**ANNEX 3A**

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STREAMLINING AND PROCESS IMPROVEMENT OF GOVERNMENT SERVICES** | | | | | | | | | | | | | | |  | |
| **NAME OF SERVICE[[1]](#footnote-1)** | **NUMBER**  **OF STEPS** | | **TURNAROUND TIME** | | **NUMBER OF SIGNATURES** | | **NUMBER OF**  **REQUIRED DOCUMENTS** | | **TRANSACTION COSTS** | | | | **SUBSTANTIVE COMPLIANCE COST** | | **CITIZEN/CLIENT SATISFACTION RESULTS** | |
| **PRIMARY**  **TRANSACTION COST** | | **OTHER**  **TRANSACTION COST** | |
|  | 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 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

**Department Secretary/Agency Head/ Date**

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

**Name of Officer / Designation / Date**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **BUR** | **FY 2018 ACCOMPLISHMENT** | **FY 2019 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Date posted on TS Page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Results of FY 2018 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. **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| * + 2019 Summary Report and 2019 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**

**GUIDELINES IN ACCOMPLISHING**

**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 Targets in FY 2019 and FY 2019 Status of Streamlining Efforts for each service.
4. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Fees Paid for each service.
5. Indicate Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Other Transaction Fees for each service.
6. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Substantive Compliance Cost for each service.
7. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Number of Signatures for each service.
8. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Number of Required Documents for each service.
9. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Turnaround Time for each service.
10. Indicate the Target in FY 2019 and FY 2019 Status of Streamlining Efforts in the Citizen/Client Satisfaction Results for each service.
11. **General Administration and Support Services (GASS)**
12. Indicate the FY 2018 and FY 2019 Accomplishments for the BUR.
13. Indicate the results of agency’s compliance with COA audit findings.
14. Indicate the required dates for the Quarterly BFARs and COA Financial Reports.
15. Indicate the required dates for the compliance with the each Procurement Requirements.
16. **Good Governance Conditions**
17. Indicate the date when all requirements for TS were complied with.
18. Indicate the most recent date when PhilGEPS postings were updated.
19. Indicate the required dates for compliance with QMS Certification requirement.
20. **Other Cross-Cutting Requirements**
21. Indicate the date when the Review and Compliance Procedure was posted in the TS page.
22. Indicate the required dates for the compliance with FOI program.
23. Indicate the date when the Agency’s System of Ranking Delivery Units was posted in the TS page.

1. *Departments/Agencies may add rows as needed.* [↑](#footnote-ref-1)