

ANNEX 3A:
MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT

DEPARTMENT/AGENCY: _____

I. Streamlining and Process Improvement of the Agency's Critical Services																
NAME OF SERVICES* (1)	NUMBER OF STEPS (2)		TRANSACTION COSTS INCURRED BY THE TRANSACTING PUBLIC/CLIENT				SUBSTANTIVE COMPLIANCE COST (5)		NUMBER OF SIGNATURES (6)		NUMBER OF REQUIRED DOCUMENTS (7)		TURNAROUND TIME (8)		CLIENT/CITIZEN SATISFACTION RESULTS (9)	
			FEES PAID (3)		OTHER TRANSACTION FEES (4)											
	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT
Frontline Services																
Name of Service 1	___% reduction of number of steps		___% reduction of fees paid		___% reduction of other transaction fees paid		___% reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents, OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 2	___% reduction of number of steps		___% reduction of fees paid		___% reduction of other transaction fees paid		___% reduction of substantive compliance cost		Reduce to 3 signatures -		Reduction of required documents, OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 3	___% reduction of number of steps		___% reduction of fees paid		___% reduction of other transaction fees paid		___% reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents, OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Non-Frontline Services																
Name of Service 1	___% reduction of number of steps		___% reduction of fees paid		___% reduction of other transaction fees paid		___% reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents, OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 2	___% reduction of number of steps		___% reduction of fees paid		___% reduction of other transaction fees paid		___% reduction of substantive compliance cost		Reduce to 3 signatures -		Reduction of required documents, OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Name of Service 3	___% reduction of number of steps		___% reduction of fees paid		___% reduction of other transaction fees paid		___% reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents, OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	

* Departments/Agencies may add rows as needed.

Prepared by:

Approved by:

Name of Officer / Designation

Date

Department Secretary/Agency Head

Date

MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT (PAGE 2)

II. SUPPORT TO OPERATIONS (STO)

- Posting of certification on TS Page Date posted on TS Page: _____
- Submission of ISO QMS certification Date submitted to SPIB: _____

III. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2017 Accomplishment	FY 2018 Accomplishment	Remarks
• Obligations BUR			
• Disbursement BUR			

B. Sustained Compliance with Audit Findings

TOTAL NUMBER AUDIT RECOMMENDATIONS	NUMBER OF FULLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF PARTIALLY IMPLEMENTED RECOMMENDATIONS	NUMER OF RECOMMENDATIONS NOT IMPLEMENTED	PERCENTAGE (%) OF FULL IMPLEMENTATION

C. Compliance with Quarterly Submission of Financial Reports

- Quarterly BFARs
 - 1st Quarter BFAR Date posted in online URS: _____
 - 2nd Quarter BFAR Date posted in online URS: _____
 - 3rd Quarter BFAR Date posted in online URS: _____
 - 4th Quarter BFAR Date posted in online URS: _____
- COA Financial Reports Date submitted to COA: _____

D. Compliance with Procurement Requirements

- FY 2018 APP-non CSE Date posted on TS Page: _____
- Indicative FY 2019 APP-non CSE Date posted on TS Page: _____
- FY 2019 APP-CSE Date submitted to DBM-PS: _____
- Results of FY 2017 APCPI System Date posted on TS Page: _____
- Date submitted to GPPB-TSO: _____

IV. GOOD GOVERNANCE CONDITIONS (GGC)

- A. Maintain/Update the Transparency Seal** Date updated TS with all requirements: _____
- B. Post/Update PhilGEPS Postings** Date updated PhilGEPS postings: _____

If UNABLE to post or update the BAC Resolution, Notices of Award/Bid Results, Actual Approved/ Awarded Contracts and/or Notices to Proceed/Purchase Orders for transactions above one million (PHP 1,000,000), submit a letter of explanation to AO 25 Secretariat (See Annex 6). Date submitted the explanation/s: _____

C. Maintain/Update the Citizen's or Service Charter or its equivalent

- Submission of ARTA CoC Date submitted to AO 25 Secretariat: _____
- If with deficiency/ies, submit ARTA CoC After Validation Date submitted to CSC: _____

V. Other cross-cutting requirements

- A. Establishment and Conduct of Agency Review and Compliance Procedure of SALN** Date posted on TS page: _____

B. Compliance with FOI Program

- People's FOI Manual Date emailed to PCOO: _____
Date posted on TS Page: _____
- Agency Information Inventory Date emailed to PCOO: _____
Date posted on TS Page: _____
- 2017 and 2018 FOI Summary Report Date emailed to PCOO: _____
Date posted on TS Page: _____
- 2017 and 2018 FOI Registry Date emailed to PCOO: _____
Date posted on TS Page: _____
- Screenshot of agency's home page Date emailed to PCOO: _____

- C. Agency's System of Ranking Delivery Units** Date posted on TS page: _____

Prepared by : _____
Name of Officer / Designation / Date

Approved by : _____
Department Secretary/Agency Head / Date

**GUIDELINE ON ACCOMPLISHING THE
FORM A-MODIFIED DEPARTMENT/AGENCY PERFORMANCE REPORT**

I. Streamlining and Process Improvement of the Agency's Critical Service

1. Indicate the name of the **frontline / non-frontline service.**
2. Indicate the **target and actual improvement in the Number of Steps** for each service.
3. Indicate the **target and actual improvement in the Fees Paid** for each service.
4. Indicate the **target and actual improvement in the Other Transaction Fees** for each service.
5. Indicate the **target and actual improvement in the Substantive Compliance Cost** for each service.
6. Indicate the **actual improvement in the Number of Signatures** for each service.
7. Indicate the **target and actual improvement in the Number of Required Documents** for each service.
8. Indicate the **target and actual improvement in the Turnaround Time** for each service.
9. Indicate the **target and actual improvement in the Citizen/Client Satisfaction Results** for each service.

II. Support to Operations (STO). Indicate the required dates for the ISO QMS requirement.

III. General Administration and Support Services (GASS).

1. Indicate the **FY 2017 and FY 2018 Accomplishments for the BUR.**
2. Indicate the **results of agency's compliance with COA audit findings.**
3. Indicate the **required dates for the Quarterly BFARs and COA Financial Reports.**
4. Indicate the **required dates for the compliance with the each Procurement Requirements.**

IV. Good Governance Conditions

1. Indicate the **date when all requirements for TS were complied with.**
2. Indicate the **most recent date when PhilGEPS postings were updated.**
3. Indicate the **required dates for compliance with Citizen's/Service Charter requirement.**

V. Other Cross-Cutting Requirements

4. Indicate the **date when the Review and Compliance Procedure was posted in the TS page.**
5. Indicate the **required dates for the compliance with FOI program.**
6. Indicate the **date when the Agency's System of Ranking Delivery Units was posted in the TS page.**