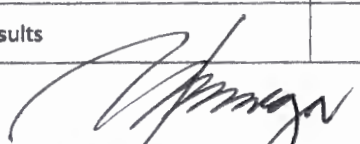



Modified Form A1  
**DETAILS of OFFICE PERFORMANCE REPORT**  
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(1) Name of Agency: **MANOLO FORTICH WATER DISTRICT**

(2) Name of Service	Request for Certificate of Water Potability (Refilling Stations)			
(3) Responsible Delivery Unit/s/Processing Unit/s	Administration and General Services Division			
Criteria	Current Status	Target Improvement	Actual Improvement	Remarks
1. Number of Steps	2	0% reduction on the number of steps	none	
2. Transaction Costs Incurred by the Transacting Public/Client				
▪ Fees Paid	P50.00	0% reduction of fees	none	
▪ Other Transaction Cost	none	N/A	none	
3. Substantive Compliance Cost	none	N/A	none	
4. Number of Signatures	1	0% reduction of fees	none	Certification will be signed by the General Manager
5. Number of Required Documents	3	0% reduction on the number of steps	none	
6. Turnaround Time	8 working hours	0% reduction on turnaround time	none	Certification completed upon signed by the General Manager who has flexible reporting time
7. Client/Citizen Satisfaction Results				No client satisfaction survey given to clients

Prepare by:   
**ROSE VILMA JOY T. VEGA**  
Administration/General Services Officer  
Date: FEB 21 2020

Approved by:   
**Engr. ROGELIO K. PANGAN**  
General Manager  
Date: FEB 24 2020