

MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT
(REVISED)

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 TRANSACTIONING 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	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT	TARGET	ACCOMPLISH- MENT
Frontline Services																
Audio-Visual Services: Coverage Services	None	None	No fees required	None	No fees required	None	Not Applicable	Not Applicable	None	None	None	None	None	None	None	None
Audio-Visual Services: Production Services	None	None	No fees required	None	No fees required	N/A	Not Applicable	Not Applicable	None	None	None	None	None	Reduced by 28% from 108 days to 78 days to maintain product quality	None	Average rating of 80.22% on the production of S&T Post based on survey result
Library Circulation Service	none	none	none	none	none	Photocopying fee - P1.00/page and Transportation cost	none	none	none	none	Reduction in number of required forms	Reduced to 2 forms	none	none	90% of library clients rated the library as very satisfactory or better	95.6% of library clients rated the library as very satisfactory or better
Library Tour Service	none	none	none	none	none	Courier fee/Internet fee to send the request letter and travel expenses to DOST Bicutan	none	none	none	none	Improvement of service by adding a feedback form	3 documents (Request letter, Registration Form, Feedback Form)	none	none	90% of library clients rated the library as very satisfactory or better	90% of library clients rated the library as very satisfactory or better

Library Online Service	25% reduction of number of steps (6)	4 steps	none	none	none	Data fee/Internet fee to send an email or access Facebook	none	none	none	none	Improvement of service by adding an online feedback form	2 documents (request / feedback form)	none	none	90% of library clients rated the library as very satisfactory or better	92.8% of library clients rated the library as very satisfactory or better
Production and Distribution of S&T Post	0% reduction of number of steps (11)	None	No fees required	None	No fees required		0% reduction of substantive compliance cost	None	0% reduction in number signatures (3)	None	0% reduction in number of required documents (3)	Improvement in Forms (enrolled in ISO)	0% reduction in turnaround time	None		An average rating of 98% on the distribution - 19,641 out of the total 20,000 copies produced in 2019.

II. SUPPORT TO OPERATIONS (STO)

Posting of certification on TS Page
Submission of ISO QMS certification

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

III. GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

A. Budget Utilization Rate (BUR)

BUR	FY 2018 Accomplishment	FY 2019 Accomplishment	Remarks
Obligations BUR	98%	98%	Justification as attached
Disbursement BUR	87%	89%	

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
26	19	7	0	73%

C. Compliance with Quarterly Submission of Financial Reports

Quarterly BFARs	Date posted in online URS:	Remarks
1 st Quarter BFAR	April 26, 2019	Manually prepared FAR1 submitted 4/26/2019 , late posting in online URS of FAR1 due to URS concern reported officially to DBM at online-reporting@dbm.gov.ph
2 nd Quarter BFAR	July 11, 2019	Manually prepared FAR1 submitted 7/11/2019, late posting in online URS of FAR1 due to URS concern reported officially to DBM at online-reporting@dbm.gov.ph

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3 rd Quarter BFAR	Date posted in online URS:	October 16, 2019	Manually prepared FAR1 submitted 10/16/2019, late posting in online URS of FAR1 due to URS concern reported officially to DBM at online-reporting@dbm.gov.ph
4 th Quarter BFAR	Date posted in online URS:	January 27, 2020	Manually prepared FAR1 submitted 1/27/2020, late posting in online URS of FAR1 due to URS concern reported officially to DBM at online-reporting@dbm.gov.ph
COA Financial Reports	Date submitted to COA:	February 8, 2019	

D. Compliance with Procurement Requirements

FY 2019 APP-non CSE
 Indicative FY 2019 APP-non CSE
 FY 2020 APP-CSE
 Results of FY 2018 APCPI System

Date posted on TS Page: January 15, 2019
 Date posted on TS Page: August 28, 2018
 Date submitted to DBM-PS: December 7, 2019
 Date posted on TS Page: October 17, 2019
 Date submitted to GPPB-TSO: March 25, 2019

Remarks

 Online Submission

IV. GOOD GOVERNANCE CONDITIONS (GGC)

A. Maintain/Update the Transparency Seal

Date updated TS with all requirements: 31 December 2019

B. Post/Update PhilGEPS Postings

Date updated PhilGEPS postings: 30 January 2020

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

Submission of ARTA CoC
 If with deficiency/ies, submit ARTA CoC after validation

Date submitted to AO 25 Secretariat: December 5, 2019
 Date submitted to CSC: No longer submitted to CSC

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V. Other cross-cutting requirements

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

Date posted on TS page: October 1, 2019

B. Compliance with FOI Program
People's FOI Manual

Date emailed to PCOO: September 26, 2018
Date posted on TS page: September 25, 2018
Date emailed to PCOO: January 3, 2019
Date posted on TS page: January 6, 2019
Date emailed to PCOO: January 3, 2019
Date posted on TS page: January 6, 2019
Date emailed to PCOO: January 3, 2019
Date posted on TS page: January 6, 2019
Date emailed to PCOO: September 28, 2018

Agency Information Inventory

2017 and 2018 FOI Summary Report


2017 and 2018 FOI Registry

Screenshot of agency's home page

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

Date posted on TS page: October 1, 2019

Prepared by:


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Approved by:


RICHARD P. BURGOS/Director/Date

SH19 - DOST ST11 - 2/28/20 A/A1 1:22pm
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By: NASTASSJA BRIGOTE 2/28/20