

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		

