



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

STII Copy

18 January 2018

**AO 25 Inter-Agency Task Force**  
Development Academy of the Philippines  
San Miguel Ave, San Antonio, Pasig, Metro Manila

**Attention to: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 2017 in accordance with the Memorandum Circular No. 2017-1 dated 9 March 2017.

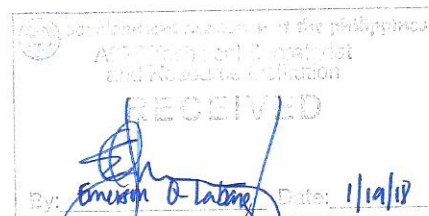
- Form A - Agency Performance Targets/Accomplishments FY 2017
- Form A-1 - Details of Bureau/Office Performance Indicators and Targets/Accomplishments FY 2017

Justification on the low Disbursements BUR

We hope that you will find the documents in order.

Very truly yours,

  
**RICHARD P. BURGOS**  
Director



SH17-STII-0119-AA1

FORM A  
DEPARTMENT PERFORMANCE ACCOMPLISHMENTS  
as of December 31, 2017

In Thousand Pesos

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

ANNEX 1

MFOs and Performance Indicator	FY 2016 Actual Accomplishment	FY 2017 Targets	Responsible Bureaus/Offices	2017 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>BUDGET</b>	<b>13,821</b>	<b>17,181</b>	<b>IRAD</b>	<b>16,422</b>		
Quantity Number of clients served	943,471	1,202,371		1,555,262	129%	
Quality Percentage of clients who rate the service as satisfactory or better	100%	90%		100%	111%	Library Services were temporarily suspended
Timeliness Percentage of inquiries where reference materials were provided within 5 minutes	100%	90%		100%	111%	due to Library renovation effective last Sept 22, 2017
<b>PI set 2: Science and Technology Promotion Services</b>						
<b>BUDGET</b>	<b>16,837</b>	<b>37,363</b>	<b>CRPD</b>	<b>36,399</b>		
Quantity Number of promotion services rendered	1,408	1,079		1,342	124%	
Quality Percentage of clients who rate the service as satisfactory or better	90%	90%		90%	100%	
Timeliness Percentage of services rendered monthly	225%	90%		96%	107%	
<b>Support to Operations</b>						
a. QMS Certification or Quality Manual	100%	100%		100%	100%	STII has no STO Quality manual uploaded in STII website
<b>General Administration and Support Services (GASS)/ Locally funded Projects and Other Releases</b>						
<b>BUDGET</b>	<b>29,741</b>	<b>41,642</b>	<b>FAD</b>	<b>42,649</b>		
A. Budget Utilization Rate (BUR)						
A1. Obligations BUR	96%	90%	*	99%	110%	
A2. Disbursement BUR	91%	90%	**	76%	84%	with justification
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%				to be submitted on or before Dec. 1, 2017
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>2016/2017 BUDGET</b>	<b>60,399</b>	<b>96,186</b>		<b>95,470</b>		

\*Total obligations P97.135M over total allotment (Current & Continuing) of P98.552M = 99%

\*\* Total disbursement for MOOE and CO P44.377M over total obligations for MOOE and CO P58.552M= 76%

Prepared by:

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

**JAQUELINE C. BALLESTEROS**  
Admin. Officer V/ Budget Officer

Noted by:  
**ARLENE E. CENTENO**  
FAD Chief

**ALAN C. TAULE**  
IRAD Chief


**ARISTOTLE P. CARANDANG**  
CRPD Chief

Approved by:  
**RICHARD P. BURGOS**  
Director

FORM A-1  
 DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS  
 as of December 31, 2017

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: Science and Technology Information Services  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 within 5 minutes Timeliness	1,202,371  90%  90%	1,555,262  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 Timeliness Percentage of services rendered monthly	1,079  90%  90%	1,342  90%  96%	Library Services were temporarily suspended due to Library renovation effective last Sept 22, 2017
<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%	99% 76%  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

Prepared by:  
  
 BENEDICT P. CAGAANAN  
 Spvg. SRS/Planning Officer

  
 JAQUELINE C. BALLESTEROS  
 Admin. Officer / Budget Officer

Noted by:  
  
 ARLENE E. CENTENO  
 Chief-FAD

  
 ARISTOTLE P. CARANDANG  
 Chief-CRPD/ Chair-PMG

Approved by:  
  
 RICHARD P. BURGOS  
 Director



### JUSTIFICATION FOR LOW CASH UTILIZATION

Here are the reasons of STII regarding the low cash utilization rate:


PROJECT	AMOUNT	STATUS	REMARKS
MITHI	5,110,000	Notice of award already issued to winning bidder	Delivery is scheduled 30-45 working days for ICT equipment not available in the country
Infrastructure Rehabilitation of the STII Building	11,400,000	Renovation until March 2018	46.207% completed as of year end
DOSTv ICT Equipment and Software/ Furniture and Fixtures	6,000,000	Notice of award served only last December 2017	There were 2 failed biddings due to the specialized nature of Broadcast Equipment. Delivery of awarded ICT equipment is 30-45 days from date of award.

The above-mentioned projects were programmed to be paid in last semester of 2017 but due to unavoidable circumstances as cited above, payments are already reprogrammed in 2018 after completion of services and delivery of goods.

  
**CECILLE ROSE B. RAMOS**  
Accountant III

  
**JAQUELINE C. BALLESTEROS**  
Admin. Officer V/Budget Officer

  
**ARLENE E. CENTENO**  
Chief, FAD

  
**ALAN C. TAULE**  
Chief, IRAD

  
**ARISTOTLE P. CARANDANG**  
Chief, CRPD

  
**RICHARD P. BURGOS**  
Director

FORM A  
DEPARTMENT/AGENCY PERFORMANCE ACCOMPLISHMENT FY 2017

DEPARTMENT/AGENCY: DEPARTMENT OF SCIENCE AND TECHNOLOGY- SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE

MFOs AND PERFORMANCE INDICATORS <sup>(1)</sup>	DEPARTMENT /AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT /AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS <sup>(4)</sup>
<b>Major Final Outputs (MFOs) / Operations</b>						
<b>MFO 1: SCIENCE AND TECHNOLOGY INFORMATION SERVICES</b>						
<b>2017 Budget :</b>	<b>13,821</b>	<b>17,181</b>	<b>IRAD</b>	<b>16,422</b>		
<b>PI Set 1</b>						
Performance Indicator 1: No. of clients served	943,471	1,202,371		1,555,262	129%	Library Services were temporarily suspended due to Library renovation effective last September 22, 2017
Performance Indicator 2: Percentage of clients who rate the service as satisfactory or better	100%	90%		100%	111%	
Performance Indicator 3: Percentage of inquiries where reference materials were provided within five (5) minutes	100%	90%		100%	111%	
<b>2017 Budget :</b>	<b>16,837</b>	<b>37,363</b>	<b>CRPD</b>	<b>36,399</b>		
<b>PI Set 2</b>						
Performance Indicator 1: Number of promotion services rendered	1,408	1,079		1,342	124%	
Performance Indicator 2: Percentage of clients who rate the service as satisfactory or better	90%	90%		90%	100%	
Performance Indicator 3: Percentage of services rendered monthly	225%	90%		96%	107%	

STO <sup>(2)</sup>						
2017 Budget :						
a. QMS Certification or ISO-aligned QMS Documentation	100%	100%		100%	100%	STII has no STO Quality manual uploaded in STII website
b. 2 <sup>nd</sup> STO Indicator to be identified in accordance with the priority Agency Head	NA	NA		NA	NA	
GASS <sup>(3)</sup>						
2017 Budget :	29,741	41,642	FAD	42,649		
A. Budget Utilization Rate						
a.1. Obligations BUR	96%	90%		99%	110%	
a.2. Disbursement BUR	91%	90%		76%	84%	with justification
B. Quarterly Submission of Budget and Financial Accountability Reports	Submitted through URS before deadline and uploaded to STII Transparency Seal	100%		100%	100%	
b.1. - 1st Quarter BFAR						
b.2. - 2nd Quarter BFAR						
b.3. - 3rd Quarter BFAR						
b.4. - 4th Quarter BFAR						
C. Full Compliance with at least 30% of the prior years' COA audit recommendations	NA			55%		12 - Fully implemented 8 - partially implemented 2 - On-going Total COA Audit Recommendations - 22

Recommending Approval:

  
 \_\_\_\_\_  
**BENEDICT P. CAGAANAN**  
 Spvg. SRS/Planning Officer


02 MAR 18  
 \_\_\_\_\_  
 Date

Prepared by:

  
 \_\_\_\_\_  
**JAQUELINE C. BALLESTEROS**  
 Admin. Officer V/Budget Officer

01 MARCH 2018  
 \_\_\_\_\_  
 Date

Approved by:

  
 \_\_\_\_\_  
**RICHARD P. BURGOS**  
 Director

\_\_\_\_\_  
 Date


FORM A1  
DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS

DEPARTMENT/AGENCY: DEPARTMENT OF SCIENCE AND TECHNOLOGY- SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE


MFOs/ Responsible Bureaus/Delivery Units (1)	Performance Indicator 1 (2)	FY 2017 TARGET for Performance Indicator 1 (3)	FY 2017 ACCOMPLISHMENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2017 TARGET for Performance Indicator 2 (6)	FY 2017 ACCOMPLISHMENT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2017 TARGET for Performance Indicator n (9)	FY 2017 ACCOMPLISHMENT for Performance Indicator n (10)	REMARKS (11)
<b>A. Major Final Outputs (MFOs)</b> (Note: All MFOs and indicators enrolled in the 2017 GAA should be included. Agency may add rows and columns if necessary)										
<b>Major Final Output 1: SCIENCE AND TECHNOLOGY INFORMATION SERVICES</b>										
IRAD/CRPD	Number of clients served	1,202,371	1,555,262	Number of promotion services rendered	1,079	1,342				
	Percentage of clients who rate the service as satisfactory or better	90%	100%	Percentage of clients who rate the service as satisfactory or better	90%	90%				
	Percentage of inquiries where reference materials were provided within 5 minutes	90%	100%	Percentage of services rendered monthly	90%	96%				
<b>B. Support to Operation (STO)</b>										
STO	Certification/Continuing Certification of the agency QMS for at least one core process			2 <sup>nd</sup> STO Indicator for the Priority of the Agency Head						
STII	QMS Certification or Operations Manual	100%	100%	STII has no STO						
<b>C. General Administration and Support Services (GASS)</b>										
BUR	Obligations BUR			Disbursement BUR						
STII	Total obligations P97.135M over total allotment (current & continuing) P98.552M	90%	99%	Total disbursement for MOOE and CO P44.377M over total obligations for MOOE and CO P58.552M	90%	76%				
Submission of BFAR	Submission of 1 <sup>st</sup> Quarter Budget and Financial Accountability Reports		Submission of 2 <sup>nd</sup> Quarter Budget and Financial Accountability Reports		Submission of Quarter 3 <sup>rd</sup> Budget and Financial Accountability Reports		Submission of Quarter 4 <sup>th</sup> Budget and Financial Accountability Reports			
FAD	April 24, 2017		July 6, 2017		October 27, 2017		January 26, 2018			
Compliance to COA Audit Recommendation	Full Compliance with at least 30% of the prior years' COA audit recommendations									12 - Fully implemented 8 - partially implemented 2- On-going 22 - Total COA Audit Recommendations
STII			55%							

Recommending Approval:

  
BENEDICT P. CAGAANAN  
Spvg. SRS/Planning Officer

  
Date

Prepared by:

  
JAQUELINE C. BALLESTEROS  
Admin. Officer V/Budget Officer

01 MARCH 2018  
Date

Approved by:

  
RICHARD P. BURGOS  
Director

\_\_\_\_\_  
Date

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

02 March 2018

**SECRETARY BENJAMIN E. DIOKNO**  
Department of Budget and Management  
Gen. Solano St., San Miguel Manila

Attention to: **Ms. Mary Anne Z. dela Vega**  
Director, BMB-E

Dear **Secretary Diokno**:

Submitting herewith FY 2017 accomplishments of Department of Science and Technology – Science and Technology Information Institute for the grant of FY 2017 Performance Based Bonus in the prescribed format per Memorandum Circular No. 2017-1 (Guidelines on the Grant of the Performance Based Bonus for Fiscal Year 2017 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016) and justification for the low Disbursement BUR, for your consideration please.

Thank you and more power.

Very truly yours,

  
**RICHARD P. BURGOS**  
Director

