

2. Accounting Section Requirements 25%
- b. Compliance to Public Finance Management (PFM) reporting requirements of the Commission on Audit (COA) and Department of Budget and Management (DBM) in accordance with the prescribed content and period of submission under existing laws, rules and regulations. This includes the following:
- b.1. Report on Ageing of Cash Advances
- b.2. COA Financial Report (Statement of Financial Position; Statement of Financial Performance; Statement of Changes in Net Assets/Equity; Statement of Cash Flows; Statement of Comparison of Budget and Actual Amounts; and Notes to Financial Statements) (per COA Resolution 2014-003)
3. Supply/General Services Section 25%
- Supply Section:
- c. Adoption and use of the 2015 Agency Procurement Compliance and Performance Indicators (APCPI) System per GPPB Resolution No. 10-2012 applicable to the main/head/central offices for APCPI that must meet the following requirements:
- c.1. Submission of the 2015 APCPI results, complete with the following accomplished forms/annexes: 1) Annex A or the Self Assessment Form; 2) Annex B or the Consolidated Procurement Monitoring Report; 3) Annex D or the Procurement Capacity Development Action Plan; and the Questionnaire.
- c.2. The APCPI results must be submitted in electronic (Excel) format and printed (signed) copies on or before December 1, 2016, either electronically through monitoring@gppb.govv.ph or hand carried/mailed through the GPPB-TSO front desk.
- c.3. The 2015 APCPI submission through monitoring@gppb.gov.ph.
- c.4. Timely submission of the APCPI and compliance with the prescribed format shall be mandatory.
- d. Submission of NCDA Annual Procurement Plan (APP) for CY 2016 based on the agency approved budget to the Government Procurement Policy Board (GPPB) and its Technical Support Office (TSO) within one month from the issuance of this Circular.
- d.1. APP must be approved by the Head of the Procuring Entity and submitted within one month from the issuance of this Circular using the prescribed format under GPPB Circular No. 07-2015. A scanned copy of the APP may be sent to GPPB-TSO's email: monitoring@gppb.gov.ph.
- d.2. The APP for CY 2016 submissions through monitoring@gppb.gov.ph.
- d.3. Timely submission of the APP, as well as compliance with the prescribed format is a must.
- General Services Section:
- e. Maintenance of good working condition of the workplace thru assessment of Stakeholders.
- f. Maintenance of good working condition and cleanliness of the motor vehicle including performance of the drivers.