

ANNEX 3B:

MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

- (1) Name of Department/Agency: DEPARTMENT OF BUDGET AND MANAGEMENT/PROCUREMENT SERVICE
 (2) Name of Service: Processing of the Procurement of Common-use Supplies and Equipment (CSE) for Client Agency
 (3) Responsible Delivery Units / Processing Units: Marketing and Sales Division

Criteria	Current Status (4)	Target Improvement (5)	Actual Improvement (6)	Remarks (7)
1. Number of Steps	1. Received the Agency Procurement Request (APR) from the agency. 2. Validates the completeness of the submitted APR 3. Check the Fund Availability 4. Prepare the Sales Order for Sales Invoice 5. Forward the Sales Order to Warehouse and Logistics Division (WALD) and prepare the Delivery Receipt 6. WALD to return the Delivery Receipt 7. Agency received the Delivery Receipt and proceed to Releasing Area to pick the items	At least 20% reduction of number of steps	1. Received the Agency Procurement Request from the Agency 2. Validates the completeness of the submitted APR including the Fund availability 3. Prepare the Sales Order and Forward to Warehouse and Logistics Division(WALD) for the issuance of Delivery Receipt 4. WALD to issue the Delivery Receipt and assist the agency to the Releasing Area	43% reduction of number of steps have been deployed in the new process
2. Transaction Costs incurred by the transacting public/client	N.A.			
• Fees Paid	N.A.	___% reduction of number of fees paid		

• Other Transaction Fees	N.A.	__% reduction of number of other transaction fees paid		
3. Substantive Compliance Cost	N.A.	__% reduction of substantive compliance cost		
4. Number of Signatures	More than 3	Reduce to three (3) signatures	Reduce to two (2) signatures	Only the Delivery Receipt required signatures
5. Number of Required Documents	Simplification of Forms	Simplification of forms	Sales Order Form has been automated	Soon will be replaced by Common-use Supplies and Equipment Form (COF)
6. Turnaround Time	30 minutes to 1 hour turnaround time	50% reduction of turnaround time, and complete the transaction within 15 days	5 – 30 minutes turnaround time	50% and above reduction of turnaround time
7. Client/Citizen Satisfaction Results	Poor Satisfaction Rating	Client/Citizen Satisfaction Rating	59% Excellent Rating	

*Department/Agencies may reproduce this sheet for each critical service as needed.

Prepared by: *MWG*
Name of Officer / Designation / Date

Approved by: *RJA* *M. G. ...* *M. ...*
Department Secretary / Agency Head / Date