

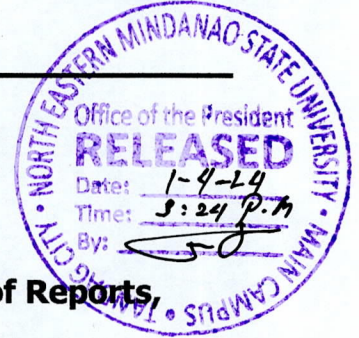


Republic of the Philippines  
**North Eastern Mindanao State University**  
Rosario, Tandag City, Surigao del Sur 8300  
Telefax No. 086-214-4221  
Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



---

**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 01 - 005 - s. 2024**



**TO: Responsible Offices In-charge in the Collection of Reports, NEMSU PBB Focal Person/Directory, and All concerned Implementing Units of the Campuses**

**SUBJECT: SCHEDULE OF SUBMISSION OF ACCOUNTABILITY REQUIREMENTS FOR PBB FY2023 BY RESPONSIBLE OFFICES**

**DATE: January 3, 2024**

---

In compliance with Memorandum Circular No. 2023-01 issued by the Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems which serves as the guidelines of the FY 2023 Performance-Based Bonus (PBB), all assigned offices or units responsible in the collection and/or consolidation of reports, data for posting in the Transparency Seal (TS) of the University and submission to validating agencies are instructed to follow the NEMSU PBB FY 2023 Timeline of Submission as indicated in the attached table.

Implementing or delivery units of the campuses are also instructed to cooperate with the concerned responsible offices or units assigned to collect reports and data as part of the eligibility requirements to ensure the on-time submission of required reports on the four (4) Dimensions of Accountability and other remaining Agency Continuing Accountabilities.

Further, in addition to the submission of collected reports on the four (4) Dimensions of Accountability to the NEMSU PBB Focal Person, responsible offices in-charge of complying with the requirements of Agency Continuing Accountabilities are also advised to coordinate with and furnish the PBB Focal Person, Hussein M. Alawi, Planning and Development Office, copy of their reports in soft and hard copy for monitoring and recording purposes.



Republic of the Philippines  
**North Eastern Mindanao State University**  
Rosario, Tandag City, Surigao del Sur 8300  
Telefax No. 086-214-4221  
Website: [www.nemsu.edu.ph](http://www.nemsu.edu.ph)



---

For information and strict compliance.



**NEMESIO G. LOAYON, PhD**  
SUC President III

*Encl: Approved NEMSU PBB FY2023 Timeline of Submission*



## NEMSU PBB FY 2023 TIMELINE OF SUBMISSION

<b>A. FOUR (4) DIMENSIONS OF ACCOUNTABILITY</b>			
Requirement	Date of Preparation or Submission/Posting	Responsible Units/Offices	Where to submit/Validating Agency
<b>1. Collection and Consolidation of Reports on the Four (4) Dimensions of Accountability</b>	February 12-16, 2024		PBB Focal Person/Planning Office
<b>a) Performance Results</b> <i>Higher education, advanced education, research, and extension</i>		VP for Academic Affairs and VP for Research and Extension	
<b>b) Process Results</b> <i>One core and one internal support service</i>		HRMO and Administrative Offices (frontline services)	
<b>c) Financial Results</b> <i>Disbursement BUR</i>		Director of Finance, Budget Office	
<b>d) Citizen/Client Satisfaction Results</b> <i>Hotline #8888 and CCB complaints resolved</i>		Office of the President	
<b>2. Submission of PBB Accomplishments Reports on 4 Dimensions of Accountability</b>	On or before February 29, 2024	PBB Focal Person/Planning Office	AO25 Secretariat CHED OIQAG
<b>B. AGENCY CONTINUING ACCOUNTABILITIES</b>			
<b>1. Submit a Certificate of Compliance that the agency conducted Early Procurement Activities for at least 50% of the Total Value of the FY 2024 Procurement Projects to the GPPB-TSO</b>	Before January 31 <sup>st</sup> of the fiscal year	BAC and Secretariat	GPPB-TSO
<b>2. Sustained Compliance w/ Audit Findings and Liquidation of Cash Advance</b>	On or before December 31, 2023	Director of Finance, Accounting Office	COA
<b>3. Posting on the TS webpage the copy/ies of ISO QMS certification/recertification or equivalent certification.</b>	On or before December 31, 2023	Quality Assurance Office, Planning Office	Commission on Higher Education
<b>4. Update all procurement requirements for transactions above 1 million from January 1, 2023 to December 31, 2023 in the PhilGEPS</b>	On or before January 31, 2024	BAC Secretariat	PS-PhilGEPS



<p>5. Submit the following <b>Freedom of Information (FOI) Program</b> requirements to PCOO:</p> <ul style="list-style-type: none"> <li>a) Updated People's FOI Manual</li> <li>b) Updated One-Page FOI Manual</li> <li>c) Updated FOI Reports (Agency Information Inventory, 2023 FOI Registry, and 2023 FOI Summary Report)</li> <li>d) Onboarding to the eFOI portal</li> <li>e) FOI Feedback Report</li> <li>f) Addressed overdue or pending FOI Requests</li> </ul>	On or before January 31, 2024	FOI in-charge	PCOO
6. <b>Report on the digitalization</b> initiatives or digital transformation of external and internal services	On or before February 29, 2024	Director of ICT and PBB Focal Person	AO25 Secretariat
7. Designation of the Agency's <b>Committee on Anti-Red Tape (CART)</b>	On or before February 29, 2024	VPAF, CAO, HRMO	ARTA
8. Administered Client Satisfaction Measurement	On or before February 29, 2024	DSWD, HRMO	AO25 Secretariat
9. Review, update and submit the <b>PSIPOP</b> to GMIS database	Every last week of the Month	HRMO	DBM
10. Submit <b>Quarterly BFARS (Budget Financial Accountability Results)</b> to DBM-URS and/or IFMIS	Within thirty (30) days after the end of each quarter	Budget Office and Planning Office	DBM

Prepared by:

**HUSSEIN M. ALAWI**  
PBB FY 2023 Focal Person

Recommending approval:

**CATHERINE F. SALOMON, MELL**  
Vice President for Administration & Finance

Approved by:

**NEMESIO G. LOAYON, PhD**  
SUC President III