

**MATRIX OF ACCOUNTABILITY OF DELIVERY UNITS FOR FY 2023 PBB  
(Dimensions of Accountability)**

Dimensions of Accountability	Monitoring Office		Implementing Office	Due Date of Submission	
	Service	Division		To Monitoring Office	To AO25/ Validating Agency
<b>A. Performance Results</b>					
FAR No. 5 - Quarterly Report of Revenue and Other Receipts	Collection Service	Revenue Accounting Division (RAD)	RAD Finance Division	NO Divisions (consolidated): Within 30 days after end of each quarter or within 10 days after receipt of FARs from concerned office  Finance Division : Every 5th day of the following quarter	Within 30 days after the end of each quarter
BAR No. 1 - Quarterly Physical Report of Operations	Collection Service	Revenue Accounting Division (RAD)	All Revenue Regions/LTS	To PPD - Within 15 days after the end of each quarter	Within 30 days after the end of each quarter
	Client Support Service	Taxpayer Service Programs and Monitoring Division (TSPMD)	All Revenue Regions/LTS		
	Assessment Service	Assessment Performance Monitoring Division (APMD)	All Revenue Regions/LTS		
	Enforcement and Advocacy Service (EAS)	EAS	EAS		
	Planning and Management Service (PMS)	Planning and Programming Division (PPD)		Consolidated BAR No. 1	
<b>B. Process Results</b>					
Modified Form A	External Service: to be determined (TBD) by the PMT	TBD	Concerned Office	To PPD on or before January 15, 2024	February 28, 2024
	Internal Service: to be determined (TBD) by the PMT	TBD	Concerned Office		

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Dimensions of Accountability	Monitoring Office		Implementing Office	Due Date of Submission	
	Service	Division		To Monitoring Office	To AO25/ Validating Agency
<b>C. Financial Results</b>					
Disbursement BUR	Finance Service	Budget Division (BD)/ Accounting Division (AD) Finance Division	All BIR Offices (NO/RRs)	NO Divisions (consolidated): Within 30 days after end of each quarter or within 10 days after receipt of FARs from concerned office  Finance Division : Every 5th day of the following quarter	February 28, 2024
<b>D. Citizen/Client Satisfaction Results</b>					
Report on the Resolution of all reported complaints received from Hotline #8888 and Contact Center ng Bayan (CCB)	Client Support Service	PIED	All Revenue Regions and all other National Office frontline offices	To PPD - On or before February 15, 2024	February 28, 2024

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**MATRIX OF ACCOUNTABILITY OF DELIVERY UNITS FOR FY 2023 PBB  
(Agency Accountabilities - Good Governance Conditions)**

Agency Accountabilities	Monitoring Office		Implementing Office	Due Date of Submission	
	Service	Division		To Monitoring Office	To AO25/ Oversight Agencies
<b>A. Sustained Compliance with Audit Findings</b>	<ul style="list-style-type: none"> <li>FS</li> <li>CS</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Division</li> <li>RAD</li> </ul>	Accounting Division, Finance Division, Concerned Offices with Audit Findings	Finance Division - on or before November 30, 2023	On or before December 31, 2023
<b>B. Compliance with the Freedom of Information (FOI) Program</b>					
Updated People's FOI Manual	Legal Service (LS)	Legal and Legislative Division (LLD)	LS-LLD	January 7, 2024	On or before January 30, 2024
Updated One-Page FOI Manual					
FOI Reports: a. Agency Information Inventory b. 2023 FOI Summary Registry c. 2023 FOI Report	PMS	PPD	All RRs and Frontline Offices in the NO	Within 10 days after the end of each quarter.	
Updated AID-FOI Tool	CSS	PIED	All RRs and Frontline Offices in the NO		On or before January 30, 2024
FOI Feedback Report			All RRs and Frontline Offices in the NO		On or before January 30, 2024
Addressed overdue or pending FOI Requests			All RRs and Frontline Offices in the NO		On or before January 30, 2024
<b>C. Establishment and Conduct of the Agency Review and Compliance of SALN</b>	HRDS	Personnel Division	All BIR Offices		On or before Oct. 1, 2023
<b>D. Update all procurement requirements for transactions above 1 million from Jan. 1, 2023 to Dec. 31, 2023 in the PhilGEPS</b>	Administrative Service	Procurement Division	In-charge of Posting		On or before January 30, 2024
<b>E. Procurement Documents</b>					
FY 2024 Annual Procurement Plan - Common-Use Supplies and Equipment (APP-CSE) thru the PS-DBM Virtual Store under the Modernized PhilGEPS (MPhilGEPS) System	Administrative Service	Property Division	<b>National Office:</b> - Administrative Service - Property Division  <b>Regional Office:</b> - Office of the Regional Director - Office of the Assistant Regional Director - Administrative and Human Resource Management Division		On or before August 31, 2023 (Deadline extended based on PS Advisory 2023-014)
FY 2023 Annual Procurement Plan (APP) - non Common-Use Supplies and Equipment (Non CSE)	Administrative Service	Procurement Division	<b>National &amp; Regional Offices</b> * Head of Procuring Entity CIR (HOPE) * Chairman, BAC * Head, BAC Secretariat  <b>Support Group</b> DCIR - RMG ACIR & HREA - FS ACIR & HREA- AS Budget Division (N.O.)  ARD Finance Division (RR)		On or before March 31, 2023

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Agency Accountabilities	Monitoring Office		Implementing Office	Due Date of Submission	
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Indicative FY 2024 APP-Non CSE	Administrative Service	Procurement Division	Support Office: • National Office – RMG, FS, BD, Administrative (Admin.) Service and Procurement Division (PD) • Regional Office – Office of the Asst. Reg. Director (OARD), Finance Division, and Admin. and Human Resource Management Division (AHRMD)		On or before September 30, 2023
Results of Agency Procurement Compliance and Performance Indicators (APCPI) System for FY 2022 Procurement Transactions	Administrative Service	Procurement Division	* HOPE * BAC * BAC Secretariat  Support Office:  <u>National Office</u> * Accounting Division * Perf. Evaluation Division(PED)  <u>Regional Office</u> * Finance Division		On or before June 30, 2023
<b>F. Undertaking of Early Procurement Activities covering FY 2024 Procurement Projects</b>  <i>Note: Early Procurement Activities should be conducted in FY 2023</i>	Administrative Service	Procurement Division	* HOPE * BAC * TWG * BAC Secretariat * Project Proponents		before January 31st of the fiscal year
<b>G. Designation of the Agency's Committee on Anti-Red Tape (CART)</b>	CSS	PIED/ICD	CSS/PIED/ICD		On or before February 28, 2024
<b>H. Posting of ISO-QMS Certification/Recertification</b>	CSS/CS/AS	TSPMD	CSS/TSPMD CS/AS		On or before December 30, 2023
<b>I. Report on Digitalization Initiatives</b>	PMIS	PDMD	Concerned Offices		On or before February 28, 2024
<b>J. Administered Client Satisfaction Measurement of CSM be aligned with ARTA MC No. 2022-05</b>	CSS	TSPMD	• For RRs (for CSS): CSS, through TSPMD  • For National Office/RRs (for OCS and eCAR): PMS, through the Research and Statistics Division (RSD)	To TSPMD – January 24, 2024 To RSD – on or before January 30, 2024	On or before April 30, 2024

