

## MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

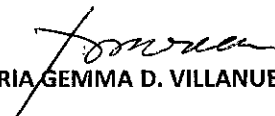
(1) Name of Department/Agency: DEPARTMENT OF BUDGET AND MANAGEMENT/PROCUREMENT SERVICE

(2) Name of Service: PREPARATION OF COMMUNICATIONS(3) Responsible Delivery Units / Processing Units: Policy Planning and Research Division

| Criteria                                                       | Current Status (4)                                                                                                                                                                                                  | Target Improvement (5)                                           | Actual Improvement (6)                                                                                                                              | Remarks (7) |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1. Number of Steps                                             | 1. Drafts letter/communication<br>2. Submits to Division Chief for correction and approval.<br>3. Submits to OED for correction and approval<br>4. Finalize communication<br>5. Submits to OED for signature<br>(5) | 20 % reduction of number of steps                                | 1. Drafts letter/communication<br>2. Submits to Division Chief for correction and approval<br>3. Submits to OED for signature<br><br>(3)<br><br>25% |             |
| 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                                        | 3                                                                                                                                                                                                                   | Reduce to three (3) signatures                                   | 2<br>ED                                                                                                                                             |             |
| 5. Number of Required Documents                                | 1                                                                                                                                                                                                                   | 25% Reduction of required documents, OR simplification of forms: | With ready templates                                                                                                                                |             |

|                                               |                                                                                                                                                                                                                                                                                                     |                                                                               |                                                                                                                                                                                                 |  |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                               |                                                                                                                                                                                                                                                                                                     |                                                                               |                                                                                                                                                                                                 |  |
| <b>6. Turnaround Time</b>                     | <b>1. 4 hours - Drafts letter/communication</b><br><b>2. 2 hours - Submits to Division Chief for correction and approval.</b><br><b>3. 4 hours - Submits to OED for correction and approval</b><br><b>4. Finalize communication</b><br><b>5. 2 hours -Submits to OED for signature (1-1/2 days)</b> | 25% reduction of turnaround time, and complete the transaction within 15 days | <b>1. 2 hours - Drafts letter/communication</b><br><b>2. 1 hour - Submits to Division Chief for correction and approval</b><br><b>3. 1 hour - Submits to OED for signature</b><br><br>(4 hours) |  |
| <b>7. Client/Citizen Satisfaction Results</b> |                                                                                                                                                                                                                                                                                                     | Client/Citizen Satisfaction Rating                                            |                                                                                                                                                                                                 |  |

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

  
 Prepared by: MARIA GEMMA D. VILLANUEVA/PMO V/Aug. 30, 2019  
 Name of Officer / Designation / Date

  
 Approved by: ROSA MARIA CLEMENTE/Director IV/ Sept. 3, 2019  
 Department Secretary / Agency Head / Date