

MODIFIED FORM A – DEPARTMENT/AGENCY PERFORMANCE REPORT

DEPARTMENT/AGENCY: _____

STREAMLINING AND PROCESS IMPROVEMENT OF GOVERNMENT SERVICES																
NAME OF SERVICE ¹	NUMBER OF STEPS		TURNAROUND TIME		NUMBER OF SIGNATURES		NUMBER OF REQUIRED DOCUMENTS		TRANSACTION COSTS				SUBSTANTIVE COMPLIANCE COST		CITIZEN/CLIENT SATISFACTION RESULTS	
	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS
Frontline Services																
Name of Service 1																
Name of Service 2																
Name of Service 3																
Non-Frontline Services																
Name of Service 1																
Name of Service 2																
Name of Service 3																

Prepared by: _____

Name of Officer / Designation / Date

Approved by: _____

Department Secretary/Agency Head/ Date

¹ Departments/Agencies may add rows as needed.

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I. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2018 ACCOMPLISHMENT	FY 2019 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	NUMBER 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 2019 APP-non CSE Date posted on TS Page: _____
- Indicative FY 2020 APP-non CSE Date posted on TS Page: _____
- FY 2020 APP-CSE Date submitted to DBM-PS: _____
- Results of FY 2018 APCPI System Date posted on TS Page: _____
- Date submitted to GPPB-TSO: _____

II. 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. Certification of the Agency's QMS
 - Posting of certification on TS Page Date posted on TS Page: _____
 - Submission of ISO QMS certification Date submitted to SPIB: _____

III. 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: _____
 - 2019 Summary Report and 2019 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: _____

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Approved by : _____
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GUIDELINES IN ACCOMPLISHING
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 Targets in FY 2019 and FY 2019 Status of Streamlining Efforts for each service.
3. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Fees Paid for each service.
4. Indicate Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Other Transaction Fees for each service.
5. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Substantive Compliance Cost for each service.
6. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Number of Signatures for each service.
7. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Number of Required Documents for each service.
8. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Turnaround Time for each service.
9. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Citizen/Client Satisfaction Results for each service.

II. General Administration and Support Services (GASS)

1. Indicate the FY 2018 and FY 2019 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.

III. 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 QMS Certification requirement.

IV. 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.