MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

(1) Name of Department/Agency: __PROCUREMENT SERVICE - DBM_____

(2) Name of Service: _____RECEIVING OF DOCUMENTS FROM AGENCIES/SUPPLIERS THROUGH DOCUMENT MANAGEMENT SYSTEM (DMS)_____

(3) Responsible Delivery Units / Processing Units: __GENERAL SERVICES DIVISION_____

(4) Identified Client/Customer(s)	(5) Number of clients served in 2019	(6) Volume of Transactions in 2019
Suppliers/Client Agencies		

(Note: can be provided in separate sheet)

CRITERIA	STATUS OF 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	5	4	Reduce the number of steps from five (5) to four (4)	20% Reduction in the number of steps
2. Turnaround Time (TAT)[2]	within the day	set cut-off period/time	set cut-off period/time within the day (cut-off: 4PM); after cut-off: next working day except if urgently needed	
3. Number of Signatures[3]	- none -	status quo	no signature required (maintained the status quo)	Maintained status quo
4. Number of required documents	Receiving Copy/Acknowledgement Receipt	status quo	Receiving Copy/Acknowledgement Receipt (maintained the status quo)	
5. Transaction Costs				
5.1 Primary transaction cost/fees	status quo	status quo (no fees paid)	status quo (no fees paid)	
5.2 Other transaction costs	status quo	status quo (no fees paid)	status quo (no fees paid)	
6. Substantive Compliance Costs	status quo	status quo (no fees paid)	status quo (no fees paid)	
7. Client/Citizen Satisfaction Results	- none -	Establish Client / Citizen Satisfaction Feedback Form	Feedback Form established	Started in November 2019

Prepared by:

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28 August 2020

Approved by:

ROSA MARIA M. CLEMENTE
Director IV, Authorized Signatory
28 August 2020

[1]*Department/Agencies may reproduce this sheet for each critical service as needed.*

[2]*Follow R.A. 11032 – 3 days (simple), 7 (complex), and 20 (highly technical) and/or lower than the FY 2018 status.*

[3]*Folllow R.A. 11032 – reduce to three (3) signatures; including initials.*

[4]*Reduction of required documents, OR simplification of forms.*