

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 2. Submits to Division Chief for correction and approval. 3. Submits to OED for correction and approval 4. Finalize communication 5. Submits to OED for signature (5)	20 % reduction of number of steps	1. Drafts letter/communication 2. Submits to Division Chief for correction and approval 3. Submits to OED for signature (3) 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 ED	
5. Number of Required Documents	1	25% Reduction of required documents, OR simplification of forms:	With ready templates	

6. Turnaround Time	1. 4 hours - Drafts letter/communication 2. 2 hours - Submits to Division Chief for correction and approval. 3. 4 hours - Submits to OED for correction and approval 4. Finalize communication 5. 2 hours -Submits to OED for signature (1-1/2 days)	25% reduction of turnaround time, and complete the transaction within 15 days	1. 2 hours - Drafts letter/communication 2. 1 hour - Submits to Division Chief for correction and approval 3. 1 hour - Submits to OED for signature (4 hours)	
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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Name of Officer / Designation / Date

Approved by: ROSA MARIA CLEMENTE/Director IV/

Department Secretary / Agency Head / Date

Sept. 3, 2019