



Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Tanggulang Pambansa  
Department of National Defense

23 SEP 2019

**MEMORANDUM**

**FOR: SECRETARY OF NATIONAL DEFENSE**

**THRU: CARDOZO M. LUNA**  
*USND/Chairperson, DND-Wide PMT*

**IRVING D. FAJARDO**  
*Chief, Administrative Service/Member, SALN Review and Compliance Committee*

**ATTY NORMAN T. DAANOY**  
*Chief, Legal Affairs Service/Member, SALN Review and Compliance Committee*

**SUBJ: Guidelines on the Grant of Performance-Based Bonus (PBB) for 2019 and the Review and Compliance Procedures on the Submission of SALN**

1. This pertains to Memorandum Circular No. 2019-01 dated 03 September 2019 issued by the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, wherein the DND is required to post in the Department's Transparency Seal the following, on or before 01 October 2019, in view of the grant of PBB for FY 2019: (Tab A)

- a. Guidelines in the Grant of PBB 2019 (Rating and Ranking of Delivery Units) ✓
- b. Review and Compliance Procedure on the Submission of SALN

2. A meeting of the members of the PMT was called on 11 September 2019 to discuss the requirements for PBB 2019. It was agreed during the meeting that the existing guidelines for both requirements, which was submitted/posted in 2018 and validated (Tab B), be retained and used in 2019 onwards.

3. For the Guidelines on the Rating and Ranking of Delivery Units, the OPRs (OASHR, OASFM, OASPP, IAS and AS) confirmed that the existing parameters used in 2018 be used again this year. See attached Memoranda (Tab C).

4. As for the Review and Compliance Procedure for the Submission of SALN, the undersigned as Chairperson of the SALN Review and Compliance Committee, also recommends that the submitted/posted policy in 2018 be used for 2019 onwards. (Tab D) ✓

5. Per coordination with Ms. Jeanne Galamay of AO25 Secretariat, she advised the DND Contact Persons that the existing guidelines for the rating and ranking of delivery units and the review and compliance procedure for the submission of the SALN can be used for 2019 onwards and we only have to edit the hyperlink in the 2018 postings and key in at the end of the file name **"also applies for 2019 and onwards until further changes"** for both guidelines. ✓

6. In view of the above, ASHR request clearance of the SND to use both the 2018 guidelines for the rating and ranking of delivery units and the review and compliance on the submission of SALN for 2019 and onwards.

*Antonio L. Bautista* 23 Sep '19  
ANTONIO L. BAUTISTA  
ASHR/

Chairperson, DND Proper PMT and  
Chairperson, DND Proper SALN Review and  
Compliance Committee

CONCUR/NOT CONCUR:  
*Carlo M. Acuna*  
USND/Chairperson, DND-Wide PMT  
Date: 24/9/19

APPROVED/DISAPPROVED:  
*[Signature]*  
SND  
Date: 25 Sep 2019

CONCUR/NOT CONCUR:  
*[Signature]*  
C, AS/Member  
SALN Review & Compliance Committee  
Date: 24 Sept 2019

CONCUR/NOT CONCUR:  
*[Signature]*  
C, LAS/Member  
SALN Review & Compliance Committee  
Date: 24 Sept 2019

