

MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

Name of Department/Agency: PROCUREMENT SERVICE – DBM

- (1) Name of Service: RECRUITMENT AND PROMOTION OF CONTRACTUAL PERSONNEL
(2) Responsible Delivery Units / Processing Units: HUMAN RESOURCE DEVELOPMENT DIVISION

(3) Identified Client/Customer(s)	(4) Number of clients served in 2019	(5) Volume of Transactions in 2019
Internal and External Applicants	100 total applicants recorded	100 total applicants recorded

(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	19	Reduce the number of steps from 19 to 16	Actual number of steps = 16	None
2. Turnaround Time (TAT) ²	45	30 to 45 WD	Average of 45 WD	None
3. Number of Signatures ³	4	4	4	None
4. Number of required documents	Status quo	Status quo	7 documents	None
5. Transaction Costs	n/a	n/a	n/a	None
5.1 Primary transaction cost/fees	n/a	n/a	n/a	None
5.2 Other transaction costs	n/a	n/a	n/a	None
6. Substantive Compliance Costs	n/a	n/a	n/a	None
7. Client/Citizen Satisfaction Results	n/a	n/a	n/a	None

Prepared by:

JOSE RAFAEL M. MAGNO
OIC – Division Chief, HRDD
 28 August 2020

Approved by:

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

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

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

³Follow R.A. 11032 – reduce to three (3) signatures; including initials.

⁴Reduction of required documents. OR simplification of forms.