

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 Office Performance Commitment and Review and Accomplishment Review and Office Performance Accomplishment Review
 (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. Consolidates Monitoring Tool 2. Consolidates Report submitted by Procurement Divisions (PDs) 3. Computes the report submitted by PDs 4. Prepares the OPCR A and B/ OPAR Form 5. Inputs data in the OPCR/ OPAR 6. Complete the signatories 7. Prepares Covering Letter 8. Submits to Office of the Executive Director for signature 9. Submits to DBM – FGH and CPMS (9)	10 % reduction of number of steps	1. Consolidates Monitoring Tool 2. Prepares the OPCR A and B/ OPAR Form 3. Inputs data in the OPCR/ OPAR Forms 4. Complete the signatories 5. Prepares Covering Letter 6. Submits to Office of the Executive Director for signature 7. Submits to DBM – FGH and CPMS (7) 12.5%	
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	No of signatories per SPMS	Reduce to three (3) signatures	No of signatories per SPMS	
5. Number of Required Documents	10- PDs 2 WALD 1 MSD 1- DCO 1- HR 1- PRRD 1 -OPCR/OPAR (17)	25% Reduction of required documents, OR simplification of forms:	2- PDs 1- WALD 1- MSD 1- DCO 1-HR 1-PRRD 1 – OPCR/OPAR (8) 36%	
6. Turnaround Time	1. 2 days- Consolidation and computation 2. 1 day- Preparation and input of OPCR/OPAR 3. 1 day- Signatories 4. 1 day- Preparation of Covering Letter for submission to OED for signature 5. 1 day – Submission to DBM (6 days)	50% reduction of turnaround time, and complete the transaction within 15 days	1. 1 day- Consolidation of Monitoring Tools 2. Preparation and input of data in the OPCR/OPAR 3. 4 hours - Signatories 4. 2 hours – OED signature for OPCR/OPAR and Covering Letter 5. 2 hours- Submission to DBM (3 days) 50%	Signatories must be in one office only. It takes more than one day when the signatories are not in one office only.
7. Client/Citizen Satisfaction Results		Client/Citizen Satisfaction Rating		

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

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