



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE

No. 4 Visayas Avenue, Barangay Vasra, Quezon City 1128, Philippines
Tel. Nos. 924-7980, 924-7971; Fax No. 924-7973
Website: www.nmis.gov.ph
e-mail: nmis@nmis.gov.ph

ECS Copy

07 September 2019

MEMORANDUM ORDER NO. 09 - 2019 - 488

TO : ALL OIC, SECTION HEADS AND DIVISION CHIEFS
FROM : OFFICER-IN-CHARGE
SUBJECT : SUBMISSION OF ELIGIBILITY REQUIREMENTS FOR THE PERFORMANCE-BASED BONUS (PBB) FOR FY 2019

Pursuant to DBM Memorandum Circular No. 2019-1 dated 03 September 2019 Guidelines on the Grant of the PBB for FY 2019, you are hereby directed to submit and comply with the following eligibility requirements:

Requirements	Deadline of Submission to Validating Agency	Responsible Division/ Unit/Section
Support to Operations		
1. QMS Certification a. Post QMS Certification in TS Page b. Submit certified true copy of QMS Certificate to GQMC through DBM-SPIB	15 December 2019	PIMD
General Administration and Support Services (GASS)		
1. Budget Utilization Rate (BUR)	15 February 2020	Finance
2. Sustained Compliance with Audit Findings	15 December 2019	Admin and Finance
3. Submission of Budget and Financial Accountability Reports (BFAR) online through the URS a. 1 st quarter b. 2 nd quarter c. 3 rd quarter d. 4 th quarter	08 April 2019 08 July 2019 08 October 2019 08 January 2020	Finance
4. COA Financial Reports	15 March 2019	Finance
5. Procurement Documents a. FY 2019 APP-non CSE b. Indicative FY 2020 APP-non CSSE c. FY 2020 APP-CSE d. Undertaking of Early Procurement for at least 50% of goods and services e. Results of FY 2018 APCPI System	15 March 2019 15 September 2019 15 October 2019 15 January 2020 15 March 2019	BAC
Good Governance Conditions (GGCs)		
1. Transparency Seal	15 September 2019	PIMD Admin Finance
2. PhilGEPS Posting	15 January 2020	BAC

National Meat Inspection Service
Records Unit
9/10/19 2:05 PM tt.
Date Received By

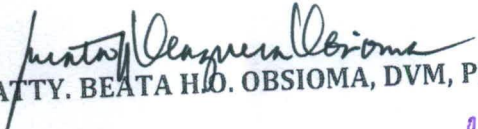
PIMD

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(transactions above P1,000,000 and with Dec. 31,2019 cut-off), including the Early Procurement of FY 2020 Non-CSE items)		
3. Citizen's/Service Charter Certificate of Compliance (CoC) pursuant to Sec.4.1.c	15 December 2019	MSDCPD
Other Cross-cutting Requirements		
1. Submission of SALN employees	15 April 2019	Admin
2. Agency Review and Compliance Procedure of Statement and Financial Disclosures Note: Dept/Agencies shall submit a list of SLAN non-filers using Form 1	15 September 2019	Finance
3. FOI Compliance a. People's FOI Manual b. Agency Information Inventory c. 2019 FOI Registry and 2019 FOI Summary Report d. Screenshot of agency's home page	15 November 2019 15 January 2019 15 January 2019 15 January 2019	MSDCPD MSDCPD MSDCPD PIMD
4. Posting of Agency's System of Ranking Delivery Units	15 September 2019	ODED PIMD
5. Submission of Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix)	14 February 2020	ODED PIMD

To ensure monitoring of compliance, all responsible offices are directed to coordinate and update status of submission to the Planning and Information Management Division (PIMD).

For strict compliance.


ATTY. BEATA H.O. OBSIOMA, DVM, PhD

The production of clean, wholesome, healthy and sound meat for food is the concern of everyone.