



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

VNA-DC-_____

DEPARTMENT CIRCULAR NO. 011

TO : Heads of Constituent and Attached Agencies

SUBJECT : Monitoring Guidelines for Performance and Priority Programs/Projects of Constituent and Attached Agencies of the Department

DATE : FEB 13 2018

- 1.0 This is to provide guidelines for monitoring the accomplishments of constituent and attached agencies relative to priority programs and projects in line with the following policy issuances/guidance:
- 1.1 Executive Order No. 27, s. 2017, re: Philippine Development Plan (PDP) and Public Investment Program (PIP) for 2017 to 2022;
 - 1.2 Department Circular No. 039, s. 2017, re: DOJ Development Plan and Public Investment Program for 2017 to 2022; and
 - 1.3 Directives from the President, issuances from oversight agencies and requests from stakeholders.

Quarterly Physical Report

- 2.0 Agencies shall furnish the DOJ Planning and Statistics Division (PSD) the Quarterly Physical Report or Budget Accountability Report No. 1 (Quarterly Physical Report of Operations) upon submission to the Department of Budget and Management and Commission on Audit.
- 3.0 The said report shall be the basis for monitoring accomplishments relative to indicators and targets under the General Appropriations Act, as well as the PDP and DOJ Development Plan, if applicable.

Quarterly Accomplishment Report on Priority Programs/Projects/Activities

- 4.0 Using the attached template, accomplishments on priority programs/projects/activities shall be reported on a quarterly basis to the DOJ-PSD on or before the 30th of the month after each quarter.
- 5.0 The report shall include programs/projects and indicators/targets under the DOJ Development Plan, and quarterly information on actual accomplishments, challenges/constraints, and actions taken or recommended.

- 6.0 Updates/accomplishments on PIP, infrastructure and other major projects shall be reported with the corresponding program/project in the table.
- 7.0 The said report supersedes the Monthly Assessment and Accomplishment Report required under Department Circulars No. 009 and 013, s. 2017, and Undersecretaries concerned and Office of the Secretary shall be furnished copies upon receipt by PSD, subject to further management guidance thereon.

Yearend Reports

- 8.0 Implementation of priority programs/projects shall also be included in yearend reports which basically includes agency profile, major accomplishments, key statistics, challenges/constraints, plans and targets which will serve as input for the Department's annual reports.
- 9.0 Details of the said reports shall be subject to guidance to be issued annually including prescribed form and specific contents.

Other Reports

- 10.0 Other required reports which may include priority programs and projects shall be covered by separate issuances, subject to guidance or requests from oversight agencies and stakeholders, respectively.
- 11.0 The said reports may involve summarized or more detailed information, as basis for Department-level reports or as required by higher management/authorities and oversight agencies.
- 12.0 The Planning and Management Service and its PSD shall provide further guidance and may conduct activities on the matter, as necessary.

For guidance and compliance.

VITALIANO N. AGUIRRE II

Secretary

Department of Justice
CN : 0201802103



Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, __ Quarter

Agency: **Bureau of Corrections**

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC			
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency			
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks			
Develop and implement public/client feedback mechanisms that will measure client satisfaction and facilitate submission/action on complaints for improper services and corruption	Public/client feedback mechanism established for client satisfaction and complaints			
Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to public information	Transparency Seal fully complied, and FOI procedures/manual in place			
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing performance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Enhance scientific investigation capability of the Department and its agencies concerned, towards effective/efficient case build up and prosecution using more physical evidence and less dependency on testimonial evidence	At least 90% of core personnel trained in scientific investigation			
Strengthen immigration enforcement and support enactment of new Philippine Immigration Act for effective border control and regulation of foreigners, and help ensure territorial integrity and prevent entry of foreign terrorists	Draft Bills and/or position papers submitted to Congress			
Establish gender-sensitive, child-friendly and accessible service facilities and procedures including frontline services, public assistance desks and amenity/ infrastructure provisions	Agency guidelines issued and procedures/facilities established			
Support and sustain participation in the Justice Sector Coordinating Council (JSCC) as the adopted mechanism for inter-agency dialogue and coordinated implementation of reforms in the justice system	Sustained participation in JSCC and joint initiatives			
Other assignments/delegated responsibilities per directives from higher management/authorities (specify)				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Submitted by:	Date:
VALFRIE G. TABIAN	
Officer-In-Charge, Director	

Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

y: Bureau of Immigration

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
ine frontline processes consistent with the Anti-Red Tape Act and in line with the t's directives	Frontline process streamlining complied as annually validated by the CSC			
and implement automated/online processes that will streamline processes and make for the public more accessible and efficient	At least 1 frontline process operational online per agency			
h and implement quality management systems towards ISO certification and streamlined processes	At least 1 core process certified and maintained per agency			
ize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
h/enhance public assistance and complaint desks in all offices nationwide with frontline	All frontline offices with functional public assistance and complaint desks			
and implement public/client feedback mechanisms that will measure client satisfaction itate submission/action on complaints for improper services and corruption	Public/client feedback mechanism established for client satisfaction and complaints			
ransparency and freedom of information (FOI) in terms of inclusive and efficient access to formation	Transparency Seal fully complied, and FOI procedures/manual in place			
stakeholders particularly in the development/ implementation/evaluation of policies and is, as applicable	Engagement mechanism/s in place, as mandated or applicable			
human resource management including competency mapping and development is, harmonized staffing structure, addressing compensation disparities, and managing ance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
he efficiency of financial and physical resource management towards optimal utilization and endency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
en immigration enforcement and support enactment of new Philippine Immigration Act for border control and regulation of foreigners, and help ensure territorial integrity and entry of foreign terrorists	Draft Bills and/or position papers submitted to Congress			
h gender-sensitive, child-friendly and accessible service facilities and procedures including services, public assistance desks and amenity/ infrastructure provisions	Agency guidelines issued and procedures/facilities established			
and sustain participation in the Justice Sector Coordinating Council (JSCC) as the mechanism for inter-agency dialogue and coordinated implementation of reforms in the ystem	Sustained participation in JSCC and joint initiatives			
signments/delegated responsibilities per directives from higher management/authorities				

ing programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

ted by:	Date:
JAIM H. MORENTE Commissioner	

Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Agency: Land Registration Authority

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC			
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency			
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks			
Develop and implement public/client feedback mechanisms that will measure client satisfaction and facilitate submission/action on complaints for improper services and corruption	Public/client feedback mechanism established for client satisfaction and complaints			
Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to public information	Transparency Seal fully complied, and FOI procedures/manual in place			
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing performance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Establish gender-sensitive, child-friendly and accessible service facilities and procedures including frontline services, public assistance desks and amenity/ infrastructure provisions	Agency guidelines issued and procedures/facilities established			
Improved the legal framework on protection of land rights by supporting/pursuing the amendment of Property Registration Code	Draft Bill/position paper/s submitted to Congress;			
Other assignments/delegated responsibilities per directives from higher management/authorities (specify)				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Submitted by:	Date:
ROBERT NOMAR V. LEYRETANA OIC - Administrator	

Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Agency: National Bureau of Investigation

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC			
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency			
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks			
Develop and implement public/client feedback mechanisms that will measure client satisfaction and facilitate submission/action on complaints for improper services and corruption	Public/client feedback mechanism established for client satisfaction and complaints			
Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to public information	Transparency Seal fully complied, and FOI procedures/manual in place			
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing performance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Facilitate implementation of the NBI Modernization Act towards strengthening the agency's capability to undertake high profile law enforcement operations, scientific investigations, and criminal records management with highly competent workforce and modern investigative facilities	Implementing Rules and Regulations (including implementation plan) issued			
Enhance scientific investigation capability of the Department and its agencies concerned, towards effective/efficient case build up and prosecution using more physical evidence and less dependency on testimonial evidence	At least 90% of core personnel trained in scientific investigation			
Intensify law enforcement against illegal drugs, corruption, human trafficking, terrorism, cybercrime, human rights violations, competition cases and environmental crimes as among the Administration's priority areas, including support for necessary legislation	Increase in the percentage of investigations conducted and acted upon			
Establish gender-sensitive, child-friendly and accessible service facilities and procedures including frontline services, public assistance desks and amenity/ infrastructure provisions	Agency guidelines issued and procedures/facilities established			
Facilitate investigation, prosecution and monitoring of grave human rights violation cases pursuant to relevant laws and in conformance with international human rights standards	Expedient investigation of cases handled/assigned			
Support and sustain participation in the Justice Sector Coordinating Council (JSCC) as the adopted mechanism for inter-agency dialogue and coordinated implementation of reforms in the justice system	Sustained participation in JSCC and joint initiatives			
Other assignments/delegated responsibilities per directives from higher management/authorities (specify)				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Submitted by:	Date:
DANTE A. GIERRAN Director	

Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Agency: Office of the Solicitor General

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC			
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency			
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks			
Develop and implement public/client feedback mechanisms that will measure client satisfaction and facilitate submission/action on complaints for improper services and corruption	Public/client feedback mechanism established for client satisfaction and complaints			
Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to public information	Transparency Seal fully complied, and FOI procedures/manual in place			
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing performance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Ensure efficient/consistent legal processes for government and the public in terms of representation, assistance, legal opinions and various decisions/orders, including initiative/support for necessary legislation (e.g. State Counsel Act)	Expedient legal services			
Other assignments/delegated responsibilities per directives from higher management/authorities (specify)				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Submitted by:	Date:
JOSE C. CALIDA Solicitor General	

Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Office of the Government Corporate Counsel

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Frontline processes consistent with the Anti-Red Tape Act and in line with the CSC's directives	Frontline process streamlining complied as annually validated by the CSC			
Implement automated/online processes that will streamline processes and make for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Implement quality management systems towards ISO certification and streamlined processes	At least 1 core process certified and maintained per agency			
Organize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Improve public assistance and complaint desks in all offices nationwide with frontline	All frontline offices with functional public assistance and complaint desks			
Implement public/client feedback mechanisms that will measure client satisfaction	Public/client feedback mechanism established for client satisfaction and complaints			
Facilitate submission/action on complaints for improper services and corruption	Transparency Seal fully complied, and			
Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to information	FOI procedures/manual in place			
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing succession	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Improve the efficiency of financial and physical resource management towards optimal utilization and dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Ensure efficient/consistent legal processes for government and the public in terms of litigation, assistance, legal opinions and various decisions/orders, including initiative/support necessary legislation (e.g. State Counsel Act)	Expedient legal services			
Ensure assignments/delegated responsibilities per directives from higher management/authorities				

Reporting on programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Reported by:	Date:
RUDDOLF PHILIP B. JURADO Government Corporate Counsel	

Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Office of the Alternative Dispute Resolution

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Operationalize the Office for Alternative Dispute Resolution starting with filling of its staffing and then full implementation of mandated functions	Plantilla positions filled and agency operating			
Cost efficiency of financial and physical resource management towards optimal utilization and dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Efficient/consistent legal processes for government and the public in terms of consultation, assistance, legal opinions and various decisions/orders, including initiative/support necessary legislation (e.g. State Counsel Act)	Expedient legal services			
Assignments/delegated responsibilities per directives from higher management/authorities				

Reporting programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Prepared by:	Date:
BERNADETTE C. ONGOCO OIC- Executive Director	

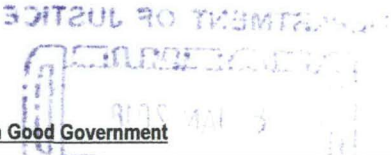
Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Agency: Public Attorney's Office

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC			
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency			
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks			
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Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to public information	Transparency Seal fully complied, and FOI procedures/manual in place			
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing performance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla positions filled; At least 90% budget utilization			
Enhance scientific investigation capability of the Department and its agencies concerned, towards effective/efficient case build up and prosecution using more physical evidence and less dependency on testimonial evidence	At least 90% of core personnel trained in scientific investigation			
Increase the number and local presence of public attorneys for better access of the public to legal counsel especially for the marginalized sectors and areas	1:1 ratio of public attorneys and trial courts			
Establish gender-sensitive, child-friendly and accessible service facilities and procedures including frontline services, public assistance desks and amenity/ infrastructure provisions	Agency guidelines issued and procedures/facilities established			
Ensure efficient/consistent legal processes for government and the public in terms of representation, assistance, legal opinions and various decisions/orders, including initiative/support for necessary legislation (e.g. State Counsel Act)	Expedient legal services			
Support and sustain participation in the Justice Sector Coordinating Council (JSCC) as the adopted mechanism for inter-agency dialogue and coordinated implementation of reforms in the justice system	Sustained participation in JSCC and joint initiatives			
Other assignments/delegated responsibilities per directives from higher management/authorities (specify)				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Submitted by	Date
PERSIDA V. RUEDA - ACOSTA Chief Public Attorney	



Department of Justice
 Quarterly Accomplishment Report on Priority Programs/Projects/Activities*
 CY 2018, ___ Quarter

Agency: **Presidential Commission on Good Government**

Program/Project	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC			
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency			
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency			
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals			
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks			
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Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable			
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing compensation disparities, and managing performance	Competency, staffing and compensation standards developed/ adopted/implemented, as applicable			
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla positions filled;			
	At least 90% budget utilization			
Ensure efficient/consistent legal processes for government and the public in terms of representation, assistance, legal opinions and various decisions/orders, including initiative/support for necessary legislation (e.g. State Counsel Act)	Expedient legal services			
Support enactment of Asset Forfeiture Law to strengthen forfeiture and recovery of assets from crime/perpetrators, with rationalized agency roles and harmonized legal/administrative procedures	Draft Bill/position paper/s submitted to Congress;			
Other assignments/delegated responsibilities per directives from higher management/authorities (specify)				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, s. 2017, respectively.

Submitted by:	Date:
REYNOLD S. MUNSAYAC Acting Chairperson	