January 10, 2022

**LEONOR M. BRIONES**
Secretary
Department of Education
DepEd Complex, Meralco Ave., 1604 Pasig City

ATTENTION:   Undersecretary Wilfredo Cabral
PBB Focal Person

Dear Undersecretary Canda:

We are pleased to inform you that the **Department of Education – Office of the Secretary (DepEd-OSEC) is ELIGIBLE** for the grant of Performance-Based Bonus (PBB) for Fiscal Year 2020. However, since the DepEd-OSEC failed to comply with the undertaking of Early Procurement for at least 50% of goods and services requirement, the unit/person responsible for the non-compliance with the undertaking of Early Procurement for at least 50% of goods and services requirement should be isolated and excluded from the FY 2020 PBB ranking. The summary of the final IATF assessment result is attached.

More than the incentive, we hope that the PBB has significantly contributed to your agency's organizational and employee performance, leading to concrete and visible improvements in the delivery of goods and services to the public. To complete the PBB process, may we remind the publication of the **FY 2020 Agency Scorecard** in the DepEd-OSEC website or official publication. Please coordinate with the AO25 Technical Secretariat for the finalization of the said report cards.

Furthermore, please be informed that the criteria and conditions for the grant of the FY 2021 PBB have been improved to strengthen the effectiveness of the incentives system in helping agencies achieve the mission-critical objectives and expected outcomes of the government. These improvements aim to measure and evaluate agency performance with emphasis on the public's satisfaction on the realization of the agencies' performance targets, quality of service delivery, efficiency in the use of resources, and strengthened agency stewardship.

Again, we commend the DepEd-OSEC management and staff and wish you all safety.

Thank you very much for your usual support.

Sincerely yours,

**KIM ROBERT C. DE LEON**
Undersecretary, DBM
Chairperson, AO25 IATF and AO25 Technical Working Group

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**INTER-AGENCY TASK FORCE ON THE HARMONIZATION OF**
**NATIONAL GOVERNMENT PERFORMANCE MONITORING, INFORMATION AND REPORTING SYSTEMS**
(Administrative Order No. 25 S. 2011)

| Department of Education – Office of the Secretary (DepEd-OSEC) | |
|---|---|
| **Eligibility Requirements** | **Final Assessment** |
| **2020 Good Governance Conditions** | |
| 1.  Transparency Seal | • Compliant |
| 2.  PhilGEPS Posting | • Compliant |
| 3.  Citizen's or Service Charter | • Compliant |
| **2020 Physical Target** | |
| 4.  Streamlining and Process Improvement of Agency Services | Met the streamlining and process improvement requirement for FY 2020 PBB. <br><br> • The DepEd-OSEC's submission consists of twenty-seven (27) services offered by the Central Office, twenty-four (24) services offered by the Regional Offices, thirteen (13) services offered by Schools Division Offices, and ten (10) School-Based services. <br><br> • The AO25 Composite Team observed that the different DepEd units provide four (4) commons services. |

| Service | DepEd Units |
|---|---|
| 1.  Filing of Complaints | Central, Regional, SDOs |
| 2.  Issuance of Requested Documents, Issuance of Certification | Central, Regional, SDOs, School-Based |
| 3.  Authentication and Verification (CAV) of school records | Regional, SDOs |
| 4.  Enrollment | SDOs, School-Based |

• The AO25 Composite Team only considered critical services covering all Government-to-Citizens (G2C), Government- to- Businesses (G2B), and Government- to- Government (G2G) transactions dealing with external clients. As such, the AO25 Composite Team only reviewed twenty-one (21) services offered by the DepEd Central Office, nineteen (19) services offered by the DepEd Regional Offices, nine (9) services offered by

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| Department of Education – Office of the Secretary (DepEd-OSEC) | |
|---|---|
| **Eligibility Requirements** | **Final Assessment** |
| | Schools Division Offices, and seven (7) School-Based services. |

- The following services are excluded from the review:
  1. Payment of Obligation through Cash Advance including Petty Cash
  2. Payment of Obligation through Checks or LDDAP-ADA
  3. Hiring of Non-Teaching Personnel
  4. Recognition of Professional Development
  5. Payment of Obligation
  6. Recognition of Professional Development at the NEAP Regional Office
  7. Issuance of Clearance from Money Accountability
  8. Submission of Employment Application
  9. Generation of School IDs for New Schools
  10. Submission of Application - Teaching Related
  11. Submission of Application - Non-Teaching Related
  12. Receiving and Releasing of Incoming and Outgoing Communications
  13. Submission of Application - Teacher 1 Position

- The DepEd-OSEC is encouraged to periodically update its Citizen's Charter to reflect necessary revisions and changes in the process. This will help maintain and improve the agency's services and effectively perform its mandates. The DepEd-OSEC may also consider standardizing services of similar types, modalities or clients served.

- The DepEd-OSEC maintained the minimum number of steps, required documents, and signatures for most of DepEd-OSEC's services. The DepEd-OSEC explained that these are already the minimum, and further reduction would affect the efficiency or the quality of service. In addition, the required signatures for DepEd-OSEC's services are already compliant with the AO25 IATF requirement (minimum of 3 signatures).

- The DepEd-OSEC maintained the turnaround time for most of its services. The DepEd-OSEC explained

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## Department of Education – Office of the Secretary (DepEd-OSEC)

| Eligibility Requirements | Final Assessment |
|---|---|
| | that these are already within the prescribed timelines under RA 11032. <br><br> • The DepEd-OSEC embarked on developing the BE-LCP to enable learners of basic education to continue learning and for teachers to deliver instruction in a safe work and learning environment amid the threat of COVID-19. <br> 1. Provision of DepEd TV Episodes to Learners <br> 2. Provision of Learning Resources in ICT4als Website <br> 3. Provision of ALS Learning Resources in DepEd Commons <br> 4. Authorization and Recognition of Online Orientation for Learning Service Providers <br> 5. Distribution of Printed Self-Learning Modules in Distance Learning Modality <br> 6. Enrollment (Online) |
| 5. Compliance of agencies under priority sectors concerned with Program NEHEMIA commitments | • Not applicable <br> ○ The DepEd-OSEC is not included in Annex 9: List of Agencies under Priority Sectors or Program NEHEMIA of MC 2020-1. |
| **2020 STO and GASS Requirements** | |
| 6. QMS Requirement | • Compliant |
| 7. Submission of FY 2020 APP non-CSE | • Compliant |
| 8. Posting of Indicative FY 2021 APP non-CSE | • Compliant |
| 9. Submission of FY 2021 APP-CSE | • Compliant |
| 10. The Undertaking of Early Procurement for at least 50% of goods and services | • Non-compliant per GPPB-TSO report dated 12/16/2021 <br> ○ No submission: DepEd ROs 1, 2, 3, 7, 8, 9, 10, 11, and CARAGA. |
| 11. Submission of FY 2019 APCPI | • Compliant |
| 12. Compliance with at least 30% of Prior Years' Audit Recommendations | • Compliant |
| 13. Budget Utilization Rate (BUR) | • **Did not meet** the 90% target for **Obligations BUR** under GASS. The actual accomplishment was **85.28%**. |

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## Department of Education – Office of the Secretary (DepEd-OSEC)

| Eligibility Requirements | Final Assessment |
|---|---|
| | • **Did not meet** the 85% target for **Disbursements BUR** under GASS. The actual accomplishment was **74.97%.**<br><br>• The DBM BMB-F considered the justifications provided by the DepEd-OSEC for not meeting its targets for the **Obligations and Disbursements BUR** to be due to **uncontrollable factors** based on the BMB-F report dated 12/22/2021. |
| **2020 Other Cross-Cutting Requirements** | |
| 14. Posting of Agency Review and Compliance Procedure of Statement and Financial Disclosure | • Compliant |
| 15. FOI Compliance | • Compliant |
| 16. Posting of Agency's System of Ranking Delivery Units | • Compliant |
| **OVERALL ASSESSMENT** | • Based on the results of validation, the DepEd-OSEC is **eligible for the grant of FY 2020 PBB**. However, since the DepEd-OSEC failed to meet the EPA requirement, the unit/person(s) from the following DepEd Regional Offices should be isolated and excluded from the FY 2020 PBB ranking.<br>1. DepEd RO1<br>2. DepEd RO2<br>3. DepEd RO3<br>4. DepEd RO7<br>5. DepEd RO8<br>6. DepEd RO9<br>7. DepEd RO10<br>8. DepEd RO11<br>9. DepEd CARAGA<br><br>• The School-Based personnel of DepEd is also eligible for the grant of the FY 2020 PBB subject to the result of the DepEd's School level RPMS for FY 2020 PBB. |

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## Annex A
## List of Services

### DepEd Central Office

1. Application for National Career Assessment Examination (NCAE) for Walk-In Examinee through Online Registration
2. Application for Philippine Educational Placement Test (PEPT) for Walk-In Examinee through Online Registration (EAD-BEA)
3. Online Processing for Verification of Test Results and Second Copy of Certificate of Rating (COR)
4. Request for Research Related Data (Online)
5. Application for Special Program in Foreign Language
6. Payment of Obligation through Cash Advance including Petty Cash
7. Payment of Obligation through Checks or LDDAP-ADA
8. Evaluation of Application for APDS Accreditation/Re-Accreditation Process
9. Filing of Appeal
10. Filing of Complaint
11. Filing of Motion for Reconsideration
12. Endorsement of Recommendation for Duty-Free Exemptions of Private Schools)
13. External Document Service
14. Hiring of Non-Teaching Personnel
15. Scholarship Application
16. 8888 Citizen's Complaint Center Portal & DepEd Action Through Email
17. Hotline and Walk-in Facilities
18. Standard FOI Request through the walk-in facility, action@deped.gov.ph, and Online
19. Authorization of Learning Service Providers
20. Recognition of Professional Development
21. Issuance of Requested Documents
22. Issuance of Requested Documents (Certified True Copy and Photocopy of Documents)
23. Issuance of Requested Documents through Email
24. Provision of DepEd TV Episodes to Learners
25. Provision of ALS Video Lessons in DepEd ALS TV
26. Authorization and Recognition Online Orientation for Learning Service Providers
27. Provision of Alternative Learning System (ALS) Learning Resources in DepEd Commons

### DepEd Regional Offices

28. Payment of Obligation
29. Access to LRMDC Portal
30. Procedure for the Use of LRMDS Computers
31. Issuance of Certification as Principal's Test Passer
32. Application for Scholarship
33. Filing of Complaint
34. Request for Correction of Entries in School Records
35. Legal Assistance to Walk-in Clients

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36. Recognition of Professional Development at the NEAP Regional Office
37. Issuance of Clearance from Money Accountability or Overpayment
38. Submission of Employment Application
39. DepEd RO Action through email
40. Hotline and Walk-in Facilities
41. Standard FOI Request through Walk-in Facility and Mail
42. Generation of School IDs for New Schools and Adding or Updating of SHS Program Offering
43. Request for Basic Education Information Data
44. Request for Reversion
45. Application for Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools and Separation of Public Schools
46. Application for Special Orders (SOs) of Private Schools/ Technical Vocational Institutions
47. Application for Tuition Fee and Other School Fees (TOSF), No Increase and Proposed New Fees of Private Schools
48. Application for the Opening/ Additional Offering of SHS Program for Private School
49. Issuance of Requested Documents (Non-CTC)
50. Issuance of Requested Documents (CTC and Photocopy of Documents)
51. Certification, Authentication, Verification

**DepEd Schools Division Office**
52. Filing of Complaints
53. Correction of Entries in School Records
54. Submission of Employment Application – Teaching Related
55. Submission of Employment Application –Non-Teaching Related
56. Acceptance and Distribution of Textbooks, Supplies, and Equipment
57. Issuance of Requested Documents (Non-CTC)
58. Issuance of Requested Documents (CTC and Photocopy of Documents)
59. Certification, Authentication, Verification (CAV)
60. Receiving and Releasing of Incoming and Outgoing Communications
61. Access to LRDMS Portal
62. Borrowing Procedures for Books and Other Materials Overnight
63. Alternative Learning System Enrollment
64. Request for Basic Education Data (External Stakeholder)
**DepEd Schools Services**
65. Borrowing and Returning of Books from and to the School Library
66. Distribution of Printed Self-Learning Modules in Distance Learning Modality
67. Enrollment (Default)
68. Enrollment (Online)
69. Issuance of School Forms, Certifications, and Other School Permanent Records
70. Issuance of Requested Documents in Certified True Copy (CTC) and Photocopy
71. Laboratory and School Inventory
72. Public Affairs
73. School Learning and Development
74.  Submission of Employment Application for Teacher I Position

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