**ANNEX 5**

**MODIFIED FORM A FOR SUCs-PERFORMANCE REPORT FOR STATE UNIVERSITIES AND COLLEGES (SUCs)**

**NAME OF SUC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FY 2018 PERFORMANCE TARGETS /**  **OUTPUT INDICATORS\*** | **DEPARTMENT/AGENCY**  **FY 2018 TARGET**  **(1)** | **DEPARTMENT/AGENCY**  **FY 2018 ACTUAL ACCOMPLISHMENT**  **(2)** | **ACCOMPLISHMENT RATE**  **(3)** | **REMARKS**  **(4)** |
| **Program 1:** | | | | |
| **2018 Budget** | | | | |
| Outcome Indicator 1 |  |  |  |  |
| Output Indicator 2 |  |  |  |  |
| Output Indicator n |  |  |  |  |
| **Program 2:** |  |  |  |  |
| **2018 Budget** |  |  |  |  |
| Outcome Indicator 1 |  |  |  |  |
| Output Indicator 2 |  |  |  |  |
| Output Indicator n |  |  |  |  |

*\*SUC may add rows as needed.*

**Recommending Approval: Prepared by:**

**Planning Officer Date Budget Officer Date**

**Approved by:**

**SUC President Date**

**MODIFIED FORM A FOR SUCs-PERFORMANCE REPORT FOR SUCs (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. Performance Targets and Output Indicators
2. List **indicators and targets based on the FY 2018 General Appropriations Act**.
3. Report the **FY 2018 Accomplishments as of December 31, 2018.**
4. Compute the **Rate of Accomplishment based on FY 2018 Targets**.
5. Provide **explanations/**justifications if the SUC underachieved/overachieved the targets.
6. Support to Operations (STO). Indicate the required dates for the ISO QMS requirement.
7. General Administration and Support Services (GASS).
8. Indicate the **FY 2017 and FY 2018 Accomplishments for the BUR**.
9. Indicate the **results of agency’s compliance with COA audit findings**.
10. Indicate the **required dates for the Quarterly BFARs and COA Financial Reports.**
11. Indicate the **required dates for the compliance with the each Procurement Requirements.**
12. Good Governance Conditions
13. Indicate the **date when all requirements for TS were complied with.**
14. Indicate the **most recent date when PhilGEPS postings were updated.**
15. Indicate the **required dates for compliance with Citizen’s/Service Charter requirement.**
16. Other Cross-Cutting Requirements
17. Indicate the **date when the Review and Compliance Procedure was posted in the TS page.**
18. Indicate the **required dates for the compliance with FOI program.**
19. Indicate the **date when the Agency’s System of Ranking Delivery Units was posted in the TS page.**

**MODIFIED FORM A FOR SUCs-PERFORMANCE REPORT FOR STATE UNIVERSITIES AND COLLEGES (SUCs)**

1. **BUDGET UTILIZATION RATE FORM FOR STATE UNIVERSITIES AND COLLEGESINCLUDING EARMARKED INCOMES**

(In Thousand Pesos)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME OF SUC:** | | | | | | | | | | | | | | |
| NATURE OF RECEIPTS | FUNDING SOURCE CODE | SOURCE OF REVENUE | LEGAL BASIS | NATURE OF EXPENDITURES | **AMOUNT IN P’000** | | | | | | | | **2017 Budget Utilization Rate** | **2018 Budget Utilization Rate** |
|  | **2017 ACTUAL** | | |  | **2018 PROGRAM** | | |
| Cash Balance as of Dec. 31, 2016 | Receipt | Total Receipts  as of Dec. 31, 2017 | Expenditure | Cash Balance as of Dec. 31, 2017 | Receipt | Total Receipts  as of Dec. 31, 2018 | Expenditure |
| **I. Off-Budgetary Funds**   1. **Revolving Fund** 2. **Retained Income/Receipts**   **II. Custodial Funds**   1. **Trust Receipts** 2. **Others** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **PREPARED BY:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CHIEF ACCOUNTANT | | | | **APPROVED BY:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SUC President | | | | | | **DATE:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DAY/MO/YR | | | | |

***Cash Balance as of Dec. 31, 2017 shall be equivalent to the Cash Balance as of December 31, 2016 plus 2017 Actual Receipt minus 2017 Actual Expenditure. The Budget Utilization Rate shall be computed as the ratio of expenditures to the beginning cash balance for the year plus receipt.***

**MODIFIED FORM A1 FOR SUCs-DETAILS OF BUREAUS/OFFICE PERFORMANCE REPORT**

**FOR STATE UNIVERSITIES AND COLLEGES (SUCs)**

**NAME OF SUC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsible Bureaus/Delivery Units**  (1) | **Output**  **Indicator 1**  (2) | **FY 2018 TARGET for Output Indicator 1**  (3) | **FY 2018 ACCOMPLISHMENT for Output Indicator 1** (4) | **Output Indicator 2**  (5) | **FY 2018 TARGET for Output Indicator 2**  (6) | **FY 2018 ACCOMPLISHMENT for Output Indicator 2** (7) | **Output Indicator n**  (8) | **FY 2018 TARGET for Output**  **Indicator n**  (9) | **FY 2018 ACCOMPLISHMENT for Output Indicator n** (10) | **REMARKS**  **(11)** |
| **I. Major Final Output 1** | | | | | | | | | | |
| **Output Indicators** | **Output Indicator 1** | | | **Output Indicator 2** | | | | **Output Indicator n** | | |
| Delivery Unit 1 |  |  |  |  |  |  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |  |  |  |  |  |
| Delivery Unit 3 |  |  |  |  |  |  |  |  |  |  |
| **II. Major Final Output 2** | | | | | | | | | | |
| **Output Indicators** | **Output Indicator 1** | | | **Output Indicator 2** | | | | **Output Indicator n** | | |
| Delivery Unit 1 |  |  |  |  |  |  |  |  |  |  |
| Delivery Unit 2 |  |  |  |  |  |  |  |  |  |  |
| Delivery Unit 3 |  |  |  |  |  |  |  |  |  |  |

*\*SUC may add rows as needed.*

**Recommending Approval: Prepared by:**

**Planning Officer Date Budget Officer Date**

**Approved by:**

**SUC President Date**