

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

| (2) Name of Service | Payment to Various Suppliers | | | |
|--|------------------------------|-------------------------------------|--------------------|---|
| (3) Responsible Delivery Unit/s/Processing Unit/s | Accounting Section | | | |
| Criteria | Current Status | Target Improvement | Actual Improvement | Remarks |
| 1. Number of Steps | 4 | 0% reduction on the number of steps | none | PR/PO/Delivery/payment |
| 2. Transaction Costs Incurred by the Transacting Public/Client | | | | |
| ▪ Fees Paid | none | 0% reduction of fees | none | |
| ▪ Other Transaction Cost | none | N/A | none | |
| 3. Substantive Compliance Cost | none | N/A | none | |
| 4. Number of Signatures | 3/2 | 0% reduction of signature | none | 3 signatures for the Disbursement Voucher; 2 signatures on Check issued |
| 5. Number of Required Documents | 6 | 0% reduction on the number of steps | none | Based on COA requirements |
| 6. Turnaround Time | 8 working hours | 0% reduction on turnaround time | none | Minimum of 1 working should all signatories on documents and check are present. |
| 7. Client/Citizen Satisfaction Results | | | | No client satisfaction survey given to clients |

Prepare by:


LIZA M. EGAMA

Accounting Processor A

Date: 2/27/20

Approved by:


Engr. ROGELIO K. PANGAN

General Manager

Date: FEB 27 2020