



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

March 31, 2020

RICHARD P. BURGOS

Director

Science and Technology Information Institute (STII)
STII Building, DOST Complex, Gen. Santos Avenue
Bicutan, Taguig City

ATTENTION: Arlene E. Centeno
PBB Focal Person

Dear Director Burgos:

We affirm the **Science and Technology Information Institute (STII)** for complying with the FY 2018 Performance-Based Bonus (PBB) requirements and qualifying for the grant of the bonus. The summary of the final IATF assessment result is attached.

More than the grant of the performance-based bonus (PBB), we hope that the Results-Based Performance Management System (RBPMS) including its initiative on Streamlining and Process Improvement of Critical Services significantly contributed to strengthening your agency's performance in efficiently providing public services.

To complete the PBB process, may we remind your office to publish the agency **FY 2018 Agency Scorecard** in your website or official publication. Kindly coordinate with the AO 25 Technical Secretariat for the finalization of the said report cards.

Furthermore, please be advised that the evaluation of agency accomplishments for FY 2019 shall be tightened in accordance with the review of your Agency's report on Streamlining and Process Improvement of Critical Services. Additionally, agencies are encouraged to continue efforts in accelerating procurement and timely utilization of approved budgets to properly support their operations and delivery of high-quality services.

Thank you very much for your usual support.

Sincerely yours,

LAURA B. PASCUA

Undersecretary, Department of Budget and Management
and Chair, AO25 Technical Working Group



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

Science and Technology Information Institute (STII)	
Eligibility Requirements	Final Assessment
2018 GOOD GOVERNANCE CONDITIONS	
1. Transparency Seal	• Compliant
2. PhilGEPS Posting	• Compliant
3. Citizen's Charter (ARTA)	• Compliant
2018 PHYSICAL TARGETS	
4. Streamlining and Process Improvement of Agency Services	<ul style="list-style-type: none"> • Met the streamlining and process improvement requirement for FY 2018 PBB. <ul style="list-style-type: none"> ▪ STII reported seven (7) critical services based on the recommendation of the AO25 Composite Team. STII is recommended to revisit its Citizen's Charter in order to reflect necessary revisions and changes made to their services. It may use as reference the identified service reviewed by the AO25 Composite Team which are as follows: <ol style="list-style-type: none"> 1. Audio-Visual Services: Video Showing 2. Audio-Visual Services: Coverage Services 3. Audio-Visual Services: Production Services 4. Library Circulation Service 5. Library Tour Service 6. Library Online Service 7. Production and Distribution of S&T Post ▪ STII reported that the number of signatures, and number of required documents needed to complete the service is already at the minimum. The AO25 Composite Team accepted STII's explanation. However, STII may need to revisit its processes as there may be improvements and further reduction in the number of steps and turn around time of its critical services. ▪ Similarly, STII may consider the simplification of its forms with similar information requirements in providing its services to its customers.



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

	<ul style="list-style-type: none"> ▪ It is highly recommended that STII should implement a Client Satisfaction Feedback mechanism for all its services. Gathering customer feedback shall help the organization determine if clients are satisfied with the service and detect areas for organizational improvements. ▪ Further, STII is recommended to continuously update its Citizen's Charter in order to reflect necessary revisions and changes made to their services. This will help maintain or better improve the delivery of their services to their clients, as well as to effectively perform its mandates.
2018 STO AND GASS REQUIREMENTS	
5. QMS Requirement	• Compliant
6. Submission of FY 2018 APP non-CSE	• Compliant
7. Submission of Indicative FY 2019 APP non-CSE	• Compliant
8. Submission of FY 2019 APP-CSE	• Compliant
9. Undertaking of Early Procurement for at least 50% of goods and services	• Compliant
10. Submission of FY 2017 APCPI	• Compliant
11. Submission of Financial Reports	• Compliant
12. Compliance with at least 30% of Prior Years' Audit Recommendations	• Compliant
13. Submission of Budget and Financial Accountability Reports (BFARs)	• Compliant
14. Budget Utilization Rate (BUR)	<ul style="list-style-type: none"> • Did not meet the 100% target for Obligations and Disbursements BUR under GASS. Actual accomplishments were 97.99% and 77.60%, respectively. • The justifications for the non-accomplishment of the Obligations and Disbursements BUR targets were considered to be due to uncontrollable factors based on DBM BMB-E reports .



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

2018 OTHER CROSS-CUTTING REQUIREMENTS	
15. Posting of Agency Review and Compliance Procedure of Statement and Financial Disclosures	<ul style="list-style-type: none">• Compliant
16. FOI Compliance	<ul style="list-style-type: none">• Compliant
17. Posting of Agency's System of Ranking Delivery Units	<ul style="list-style-type: none">• Compliant
OVERALL ASSESSMENT	<ul style="list-style-type: none">• Based on the results of validation, STII is eligible for the grant of FY 2018 PBB.