



Date : July 30, 2019
To : USEC LAURA B. PASCUA
CHAIRPERSON, AO 25 SECRETARIAT
AO 25 Secretariat, DAP Pasig City
ao25secretariat@dap.edu.ph
From : BERNADETTE B. ABEJO
Executive Director - ICAB
Re : Submission of Good Governance Condition Requirements for CY 2018
PBB

Dear USec Pascua,

This had reference to the Good Governance Condition requirements for the CY 2018 Performance Based Bonus. ICAB is officially endorsing the following in compliance to the GGC-PBB requirements (two copies each):

1. Form A Modified Agency Performance Report

Most of the program/activities/projects of the agency could not be streamlined or decrease the number of steps as the procedures/services have to be judiciously undertaken to ensure the protection of the Filipino child placed for intercountry adoption with the most suitable and eligible adoptive parents.

2. Modified Form A-1 Details of Agency Performance Report

- a. Children Cleared for Intercountry Adoption
- b. Adoption Application of Prospective Adoptive Parents
- c. Matching Process of Children and Prospective Adoptive Parents
- d. Processing of Pre-travel Documents of Children Matched with Prospective Adoptive Parents
- e. Monitoring and Supervision of Adoptive Placement
- f. Post Legal Adoption Services
- g. Regulatory, Networking and Advocacy Services
- h. Payment of Obligation to Suppliers
- i. Transmittal of Communications in Any Form or Parcel

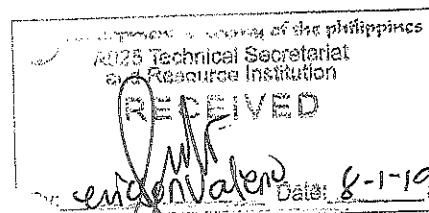
3. Annex 4 Citizen/Client Satisfaction Report

- a. Guideline in the Administration, Consolidation and Analysis of the Client Satisfaction Survey Tools
- b. Consolidated Feedback Report

Thank you.

Very truly yours,


BERNADETTE B. ABEJO
Executive Director - ICAB



MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT (PAGE 2)

II. SUPPORT TO OPERATIONS (STO)

- Posting of certification on TS Page Date posted on TS Page: February 28, 2019
- Submission of ISO QMS certification Date submitted to SPIB: May 22, 2019

III. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2017 Accomplishment	FY 2018 Accomplishment	Remarks
• Obligations BUR	99.90%	94.49%	
• Disbursement BUR	97.39%	99.45%	

B. Sustained Compliance with Audit Findings

TOTAL NUMBER AUDIT RECOMMENDATIONS	NUMBER OF FULLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF PARTIALLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF RECOMMENDATIONS NOT IMPLEMENTED	PERCENTAGE (%) OF FULL IMPLEMENTATION
34	11	6	6	50%

C. Compliance with Quarterly Submission of Financial Reports

- Quarterly BFARs
 - 1st Quarter BFAR Date posted in online URS: **BAR** FAR 04-18-2018 04-05-2018
 - 2nd Quarter BFAR Date posted in online URS: 07-25-2018 07-11-2018
 - 3rd Quarter BFAR Date posted in online URS: 10-04-2018 10-04-2018
 - 4th Quarter BFAR Date posted in online URS: 01-16-2019 01-14-2019
- COA Financial Reports Date submitted to COA: 03-12-2019

D. Compliance with Procurement Requirements

- FY 2018 APP-non CSE Date posted on TS Page: 11-27-2018
- Indicative FY 2019 APP-non CSE Date posted on TS Page: 08-30-2018
- FY 2019 APP-CSE Date submitted to DBM-PS: 08-23-2018
- Results of FY 2017 APCPI System Date posted on TS Page: 08-23-2018
- Date submitted to GPPB-TSO: 03-29-2018

IV. GOOD GOVERNANCE CONDITIONS (GGC)

A. Maintain/Update the Transparency Seal

Date updated TS with all requirements: 07-01-2019

B. Post/Update PhilGEPS Postings

Date updated PhilGEPS postings: _____

If UNABLE to post or update the BAC Resolution, Notices of Award/Bid Results, Actual Approved/ Awarded Contracts and/or Notices to Proceed/Purchase Orders for transactions above one million (PHP 1,000,000), submit a letter of explanation to AO 25 Secretariat (See Annex 6). Date submitted the explanation/s: _____

C. Maintain/Update the Citizen's or Service Charter or its equivalent

- Submission of ARTA CoC Date submitted to AO 25 Secretariat: 08-01-2018
Posted TS Page : 12-07-2018
- If with deficiency/ies, submit ARTA CoC After Validation Date submitted to CSC: NA

V. Other cross-cutting requirements

A. Establishment and Conduct of Agency Review and Compliance Procedure of SALN

Date posted on TS page: 07-01-2019
Submitted to CSC: 06-24-2019

B. Compliance with FOI Program

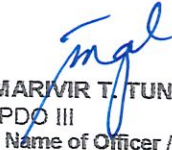
- People's FOI Manual Date emailed to PCOO: 10-05-2018
Date posted on TS Page: 10-05-2018
- Agency Information Inventory Date emailed to PCOO: 02-06-2019
Date posted on TS Page: 02-19-2019
- 2017 and 2018 FOI Summary Report Date emailed to PCOO: CY 2017: 10-05-2018
CY 2018: 02-06-2019
Date posted on TS Page: CY 2017 : 10-05-2018
CY 2018: 02-19-2019
- 2017 and 2018 FOI Registry Date emailed to PCOO: CY 2017: 10-05-2018
CY 2018: 02-06-2019
Date posted on TS Page: CY 2017: 10-05-2018
CY 2018 : 02-19-2019

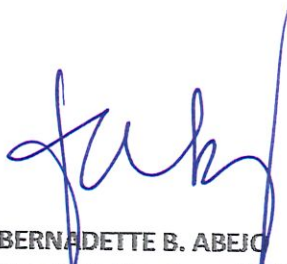
- Screenshot of agency's home page

Date emailed to PCOO: 10-05-2018
Date Posted on TS Page: 10-09-2018

C. Agency's System of Ranking Delivery Units

- Guideline On Ranking and Rating of Delivery Units for PBB CY 2018 Posted TS Page: 10-09-2018


Prepared by : **MARIVIR T. TUNGOL**
PDO III
Name of Officer / Designation
Date: 07-26-2019


Approved by : **BERNADETTE B. ABEJO**
Executive Director – ICAB
Agency Head
Date: 7-26-19