

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 | | |

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| 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.

Signature Redacted

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Approved by: ROSA MARIA CLEMENTE/DIR V/AUGUST 30, 2019