



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

10 February 2025

**DENNES LORENZO B. PINLAC**

Officer-In-Charge

Optical Media Board

No. 35 Scout Limbaga Street, Barangay Laging Handa, Quezon City

**Attention: Ms. Janine Joyce T. Galang**  
PBB Focal Person

Dear **Officer-In-Charge Pinlac**:

We regret to inform you that the **Optical Media Board (OMB)** is **not eligible** for the grant of the FY 2023 Performance-Based Bonus (PBB), as the agency obtained **55 points** for the PBB Criteria and Conditions as provided in Section 4.0 of the AO25 Inter-Agency Task Force Memorandum Circular No. 2023-1. Further, the agency was found **non-compliant in eight (8) of the Agency Accountabilities** under Section 5. The FY 2023 Final Eligibility Assessment is attached for your reference.

We wish to reiterate the responsibility of the Head of the Agency and the Performance Management Team (PMT) to communicate the information to your employees, and address comments and concerns they may raise.

To complete the PBB process, may we remind your office to publish the **FY 2023 Agency Scorecard** in your website or official publication.

Thank you and we hope for your continued participation and support to the PBB implementation.

Very truly yours,

**ATTY. LEONIDO J. PULIDO III**

Assistant Secretary, DBM and  
Chair, AO25 TWG



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

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# FY 2023 PERFORMANCE-BASED BONUS FINAL ELIGIBILITY ASSESSMENT

## OPTICAL MEDIA BOARD

**FY 2023 PERFORMANCE-BASED BONUS ELIGIBILITY CRITERIA AND CONDITIONS**  
per the AO25 Memorandum Circular (MC) No. 2023-1

To be eligible for the FY 2023 PBB, the agency must attain a total score of at least 70 points

**TABLE 1: FY 2023 PBB SCORING SYSTEM**

CRITERIA AND CONDITIONS	WEIGHT	PERFORMANCE RATING				
		1	2	3	4	5
Performance Results	5	5 points	10 points	15 points	20 points	25 points
Process Results	5	5 points	10 points	15 points	20 points	25 points
Financial Results	5	5 points	10 points	15 points	20 points	25 points
Citizen/Client Satisfaction Results	5	5 points	10 points	15 points	20 points	25 points

**TABLE 2: RATING SCALE FOR PERFORMANCE RESULTS**

1	2	3	4	5
Met <b>below 50%</b> of performance indicators of the Congress-approved performance targets for FY 2023	Met <b>50% to less than 70%</b> of performance indicators of the Congress-approved performance targets for FY 2023	Met <b>70% to less than 80%</b> of performance indicators of the Congress-approved performance targets for FY 2023	Met <b>80% to less than 100%</b> of performance indicators of the Congress-approved performance targets for FY 2023	Met <b>each one or 100%</b> of the Congress-approved performance targets for FY 2023 (all performance indicators)

**TABLE 3: RATING SCALE FOR PROCESS RESULTS**

1	2	3	4	5
<b>No substantial improvement</b> in ease of transaction in both external core and internal services	Achieved substantial improvements to ease transactions in <b>internal service</b>	Achieved substantial improvements to ease transactions in <b>external service only</b>	Achieved substantial improvements to ease transaction in <b>external but non-priority core service and internal service</b>	Achieved substantial improvements to ease transaction in <b>priority core service (external) and internal service</b>

**TABLE 4: RATING SCALE FOR FINANCIAL RESULTS**

1	2	3	4	5
<b>Below 40%</b> Disbursements BUR	<b>40%-55%</b> Disbursements BUR	<b>55%-70%</b> Disbursements BUR	<b>70%-85%</b> Disbursements BUR	<b>85%-100%</b> Disbursements BUR

**TABLE 5: RATING SCALE FOR CITIZEN/CLIENT SATISFACTION RESULTS**

1	2	3	4	5
0% resolution and compliance rate to #8888/CCB complaints	At least 1% resolution and compliance rate to #8888/CCB complaints	At least 50% resolution and compliance rate to #8888/CCB complaints	At least 75% resolution and compliance rate if there are <b>more than 250 tickets</b> to #8888/CCB complaints	100% resolution and compliance to #8888/CCB complaints
			At least 80% resolution and compliance rate for <b>250 or less tickets</b> to #8888/CCB complaints	



## FINAL ELIGIBILITY ASSESSMENT FOR FY 2023 PERFORMANCE-BASED BONUS

### OPTICAL MEDIA BOARD

**Overall Assessment:** The Optical Media Board (OMB) achieved **55 points** and is **not eligible** for the grant of FY 2023 PBB.

#### A. Physical Accomplishments

Criteria	Score	Points	Remarks
<b>1. Performance Results</b>  Achieved 50% (2 out of 4) Congress-approved performance targets for FY 2023.	2	10	The OMB did not achieve the targets for the following two (2) performance indicators for FY 2023 based on the Department of Budget and Management-Budget and Management Bureau (DBM-BMB)-E Agency Performance Review (APR) report dated April 26, 2024: <ol style="list-style-type: none"> <li>1. Number and percentage of Inspection Orders served on optical media establishments acted upon within the prescribed timeframe; and</li> <li>2. Percentage of administrative cases filed/charged within fifteen (15) days.</li> </ol> The OMB is advised to ensure tighter linkage between strategic and operational planning and budgeting. Further, the agency is encouraged to review and recalibrate its planning and performance assumptions and commitments for succeeding periods to ensure that targets remain aspirational, but not unrealistic.
<b>2. Process Results</b>  No substantial improvement in ease of transaction in both external core and internal services.	1	5	In its letter dated February 19, 2024, the OMB explained that due to the reduction of its budget and the absence of an approving authority, the agency was unable to carry out its operations and mandate to regulate activities involving optical media, magnetic media, and storage devices. The OMB further explained that these circumstances were challenges faced by the agency, preventing them to implement improvements in its external and internal processes. Thus, the OMB indicated "not applicable" in the submitted Modified Form A.  Based on the Anti-Red Tape Authority (ARTA) validation report dated August 29, 2024, the validation cannot proceed (no means of verification).
<b>3. Financial Results</b>  Achieved 99.89% Disbursement BUR.	5	25	The actual accomplishment of the OMB for Disbursement Budget Utilization Rate (BUR) was 99.89% based on the DBM BMB-D APR report dated March 12, 2024.  The OMB is advised to craft a catch-up plan to further ramp up its budget spending and to ensure the full disbursement of its funds and timely delivery of services to its stakeholders. In addition, the agency is reminded to continuously encourage its creditors and suppliers to expedite the submission of validated claims for payment of obligation to prevent delay in compliance which may hamper the disbursements program of the agency.

A. Physical Accomplishments			
Criteria	Score	Points	Remarks
<b>4. Citizen/Client Satisfaction Results</b>  Achieved 100% resolution and 50% compliance of #8888 complaints; and 100% resolution and 0% compliance of CCB complaints.	3	15	The OMB achieved 100% (36 out of 36) resolution and 50% (18 out of 36) compliance rate of the complaints received through the #8888 platform for the period of January 1, 2023 to December 31, 2023, based on the Office of the President (OP) report dated May 15, 2024.  In addition, the agency achieved 100% (1 out of 1) resolution and 0% compliance rate of the complaints received through the Contact Center ng Bayan (CCB) platform for the period of January 1, 2023 to December 31, 2023, based on the Civil Service Commission (CSC) report dated February 12, 2024.
<b>Total</b>	<b>11</b>	<b>55</b>	

B. Agency Accountabilities	Compliance Status
• Transparency Seal	Compliant
• Freedom of Information	Compliant
• Compliance to Audit Findings	Compliant
• Posting of Agency Review and Compliance Procedure (ARCP) of SALN	Compliant
• PhilGEPS Posting	Compliant
• Submission of FY 2024 Annual Procurement Plan-Common Use Supplies and Equipment (APP-CSE)	Non-compliant
• Submission of FY 2023 APP Non-Common Use Supplies and Equipment (APP non-CSE)	Non-compliant
• Posting of Indicative FY 2024 APP non-CSE	Non-compliant
• Submission of Results of FY 2022 Agency Procurement Compliance and Performance Indicators (APCPI) System	Non-compliant
• Undertaking of Early Procurement Activities (EPA) covering FY 2024 Procurement Projects	Non-compliant
• Designation of the Agency's Committee on Anti-Red Tape (CART)	Non-compliant
• Compliance with the National Competition Policy (NCP)	Non-compliant
• Continuing ISO-QMS Certification or equivalent certification of at least one (1) critical frontline service or core process	Non-compliant
• Administered Client Satisfaction Measurement (CSM)	Compliant
• Report on the digitalization initiatives or digital transformation of external and internal services	Compliant



### **C. Eligibility of Delivery Units and Individuals/Rates**

To be eligible for the FY 2023 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 No. 2023-1 with a performance rating of below 4 will be isolated from the grant of the FY 2023 PBB.

The unit/s most responsible (including its head) for the non-compliance with the Agency Accountabilities provided in Section 5.0 of MC No. 2023-1 will also be isolated from the grant of the FY 2023 PBB.

To be eligible for FY 2023 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 No. 2023-1.

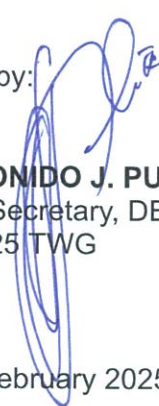
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Assistant Secretary, DBM and  
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Date: 10 February 2025