



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

January 26, 2023

SECRETARY CATALINO S. CUY

Chairman

Dangerous Drugs Board

3rd Floor DDB-PDEA Bldg., National Government Center

NIA Road, Brgy. Pinyahan, Quezon City

ATTENTION: Undersecretary Earl P. Saavedra, CESO I
PBB Focal Person

Dear Secretary Cuy:

We are pleased to inform you that the Dangerous Drugs Board (DDB) is **eligible** for the grant of the FY 2021 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. 2021-1. The FY 2021 Final Eligibility Assessment is attached for your reference.

Since the agency was found non-compliant in two (2) of the Agency Accountabilities under Section 5.0, the unit/s most responsible (including its head) for the non-compliances with the Agency Accountabilities will be isolated from the grant of the FY 2021 PBB. Further, to be eligible for FY 2021 PBB, employees belonging to the First, Second, and Third Levels should receive a rating of at least "Very Satisfactory" based on the agency's Strategic Performance Management System approved by the Civil Service Commission, or the requirement prescribed by the Career Executive Service Board.

To complete the PBB process, may we remind your office to publish the **FY 2021 Agency Scorecard** on your website or official publication. The agency is given thirty (30) working days to submit **Annex 2 (Form 1.0: Report on Ranking of Offices/Delivery Units)** for the processing and release of your agency's FY 2021 PBB.

Again, we commend the DDB management and staff, and we hope for your continued participation and support of the PBB implementation. Thank you very much.

Sincerely yours,

ACHILLES GERARD C. BRAVO

Assistant Secretary, DBM and

Chair, AO25 IATF TWG



**development academy
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Technical Secretariat and Resource Institution



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FY 2021 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

DANGEROUS DRUGS BOARD



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FY 2021 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS
per the AO 25 Memorandum Circular (MC) No. 2021-1 and 2021-2

To be eligible for the FY 2021 PBB, the agency must attain a total score of at least 70 points.

| TABLE 1: FY 2021 PBB SCORING SYSTEM | | | | | | |
|-------------------------------------|--------|-----------------------------|-------|-------|--------|-------|
| CRITERIA AND CONDITIONS | WEIGHT | PERFORMANCE RATING | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| Performance Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Process Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Financial Results | 5 | 5pts | 10pts | 15pts | 20pts | 25pts |
| Citizen/Client Satisfaction Results | 5 | 5pts | 10pts | 15pts | 20 pts | 25pts |
| TOTAL SCORE | | MAXIMUM = 100 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 2021; deficiencies due to controllable factors | Met less than 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors | Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to controllable factors | Met at least 80% of performance indicators of the Congress-approved performance targets for FY 2021; deficiencies due to uncontrollable factors | Met each one of the Congress-approved performance targets for FY 2021 (all performance indicators) |

| TABLE 3: RATING SCALE FOR PROCESS RESULTS | | | | |
|---|---|--|---|---|
| 1 | 2 | 3 | 4 | 5 |
| a. For departments/agencies and GOCCs covered by the DBM | | | | |
| No demonstrated ease of transaction | Achieved targets to ease transaction (streamlining, digitization, standardization) only for non-frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in less than 80% of frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in at least 80% of frontline services | Achieved targets to ease transaction (streamlining, digitization, standardization) in all frontline services |
| b. For SUCs | | | | |
| No demonstrated standardization/ quality assurance | Achieved ISO-certification or its equivalent certification only for non-frontline services | Achieved ISO-certification or its equivalent certification for less than 80% of frontline services | Achieved ISO-certification or its equivalent certification for at least 80% of frontline services | Achieved ISO-certification or its equivalent certification for all frontline services |

| 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 | Low satisfaction rate with unresolved #8888/CCB complaints | Average to high satisfaction rate with unresolved #8888/CCB complaints | Average satisfaction rate with 100% #8888/CCB complaints resolved | High satisfaction rate with 100% #8888/CCB complaints resolved |

FINAL ELIGIBILITY ASSESSMENT FOR FY 2021 PERFORMANCE-BASED BONUS

DANGEROUS DRUGS BOARD

Overall Assessment: The Dangerous Drugs Board (DDB) achieved **100 points** and is **eligible** for the grant of FY 2021 PBB.

A. Physical Accomplishments

| Criteria | Score | Points | Remarks |
|---|-------|--------|--|
| <p>1. Performance Results</p> <p>Achieved 100% (2 out of 2) Congress-approved performance targets for FY 2021</p> | 5 | 25 | <p>The DDB met all the Congress-approved performance targets for FY 2021 based on the Department of Budget and Management Budget and Management Bureau (DBM BMB) - D Agency Performance Review (APR) report dated March 31, 2022.</p> |
| <p>2. Process Results</p> <p>Achieved ease of transaction for 100% (3 out of 3) of its frontline services</p> | 5 | 25 | <p>The DDB achieved ease of transaction by reducing the number of required documents in all three (3) frontline services.</p> <p>The DDB also digitized its payment transactions for the Issuance of Certification for Non-controlled chemicals, Certificate of Exemption for finished products/chemical mixtures containing Controlled Chemicals, and the Issuance of Petitions for Voluntary Submission/ Compulsory Confinement of Drug Dependents by adopting an online payment scheme through the Landbank of the Philippines (LBP).</p> |
| <p>3. Financial Results</p> <p>Achieved 94.63% Disbursement BUR</p> | 5 | 25 | <p>The actual accomplishment of the DDB for Disbursement Budget Utilization Rate (BUR) was 94.63%, based on the DBM BMB-D APR report dated March 31, 2022.</p> <p>The DDB is encouraged to continuously implement tighter linkage between strategic and operational planning and budgeting to meet the agency's physical and financial targets for the period.</p> <p>In addition, the DDB is advised to fast-track procurement of activities and frequently coordinate with its suppliers/creditors to facilitate the timely delivery of goods and services, as well as the submission of the documentary requirements to avoid the accumulation of unpaid obligations.</p> |
| <p>4. Citizen/Client Satisfaction Results</p> <p>Achieved 4.86 overall satisfaction rate and did not receive complaints from the #8888 and CCB platforms</p> | 5 | 25 | <p>The DDB did not receive any complaints through the #8888 platform for the period of January 1, 2021 to December 31, 2021, based on the Office of the President (OP) report dated December 21, 2022.</p> <p>The agency also did not receive any complaints through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2021 to December 31, 2021, based on the Civil Service Commission (CSC) report dated February 24, 2022.</p> |

| A. Physical Accomplishments | | | |
|------------------------------------|--------------|---------------|--|
| Criteria | Score | Points | Remarks |
| | | | In addition, the DDB received an overall average satisfaction rating of 4.86 which represents the average rating from the three (3) critical services namely: Cashier, Treatment and Rehabilitation, and Certification and Exemption. The DDB observed the procedures for conducting the Citizen/Client Satisfaction Survey (CCSS) pursuant to Annex 5 of the AO 25 MC 2021-1. |
| Total | 20 | 100 | |

| B. Agency Accountabilities | Compliance Status |
|---|--------------------------|
| • Transparency Seal | Compliant |
| • Freedom of Information | Compliant |
| • Updating of Citizen's Charter | Compliant |
| • Compliance to Audit Findings | Compliant |
| • Posting of Agency Review and Compliance Procedure (ARCP) of SALN | Compliant |
| • PhilGEPS Posting | Compliant |
| • Submission of FY 2022 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE) | Compliant |
| • Submission of FY 2021 Non-Common Use Supplies and Equipment (APP non-CSE) | Compliant |
| • Posting of Indicative FY 2022 APP non-CSE | Compliant |
| • Submission of FY 2020 Agency Procurement Compliance and Performance Indicators (APCPI) | Non-compliant |
| • Undertaking of Early Procurement Activities (EPA) covering FY 2022 Procurement Projects | Non-compliant |

C. Eligibility of Delivery Units and Individuals/Rates

To be eligible for the FY 2021 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 2021-1 with a performance rating of below 4 will be isolated from the grant of the FY 2021 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC 2021-1 will also be isolated from the grant of the FY 2021 PBB.

To be eligible for FY 2021 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.

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 2021-01.