

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

27 February 2019

AO 25 Inter-Agency Task Force

Development Academy of the Philippines
San Miguel Ave, San Antonio, Pasig, Metro Manila

Attention to: Ms. Esther A. Cruz
AO 25 Secretariat

Dear Ms. Esther A. Cruz:

We are submitting herewith the Science and Technology Information Institute's (STII) Agency completed **Modified Form A, Form 1.0 - Report on Ranking of Offices/Delivery Units and PBB Evaluation Matrix** in accordance with Memorandum Circular No. 2018-1 dated 28 May 2018.

For your consideration please.

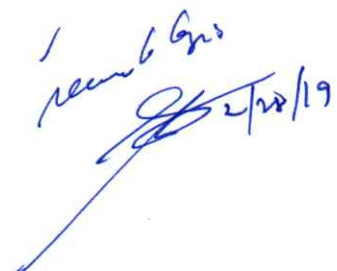
Very truly yours,


MARIDON O. SAHAGUN
Asst. Secretary/OIC, DOST-STII





Ludivina Tebelin-Equiano 2:05pm



MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT

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

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

NAME OF SERVICES (1)	NUMBER OF STEPS (2)		TRANSACTION COSTS INCURRED BY THE TRANACTING 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																
S&T Video Showing Services	0 % reduction of number of steps	7	N/A	N/A	N/A	N/A	N/A	N/A	Reduce to 3 signatures	2	2 Forms (Request for S&T Video Showing Services and Client Survey)	2 Forms (Request for S&T Video Showing Services and Client Survey)	3 hours and 1 minute	Reduced to 2 hours and 31 minutes	90% Average Client Satisfaction	90%
Library Circulation Service	25% reduction of number of steps (8)	25% (6 steps)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	3	40% reduction turnaround time and complete the transaction within 15 mins.	62.96%	90% Average Client Satisfaction	91%
S&T Post	11	11	N/A	N/A	N/A	N/A	N/A	N/A	4	4	4	4	Reduce 50% turnaround time	Reduced by 28% from 108 days to 78 days	N/A	N/A

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			FEES PAID (3)		OTHER TRANSACTION FEES (4)											
	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT	TARGET	ACCOMPLISHMENT
Non-Frontline Services																
Public Bidding for Procurement of Goods and Services	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Reduce to 3 signatures	STII have reduced the signatories for abstract of quotation from 5 signatories to 3 signatories	N/A	N/A	70% reduction of turnaroundtime, and complete the transaction within 15 days	A total of 97 days or 70% of total original processing days for the procurement of goods and services through public bidding are streamlined	90 % Citizen/Client Satisfaction Rating	90% rating of Very Satisfactory
Technical Support Service *	N/A	4	N/A	N/A	N/A	N/A	N/A	N/A	Reduce to 3 signatures	2	N/A	1 Form only	1 hour 32 mins.	1 hour 32 mins.	90 % Citizen/Client Satisfaction Rating	95% rating of Very Satisfactory


*Process already streamlined

Prepared by:


RODOLFO B. DE GUZMAN
 Information Officer III/Planning Officer

Date:

Approved by:


MARIDON O. SAHAGUN
 Asst. Secretary/OIC, DOST-STII

Date:

II. SUPPORT TO OPERATIONS (STO)

Posting of certification on TS Page
Submission of ISO QMS certification

Date posted on TS Page: 17 December 2018
Date submitted to SPIB: 17 December 2018

III. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2017 Accomplishment	FY 2018 Accomplishment	Remarks
Obligations BUR	99%	98%	Reason/Justification attached
Disbursement BUR	76%	78%	

B. Sustained Compliance with Audit Findings

TOTAL NUMBER OF AUDIT RECOMMENDATIONS	NUMBER OF FULLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF PARTIALLY IMPLEMENTED RECOMMENDATIONS	NUMBER OF RECOMMENDATIONS NOT IMPLEMENTED	PERCENTAGE (%) OF FULL IMPLEMENTATION
24	11	13	0	46%

C. Compliance with Quarterly Submission of Financial Reports

Quarterly BFARs

1st Quarter BFAR

Date posted in online URS: 05 April 2018

Remarks

Manually prepared FAR1 submitted 13 April 2018, late posting in online URS of FAR1 due to URS concern reported officially to DBM at online-reporting@dbm.gov.ph which was resolved in 24 May 2018 only.

2nd Quarter BFAR

Date posted in online URS: 06 July 2018

3rd Quarter BFAR

Date posted in online URS: 08 October 2018

4 th Quarter BFAR	Date posted in online URS:	<u>04 January 2019</u>
COA Financial Reports	Date submitted to COA:	<u>08 February 2018</u>

D. Compliance with Procurement Requirements

Remarks

FY 2018 APP-non CSE	Date posted on TS Page:	<u>05 December 2017</u>	Online Submission
Indicative FY 2019 APP-non CSE	Date posted on TS Page:	<u>22 August 2018</u>	
FY 2019 APP-CSE	Date submitted to DBM-PS:	<u>22 August 2018</u>	
	Date posted on TS Page:	<u>22 August 2018</u>	
Results of FY 2017 APCPI System	Date submitted to GPPB-TSC	<u>16 July 2018</u>	

IV. GOOD GOVERNANCE CONDITIONS (GGC)

A. Maintain/Update the Transparency Seal	Date updated TS with all requirements:	<u>31 December 2018</u>
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B. Post/Update PhilGEPS Postings	Date updated PhilGEPS postings:	<u>30 January 2019</u>
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C. Maintain/Update the Citizen's or Service Charter or its equivalent

Submission of ARTA CoC	Date submitted to AO 25 Secretariat:	<u>01 June 2017</u>
If with deficiency/ies, submit ARTA CoC after validation	Date submitted to CSC:	<u>01 June 2017</u>

V. Other cross-cutting requirements

A. Establishment and Conduct of Agency Review and Compliance Procedure of SALN	Date posted on TS page:	<u>01 October 2018</u>
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B. Compliance with FOI Program

People's FOI Manual	Date emailed to PCOO:	<u>26 September 2018</u>
	Date posted on TS page:	<u>25 September 2018</u>
Agency Information Inventory	Date emailed to PCOO:	<u>26 September 2018</u>
	Date posted on TS page:	<u>25 September 2018</u>
2017 and 2018 FOI Summary Report	Date emailed to PCOO:	<u>26 September 2018</u>

2017 and 2018 FOI Registry

Screenshot of agency's home page

**C. Agency's System of Ranking
Delivery Units**

Date posted on TS page:

Date emailed to PCOO:

Date posted on TS page:

Date emailed to PCOO:

25 September 2018

26 September 2018

25 September 2018

26 September 2018

Date posted on TS page:

01 October 2018

Prepared by:



RODOLFO P. DE GUZMAN

Information Officer III/Planning Officer

Date:

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