

MODIFIED FORM A – DEPARTMENT/AGENCY PERFORMANCE REPORT

DEPARTMENT/AGENCY: DEPARTMENT OF BUDGET AND MANAGEMENT/PROCUREMENT SERVICE

I.Streamlining and Process Improvement of the Agency's Critical Services																
NAME OF SERVICES*(1)	NUMBER OF STEPS (2)		TRANSACTION COST INCURRED BY THE TRANSACTING UBLIC/CLIENT				SUBSTANTIATIVE COMPLIANCE COST (5)		NUMBER OF SIGNATURES (6)		NUMBER OF REQUIRED DOCUMENTS (7)		TURNAROUND TIME (8)		CLIENT/CITIZEN SATISFACTION RESULTS (9)	
			FEES PAID (3)		OTHER TRANSACTION FEES (4)											
	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT
Frontline Services																
Processing of the procurement of CSE by client agency	20% of reduction of number of steps	33% of reduction of number of steps	___% of reduction of fees paid	n/a	___% of reduction of other transaction fees paid	n/a	___% of reduction of substantive compliance cost	n/a	Reduce to 3 signatures	Reduce to 2 signatures	Reduction of required documents OR simplification of forms	Simplification of forms	50% reduction of turnaround time, and complete the transaction within 15 days	50% reduction of turnaround time (<1hour) 5-30 mins	Citizen/Client Satisfaction Rating	59% Excellent Rating
Request for the Issuance of Certificate of Non-Availability of Stocks (CNAS)	20% of reduction of number of steps	90% of reduction number of steps	___% of reduction of fees paid	n/a	___% of reduction of other transaction fees paid	n/a	___% of reduction of substantive compliance cost	n/a	Reduce to 3 signatures	Reduce to 0 signatures	Reduction of required documents OR simplification of forms	Simplification of forms thru system generation via online	50% reduction of turnaround time, and complete the transaction within 15 days	90% reduction of turnaround time	Citizen/Client Satisfaction Rating	90% Client Satisfaction Rating
Name of Service 3	___% of reduction of number of steps		___% of reduction of fees paid		___% of reduction of other transaction fees paid		___% of reduction of substantive compliance cost		Reduce to 3 signatures		Reduction of required documents OR simplification of forms		50% reduction of turnaround time, and complete the transaction within 15 days		Citizen/Client Satisfaction Rating	
Non-Frontline Services																
Draft Policy	30% of reduction of number of steps		___% of reduction of fees paid	N.A.	___% of reduction of other transaction fees paid	N.A.	___% of reduction of substantive compliance cost	N.A.	Reduce to 3 signatures	2	Reduction of required documents OR simplification of forms	1	50% reduction of turnaround time, and complete the transaction within 15 days	30 days	Citizen/Client Satisfaction Rating	N.A.
Preparation of OPCR/OPAR	30% of reduction of number of steps		___% of reduction of fees paid	N.A.	___% of reduction of other transaction fees paid	N.A.	___% of reduction of substantive compliance cost	N.A.	Reduce to 3 signatures	OPCR/OPAR with required signatories.	Reduction of required documents OR simplification of forms	Monitoring tool- Not yet	50% reduction of turnaround time, and complete the transaction within 15 days	3 days before the deadline	Citizen/Client Satisfaction Rating	N.A.
Prepares communications	___% of reduction of number of steps		___% of reduction of fees paid	N.A.	___% of reduction of other transaction fees paid	N.A.	___% of reduction of substantive compliance cost	N.A.	Reduce to 3 signatures	2 signatures	Reduction of required documents OR simplification of forms	1	50% reduction of turnaround time, and complete the transaction within 15 days	2 days	Citizen/Client Satisfaction Rating	

*Departments/Agencies may add rows as needed.

Prepared by: 
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 Name of Officer / Designation Date

Approved by: 
 DIR. ROSA MARIA M. CLEMENTE / Director IV
 Department Secretary/Agency Head Date