

ANNEX 3A:
MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT
DEPARTMENT/AGENCY: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS

I. Streamlining and Process Improvement of the Agency's Critical Services

NAME OF SERVICES (1)	NUMBER OF STEPS (2)		TRANSACTION COSTS INCURRED BY THE TRANSACTING PUBLIC/CLIENT				SUBSTANTIVE COMPLIANCE COST (5)		NUMBER OF SIGNATURES (6)		NUMBER OF REQUIRED DOCUMENTS (7)		TURNAROUND TIME (8)		CLIENT/CITIZEN SATISFACTION RESULTS (9)	
			FEES PAID (3)		OTHER TRANSACTION FEES (4)											
	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT
Frontline Services																
REGISTRAR																
Grade 7 & Lateral Admission (Processing of Application of NCE)	0% reduction of number of steps	Four (4) steps	0% reduction of number of fees paid	P100 - processing fee for private schools FREE for public schools	0% reduction of other transaction fees paid	No other fees required	0% reduction of substantive compliance cost	No other fees required	reduce to 3 signatures	1 signature (processor) - applicants from public schools 2 signatures (processor & cashier) - applicants from private schools	reduction of required document or simplification of forms	3 documents	50% reduction of turnaround time; and complete the transaction within 15 days	on the day of submission of application - for applicants with complete requirements	Citizen/Client Satisfaction Rating 3.5	4.5
Registration and Enrolment	25% reduction of number of steps	Five (4) steps	0% reduction of number of fees paid	No fees required	0% reduction of other transaction fees paid	No other fees required	0% reduction of substantive compliance cost	No other fees required	reduce to 3 signatures	3 signatures - Registrar, Nurse and the Guidance Counselor	reduction of required document or simplification of forms	Enrolment requirements as stated in the SSM Manual	50% reduction of turnaround time; and complete the transaction within 15 days	on the enrolment date assigned - for enrollees with complete requirements	Citizen/Client Satisfaction Rating 3.5	4.5
Processing of Request for School Credentials (Certificates and Transcript of Records)	0% reduction of number of steps	Two (2) steps	100% reduction of number of fees paid	No fees required for request for certificates No fees required for the initial request	0% reduction of other transaction fees paid	No other fees required	0% reduction of substantive compliance cost	No other fees required	reduce to 3 signatures	3 signatures - Director, SSD Chief and Registrar/Guidance (for Good Moral Certificate)	reduction of required document or simplification of forms	1 document (Student Request form)	50% reduction of turnaround time; and complete the transaction within 15 days	7 days after receipt of request	Citizen/Client Satisfaction Rating 3.5	4.5
Non-Frontline Services																
ACCOUNTING																
Processing of payments of financial transactions to creditors	0% reduction of number of steps	4	0% reduction of number of fees paid	0	0% reduction of other transaction fees paid	0	0% reduction of substantive compliance cost	0	reduce to 3 signatures	3	reduction of required document or simplification of forms	2	50% reduction of turnaround time; and complete the transaction within 15 days	within the day	Citizen/Client Satisfaction Rating (3.5)	4.5
ACCOUNTING MANAGEMENT SERVICES On-line remittance of taxes withheld from supplier of goods and services on a monthly basis (BIR Form 2306 and 2307)	0% reduction of number of steps	4	0% reduction of number of fees paid	0	0% reduction of other transaction fees paid	0	0% reduction of substantive compliance cost	0	reduce to 3 signatures	2	reduction of required document or simplification of forms	5	50% reduction of turnaround time; and complete the transaction within 15 days	within the day	Citizen/Client Satisfaction Rating (3.5)	4.5
ACCOUNTING MANAGEMENT SERVICES Submission of BIR form 2316, 1604CF and 1604E on a yearly basis	0% reduction of number of steps	10	0% reduction of number of fees paid	0	0% reduction of other transaction fees paid	0	0% reduction of substantive compliance cost	0	reduce to 3 signatures	4	reduction of required document or simplification of forms	2	50% reduction of turnaround time; and complete the transaction within 15 days	within a week	Citizen/Client Satisfaction Rating (3.5)	4.5

Prepared by:

ANTONIO M. AGAPITO
Supervising Administrative Officer
Date: 2/28/19

Approved by:

HERESA ANNE O. DIAZ
Campus Director
Date: _____

ANNEX 3B:

MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

(1) Name of Department/Agency: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS

(2) Name of Service: Grade 7 and Lateral Admission

(3) Responsible Delivery Units/Processing Units:

REGISTRAR

Criteria	Current Status (4)	Target Improvement (5)	Actual improvement (6)	Remarks (7)
1. Number of Steps	4 steps	0% reduction of number of steps	none	No. of steps already set as the optimal level
2. Transaction Costs incurred by the transacting public/client				
Fees paid	P100 - processing fee for private schools FREE for public schools	0% reduction of number of fees paid	none	Rate is approved by the Board of Trustees
Other transaction Fees	none	0% reduction of other transaction fees paid	none	
3. Substantive Compliance test	none	0% reduction of substantive compliance cost	none	
4. Number of Signatures	3 signatures	Reduce to three (3) signatures	1 signature	only the registrar is processing if no fees required
5. Number of Required Documents	3 documents	reduction of required document or simplification of forms	none	
6. Turnaround Time	50%	50% reduction of turnaround time; and complete the	Processing within the day	
7. Client/Citizen Satisfaction Results	3.5(target)	Citizen/Client Satisfaction Rating	4.5	

Prepared by:

 **ANTONINA M. AGAPITO**

Supervising Administrative Officer

Date: 2/28/19

Approved by:

 **THERESA ANNE O. DIAZ**

Campus Director

Date: _____

ANNEX 3B:

MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

(1) Name of Department/Agency: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS

(2) Name of Service: Registration and Enrollment

(3) Responsible Delivery Units/Processing Units:

REGISTRAR

Criteria	Current Status (4)	Target Improvement (5)	Actual improvement (6)	Remarks (7)
1. Number of Steps	5 steps	25% reduction of number of steps	1 step	
2. Transaction Costs incurred by the transacting public/client				
Fees paid	No fees required	0% reduction of number of fees paid	none	
Other transaction Fees	No fees required	0% reduction of other transaction fees paid	none	
3. Substantive Compliance test	No fees required	0% reduction of substantive compliance cost	none	
4. Number of Signatures	3 signatures	Reduce to three (3) signatures	none	
5. Number of Required Documents	3 documents	reduction of required	none	
6. Turnaround Time	50%	50% reduction of turnaround time; and complete the transaction within 15 days	On the enrollment date assigned (for enrollees with complete requirements)	
7. Client/Citizen Satisfaction Results	3.5(target)	Citizen/Client Satisfaction	4.5	

Prepared by:

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Date: February 28, 2019

Approved by:

THERESA ANNE O. DIAZ

Campus Director

Date: _____

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MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

(1) Name of Department/Agency: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS

(2) Name of Service: Processing of request for school credentials

(3) Responsible Delivery Units/Processing Units: REGISTRAR

Criteria	Current Status (4)	Target Improvement (5)	Actual improvement (6)	Remarks (7)
1. Number of Steps	2 steps	0% reduction of number of steps	none	No. of steps already set as the optimal level
2. Transaction Costs incurred by the transacting public/client				
Fees paid	P100 per copy of TOR	100% reduction of number of fees paid	No fees required during initial request of TOR	
Other transaction Fees	none	0% reduction of other transaction fees paid	none	
3. Substantive Compliance test	none	0% reduction of substantive compliance cost	none	
4. Number of Signatures	3 signatures	Reduce to three (3) signatures	none	
5. Number of Required Documents	3 documents	reduction of required document or simplification of forms	1 document	
6. Turnaround Time	50%	50% reduction of turnaround time; and complete the transaction within 15 days	within 7 days after receipt of request	
7. Client/Citizen Satisfaction Results	3.5(target)	Citizen/Client Satisfaction Rating	4.5	

Prepared by:

ANTONINA M. AGAPITO

Supervising Administrative Officer

Date:

2/28/19

Approved by:

THERESA ANNE O. DIAZ

Campus Director

Date:

ANNEX 3B:

MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

- (1) Name of Department/Agency: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS
 (2) Name of Service: Non Frontline Service-Processing of payments of financial transactions to creditors
 (3) Responsible Delivery Units/Processing Units: Accounting/Superivising Admin. Officer/Director

Criteria	Current Status (4)	Target Improvement (5)	Actual improvement (6)	Remarks (7)
1. Number of Steps	4 steps	0% reduction of number of steps	none	
2. Transaction Costs incurred by the transacting public/client				
Fees paid	none	0% reduction of number of fees paid	none	
Other transaction Fees	none	0% reduction of other transaction fees paid	none	
3. Substantive Compliance test	none	0% reduction of sustantive compliance cost	none	
4. Number of Signatures	3 signatures	Reduce to three (3) signatures	none	
5. Number of Required Documents	3 documents	reduction of required document or simplification of forms	2 documents	
6. Turnaround Time	50%	50% reduction of turnaround time; and complete the transaction within 15 days	Processing within the day	
7. Client/Citizen Satisfaction Results	3.5(target)	Citizen/Client Satisfaction	4.5	

Prepared by:

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Date: 2/28/19

Approved by:

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Campus Director

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ANNEX 3B:**MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT**

(1) Name of Department/Agency: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS

(2) Name of Service: Accounting Management Services- On line remittance of taxes withheld from supplier of goods and services on a monthly basis (BIR form 2306 and 2307)

(3) Responsible Delivery Units/Processing Units: Accounting/Director

Criteria	Current Status (4)	Target Improvement (5)	Actual improvement (6)	Remarks (7)
1. Number of Steps	4 steps	0% reduction of number of steps	none	
2. Transaction Costs incurred by the transacting public/client				
Fees paid	none	0% reduction of number of fees paid	none	
Other transaction Fees	none	0% reduction of other transaction fees paid	none	
3. Substantive Compliance test	none	0% reduction of substantive compliance cost	none	
4. Number of Signatures	2 signatures	Reduce to three (3) signatures	none	
5. Number of Required Documents	5 documents	reduction of required document or simplification of forms	none	
6. Turnaround Time	50%	50% reduction of turnaround time; and complete the transaction within 15 days	within the day	
7. Client/Citizen Satisfaction Results	3.5 (target)	Citizen/Client Satisfaction Rating	4.5	

Prepared by:

ANTONINA M. AGAPITO

Supervising Administrative Officer

Date: 2/28/19

Approved by:

THERESA ANNE O. DIAZ

Campus Director

Date: _____

ANNEX 3B:**MODIFIED FORM A1- DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT**

- (1) Name of Department/Agency: PHILIPPINE SCIENCE HIGH SCHOOL-CENTRAL LUZON CAMPUS
 (2) Name of Service: Accounting Management Services- Submission of BIR Form 2316,1604CF and 1604E on a yearly basis
 (3) Responsible Delivery Units/Processing Units: Accounting/Director

Criteria	Current Status (4)	Target Improvement (5)	Actual improvement (6)	Remarks (7)
1. Number of Steps	10	0% reduction of number of steps	none	No. of steps already set as the optimal level
2. Transaction Costs incurred by the transacting public/client				
Fees paid	none	0% reduction of number of fees paid	none	
Other transaction Fees	none	0% reduction of other transaction fees paid	none	
3. Substantive Compliance test	none	0% reduction of substantive compliance cost	none	
4. Number of Signatures	3 signatures	Reduce to three (3) signatures	none	
5. Number of Required Documents	2 documents	reduction of required	none	
6. Turnaround Time	50%	50% reduction of turnaround time; and complete the transaction within 15 days	7 days	
7. Client/Citizen Satisfaction Results	3.5 (target)	Citizen/Client Satisfaction Rating	4.5	

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Date: 2/28/19

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Campus Director

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MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT (PAGE 2)

II. SUPPORT TO OPERATIONS (STO)

- Posting of certification on TS Page Date posted on TS Page: December 28, 2018
- Submission of ISO QMS certification Date submitted to SPIB: December 28, 2018

III. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2017 Accomplishment	FY 2018 Accomplishment	Remarks
• Obligations BUR	88.13%	96.53%	
• Disbursement BUR	53.25%	100.00%	

B. Sustained Compliance with Audit Findings

TOTAL NUMBER AUDIT RECOMMENDATIONS	NUMBER OF FULLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF PARTIALLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF RECOMMENDATIONS NOT IMPLEMENTED	PERCENTAGE (%) OF FULL IMPLEMENTATION
10	7	3	none	70%

C. Compliance with Quarterly Submission of Financial Reports

- Quarterly BFARs
 - 1st Quarter BFAR Date posted in online URS: April 30, 2018
 - 2nd Quarter BFAR Date posted in online URS: July 11, 2018
 - 3rd Quarter BFAR Date posted in online URS: October 10, 2018
 - 4th Quarter BFAR Date posted in online URS: January 10, 2018
- COA Financial Reports Date submitted to COA: January 31, 2019

D. Compliance with Procurement Requirements

- FY 2018 APP-non CSE Date posted on TS Page: January 31, 2018
- Indicative FY 2019 APP-non CSE Date posted on TS Page: January 31, 2018
- FY 2019 APP-CSE Date submitted to DBM-PS: August 21, 2018
Date posted on TS Page: January 31, 2018
- Results of FY 2017 APCPI System Date submitted to GPPB-TSO: April 8, 2018

IV. GOOD GOVERNANCE CONDITIONS (GGC)

A. Maintain/Update the Transparency Seal

Date updated TS with all requirements: December 28, 2018

B. Post/Update PhilGEPS Postings

Date updated PhilGEPS postings: November 26, 2018

If UNABLE to post or update the BAC Resolution, Notices of Award/Bid Results, Actual Approved/ Awarded Contracts and/or Notices to Proceed/Purchase Orders for transactions above one million (PHP 1,000,000), submit a letter of explanation to AO 25 Secretariat (See Annex 6).

Date submitted the explanation/s: January 28, 2019

C. Maintain/Update the Citizen's or Service Charter or its equivalent

- Submission of ARTA CoC Date submitted to AO 25 Secretariat: January 5, 2017

• If with deficiency/ies, submit ARTA

CoC After Validation

Date submitted to CSC: Not applicable since no deficiency

V. Other cross-cutting requirements

A. Establishment and Conduct of Agency Review and Compliance Procedure of SALN

Date posted on TS Page: October 1, 2018

B. Compliance with FOI Program

- People's FOI Manual
- Agency Information Inventory
- 2017 and 2018 FOI Summary Report
- 2017 and 2018 FOI Registry
- Screenshot of agency's home page

Date emailed to PCOO: October 23, 2018

Date posted on TS Page: October 23, 2018

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Date posted on TS Page: October 23, 2018

Date emailed to PCOO: October 23, 2018

C. Agency's System of Ranking Delivery Units

Date posted on TS Page: October 15, 2018

Prepared by: Antonina M. Agapito

Supervising Administrative Officer/2/27/19

Approved by: Theresa Anne O. Diaz

Campus Director/ 2/27/19