

## Guideline on Transparency Seal

1. All agencies should maintain a Transparency Seal page, accessible by clicking the TS logo on the Home page. It should be visible. **Submit the link to the website (recommended .gov.ph domain) when applying for PBB.**
2. The following are the **ONLY** required documents:
  - I. **Agency's Mandate, Vision, Mission and List of Officials**
  - II. **Annual Financial Reports** (whole year/as of December end of the year/4th Quarter. Incomplete or non-cumulative will not be counted)
    - A. **FOR NGA/SUCs**  
 2013-2015 FAR No. 1: SAAOBDB (Statement of Statement of Appropriations, Allotments, Obligations, Disbursements and Balances as of December YEAR)  
 2013-2015 Summary Report on Disbursements  
 2013-2015 BAR NO. 1 - Quarterly Physical Report of Operations/Physical Plan  
 2013-2015 FAR No. 5 - Quarterly Report on Revenue and Other Receipts  
 2013-2015 Financial Plan (Detailed Statement of Current Year's Obligations, Disbursements and Unpaid Obligations)
    - B. **FOR GOCC/WD**  
 2013-2015 Annual Report
  - III. **DBM Approved Budget and Targets (only for current year)**  
 Budget 2015  
 Targets/MFOs/GAA targets 2015
  - IV. **Projects, Programs and Activities, Beneficiaries, and Status of Implementation**  
 (only for current year - indicate if not applicable or else zero rating will be given)  
 Projects, Programs 2015  
 Beneficiaries 2015  
 Status of Implementation 2015
  - V. **Annual Procurement Plan 2015 (only for current year)**  
 Annual Procurement Plan 2015
  - VI. **System of Ranking Delivery Units and Individuals (to be posted by October 30, 2015)**
  - VII. **Quality Management System Certified by international certifying body or Agency Operations Manual**
3. The following are the prescribed formats:
  - New page/section in the website (No pdfs, xls, jpgs etc.): Items I (Mandate, directory)
  - XLS. or PDF for Items II, III, IV and V. (Open in new tab for preview, please no automatic downloading of files. You can use google drive, dropbox or any other file hosting software to let you preview the file when clicked)
4. It is recommended that the links to the documents open in a **new tab/page for preview with option to download**. Please no auto-download files.
5. Post the documents in the prescribed order (see above) for easier validation and checking.
6. Nesting folders are discouraged. Post the links to the documents in a single webpage reserved for the transparency seal. If the files are hidden in folders, there is a risk that the documents might be overlooked by the validator.
7. For 2015, DBM will start issuing a certificate of compliance for agencies that have complied with the TS posting.