



Republic of the Philippines  
Department of Science and Technology  
**SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE**

13 January 2017

**AO 25 INTER-AGENCY TASK FORCE**  
Development Academy of the Philippines  
San Miguel Ave, San Antonio, Pasig, Metro Manila

Attention: **ESTHER A. CRUZ**  
AO 25 Secretariat

Dear Sir/Madam:

We are forwarding the Science and Technology Information Institute's (STII) Agency Forms A and A1 as of 31 December 2016, in accordance with the Memorandum Circular No. 2016-1 dated 12 May 2016.

Form A - Agency Performance Targets/Accomplishments  
FY 2016

Form A-1 - Details of Bureau/Office Performance Indicators and  
Targets/Accomplishments FY 2016

We hope that you will find the documents in order.

Very truly yours,

  
**RICHARD P. BURGOS**  
Director



SH16 - STII - 0113 - A

\* partial submission  
(Form 1.0)

FORM A  
DEPARTMENT PERFORMANCE ACCOMPLISHMENTS  
as of December 31, 2016  
in 'P000

Department: **Department of Science and Technology**  
Agency: **Science and Technology Information Institute**


ANNEX 1

MFOs and Performance Indicator	FY 2015 Actual Accomplishment	FY 2016 Targets	Responsible Bureaus/Offices	2016 Actual Accomplishment	Accomplishment Rate	Remarks
1	2	3	4	5	6	7
<b>Major Final Outputs (MFOs)/Operations</b>						
<b>MFO 1: Science and Technology Information Services</b>						
<b>PI set 1: Science and Technology Information Reference Services</b>						
<b>2016 BUDGET</b>						
Quantity	Number of clients served	1,376,171	287,808	943,471	328%	Average for the year
Quality	Percentage of clients who rate the service as satisfactory or better	112%	90%	100%	111%	
Timeliness	Percentage of inquiries where reference materials were provided within 5 minutes	113%	90%	100%	111%	
<b>PI set 2: Science and Technology Promotion Services</b>						
<b>2016 BUDGET</b>						
Quantity	Number of promotion services rendered	1,393	562	1,408	251%	
Quality	Percentage of clients who rate the service as satisfactory or better	90%	90%	90%	100%	
Timeliness	Percentage of services rendered monthly	255%	90%	225%	250%	
<b>Support to Operations</b>						
a. QMS Certification or Operations Manual						
		100%	100%	100%	100%	STII has no STO Operations manual uploaded in STII website
<b>General Administration and Support Services (GASS)</b>						
<b>Locally funded Projects and Other Releases</b>						
<b>2016 BUDGET</b>						
A. Budget Utilization Rate (BUR)						
A1. Obligations BUR						
		96%	90%	*	96%	107%
A2. Disbursement BUR						
		96%	90%	**	91%	101%
B. Submission of Public Financial Management (PFM) to COA and DBM						
B1. Submission of Budget Accountability Reports (BFARs)						
	submitted & uploaded to STII website		100%	submitted & uploaded to STII website		100%
B2. Submission of Report on Ageing of Cash Advances (Nov. 15, 2015 cut off date)						
	submitted & uploaded to STII website		100%	submitted & uploaded to STII website		100%
B3. Submission of COA Financial Reports (per COA Resolution 2014-003)						
	submitted & uploaded to STII website		100%	submitted & uploaded to STII website		100%
C. Submission of APCPI						
	submitted & uploaded to STII website		100%	submitted & uploaded to STII website		100%
D. Submission of Annual Procurement Plan (APP)						
	submitted & uploaded to STII website		100%	submitted & uploaded to STII website		100%
<b>2015/2016 BUDGET</b>						
	<b>52,182</b>	<b>63,041</b>		<b>60,399</b>		

\* Total obligations of P60,398,909.08 over total allotment of P63,041,024.00 = 96%

\*\* Total disbursement for MOOE and CO P21,500,792.31 over total obligations for MOOE and CO P23,664,437.27 = 90.86%

Prepared by:

  
**BENEDICT P. MAGAANAN**  
Spvg. SRS/Planning Officer

  
**JAQUELINE R. CAYAMANDA**  
Admin. Officer VI Budget Officer

Noted by:

  
**ARLENE E. CENTENO**  
Chief-FAD

  
**ARISTOTLE P. CARANDANG**  
Chief-CRPD/ Chair-PMG

Approved by:

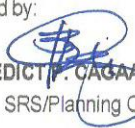
  
**RICHARD P. BURGOS**  
Director

FORM A-1  
**DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS**  
as of December 31, 2016

Department: **Department of Science and Technology**  
Agency: **Science and Technology Information Institute**

Major Final Output/Responsible Bureau	Performance Indicator 1	TARGET for Performance Indicator 1	ACCOMPLISHMENT for Performance Indicator 1	Performance Indicator 2	TARGET for Performance Indicator 2	ACCOMPLISHMENT for Performance Indicator 2	Remarks
<b>MFO/Operations</b>  MFO 1: <b>Science and Technology Information Services</b>  CRPD/IRAD	<b>PI Set 1: Science and Technology Information Reference Services</b>  Quantity Number of clients served Percentage of clients who rate the service as satisfactory or better Quality Percentage of inquiries where reference materials were provided Timeliness within 5 minutes	287,808  90%  90%	943,471  100%  100%	<b>PI set 2: Science and Technology Promotion Services</b>  Quantity Number of promotion services rendered Percentage of clients who rate the service as satisfactory or better Quality Percentage of services rendered Timeliness monthly	562  90%  90%	1,408  90%  225%	
<b>Support to Operations</b> STII	A. QMS Certification or Operations Manual	100%	100%				STII has no STO
<b>Gen. Admin. And Support Services</b> FAD	<b>A: Budget Utilization Rate</b> A1. Obligations BUR A2. Disbursement BUR  <b>C. Submission of APCPI</b>	90% 90%  100%	96% 91%  100%	<b>B: Submission of PFM to COA and DBM</b> B1. BFARs B2. Report on Ageing of Cash Advance B3. COA Financial Reports  <b>D. Submission of APP</b>	100% 100% 100%  100%	100% 100% 100%  100%	submitted & uploaded to STII website

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