



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

1 February 2024

RICHARD P. BURGOS

Director IV
Science and Technology Information Institute
STII, Building, DOST Complex General
Santos Avenue, Bicutan, Taguig City

Attention: Ms. Arlene E. Centeno
Chief Administrative Officer and PBB Focal Person

Dear **Director Burgos**:

We are pleased to inform you that the **Science and Technology Information Institute (STII)** is **eligible** for the grant of the FY 2022 Performance-Based Bonus (PBB), as the agency obtained **100 points** for the PBB Criteria and Conditions as provided in Section 4.0 of the AO25 Inter-Agency Task Force Memorandum Circular No. 2022-1. The FY 2022 Final Eligibility Assessment is attached for your reference.

However, since the agency was found non-compliant in two (2) of the Agency Accountabilities under Section 5.0, the unit primarily responsible for these non-compliances, including its head, should be excluded from receiving the FY 2022 PBB.

Furthermore, in order to qualify for the FY 2022 PBB, first, second, and third-level employees are required to attain a performance rating of at least "Very Satisfactory" based on the agency's Strategic Performance Management System duly approved by the Civil Service Commission; and the Career Executive Service Performance Evaluation System prescribed by the Career Executive Service Board.

To finalize the PBB process, we kindly request your office to publish the **FY 2022 Agency Scorecard** in your official website or publication. The agency is given thirty (30) working days upon receipt of this letter to submit **Annex 10 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and subsequent release of your agency's FY 2022 PBB.

We thank the STII management and staff for their continued participation and support of the PBB implementation.

Very truly yours,

ACHILLES GERARD C. BRAVO
Assistant Secretary, DBM and
Chair, AO25 IATF TWG



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FY 2022 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

SCIENCE TECHNOLOGY INFORMATION INSTITUTE



**development academy
of the philippines**

Technical Secretariat and Resource Institution

FY 2022 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS
per the AO25 Memorandum Circular (MC) No. 2022-1

To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points

TABLE 1: FY 2022 PBB SCORING SYSTEM						
CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS				
1	2	3	4	5
Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to controllable factors	Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2022; deficiencies due to uncontrollable factors	Met each one of the Congress-approved performance targets for FY 2022 (all performance indicators)

TABLE 3: RATING SCALE FOR PROCESS RESULTS				
1	2	3	4	5
No substantial improvement in ease of transaction in both external core and internal services	Achieved substantial improvement in ease transaction in internal service	Achieved substantial improvement to ease transaction in external service	Achieved substantial improvements to ease transaction in external but non priority core service and internal service	Achieved substantial improvements to ease transaction in priority core service (external) and internal service

TABLE 4: RATING SCALE FOR FINANCIAL RESULTS				
1	2	3	4	5
1-19% Disbursement BUR	20-39% Disbursement BUR	40-59% Disbursement BUR	60-79% Disbursement BUR	80-100% Disbursement BUR

TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS				
1	2	3	4	5
No submission/Did not conduct CCSS	Average satisfaction rate with unresolved complaints and at least 30% compliance rate to #8888 and CCB	More than average rate with unresolved complaints and at least 50% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and at least 80% compliance rate to #8888 and CCB	High satisfaction rate with 100% complaints resolved and compliance rate to #8888 and CCB

FINAL ELIGIBILITY ASSESSMENT FOR FY 2022 PERFORMANCE-BASED BONUS

SCIENCE TECHNOLOGY INFORMATION INSTITUTE

Overall Assessment: The Science Technology Information Institute (STII) achieved **100 points** and is **eligible** for the grant of FY 2022 PBB.

A. Physical Accomplishments

Criteria	Score	Points	Remarks
<p>1. Performance Results</p> <p>Achieved 100% (4 out of 4) of its Congress-approved performance targets for FY 2022.</p>	5	25	<p>The STII met all the Congress-approved performance targets for FY 2022 based on the Department of Budget and Management-Budget and Management Bureau (DBM-BMB)-F Agency Performance Review (APR) report dated August 11, 2023.</p> <p>The STII is encouraged to review its planning and targeting strategies, factoring in its actual accomplishment for the past three (3) years in order to set more realistic targets vis-a-vis its available support from both the national government and other clients.</p>
<p>2. Process Results</p> <p>Achieved substantial improvements to ease transaction in priority core service (external) and internal service.</p>	5	25	<p>In its Modified Form A, the STII reported that it enforced its "Production of Science and Technology (S&T) Post Magazine," by developing its S&T Post Website. Furthermore, a beta version of the S&T Post Website was created. As a result, accessing previous and current issues of the STII magazine became more convenient and accessible for users. Moreover, the STII reported that it achieved ease of transaction by minimizing the duration of response time to clients requesting to receive a copy of the magazine. This resulted in the STII to respond within 15 minutes.</p> <p>The STII also reported that it achieved ISO 9001:2015 certification with a scope on "Information and Marketing Arm of DOST System" that is valid from December 10, 2021, until December 9, 2024.</p> <p>The ARTA clarified that the "Production of S&T Post Magazine" is a function because the production is done quarterly with or without any triggering request from a client. However, with the present Means of Verification, the validation proceeded as it was considered similar to "Distribution of S&T Post Magazine."</p> <p>For the agency's internal service, "Learning and Development: Development In-House Training," the STII reported that availing the assistance of its Human Resource Section was standardized in order to have clearer information on its process. This was done by adopting a request form, which properly documents the request from start to finish. Moreover, the Human Resource Section converted its Training Evaluation form and other training tools, such as modules and quizzes, to 100% online.</p>

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
			<p>As a result, in-house training achieved improvements through increased efficiency by having internal clients informed of the procedure which also resulted in a reduction in client inquiries, the adoption of online forms ensured faster generation of results where internal clients can finish their terminal reports faster, and the virtual platform implementation which saved both the client and Human Resource Section a significant amount of time in discussing the details related to the training program.</p> <p>Based on the Anti-Red Tape Authority (ARTA) validation report dated December 7, 2023, as evidenced by its submitted Means of Verification, specifically its ISO 9001:2015 certification. The STII was able to present standardization initiatives that demonstrated improvements in processing time, client steps, and documentary requirements for its external service. Moreover, for its internal service, the STII presented digitization initiatives as evidenced also by its ISO 9001:2015 certification that demonstrated improvements in processing time, client steps, and transaction costs.</p> <p>Hence, the STII achieved substantial improvements to ease transactions in both external and internal services.</p>
3. Financial Results Achieved 91% Disbursement BUR.	5	25	The actual accomplishment of the STII for Disbursement Budget Utilization Rate (BUR) was 91% based on the DBM BMB-F APR report dated August 11, 2023.
4. Citizen/Client Satisfaction Results Achieved 4.65 satisfaction rate; no complaints received from both #8888 and CCB.	5	25	<p>The STII reported an overall client satisfaction rating of 4.65 and observed the procedures for conducting the Citizens/Client Satisfaction Survey (CCSS) pursuant to Annex 5 of the AO 25 MC 2022-1.</p> <p>The STII did not receive any complaints through the #8888 platform for the period of January 1, 2022, to December 31, 2022, based on the Office of the President (OP) report dated May 3, 2023.</p> <p>Similarly, the agency did not receive any complaints through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2022, to December 31, 2022, based on the Civil Service Commission (CSC) report dated June 15, 2023.</p>
Total	20	100	

B. Agency Accountabilities	Compliance Status
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Non-compliant

B. Agency Accountabilities	Compliance Status
<ul style="list-style-type: none"> Submission of FY 2023 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) 	Compliant
<ul style="list-style-type: none"> Submission of FY 2022 APP Non-Common Use Supplies and Equipment (APP non-CSE) 	Non-compliant
<ul style="list-style-type: none"> Posting of Indicative FY 2023 APP non-CSE 	Compliant
<ul style="list-style-type: none"> Submission of FY 2021 Agency Procurement Compliance and Performance Indicators (APCPI) 	Compliant
<ul style="list-style-type: none"> Undertaking of Early Procurement Activities (EPA) covering FY 2023 Procurement Projects 	Compliant
<ul style="list-style-type: none"> Designation of the Agency's Committee on Anti-Red Tape (CART) 	Compliant
<ul style="list-style-type: none"> Compliance with the National Competition Policy (NCP) 	Not applicable

C. Eligibility of Delivery Units and Individuals/Rates
<p>To be eligible for the FY 2022 PBB, the agency must attain a total score of at least 70 points. To be able to attain at least 70 points, the agency should achieve a performance rating of 4 in at least three (3) criteria. In such a case, while the agency will be eligible, the unit/s most responsible (including its head) for the criteria stated in Section 3.0 of MC 2022-1 with a performance rating of below 4 will be isolated from the grant of the FY 2022 PBB.</p>
<p>The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2022-1 will also be isolated from the grant of the FY 2022 PBB.</p>
<p>To be eligible for FY 2022 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the CESB.</p>
<p>For additional information, please refer to Section 6.0 (Eligibility of Delivery Units and Individuals) and Section 7.0 (Rates of the PBB) of MC 2022-01.</p>