



GUIDELINES & PROCEDURES ON PBB RATING AND REQUIREMENTS FOR PROGRAM 4 UNITS



PROCEDURE/GUIDELINES FOR PBB RATING

1. PBB Unit Ranking shall be submitted to OJ1 as basis for the preparation of individual PBB for Program 4 personnel.
2. The 26 Program 4 units will be rated and ranked based on PBB Validation Parameters and Rating System (MA & FLM).
3. Three (3) units will be classified as Best, six (6) will be Better, while the remaining seventeen (17) Program 4 units will be classified as Good.
4. Coverage of PBB Validation/Inspection shall be the unit/office accomplishments/performance from 01 Jan to 30 Sep 15.
5. Validation of Program 4 units/offices is from 07 Oct to 16 Nov 16.



PROCEDURE/GUIDELINES FOR PBB RATING

6. Formula for **PBB Rating** = **MA x 60% + FLM x 40%**
7. In case of tie in the PBB-R, the unit with the highest MA rating will obtain the higher rank.
8. Submission of requirements of Program 4 units is NLT 051700H October 2015 (Friday) in e-copy and hard copy.
9. For the late or non submission of requirements, the unit will be automatically ranked as GOOD.



A. REQUIREMENTS FOR SUBMISSION BY PROGRAM 4 UNITS

Program Performance Review (OTIG Forms 1 & 2) and Budget Execution Review (OTIG Forms 3 & 4) – **051700 OCT 2015**

B. REQUIREMENTS FOR THE PRESENTATION BY PROGRAM 4 UNITS DURING THE FIRST DAY OF INSPECTION.

1. MISSION ACCOMPLISHMENT:

1s

- After Activity Reports on GAD
- Documents/After Activity Reports pertaining to personnel management



2s

- Security Clearances of personnel occupying key positions/Copy of request
- After SSI Report CY 2015/ copy of request
- Updated Unit Security Plan/Policy
- After Activity Reports on programmed intelligence activities

3s

- After Activity Reports on programmed activities

4s

- Status of Firearms and Mobility
- After Maintenance/Repair Report on Vehicles
- After Maintenance/Repair Report on Equipment
- After Maintenance/Repair Report on Facilities and Buildings



5s

- After Activity Reports on programmed activities

6s

- Status of CEIS Equipment
- After Maintenance/Repair Report on CEIS Equipment
- After Activity Reports on programmed activities

7s

- After Accomplishment Reports on Public Affair, Civil Affair & Psyops (ISA)

8s

- After Training Reports



REQUIREMENTS FOR SUBMISSION BY PROGRAM 4 UNITS

2. FINANCIAL AND LOGISTICS MANAGEMENT:

MFO:

- Approved Annual Plan and Budget (APB) FY- 2015
- All Allotment Advice/NCA (Regular, Special, IATF, others)
- PPBER for CY 2015 (by Qtr)
- Budget Implementation Report
- Summary of Utilization of Special Releases
- Summary of Utilization of Trust Funds
- Summary of Utilization of IATF
- Approved Annual Procurement Plan (APP/PPMP)/Supplemental Procurement Plan (SPP)



MFO:

- Registries/Statements of all Allotments for CY 2015 by quarter (RAOPS, RAOMO, RAOCO, SAOBS)
- FUR of all downloaded funds to subordinate/operating units
- FUR/Liquidation Reports of Special Releases from HHQs of other source agency
- Photocopy of Obligation Request with Disbursement Voucher per quarter
- Photocopy of Fund Utilization Report of all GAD Activities
- Financial/Logistical Support downloaded to Subordinate/Operating Units (Unit, Activity and Amount)



SDO:

- Photocopy of confirmation of bonds from BTR, Unit Designation Orders and GHQ/DND Confirmation Orders of all accountable officers (DO/SDO/SAO) for CY 2015
- Photocopy of Cash Disbursement Records (CDR) of all SDO's

SAO:

- Photocopy of latest of PPE records of SAO submitted to HHQS for CY 2015
- Latest inventory and inspection report of firearms, explosives and ammunitions submitted by SAO and U4 to HHQs for CY 2015
- List of turned in Beyond Economical Repair Equipment CY 2015
- List of Tampered firearms during CY 2015.
- Updated ARE's of Firearms and Equipment



1s

- GAD accomplishment report submitted to OJ1 for CY 2015

4s

- Photocopy of updated PPE records for CY 2015.
- Quarterly Inventory of Firearms submitted to OJ4 for CY 2015

6s

- List of payables of the unit CY 2015 (Examples: SMART, PLDT, GLOBE, Rental of Xerox Machine, SKY Cable)



ACCOUNTING THAT CATERS THE UNIT BEING INSPECTED

- Photocopy of PPE records of accounting/Trial Balance submitted to HHQs for CY 2015

CONTRACTING OFFICE

- Breakdown of obligations as to mode of procurement (Bidding, Negotiation Procurement, Direct Contracting, Shopping, Travels) for CY 2015

OTHERS

- Unit TIAC Designation Orders
- Unit PBAC Designation Orders & Minutes of Conferences.