

MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

1. **Name of Department/Agency:** Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
2. **Name of Service:** Research and Development (R&D) Management
3. **Responsible Delivery Units/Processing Units:**
 - 3.1. Emerging Technology Development Division (ETDD);
 - 3.2. Energy and Utilities Systems Technology Development Division (EUSTDD);
 - 3.3. Industrial Technology Development Division (ITDD);
 - 3.4. Policy Coordination and Monitoring Division (PCMD); and
 - 3.5. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2019	6. Volume of Transaction in 2019
PCIEERD Clients also known as Proponent or Implementing Agency such as Government Research and Academic Institutions as well as Companies	98	480

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	9	6	Stage 1. Receiving, Recording and Evaluation of Project Proposal Stage 2. Processing of Memorandum Agreement (MOA) Stage 3. Releasing of Project Fund	(1) Recording of Project Proposal in the TRACE and PMIS (2) Division Evaluation (3) PMT Deliberation (4) TP Evaluation (5) PCIEERD GC Deliberation (6) DOST-EXECOM Deliberation (1) Preparation of MOA (2) Facilitation of Signing of MOA (3) Notarization and Distribution of MOA (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
2. Turn-around Time (TaT)	84	72 Working Days	Stage 1. Receiving, Recording and Evaluation of Project Proposal	40 Working Days
		5 Working Days	Stage 2. Processing of Memorandum Agreement (MOA)	40 Working Days
		5 Working Days	Stage 3. Releasing of Project Fund	8 Working Days
3. Number of Signatures	121	15	Stage 1. Receiving, Recording and Evaluation of Project Proposal	15
				(1) Sending Division Evaluation Result to the Proponent – 3 Signatures including Clearances
				(2) Sending PMT Deliberation Result to the Proponent – 3 Signatures including Clearances
				(3) Sending TP Evaluation Result to the Proponent – 3 Signatures including Clearances
				(4) Sending PCIEERD GC Deliberation Result to the Proponent – 3 Signatures including Clearances
				(5) Sending DOST-EXECOM Deliberation Result to the Proponent – 3 Signatures including Clearances
		7	Stage 2. Processing of Memorandum Agreement (MOA)	7
				(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances
				(2) Facilitation of MOA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
		23	Stage 3. Releasing of Project Fund 23 (1) Request for Payment – 3 Signatures including Clearances (2) Obligation Request - 3 Signatures including Clearances (3) Disbursement Voucher a. Box A - 2 Signatures including Clearances b. Box C - 3 Signatures including Clearances c. Box D - 3 Signatures including Clearances d. List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) a. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances b. Advice to Debit Account (ADA) - 3 Signatures including Clearances 5. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	13	5	Stage 1. Receiving, Recording and Evaluation of Project Proposal One (1) Primary Document with Four (4) Support Documents Detailed Program/Project Proposal with the following support documents: (1) Proposed Line-Item-Budget; (2) Proposed Workplan; (3) Endorsement Letter from the Head of Agency; and (4) Curriculum Vitae of Program/Project Leader One (1) Primary Document with Three (3) Support Documents	
		4	Stage 2. Processing of Memorandum Agreement (MOA)	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
		4	Stage 3. Releasing of Project Fund	One (1) Primary Document with Three (3) Support Documents
				Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan
5. Transaction Costs				
5.1. Primary transaction costs/fees	None	None	None	
5.2. Other transaction costs	None	None	None	
6. Substantive Compliance Cost	None	None	None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory	Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:

DR. ENRICO C. PARINGIT
Executive Director

MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

1. **Name of Department/Agency:** Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
2. **Name of Service:** Technology Transfer and Commercialization
3. **Responsible Delivery Units/Processing Units:**
 - 3.1. Research Information and Technology Transfer Division (RITTD);
 - 3.2. Policy Coordination and Monitoring Division (PCMD); and
 - 3.3. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2019	6. Volume of Transaction in 2019
PCIEERD Clients also known as Proponent or Implementing Agency such as Government Research and Academic Institutions as well as Companies	208	457

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	9	6	Stage 1. Receiving, Recording and Evaluation of Project Proposal (1) Recording of Project Proposal in the TRACE and PMIS (2) Division Evaluation (3) PMT Deliberation (4) TP Evaluation (5) PCIEERD GC Deliberation (6) DOST-EXECOM Deliberation (1) Preparation of MOA (2) Facilitation of Signing of MOA (3) Notarization and Distribution of MOA	6
		3	Stage 2. Processing of Memorandum Agreement (MOA)	3
		3	Stage 3. Releasing of Project Fund	3
			(1) Preparation of documents (2) Processing of documents (3) Releasing of Fund 40 Working Days	
2. Turn-around Time (TaT)	84	72 Working Days	Stage 1. Receiving, Recording and Evaluation of Project Proposal	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
3. Number of Signatures	121	5 Working Days	Stage 2. Processing of Memorandum Agreement (MOA)	40 Working Days
		5 Working Days	Stage 3. Releasing of Project Fund	8 Working Days
		15	Stage 1. Receiving, Recording and Evaluation of Project Proposal	15
			(1) Sending Division Evaluation Result to the Proponent – 3 Signatures including Clearances (2) Sending PMT Deliberation Result to the Proponent – 3 Signatures including Clearances (3) Sending TP Evaluation Result to the Proponent – 3 Signatures including Clearances (4) Sending PCIEERD GC Deliberation Result to the Proponent – 3 Signatures including Clearances (5) Sending DOST-EXECOM Deliberation Result to the Proponent – 3 Signatures including Clearances	
		7	Stage 2. Processing of Memorandum Agreement (MOA)	7
			(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances (2) Facilitation of MOA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
		23	Stage 3. Releasing of Project Fund 23 (1) Request for Payment – 3 Signatures including Clearances (2) Obligation Request - 3 Signatures including Clearances (3) Disbursement Voucher a. Box A - 2 Signatures including Clearances b. Box C - 3 Signatures including Clearances c. Box D - 3 Signatures including Clearances d. List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA a. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances b. Advice to Debit Account (ADA) - 3 Signatures including Clearances 5. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	13	5	Stage 1. Receiving, Recording and Evaluation of Project Proposal One (1) Primary Document with Four (4) Support Documents Detailed Program/Project Proposal with the following support documents: (1) Proposed Line-Item-Budget; (2) Proposed Workplan; (3) Endorsement Letter from the Head of Agency; and (4) Curriculum Vitae of Program/Project Leader One (1) Primary Document with Three (3) Support Documents	
		4	Stage 2. Processing of Memorandum Agreement (MOA)	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
		4	Stage 3. Releasing of Project Fund	
			Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
5. Transaction Costs				
5.1. Primary transaction costs/fees	None	None	None	
5.2. Other transaction costs	None	None	None	
6. Substantive Compliance Cost	None	None	None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory	Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:


DR. ENRICO C. PARINGIT
Executive Director

- | 4. Identified Client/Customer (s) | 5. Number of Clients Served in 2019 | 6. Volume of Transaction in 2019 |
|---|-------------------------------------|----------------------------------|
| PCIEERD Clients also known as Proponent or Implementing Agency such as Public and Private Academic Institutions | 44 | 302 |

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
1. Number of Steps	11	5	Stage 1. Receiving, Recording and Evaluation of Project Proposal (1) Recording of Project Proposal in the TRACE (2) Division Evaluation (3) PMT Deliberation (4) Referee Evaluation, if necessary (5) PCIEERD GC Deliberation	
		3	Stage 2. Processing of Memorandum Agreement (MOA) (1) Preparation of MOA (2) Facilitation of Signing of MOA (3) Notarization and Distribution of MOA	
		3	Stage 3. Releasing of Project Fund (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
2. Turn-around Time (TaT)	84	72 Working Days	Stage 1. Receiving, Recording and Evaluation of Project Proposal	33 Working Days
		5	Stage 2. Processing of Memorandum Agreement (MOA)	40 Working Days
		5	Stage 3. Releasing of Project Fund	8 Working Days
		12	Stage 1. Receiving, Recording and Evaluation of Project Proposal	12
3. Number of Signatures	121		(1) Sending Division Evaluation Result to the Proponent – 3 Signatures including Clearances	
			(2) Sending PMT Deliberation Result to the Proponent – 3 Signatures including Clearances	
			(3) Sending Referee Evaluation Result to the Proponent, if conducted – 3 Signatures including Clearances	
			(4) Sending PCIEERD GC Deliberation Result to the Proponent – 3 Signatures including Clearances	
		5	Stage 2. Processing of Memorandum Agreement (MOA)	7
			(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances	
			(2) Facilitation of MOA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances	
		23	Stage 3. Releasing of Project Fund	23
			(1) Request for Payment – 3 Signatures including Clearances	
			(2) Obligation Request - 3 Signatures including Clearances	
			(3) Disbursement Voucher	
			a. Box A - 2 Signatures including Clearances	
			b. Box C - 3 Signatures including Clearances	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			c. Box D - 3 Signatures including Clearances (4) List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) a. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances b. Advice to Debit Account (ADA) - 3 Signatures including Clearances (5) Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	13	7	Stage 1. Receiving, Recording and Evaluation of Project Proposal One (1) Primary Document with Six (6) Support Documents Letter of Request with the following support documents: (1) Proposal and Line-Item Budget; (2) Curriculum Vitae of the Proponent; (3) Endorsement from the Head of Institution; (4) Five-year research agenda/strategic plan or equivalent; (5) List of existing laboratory personnel/faculty and their specialization; and (6) List of projects (on-going and/or completed) for the last five years One (1) Primary Document with Three (3) Support Documents MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
		3	Stage 3. Releasing of Project Fund	One (1) Primary Document with Three (3) Support Documents Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
5. Transaction Costs					
5.1. Primary transaction costs/fees	None	None		None	
5.2. Other transaction costs	None	None		None	
6. Substantive Compliance Cost	None	None		None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory		Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:


DR. ENRICO C. PARANGIT
Executive Director

MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

1. **Name of Department/Agency:** Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
2. **Name of Service:** Human Resource Development - Visiting Expert Program
3. **Responsible Delivery Units/Processing Units:**
 - 3.1. Human Resource and Institution Development Division (HRIDD); and
 - 3.2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2019	6. Volume of Transaction in 2019
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	12	24

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	10	3	Stage 1. Receiving, Recording and Evaluation of Application	3 (1) Receiving and Recording of Application (2) Checking Eligibility of Application (3) Evaluation of Application	
		4	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	4 (1) Preparation of Approval Letter with LIB and Contract of Award (2) Facilitation of Signing of Contract of Award	
				(3) Notarization and Distribution of Contract of Award (4) Orientation of Grantee	
		3	Stage 3. Releasing of Project Fund	3 (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
2. Turn-around Time (TaT)	33 Working Days	11 Working Days	Stage 1. Receiving, Recording and Evaluation of Application	11 Working Days
		17 Working Days	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	17 Working Days
		5 Working Days	Stage 3. Releasing of Project Fund	8 Working Days
3. Number of Signatures	33	3	Stage 1. Receiving, Recording and Evaluation of Application	Sending Division Evaluation Result to the Applicant (Checking Eligibility of Application) – 3 Signatures including Clearances 3
		7	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances (2) Facilitation of Contact Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances 7
		23	Stage 3. Releasing of Project Fund	(1) Request for Payment – 3 Signatures including Clearances (2) Obligation Request - 3 Signatures including Clearances (3) Disbursement Voucher 23
				d. Box A - 2 Signatures including Clearances e. Box C - 3 Signatures including Clearances f. Box D - 3 Signatures including Clearances
				(4) List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA a. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			b. Advice to Debit Account (ADA) - 3 Signatures including Clearances (5) Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	7	One (1) Primary Document with Six (6) Support Documents Stage 1. Receiving, Recording and Evaluation of Project Proposal	Letter of request (with complete documentary requirements): (1) Application form (2) Curriculum vitae (CV) of the visiting expert (3) Endorsement from the key official of the institution (4) Scheduled Plan of activities (5) Terms of reference (TOR) (6) Budget requirements
		4	Stage 2. Processing of Memorandum Agreement (MOA) One (1) Primary Document with Three (3) Support Documents	
			MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
		4	Stage 3. Releasing of Project Fund One (1) Primary Document with Three (3) Support Documents	
			Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
5. Transaction Costs				
5.1. Primary transaction costs/fees	None	None	None	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
5.2. Other transaction costs	None	None	None	
6. Substantive Compliance Cost	None	None	None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory	Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:

DR. ENRICO C. PARINGIT
Executive Director

MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

1. **Name of Department/Agency:** Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
2. **Name of Service:** Human Resource Development - Research Attachment
3. **Responsible Delivery Units/Processing Units:**
 - 3.1. Human Resource and Institution Development Division (HRIDD); and
 - 3.2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2019	6. Volume of Transaction in 2019
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	129	67

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	11	3	Stage 1. Receiving, Recording and Evaluation of Application	(1) Receiving and Recording of Application (2) Checking Eligibility of Application (3) Evaluation of Application	
		4	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Preparation of Approval Letter with LIB and Contract of Award (2) Facilitation of Signing of Contract of Award	
				(3) Notarization and Distribution of Contract of Award (4) Orientation of Grantee	
		3	Stage 3. Releasing of Project Fund	(1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
2. Turn-around Time (TaT)	33 Working Days	11 Working Days	Stage 1. Receiving, Recording and Evaluation of Application	11 Working Days
		17 Working Days	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	17 Working Days
		5 Working Days	Stage 3. Releasing of Project Fund	8 Working Days
3. Number of Signatures	33	3	Stage 1. Receiving, Recording and Evaluation of Application	Sending Division Evaluation Result to the Applicant (Checking Eligibility of Application) – 3 Signatures including Clearances 3
		7	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances (2) Facilitation of Contact Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances 7
		23	Stage 3. Releasing of Project Fund	(6) Request for Payment – 3 Signatures including Clearances (7) Obligation Request - 3 Signatures including Clearances (8) Disbursement Voucher 23
				g. Box A - 2 Signatures including Clearances h. Box C - 3 Signatures including Clearances i. Box D - 3 Signatures including Clearances
				(9) List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) c. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			d. Advice to Debit Account (ADA) - 3 Signatures including Clearances (10) Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	7	Stage 1. Receiving, Recording and Evaluation of Project Proposal One (1) Primary Document with Six (6) Support Documents	
			Letter of request (with complete documentary requirements): (1) Application form (2) Curriculum vitae (CV) of the visiting expert (3) Endorsement from the key official of the institution (4) Scheduled Plan of activities (5) Terms of reference (TOR) (6) Budget requirements	
		4	Stage 2. Processing of Memorandum Agreement (MOA) One (1) Primary Document with Three (3) Support Documents	
			MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
		4	Stage 3. Releasing of Project Fund One (1) Primary Document with Three (3) Support Documents Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
5. Transaction Costs				
5.1. Primary transaction costs/fees	None	None	None	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
5.2. Other transaction costs	None	None	None	
6. Substantive Compliance Cost	None	None	None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory	Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:


DR. ENRICO C. PARANGIT
Executive Director

MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

1. **Name of Department/Agency:** Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
2. **Name of Service:** Human Resource Development - Attendance in Conferences, Seminars, Trainings, Fora and Workshops
3. **Responsible Delivery Units/Processing Units:**
 - 3.1. Human Resource and Institution Development Division (HRIDD); and
 - 3.2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2019	6. Volume of Transaction in 2019
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	87	219

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	10	3	Stage 1. Receiving, Recording and Evaluation of Application	(1) Receiving and Recording of Application (2) Checking Eligibility of Application (3) Evaluation of Application 3	
		4	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Preparation of Approval Letter with LIB and Contract of Award (2) Facilitation of Signing of Contract of Award 4	
				(3) Notarization and Distribution of Contract of Award (4) Orientation of Grantee	
		3	Stage 3. Releasing of Project Fund	(1) Preparation of documents (2) Processing of documents (3) Releasing of Fund 3	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
2. Turn-around Time (TaT)	33 Working Days	11 Working Days	Stage 1. Receiving, Recording and Evaluation of Application	11 Working Days
		17 Working Days	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	17 Working Days
		5 Working Days	Stage 3. Releasing of Project Fund	8 Working Days
		3	Stage 1. Receiving, Recording and Evaluation of Application	Sending Division Evaluation Result to the Applicant (Checking Eligibility of Application) – 3 Signatures including Clearances
3. Number of Signatures	33	7	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances (2) Facilitation of Contract Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances
		23	Stage 3. Releasing of Project Fund	(11) Request for Payment – 3 Signatures including Clearances (12) Obligation Request - 3 Signatures including Clearances (13) Disbursement Voucher
				j. Box A - 2 Signatures including Clearances k. Box C - 3 Signatures including Clearances l. Box D - 3 Signatures including Clearances
				(14) List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) e. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			f. Advice to Debit Account (ADA) - 3 Signatures including Clearances (15) Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	7	One (1) Primary Document with Six (6) Support Documents Stage 1. Receiving, Recording and Evaluation of Project Proposal	
			Letter of request (with complete documentary requirements): (1) Application form (2) Curriculum vitae (CV) of the visiting expert (3) Endorsement from the key official of the institution (4) Scheduled Plan of activities (5) Terms of reference (TOR) (6) Budget requirements	
		4	One (1) Primary Document with Three (3) Support Documents Stage 2. Processing of Memorandum Agreement (MOA)	
			MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
		4	One (1) Primary Document with Three (3) Support Documents Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
5. Transaction Costs				
5.1. Primary transaction costs/fees	None	None	None	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
5.2. Other transaction costs	None	None	None	
6. Substantive Compliance Cost	None	None	None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory	Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:


DR. ENRICO C. PARANGIT
Executive Director 

MODIFIED FORM A1 – DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT

1. **Name of Department/Agency:** Department of Science and Technology - Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
2. **Name of Service:** Human Resource Development - Support for Conduct of Seminars, Conferences and Trainings
3. **Responsible Delivery Units/Processing Units:**
 - 3.1. Human Resource and Institution Development Division (HRIDD); and
 - 3.2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2019	6. Volume of Transaction in 2019
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	51	97

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	10	3	Stage 1. Receiving, Recording and Evaluation of Application	(1) Receiving and Recording of Application (2) Checking Eligibility of Application (3) Evaluation of Application 3	
		4	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Preparation of Approval Letter with LIB and Contract of Award (2) Facilitation of Signing of Contract of Award 4	
				(3) Notarization and Distribution of Contract of Award (4) Orientation of Grantee	
		3	Stage 3. Releasing of Project Fund	(1) Preparation of documents (2) Processing of documents (3) Releasing of Fund 3	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
2. Turn-around Time (TaT)	33 Working Days	11 Working Days	Stage 1. Receiving, Recording and Evaluation of Application	11 Working Days
		17 Working Days	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	17 Working Days
		5 Working Days	Stage 3. Releasing of Project Fund	8 Working Days
		3	Stage 1. Receiving, Recording and Evaluation of Application	3
3. Number of Signatures	33	7	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	(1) Sending Notice to the Proponent for MOA Signing – 3 Signatures including Clearances (2) Facilitation of Contract Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances
		23	Stage 3. Releasing of Project Fund	23
				(16) Request for Payment – 3 Signatures including Clearances (17) Obligation Request - 3 Signatures including Clearances (18) Disbursement Voucher m. Box A - 2 Signatures including Clearances n. Box C - 3 Signatures including Clearances o. Box D - 3 Signatures including Clearances
				(19) List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA g. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
			h. Advice to Debit Account (ADA) - 3 Signatures including Clearances (20) Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	7	Stage 1. Receiving, Recording and Evaluation of Project Proposal One (1) Primary Document with Six (6) Support Documents	
			Letter of request (with complete documentary requirements): (1) Application form (2) Curriculum vitae (CV) of the visiting expert (3) Endorsement from the key official of the institution (4) Scheduled Plan of activities (5) Terms of reference (TOR) (6) Budget requirements	
		4	Stage 2. Processing of Memorandum Agreement (MOA) One (1) Primary Document with Three (3) Support Documents	
			MOA Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
		4	Stage 3. Releasing of Project Fund One (1) Primary Document with Three (3) Support Documents	
			Notarized MOA with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget; and (3) Approved Workplan	
5. Transaction Costs				
5.1. Primary transaction costs/fees	None	None	None	

CRITERIA	STATUS AS OF FY 2018 (7)	TARGET IN FY 2019 (8)	FY 2019 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
5.2. Other transaction costs	None	None	None	
6. Substantive Compliance Cost	None	None	None	
7. Client/Citizen Satisfaction Results	Very Satisfactory	Very Satisfactory	Very Satisfactory	

Prepared by: **ROLANDO A. YANQUILING**
Planning Officer III and Spokesperson, PBB

Approved by:

DR. ENRICO C. PARINGIT
Executive Director