBB <sucsobb2013@gmail.com>

Date: Tue, Nov 19, 2013 at 4:51 PM

From: Leko Macalandong

2013 PBB Secretariat

Subject: Additional Notes/Information on GGC

TRANSPARENCY SEAL (Visit the DBM Official Website. We advise that you follow the arrangement of their postings in the Transparency Seal)

For the transparency seal, here are the contents / items that must be shown in the agency's transparency seal.

- Agency mandates, functions, and contact information of officials
- Statement of allotment and obligations (FY 2011-2012)
- Financial Accountability Reports (FARs) for 2013 (Item II-e in the DBM Official website)
- Approved budget for 2013 and MFO targets
- Major programs and projects classified according to 5 KRAs
- Program/project beneficiaries
- Project/program status
- **Annual Procurement Plan (item VII in the DBM Official website)**

Annual Procurement Plan (APP) is included as additional item that must be shown in the Transparency Seal.

It is reiterated that the Transparency Seal should be located in the homepage of the Agency website and must have a Uniform Resource Locator (URL) where the Transparency Seal requirements can be easily accessed by the public.

PhilGEPS

Posting must include Invitation to Bid; Requests for Expression of Interest; Requests for Quotation; Notices of Award/Bid Results; Actual Approved/Awarded Contracts; Notice to Proceed/Purchase Orders for procurement contracts costing **above P500,000**.

For agencies who have not yet completed their PhilGEPS posting for PBB 2012, they must remedy their deficiencies for FY 2012 transactions; before they proceed to complying with their PhilGEPS posting for 2013.

Also, rectification thru publication in the Transparency Seal for FY 2013 transactions is no longer necessary. Certification to be issued by the BAC Chairman, Head of Procuring Entity. Department should certify compliance of all bureaus/regional offices/attached agencies.

To facilitate the process, the agency can request from PhilGEPS the 2013 Report on Notices Posting and upon receipt of the report, all the agency has to do is to fill in the remarks column to indicate status. You can contact PhilGEPS thru Tel. No. (02) 571-1773 or you email them at pbb@procurementservice.org for your request:



AGEING OF CASH ADVANCES

For the CA liquidation, this refers to cash advances granted officials and employees for the local and foreign travels and special activities. Only 2013 transactions are covered by the ageing report. However, similar with the requirement in

PhilGEPS posting, agencies should also remedy, first, their deficiencies for FY 2012 transactions to be eligible for the 2013 PBB. It should be noted that the Report on Ageing must be verified by the Resident Auditor. Report shall also be submitted directly to COA.

CITIZEN'S CHARTER

To recall, Section 4, Rule IV of the IRR of ARTA mandates the review of Citizen's Charter whenever necessary, but not less than once every two years.

Hence, the IATF requirement for FY 2013 is for agencies to update their Citizen's Charter and show improvements (minimum of three) that resulted from the process review of service delivery e.g. streamlining of procedures, shortened turnaround time, reduction in the number of signatories, etc.

Citizen's Charter must be also be uploaded in the agency's website.

SALN

Finally, for 2013, SALN is added to the good governance conditions that all agencies must comply with.

To comply with this condition, all eligible employees and officials should have submitted their 2012 SALN. Certification of compliance. The certificate must be signed by Chairman of Review and Compliance Committee and the Head of Agency This will be validated by the Office of the Ombudsman.

