

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: Drafting of Policy/ies(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 documents needed for the policy. (Law, Guidelines, Memorandum) 2. Reads/Scans documents needed for the policy 3. Drafts policy 4. Submits to Execom/Mancom for inputs, recommendation, and Correction 5. Present to Execom/Mancon 6. Finalizes the policy for signature of ED (6)	20 % reduction of number of steps	1. Consolidates documents needed for the policy. (Law, Guidelines, Memorandum) 2. Reads/Scan and drafts policy 3. Presents to Execom/Mancom meeting for inputs, recommendations, and corrections 4. Finalizes draft policy for signature of ED. (4) 20%	
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	Functional Group	Reduce to three (3) signatures	1	

	Directors (4) Legal (1)		ED 66%	
5. Number of Required Documents	1	25% Reduction of required documents, OR simplification of forms:	With ready templates	
6. Turnaround Time	<p>1. 5 days - Consolidates documents needed for the policy. (Law, Guidelines, Memorandum)</p> <p>2. 5 days - Reads/Scans documents needed for the policy</p> <p>3. 1 day - Drafts policy</p> <p>4. 5 days- Submits to Execom/Mancom for inputs, recommendations, and Corrections</p> <p>5. 1 day - Presents to Execom/Mancon</p> <p>6. 1 day - Finalizes the policy for signature of ED</p> <p>(18 days)</p>	25% reduction of turnaround time, and complete the transaction within 15 days	<p>1. 5 days - Consolidates documents needed for the policy. (Law, Guidelines, Memorandum)</p> <p>2. 2 days- Reads/Scan and drafts policy</p> <p>3. 2 days - Forwards to Execom/Mancom for inputs, recommendations, and corrections.</p> <p>4. 1 day - Finalizes draft policy for signature of ED.</p> <p>(10 days)</p> <p>28.57%</p>	
7. Client/Citizen Satisfaction Results		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: RQSA MARIA CLEMENTE/Director IV/ Sept 3, 2019

Department Secretary / Agency Head / Date