**ANNEX 3A:**

**MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT**

**DEPARTMENT/AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **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** | **TAR-GET** | **ACCOMPLISH-**  **MENT** | **TARGET** | **ACCOMPLISH-**  **MENT** | **TARGET** | **ACCOMPLISH**  **MENT** | **TARGET** | **ACCOMPLISH**  **MENT** | **TARGET** | **ACCOM-PLISH-**  **MENT** | **TARGET** | **ACCOMPLISH-**  **MENT** | **TARGET** | **ACCOMPLISH**  **MENT** |
| **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 signa-  tures |  | 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 signa-  tures - |  | 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 signa-  tures |  | 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 signa-  tures |  | 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 signa-  tures - |  | 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 Service3 | \_\_% reduction of number of steps |  | \_\_% reduction of fees paid |  | \_\_% reduction of other transaction fees paid |  | \_\_% reduction of substantive compliance cost |  | Reduce to 3 signa-  tures |  | 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)**

1. **SUPPORT TO OPERATIONS (STO)**

|  |  |
| --- | --- |
| * Posting of certification on TS Page | Date posted on TS Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Submission of ISO QMS certification | Date submitted to SPIB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)**
2. **Budget Utilization Rate (BUR)**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUR** | **FY 2017 Accomplishment** | **FY 2018 Accomplishment** | **Remarks** |
| * Obligations BUR |  |  |  |
| * Disbursement BUR |  |  |  |

1. **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** |
|  |  |  |  |  |

1. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Date posted on TS Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Results of FY 2017 APCPI System | Date submitted to GPPB-TSO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **GOOD GOVERNANCE CONDITIONS (GGC)**
2. **Maintain/Update the Transparency Seal** Date updated TS with all requirements: \_\_\_\_\_\_\_\_\_\_\_
3. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Other cross-cutting requirements**

Date posted on TS page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Establishment and Conduct of Agency**

**Review and Compliance Procedure of SALN**

1. **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 posted on TS page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date emailed to PCOO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Agency’s System of Ranking Delivery Units**

**Approved by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Secretary/Agency Head / Date**

**Prepared by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Officer / Designation / Date**

**GUIDELINE ON ACCOMPLISHING THE**

**FORM A-MODIFIED DEPARTMENT/AGENCY PERFORMANCE REPORT**

1. Streamlining and Process Improvement of the Agency’s Critical Service
2. Indicate the name of the **frontline / non-frontline service.**
3. Indicate the **target and actual improvement in the Number of Steps** for each service.
4. Indicate the **target and actual improvement in the Fees Paid** for each service.
5. Indicate the **target and actual improvement in the Other Transaction Fees** for each service.
6. Indicate the **target and actual improvement in the Substantive Compliance Cost**

for each service.

1. Indicate the **actual improvement in the Number of Signatures** for each service.
2. Indicate the **target and actual improvement in the Number of Required Documents** for each service.
3. Indicate the **target and actual improvement in the Turnaround Time** for each service.
4. Indicate the **target and actual improvement in the Citizen/Client Satisfaction Results** for each service.
5. Support to Operations (STO). Indicate the required dates for the ISO QMS requirement.
6. General Administration and Support Services (GASS).
7. Indicate the **FY 2017 and FY 2018 Accomplishments for the BUR**.
8. Indicate the **results of agency’s compliance with COA audit findings**.
9. Indicate the **required dates for the Quarterly BFARs and COA Financial Reports.**
10. Indicate the **required dates for the compliance with the each Procurement Requirements.**
11. Good Governance Conditions
12. Indicate the **date when all requirements for TS were complied with.**
13. Indicate the **most recent date when PhilGEPS postings were updated.**
14. Indicate the **required dates for compliance with Citizen’s/Service Charter requirement.**
15. Other Cross-Cutting Requirements
16. Indicate the **date when the Review and Compliance Procedure was posted in the TS page.**
17. Indicate the **required dates for the compliance with FOI program.**
18. Indicate the **date when the Agency’s System of Ranking Delivery Units was posted in the TS page.**