





# 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







# **5**s

After Activity Reports on programmed activities

# **6**s

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

# **7**s

 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.