	Inter-Country Adoption Board (ICAB) Guidelines in the Ranking of ICAB Delivery Units and Grant of the Performance Based Bonus for Fiscal Year 2018	Issue Date	June 21, 2018
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Administrative Order No. 18-06
Series of 2018

September 4, 2018

1.0. BACKGROUND AND RATIONALE

All national government agencies are directed to heighten transparent and deeper accountability to the Filipino people to fight corruption and cleanse the bureaucracy. Among the priorities of the Duterte administration is to ensure citizen-centric public service to bring the government closer to the people and yield meaningful results in streamlining the processes, working more efficiently and provide quality and genuine public service. Executive Order (EO) No 1 s 2016 was issued to mobilize a more responsive government and EO No. 2 s 2016 enforced a more transparent bureaucracy that is accountable to the Filipinos. The government refocused on Result Based Performance Management System (RBPMS) along with incentive component – Performance Based Incentive System (PBIS) to heighten public accountability and transparency, promote greater collaboration among the agencies and ensure accessible and convenient delivery of services to the people. RBPMS aims to promote good governance practices, link budget with outcomes and outputs, strengthen performance management and monitoring. EO No. 80 s 2012 and EO 201 s 2016 were issued to authorize an integrated scheme of rewarding exemplary performance in government through the grant of incentives linked with actual performance i.e. Performance Based Bonus (PBB) and Productivity Enhancement Incentive (PEI).

2.0. PURPOSE


This Administrative Order is issued to prescribe the criteria and conditions for the grant of the Performance Based Bonus (PBB) for CY 2018 performance to be given in FY 2019 in compliance to the Inter-Agency Task Force on Harmonization of National Government Performance Monitoring, Information and reporting System (Admin Order No. 25 s. 2011) Memorandum Circular No. 2018 -1 issued on May 28, 2018.

3.0. COVERAGE

3.1. The administrative order covers the Head of Agency, Division Chief, Unit Heads and staff of the Inter-country Adoption Board. All officials and employees of ICAB holding regular plantilla positions having an employer-employee relationship and whose compensations are charged against the lump appropriation under Personnel Services are covered by this administrative order.

3.2. The implementation of this administrative order shall be done in close coordination with the following:

- 3.2.1. Department of Budget and Management
- 3.2.2. Presidential Communications Operations Office
- 3.2.3. Government Procurement Policy Board
- 3.2.4. PhilGEps

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- 3.2.5. AO 25 Secretariat
- 3.2.6. DSWD
- 3.2.7. Office of the Executive Director
- 3.2.8. Division Chief –Social Welfare Officer V
- 3.2.9. Budget Unit of ICAB
- 3.2.10. Admin-HR Unit of ICAB
- 3.2.11. Planning and Development Unit
- 3.2.12. Records Unit of the ICAB

4.0. ELIGIBILITY CRITERIA


4.1. ICAB must satisfy the following conditions to be eligible for the grant of PBB:

- 4.1.1. **GOOD GOVERNANCE CONDITIONS** Satisfy 100% of the Good Governance Conditions of FY 2018 specified in the Memorandum Circular No. 2018-1 and in this administrative order as provided in Section 4.0.
- 4.1.2. **PERFORMANCE TARGETS** achieve each one of the Congress approved performance targets for the delivery of the Major Final Outputs (MFOs) under the Performance Informed Budget of FY 2018 General Appropriations Act, the targets for Support to Operations (STO) and General Administration and Support Services utilizing the prescribed forms for FY 2018.
- 4.1.3. Use of the **CSC-Strategic Performance Management System (SPMS)** in rating the performance of First and Second Level officials and employees of ICAB.

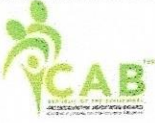
5.0. FY 2018 GOOD GOVERNANCE CONDITIONS (GCCs)

5.1. For FY 2018, the following good governance conditions shall be complied with for transparency, accountability and people-focused public service.

- 5.1.1. Maintain/update ICAB's Transparency Seal (TS) pursuant to Section 99 of the General Programs of the FY 2018 GAA which is accessible by clicking the TS logo on the home page of ICAB's website, containing the following documents:
 - 5.1.1.1. ICAB's mandate and functions, names of officials with their position and designation and contact information.
 - 5.1.1.2. Annual Financial report
 - 5.1.1.3. DBM Approved Budget and Corresponding Targets for CY 2018
 - 5.1.1.4. Major Projects and Programs and Status of Implementation for FY 2018
 - 5.1.1.5. FY 2018 Annual Procurement Plan (FY 2018 APP Non CSE), Indicative FY 2018 APP Non-CSE and FY 2019 APP for Common Supplies and Equipment (FY 2019 APP CSE)

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- 5.1.1.6. Quality Management System (QMS) Certification to ISO 9001:2015 issued by a certifying body accredited by the International Accreditation Forum (IAF). The QMS ISO Certification should be posted not later than **December 31, 2018**.
- 5.1.1.7. System of Ranking Delivery Units which should be uploaded and disseminated to employees not later than **October 1, 2017**.
- 5.1.1.8. The Final People's Freedom of Information (FOI) Manual signed by the head of the agency, Agency Information Inventory, 2017 and 2018 FOI Summary Report and 2017 and 2018 FOI Registry.
- 5.1.1.9. The ICAB's Review and Compliance Procedure of Statements and Financial Disclosures. A SALN Review and Compliance Committee shall be created to implement the provisions in reviewing and complying with SALN requirements.
- 5.1.2. Maintain and update the posting of Invitations to Bids and awarded contracts in the Philippine Government Procurement System (PhilGEPS) pursuant to the Government Procurement Reform Act (Republic Act No. 9184) for transactions from November 16, 2017 to November 15, 2018.
- 5.1.3. Compliance with the President's directive on implementing all frontline services consisted with the objectives of the Anti-Red Tape Act of 2007(RA No. 9485) and the President's directive to cut down processing time of all applications from submission to release and to ensure accessible and convenient delivery of services to the public as reflected in CSC Memorandum Circular (MC) No. 14 s. 2016.
 - 5.1.3.1. Maintain/update the Citizen's or Service Charter or its equivalent, reflecting ICAB's enhanced service standards for all front line services to citizen's, businesses and government agencies.
 - 5.1.3.2. Self-assessment and reporting of improvement made by ICAB to implement the CSC MC No. 14 s. 2016.
 - 5.1.3.3. The Certificate of Compliance (CoC) submitted pursuant to CSC MC No. 14 s. 2017 shall be the basis for the validation for FY 2018
- 5.1.4. **Non-compliance with the Good Governance Conditions (GGCs) will render the entire ICAB ineligible for the PBB.**
- 5.1.5. Assessment of ICAB's compliance with the GGCs requirements is to be conducted by the AO 25 Secretariat and validating agencies starting October 1, 2018.

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6.0. FY 2018 PERFORMANCE TARGETS

6.1. **Monitoring.** Unit Heads shall monitor their physical targets every semester (6 months interval) or as necessary vis-à-vis physical accomplishment to determine the status and progress of achieving goals and identify gaps and actions/measures in completing the objectives. Any revisions and/or amendment in the performance commitments shall be provided with a justification and approved by the supervisor and the Head of the Agency.

6.2. **Streamlining and Process Improvement of ICAB's Critical Services** covering Government to Citizens (G2C), Government to Business (G2B) and Government to Government (G2G) transactions as cited in the ICAB's Citizen/Service Charter. The IATF AO 25 Modified Form A (Agency Performance Report Annex 3A) shall be used for periodic measurement of ICAB's performance in delivering services.

6.2.1. **Number of Steps.** For each critical services, ICAB shall report the number of steps necessary to complete the services/process.

6.2.2. **Transaction Costs.** These are the costs incurred by the transacting citizens/clients in securing services from the agency. For purposes of FY 2018, the following are the categories of transaction costs:

6.2.2.1. **Primary Transaction Costs/Fees** – these are the fees declared in ICAB's Citizens Charter (example application fee, processing fee, etc.)

6.2.2.2. **Other Transaction Costs** – these are other fees that transacting client has to pay in obtaining supporting information from another agency to secure needed primary information. Examples are getting Birth Certificate, secure passport, etc.)


6.2.3. **Substantive Compliance Costs** which are the incremental costs to the target group in complying with a regulation other than the administrative costs. Example are direct labor costs, overhead costs, equipment costs, material costs, and other external service costs.

6.2.4. **Number of Signatures.** ICAB shall declare the number of signatures required to complete each service/process including the initials required.

6.2.5. **Number of Documents.** for each critical service, ICAB shall indicate the total number of documents necessary to complete the transaction cycle. The number of documents shall refer to the documents required from the transacting citizen/client and the documents that are used by ICAB in the internal processing until the completion/delivery of the critical service to the transacting citizen/client.

6.2.6. **Turn-around time.** For each critical service, ICAB shall estimate the turn-around time to complete the service/process. Turn-around time is the sum of the waiting and processing time.

6.2.7. **Reporting.** The ICAB shall declare the responsible unit for the delivery of services. The details of the performance shall be reported using the Modified Form A1 (Annex 3B). The declaration of performance details shall be the basis for the ranking of each delivery unit. In the event the unit is unable to achieve the targets set, justification shall be provided/explanations using the "Remarks" column. The acceptance of the

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explanation shall be the subject of review and recommendation of the validating agency.

6.3. Citizens/Client Satisfaction. To determine effectiveness of the streamlining and process improvement initiated by ICAB, the satisfaction level of the citizen/client will be measured and reported. ICAB shall embed feedback mechanisms and client satisfaction measurements. ICAB shall report the results of the Citizen/Client Satisfaction Survey for each service and submit using the Citizen/Client Satisfaction Report (Annex 4) which shall have a description of the methodology of the survey and the agency improvement plan for FY 2019.

6.4. STO Targets Initial Certification of the QMS for at least one (1) core process of the frontline service.

6.4.1. The ISO 9001:2015 QMS Certification must be issued by any of the certification bodies (CB) accredited by the International Accreditation Forum (IAF) members preferably CBs accredited by the Philippine Accreditation Bureau under the Department of trade and Industry.

6.4.2. The certification must be valid until December 31, 2018 or later dates and must be posted to the ICAB's Transparency Seal page not later than December 31, 2018. A certified-true copy of ICAB's QMS Certification shall be submitted to the Government Quality Management Committee (GQMC) through the DBM Secretariat – Systems and Productivity Improvement Bureau (SPIB) immediately **after** obtaining the QMS Certification **not later than December 31, 2018** for verification purposes.

6.5. GASS The common GASS targets shall include the following:

6.5.1. Budget Utilization Rate (BUR)

6.5.1.1. Obligation BUR

6.5.1.2. Disbursement BUR

6.5.2. Sustained Compliance with Audit Findings fully implement 30% of the prior years audit recommendations.


6.5.3. Compliance with Quarterly Submission of Budget and Financial Accountability Reports (BFARs) Online Using the DBM's Unified Reporting System (URS) 15 days after the end of each quarter.

6.5.4. Submission of Annual Procurement Plan (APP-Non CSE) approved by the ICAB Executive Director in the format prescribed and posted in ICAB's TS page.

6.5.4.1. **FY 2018 APP Non CSE** submitted to GPPB on January 31, 2018 and posted in the ICAB's TS page

6.5.4.2. To support **Early Procurement, the Indicative FY 2019 APP Non CSE** consistent with the FY 2019 National Expenditure Program (NEP) should be posted on ICAB's TS page not later than August 31, 2018.

6.5.5. Submission of FY 2019 Annual Procurement Plan Common Use Supplies and Equipment (FY 2019 APP CSE) to the DBM Procurement Service on or before August 31, 2018 in the prescribed format of the GPPB and posted in ICAB's TS page not later than August 31, 2018.

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6.5.6. Undertaking of Early Procurement for at least 50% of the value of goods and services based on the ICAB's budget submitted to Congress. In transitioning towards annual cash based budgeting and consistent with the NEP, ICAB should subject at least 50% of the volume of goods and services requirements for FY 2019 operations to Early Procurement, short of award from September to December 2018. PhilGEPS posting must be updated for Early Procurement by posting the Approved Contract and Notice to Proceed in PhilGEPS on or before January 31, 2019.

6.5.7. Submission of results of FY2017 Agency Procurement Compliance and Performance Indicators (APCI) System. The following forms must be completed per GPPB Resolution No. 10-2012 and submitted either in electronic (Excel) format or printed signed copies hand carried/mailed to the GPPB TSO front desk on or before August 31, 2018:

- 6.5.7.1. APCPI Self-Assessment Form
- 6.5.7.2. APCPI Consolidated Procurement Monitoring Report
- 6.5.7.3. APCPI Procurement Capacity Development Action Plan
- 6.5.7.4. APCPI Questionnaire


6.6. Other Cross-Cutting Requirements

6.6.1. Establishment and Conduct of the ICAB Review and Compliance Procedures of SALN pursuant to *Section 10 of the Code of Conduct and Ethical Standards for Public officials and Employees (R.A. No. 6713)* and *CSC Resolutions Nod. 1300456 and 1500068* ICAB shall institutional the SALN Review and Compliance Committee to implement the provisions on reviewing and complying with SALN requirements and determine that statements are submitted on time, complete and in proper form. The Committee must cascade to all employees the procedures used in reviewing the SALN. The scanned approved/signed ICAB SALN Review and Compliance Procedure/Guideline must be uploaded to the ICAB's TS page not later than October 1, 2018.

Officials and employees of ICAB must submit their 2018 SALN to the SALN repository prescribed under *CSC Memorandum Circular No. 3 s 2015*. Officials and employees who failed to submit their 2017 SALN or those who are responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN shall not be entitled to the FY 2018 PBB.

6.6.2. Comply with the Freedom of Information (FOI) Program pursuant to Executive Order No. 2 s 2016 ICAB should comply to the following FOI requirements within the set deadline:

- 6.6.2.1. The People's Freedom of Information Manual duly signed by the Head of Agency and uploaded in the ICAB's TS page on or before September 30, 2018.
- 6.6.2.2. ICBA's Information Inventory uploaded in ICAB's TS page on or before September 30, 2018.
- 6.6.2.3. The 2017 and 2018 FOI Summary Report uploaded in the ICAB's TS page on or before January 31, 2019.

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- 6.6.2.4. The 2017 and 2018 FOI Registry uploaded in the ICAB’s TS page on or before January 30, 2019.
- 6.6.2.5. A screenshot of the ICAB’s website home page containing a visible and functional FOI logo linked to the electronic FOI portal submitted through email foipco@gmail.com on or before September 30, 2018.
- 6.6.2.6. ICAB should submit the accomplished FOI reports **strictly in Excel format (.xls)** based on templates provided in the link: www.bit.ly/2018FOIReports.

6.7. In case ICAB is not able to meet any of the abovementioned performance targets, the ICAB Executive Director or authorized representative should submit the justifications/explanations and supporting documents to warrant reconsideration. For validation purposes, justifiable reasons are factors that are considered outside the control of the ICAB. Acceptance of the justifications/explanations shall be subject to the recommendation of the validating agency.

7.0. ELIGIBILITY OF INDIVIDUALS

- 7.1. Head of Agency of ICAB are eligible only after their respective agency are eligible. If eligible, their PBB rate for FY 2018 shall be equivalent to 65% of their monthly basic salary as of December 31, 2018. They shall not be included in the Form 1 – Report on Ranking of Delivery Units.
- 7.2. ICAB employees belonging to the First, Second and Third Level should receive a rating of at least “Satisfactory” based on the ICAB’s Strategic Performance Management System (SPMS) as approved by the CSC for an uninterrupted period of at least three (3) months.
- 7.3. Personnel who transferred from one government agency to another should be rated and ranked by the agency where the employee served the longest. If equal months were served for each agency, the personnel will be included in the recipient agency.
- 7.4. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least satisfactory rating may be eligible to the full grant of the PBB.
- 7.5. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least Satisfactory rating shall be eligible for the grant of PBB on a pro-rata basis corresponding to the actual length of service rendered as follows:


Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

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The following are valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rata basis:

- a. Being a newly hired employee;
- b. Retirement;
- c. Resignation;
- d. Rehabilitation leave;
- e. Maternity leave and/or paternity leave;
- f. Vacation or sick leave with or without pay
- g. Scholarship/study leave;
- h. Sabbatical leave.

- 7.6. An employee who is on vacation or sick leave, with or without pay, for the entire year is **NOT** eligible to the grant of the PBB.
- 7.7. Personnel found guilty of administrative and/or criminal cases by final and executory judgement in FY 2018 shall not be entitled to PBB. If the penalty meted out is only a reprimand such penalty shall not cause the disqualification to the PBB.
- 7.8. Officials and employees who failed to submit the 2017 SALN as prescribed in the rules provided under CSC Memorandum Circular No. 3 series 2015 shall not be entitled to the FY 2017 PBB or those responsible for the non-compliance with the establishment and conduct of the review and compliance procedure of SALN shall not be entitled to PBB FY 2018.
- 7.9. Officials and employees who failed to liquidate all cash advances received in FY 2018 within the reglementary period as prescribed in COA Circular No. 97-002 dated February 10, 1997 and reiterated in COA Circular 2009-002 dated May 18, 2009 shall not be entitled to the FY 2018 PBB.
- 7.10. Officials and employees who failed to submit their complete SPMS forms shall not be entitled to FY 2018 PBB.
- 7.11. Agency heads should ensure that officials and employees covered by RA 6713 submitted their 2017 SALN to the respective SALN repository agencies, liquidated their FY 2018 Cash Advances and completed the SPMS Forms, as these will be the basis for the release of FY 2018 PBB to individuals.
- 7.12. Officials and employees responsible for submitting COA Annual Financial Reports and Statements to include Financial Statements (FSs), Annual Financial Reports and Annual Audit Reports (AAR) shall not be entitled to the FY 2018 PBB if the agency fails to comply with the said reporting requirements as prescribed in COA Resolution 2014-003 dated January 14, 2014 and COA Circular 2015-002 dated March 9, 2015.
- 7.13. The Head of Procuring Entity (HOPE), Chairman and Secretariat of the Bids and Awards Committee (BAC) shall not be entitled to the FY 2018 PBB if the agency fails to submit the requirements stated in Section 6.5.5 to 6.5.7.

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- 7.14. Officials and employees responsible for the non-compliance of prior years' audit recommendations shall not be entitled to the FY 2018 PBB.
- 7.15. Officials and employees responsible for the QMS certification as specified in Sections 6.4, and Sub-sections 6.4.1 and 6.4.2. shall not be entitled to the FY 2018 PBB if ICAB fails to comply with the said requirement.
- 7.16. Officials and employees responsible for posting and dissemination of the ICAB system of ranking performance of delivery units shall not be entitled to the FY 2018 PBB if ICAB fails to comply with said requirement.

8.0. RANKING OF HEAD OF AGENCY AND DELIVERY UNITS


- 8.1. The eligibility of the ICAB Head of Agency shall depend on the eligibility and performance of the agency. The PBB shall be based on his/her monthly basic salary as of December 31, 2018. The following shall be the basis for the PBB of the Head of Agency:

PERFORMANCE OF ICAB	PBB AS % OF MONTHLY BASIC SALARY
ICAB achieved all Good Governance Conditions (GGC) and its physical targets in ALL MFOs, STOs and GASS INDICATORS	65%
ICAB achieved all GGCs and has deficiencies in SOME of its physical targets due to UNCONTROLLABLE reasons	57.5%
ICAB achieved all GGCs and has deficiency in ONE of its physical target/s due to UNCONTROLLABLE reasons	50%

- 8.2. In identifying the Agency delivery units, the ICAB must be guided by the Masterlist of Departments/Agencies and prescribed units per Department/Agency. A delivery unit is the primary subdivision of the ICAB performing substantive line functions, technical services or administrative support as reflected in the ICAB's organization structure and functional chart. Delivery units of the ICAB shall be grouped or clustered based on similarities of tasks and responsibilities for purposes of evaluating and ranking group and individual performance.

The four (4) delivery units of the ICAB eligible to the PBB are:

1. Operations
2. Administrative
3. Finance
4. Project Development and Post Adoption Services

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8.3. ICAB and the corresponding offices/delivery units that meet the criteria and conditions in Section 4 are eligible for the CY 2018 PBB. The ICAB Executive Director and the Performance Management Team (PMT) shall force rank the delivery units as following categories with corresponding percentage of monthly salary for PBB CY 2018:

Ranking	Performance Category	DELIVERY UNIT	Percentage of Monthly Salary for PBB
Top 10%	Best Delivery Unit	1	65%
Next 25%	Better Delivery Unit/s	1	57.5%
Next 65%	Good Delivery Unit/s	2	50%

The resulting ranking of units shall be indicated in Annex 7 Form 1 – Report on Ranking of Delivery Units.

8.4. As indicated in the MC 2018-1 issued on May 28, 2018, the ICAB as an attached agency to the Department of Social Welfare and Development (DSWD) shall be treated as a separate agency from the DSWD and shall have a separate ranking of delivery units.


8.6. Only the personnel belonging to eligible delivery units are qualified for the PBB. There shall be no ranking of employees in each delivery units. The PBB rates of individual employees shall depend on the performance ranking of the delivery units where they belong, based on the individuals monthly basic salary as of December 31, 2018.

9.0 SUBMISSION OF REPORTS

9.1. ICAB shall submit all duly completed and signed forms and reports (two hard copies and e-copy) to the IATF through the AO 25 Secretariat which shall endorse copies to the oversight/validating agencies for review and evaluation. All forms and reports should be signed by the agency head or the duly designated official. ICAB shall submit the FY 2018 accomplishments using the following forms

- 9.1.1. Modified Form A – Agency Performance Report
- 9.1.2. Modified Form A1 – Details of Agency Performance Report
- 9.1.3. Citizen/Client Satisfaction Report
- 9.1.4. Form 1
- 9.1.5. PBB Evaluation Matrix

9.2. Submission of agency physical accomplishment and other requirements will be until February 28, 2019 for small agencies like ICAB. Agencies shall ensure that all explanations and justifications are already attached to the documentary requirements


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10.0 EFFECTS OF NON-COMPLIANCE

- 10.1. For FY 2018, if ICAB is unable to comply with **ALL** the Good Governance Conditions shall be considered ineligible for the FY 2018 PBB.
- 10.2. ICAB's non-compliance with the Performance targets shall be considered ineligible for FY 2018 PBB.
- 10.3. In the event that AO 25 IATF conducts random check of submitted SALN of employees and found non-compliance with the guidelines prescribed by the CSC and the posted Review and Compliance Procedure of the ICAB, such incident could be a cause to disqualify ICAB in the succeeding cycles of the PBB.
- 10.4. Prohibited Acts. An agency, which after due process by the oversight agency has been determined to have committed the following prohibited acts, shall be disqualified from the PBB in the succeeding years of its implementation. Moreover, the CSC and the Ombudsman shall file the appropriate administrative case:
- a. Misrepresentation in the submitted reports required for the PBB, commission of fraud in the payment of the PBB and violation of the provision of MC no.2018-1.
 - b. Evenly distributing PBB among employees of the agency, in violation of the policy of paying the PBB on the ranking of delivery units.

11.0. FEEDBACK AND CHANGE MANAGEMENT

- 11.1. ICAB'S Head of Agency with the support of the Performance Management Team (PMT) should enhance the implementation of its internal communications strategy on PBIS and fulfill the following:
- a. engage the employees in understanding the PBIS, the performance targets of the respective units as well as the services and outputs to be delivered in order to meet the targets.
 - b. disseminate the performance targets and accomplishments of the agency/units to the ICAB employees through the intra-net and other means as well as publish in the ICBA's website for the public's information.
 - c. set up a Help Desk to respond to queries and comments on the targets and accomplishments of ICAB. The Help Desk may be a facility that is embedded in the ICAB's website.
 - d. set up a Complaints Mechanism to respond to the PBIS-related issues and concerns raised by the officials and employees of ICAB. Such may be incorporated in the functions of the Grievance Committee.
- 11.2. The ICAB's head of Agency shall designate a senior official who shall serve as a PBB focal person. The unit responsible for the performance management may be tasked to provide secretariat to the PMT and to recommend strategies to instill a culture of performance within ICAB.

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12.0. INFORMATION AND COMMUNICATION


- 12.1. The ICAB’s Head of Agency shall confirm with the IATF the name, position and contact details (e-mail, landline, facsimile, cellular phone) of the senior officials designated as the PBB focal person and the spokesperson, respectively.
- 12.2. The ICAB’s Head of Agency shall strengthen the communications strategy and ensure transparency and accountability in the implementation of the PBB.
- 12.3. Any concerns or issues on the provisions of this MC shall be communicated with the IAFT through the following channels:
- AO 25 Secretariat at ao25secretariat@dap.edu.ph
 - RBPMS website www.dap.edu.ph/rbpms
 - Telephone (02) 400-1469, (02) 400-1582
 - Facebook: www.facebook.com/PBBSecretariat
 - Twitter: @pbbsecretariat
 -
- 12.4. The herein guidelines and other relevant issuances/documents/information shall be posted and uploaded to the ICAB Transparency Seal page of the ICAB website. Unit Heads shall ensure that this is disseminated to the employees immediately upon receipt. The Performance Management Team (PMT) may organize/participate in forums to facilitate the information dissemination, communication and feedback.


This guideline shall take effect for the grant of the PBB CY 2018 rating period and until no other guidelines is issued.


Signed this _____ of September 2018.

PERFORMANCE MANAGEMENT TEAM

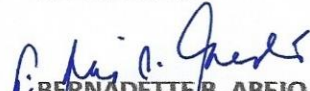

MARIVIR T. TUNGOL
 PDO III/PBB Focal Person/PMT

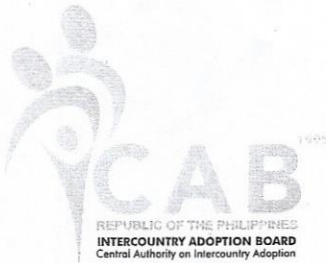

JANET T. SANTOS
 AO V – RECORDS/PMT Member


ANGELITA N. GUERINIA
 AO V –BUDGET/PMT Member


CYNTHIA A. DE GALA
 AO V – ADMINISTRATIVE/PMT Members

APPROVED BY:


BERNADETTE B. ABEJO
 Executive Director



SPECIAL ORDER
No. 1810-153
Series of 2018


SUBJECT: Performance Management Team

In the interest of the service, authority is hereby given to the following ICAB Officers to be Lead Person and Members for the Performance Management Team:

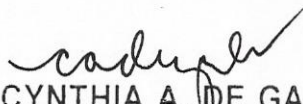
Gina C. Escalante	- Chairperson
Angelita N. Guerinia	- Member
Janet T. Santos	- Member
Marivir T. Tungol	- Member
Cynthia A. de Gala	- Member

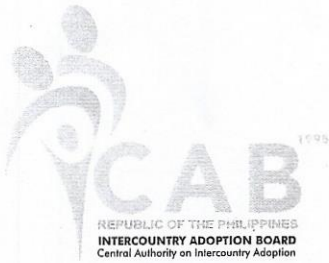
This order shall take effect immediately. All other issuances inconsistent herewith are deemed revoked or amended accordingly.

Issued in Quezon City, this 3rd day of September 2018.


GINA C. ESCALANTE
Officer-In-Charge, ICAB.

INTER COUNTRY ADOPTION BOARD
CERTIFIED TRUE COPY
FROM THE ORIGINAL


CYNTHIA A. DE GALA
Administrative Officer V



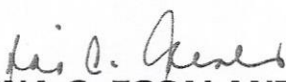
ADMINISTRATIVE ORDER
No. 1810-154
Series of 2018

Subject: **AMENDMENT**

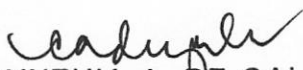
Administrative Order No. 1801-001 s. 2018 (*Directory of PBB Point Person for FY 2017 Performance Based Bonus*) is hereby amended to include **Ms. Cynthia A. de Gala**, Admin. Officer V as member in lieu Mr. Sherwin F. Perez who resigned.

This order shall take effect immediately.

Issued in Quezon City this 03rd day of September 2018.


GINA C. ESCALANTE
Officer-In-Charge, ICAB

INTER COUNTRY ADOPTION BOARD
CERTIFIED TRUE COPY
FROM THE ORIGINAL


CYNTHIA A. DE GALA
Administrative Officer V

ADMINISTRATIVE ORDER
No. **1801-001**
Series of 2018

**Subject: DIRECTORY OF PBB POINT PERSON FOR FY 2017
PERFORMANCE BASED BONUS**

To ensure the effective and timely dissemination of PBB-related information to all concerned units/personnel of ICAB, a **Directory of PBB Point Persons** for FY 2017 and 2018 Performance-Based Bonus is hereby created composed of the following:

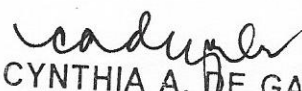
GINA C. ESCALANTE	- OIC during non-availability of ED
MARIVIR T. TUNGOL	- Focal and Spokesperson of PBB
ANGELITA N. GUERINIA	- Alternate PBB Focal & Contact Person
SHERWIN F. PEREZ	- Contact Person

This order shall take effect immediately.

Issued in Quezon City, this 19th day of January, 2018.


BERNADETTE B. ABEJO
Executive Director

INTER-COUNTRY ADOPTION BOARD
CERTIFIED TRUE COPY
FROM THE ORIGINAL


CYNTHIA A. DE GALA
Administrative Officer V



SPECIAL ORDER

No. 18-08-124-1

Series of 2018

Subject: **DESIGNATION OF OFFICER-IN-CHARGE**

In the interest of service, **MS. GINA C. ESCALANTE**, Social Welfare Officer V, is hereby designated as Officer-In-Charge on 03-07 September 2018 while the undersigned is on official travel to participate as speaker in the Third Regional Workshop on Justice for Children in East Asia and the Pacific at Bangkok, Thailand.

All matters pertaining to administrative and financial services requiring immediate attention/action shall be referred to the Officer-in-Charge for their prompt disposition.

This order shall automatically be revoked upon the return of the Executive Director.

Issued in Quezon City this 28th day of August 2018.

BERNADETTE B. ABEJO
Executive Director