

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) PCIEERD Clients also known as Proponent or Implementing Agency such as government research and academic institutions as well as companies	5. Number of Clients Served in 2020 95	6. Volume of Transaction in 2020 397
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CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	12	15	Stage 1. Receiving, Recording, and Evaluation of Project Proposal	9 (1) Receiving of Proposals thru e-Proposal System / DPMIS (CFP Submission) (2) PMT Distribution of Proposals (3) Division Evaluation (4) PMT Deliberation (5) TP Evaluation (6) Submission of Rejoinders (7) PCIEERD GC Deliberation (8) DOST-EXECOM Deliberation (9) Submission of Revise proposal	❖ The first step is to ensure that distribution of proposals are correct from the start so as to avoid the delay in the process ❖ The number of steps is not an indication of efficiency

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
2. Turn-around Time (TaT)	88	87	Stage 2. Processing of Memorandum Agreement (MOA)	3 (1) Preparation of MOA (2) Facilitation of Signing of MOA (3) Notarization and Distribution of MOA	
			Stage 3. Releasing of Project Fund	3 (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	
			Stage 1. Receiving, Recording, and Evaluation of Project Proposal	40 Working Days	Although, the number of steps actually increased, however, the turn-around time was reduced
			Stage 3. Processing of Memorandum Agreement (MOA)	40 Working Days	Maximum of 40WD
Number of Signature	45	42	Stage 4. Releasing of Project Fund	7 Working Days	
			Stage 1. Receiving, Recording, and Evaluation of Project Proposal	12	
				(1) Sending Division Evaluation Result to the Proponent – 2 Signatures including Clearances (2) Sending PMT Deliberation Result to the Proponent – 2 Signatures including Clearances (3) Sending TP Evaluation Result to the Proponent – 2 Signatures including Clearances (4) Sending PCIEERD GC Deliberation Result to the Proponent – 3 Signatures including Clearances	

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
			Stage 2. Processing of Memorandum Agreement (MOA)	(5) Sending DOST-EXECOM Deliberation Result to the Proponent – 3 Signatures including Clearances 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	
			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 (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	

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
3. Number of Required Documents	13	13	Stage 1. Receiving, Recording, and Evaluation of Project Proposal	5 One (1) Primary Document - Detailed Program/Project Proposal with Four (4) Support Documents <ul style="list-style-type: none"> Proposed Line-Item-Budget; Proposed Workplan; Endorsement Letter from the Head of Agency Curriculum Vitae of Program/Project Leader 	
			Stage 2. Processing of Memorandum Agreement (MOA)	4 One (1) Primary Document -MOA With three (3) supporting documents: <ul style="list-style-type: none"> Approved Project Proposal; Approved Line-Item-Budget; Approved Workplan 	
			Stage 3. Initial Releasing of Project Fund	4 One (1) Primary Document – Request for Release of Funds with Three (3) Supporting Documents <ul style="list-style-type: none"> MOA Approved LIB Cash Program 	c/o budget div.
4. Transaction Costs					
4.1. Primary transaction costs/fees	None	None		None	

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
4.2. Other transaction costs	None	None	None	
5. Substantive Compliance Cost	None	None	None	
6. Client/Citizen Satisfaction Results		Very Satisfactory	Very Satisfactory	

Prepared by:



ENGR. MINALIZA H. ESCORIAL
Chief SR5, ITDD and OIC, Office of the Deputy Executive Director,
PBB Committee Chair

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:**
 1. Research Information and Technology Transfer Division (RITTD)
 2. Policy Coordination and Monitoring Division (PCMD); and
 3. Finance and Administrative Division (FAD)

1. Identified Client/Customer (s) PCIEERD Clients also known as Proponent or Implementing Agency such as government research and academic institutions as well as companies	2. Number of Clients Served in 2020 10,111	3. Volume of Transaction in 2020 20, 222
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CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	12	15	Stage 1. Receiving, Recording, and Evaluation of Project Proposal	9 (1) Receiving of Proposals thru e-Proposal System / DPMS (CFP Submission) (2) PMT Distribution of Proposals (3) Division Evaluation (4) PMT Deliberation (5) TP Evaluation (6) Submission of Rejoinders (7) PCIEERD GC Deliberation (8) DOST-EXECOM Deliberation (9) Submission of Revise proposal	❖ The first step is to ensure that distribution of proposals are correct from the start so as to avoid the delay in the process ❖ The number of steps is not an indication of efficiency
			Stage 2. Processing of Memorandum Agreement (MOA)	3 (1) Preparation of MOA (2) Facilitation of Signing of MOA	

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)			REMARKS (10)
2. Turn-around Time (TaT)	88	87	Stage 3. Releasing of Project Fund	(3) Notarization and Distribution of MOA 3 (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund		
			Stage 1. Receiving, Recording, and Evaluation of Project Proposal	40 Working Days	Although, the number of steps actually increased, however, the turn-around time was reduced	
			Stage 3. Processing of Memorandum Agreement (MOA)	40 Working Days	Maximum of 40WD	
			Stage 4. Releasing of Project Fund	7 Working Days		
Number of Signature	45	42	Stage 1. Receiving, Recording, and Evaluation of Project Proposal	12 (1) Sending Division Evaluation Result to the Proponent – 2 Signatures including Clearances (2) Sending PMT Deliberation Result to the Proponent – 2 Signatures including Clearances (3) Sending TP Evaluation Result to the Proponent – 2 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		

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
			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	
			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 (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	
			Stage 1. Receiving, Recording, and Evaluation of Project Proposal	5 One (1) Primary Document - Detailed Program/Project Proposal	
3. Number of Required Documents	13	13			

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
				<ul style="list-style-type: none"> with Four (4) Support Documents Proposed Line-Item-Budget; Proposed Workplan; Endorsement Letter from the Head of Agency Curriculum Vitae of Program/Project Leader 	
			Stage 2. Processing of Memorandum Agreement (MOA)	<p>4</p> <p>One (1) Primary Document -MOA</p> <p>With three (3) supporting documents:</p> <ul style="list-style-type: none"> Approved Project Proposal; Approved Line-Item-Budget; Approved Workplan 	
			Stage 3. Initial Releasing of Project Fund	<p>4</p> <p>One (1) Primary Document – Request for Release of Funds</p> <p>with Three (3) Supporting Documents</p> <ul style="list-style-type: none"> MOA Approved LIB Cash Program 	
4. Transaction Costs					
4.1. Primary transaction costs/fees	None	None		None	
4.2. Other transaction costs	None	None		None	
5. Substantive Compliance Cost	None	None		None	

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)	REMARKS (10)
6. Client/Citizen Satisfaction Results		Very Satisfactory	Very Satisfactory	

Prepared by:

Approved by:

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ENGR. NINALIZA H. ESCORIAL
Chief SRS, ITDD and OIC, Office of the Deputy Executive Director,
PBB Committee Chair

Enrico C. Parangit
DR. ENRICO C. PARANGIT
Executive Director
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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:**
 1. Human Resource and Institution Development Division (HRIDD); and
 2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2020	6. Volume of Transaction in 2020
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	6	11

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	10	10	Stage 1. Receiving, Recording and Evaluation of Application	3 (1) Receiving and Recording of Application/Proposals thru Trace (2) Division Evaluation (3) PMT Deliberation, as needed	
			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 COA (3) Notarization and Distribution of COA (4) Orientation of Grantee	
			Stage 3. Releasing of Project Fund	3 (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	

2. Turn-around Time (Tat)	40	36	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Preparation, Processing and Releasing of Project Fund	11 Working Days 17 Working Days 8 Working Days	
3. Number of Signatures	15	33	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	3 (1) Sending Division Evaluation Result to the Grantee (Checking Eligibility of Application) – 3 Signatures including Clearances 7 (1) Sending Notice to the Grantee for COA Signing – 3 Signatures including Clearances (2) Facilitation of COA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances	
				23 1. Request for Payment – 3 Signatures including Clearances 2. Obligation Request - 3 Signatures including Clearances 3. Disbursement Voucher : • Box A - 2 Signatures including Clearances • Box C - 3 Signatures including Clearances • Box D - 3 Signatures including Clearances 4. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances 5. Advice to Debit Account (ADA) - 3 Signatures including Clearances	Same with R&D

				6. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	15	Stage 1. Receiving, Recording and Evaluation of Application	One (1) Primary Document with Six (6) Support Documents Letter of Request with the following support documents: (1) Application Form; (2) Line-Item Budget; (3) Curriculum Vitae of the Expert; (4) Endorsement from the Sending Institution; (5) Scheduled Plan of Activities; and (6) Terms of Reference (TOR)	
			Stage 2. Processing of Contract of Award (COA)	One (1) Primary Document with Three (3) Support Documents COA Template with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved TOR	
			Stage 3. Releasing of Project Fund	One (1) Primary Document with Three (3) Support Documents Notarized COA with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved TOR	
5. Transaction Costs				None	
1. Primary transaction costs/fees	None	None		None	
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:

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ENGR. NINALIZA H. ESCORIAL
Chief SRS, ITDD and OIC, Office of the Deputy Executive Director,
PBB Committee Chair

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Approved by:

Enrico C. Parangit
DR. ENRICO C. PARANGIT
Executive Director

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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:**
 1. Human Resource and Institution Development Division (HRIDD); and
 2. Finance and Administrative Division (FAD)



4. Identified Client/Customer (s)	5. Number of Clients Served in 2020	6. Volume of Transaction in 2020
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	32	53



CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)			REMARKS (10)
1. Number of Steps	10	10	Stage 1. Receiving, Recording and Evaluation of Application	3	(1) Receiving and Recording of Application/Proposals thru Trace (2) Division Evaluation (3) PMT Deliberation, as needed	
			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 COA (3) Notarization and Distribution of COA (4) Orientation of Grantee	
			Stage 3. Releasing of Project Fund	3	(1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	

2. Turn-around Time (TaT)	40	36	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	11 Working Days	
3. Number of Signatures	15	33	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	3 (1) Sending Division Evaluation Result to the Grantee (Checking Eligibility of Application) – 3 Signatures including Clearances 7 (1) Sending Notice to the Grantee for COA Signing – 3 Signatures including Clearances (2) Facilitation of COA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances 23	
				17 Working Days	
				8 Working Days	
				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 4. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances 5. Advice to Debit Account (ADA) - 3 Signatures including Clearances	

				6. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	15	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) Application Form; (2) Line-Item Budget; (3) Curriculum Vitae of the Applicant; (4) Endorsement from the Sending Institution; (5) Detailed Research Proposal with Plan of Activities; and (6) Acceptance from Host Institution	
			Stage 2. Processing of Contract of Award (COA)	One (1) Primary Document with Three (3) Support Documents COA Template with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved Detailed Research Proposal with Plan of Activities	
			Stage 3. Releasing of Project Fund	One (1) Primary Document with Three (3) Support Documents Notarized COA with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved Detailed Research Proposal with Plan of Activities	
5. Transaction Costs				None	
1. Primary transaction costs/fees	None	None		None	
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: 
ENGR. NINALIZA H. ESCORIAL
 Chief SRS, ITDD and OIC, Office of the Deputy Executive Director,
 PBB Committee Chair 

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 – Attendance in Conferences, Seminars, Trainings, Fora and Workshops
3. **Responsible Delivery Units/Processing Units:**
 1. Human Resource and Institution Development Division (HRIDD); and
 2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2020	6. Volume of Transaction in 2020
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	13	31

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	10	10	Stage 1. Receiving, Recording and Evaluation of Application	3 (1) Receiving of Proposals thru TRACE (2) Division Evaluation (3) PMT Deliberation, as needed	
			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 COA (3) Notarization and Distribution of COA (4) Orientation of Grantee	

			Stage 3. Releasing of Project Fund	3 (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	
2. Turn-around Time (TaT)	40	36	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	11 Working Days 17 Working Days 8 Working Days	
3. Number of Signatures	15	33	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	3 (1) Sending Division Evaluation Result to the Grantee (Checking Eligibility of Application) – 3 Signatures including Clearances 7 (1) Sending Notice to the Grantee for COA Signing – 3 Signatures including Clearances (2) Facilitation of COA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances 23 1. Request for Payment – 3 Signatures including Clearances 2. Obligation Request - 3 Signatures including Clearances 3. Disbursement Voucher : • Box A - 2 Signatures including Clearances • Box C - 3 Signatures including Clearances • Box D - 3 Signatures including Clearances	

				<p>4. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances</p> <p>5. Advice to Debit Account (ADA) - 3 Signatures including Clearances</p> <p>6. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances</p>	
4. Number of Required Documents	14	16	Stage 1. Receiving, Recording and Evaluation of Project Proposal	<p>One (1) Primary Document with Nine (9) Support Documents</p> <p>10</p> <p>Letter of Request with the following support documents: (1) Application Form; (2) Line-Item Budget; (3) Curriculum Vitae of the Applicant; (4) Endorsement from the Sending Institution; (5) Acceptance and/or Invitation from the Host Institution; (6) Copy of Full Paper or E-Poster; (7) Copy of Programme; (8) Justification; and (9) Action Plan</p>	
			Stage 2. Processing of Contract of Agreement (COA)	<p>One (1) Primary Document with Two (2) Support Documents</p> <p>3</p> <p>COA Template with the following support documents: (1) Approval Letter; and (2) Approved Line-Item-Budget</p>	
			Stage 3. Releasing of Project Fund	<p>One (1) Primary Document with Two (2) Support Documents</p> <p>3</p> <p>Notarized COA with the following support documents: (1) Approval Letter; and (2) Approved Line-Item-Budget</p>	
5. Transaction Costs					
1. Primary transaction costs/fees	None	None		None	

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:

ENGR. NINALIZA H. ESCORIAL
 Chief SRS, ITDD and OIC, Office of the Deputy Executive Director,
 PBB Committee Chair

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Approved by:

DR. ENRICO C. PARINGIT
 Executive Director

[Signature]

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 - Faculty Immersion for Research and Development (R&D)
3. **Responsible Delivery Units/Processing Units:**
 1. Human Resource and Institution Development Division (HRIDD); and
 2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2020	6. Volume of Transaction in 2020
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	6	6

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	10	Stage 1. Receiving, Recording and Evaluation of Application	(1) Receiving and Recording of Application/Proposals thru Trace (2) Division Evaluation (3) PMT Deliberation, as needed	3	
			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 COA (3) Notarization and Distribution of COA (4) Orientation of Grantee	4	
			Stage 3. Releasing of Project Fund	(1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	3	

2. Turn-around Time (TaT)	40	36 Working Days	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	11 Working Days 17 Working Days 8 Working Days	
3. Number of Signatures	33	33	Stage 1. Receiving, Recording and Evaluation of Application Stage 2. Preparation of Approval Documents and Signing of Contract of Award Stage 3. Releasing of Project Fund	3 (1) Sending Division Evaluation Result to the Grantee (Checking Eligibility of Application) – 3 Signatures including Clearances 7 (1) Sending Notice to the Grantee for MOA Signing – 3 Signatures including Clearances (2) Facilitation of COA Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances	
				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 4. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances 5. Advice to Debit Account (ADA) - 3 Signatures including Clearances	

				6. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents	15	15	Stage 1. Receiving, Recording and Evaluation of Project Proposal	7 One (1) Primary Document with Six (6) Support Documents Letter of Request with the following support documents: (1) Application Form; (2) Line-Item Budget; (3) Curriculum Vitae of the Applicant; (4) Endorsement from the Sending Institution; (5) Detailed Research Proposal with Plan of Activities; and (6) Acceptance from Host Institution	
			Stage 2. Processing of Contract of Agreement (MOA)	4 One (1) Primary Document with Three (3) Support Documents COA Template with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved Detailed Research Proposal with Plan of Activities	
			Stage 3. Releasing of Project Fund	4 One (1) Primary Document with Three (3) Support Documents Notarized COA with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved Detailed Research Proposal with Plan of Activities	
5. Transaction Costs				None	
1. Primary transaction costs/fees	None	None			
2. Other transaction costs	None	None		None	
6. Substantive Compliance Cost	None	None		None	

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:**
 1. Human Resource and Institution Development Division (HRIDD); and
 2. Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	5. Number of Clients Served in 2020	6. Volume of Transaction in 2020
PCIEERD Partners also known as Proponent or Implementing Agency such as Private and Public Institutions	16	43

CRITERIA	STATUS AS OF FY 2019 (7)	TARGET IN FY 2020 (8)	FY 2020 STATUS OF STREAMLINING EFFORTS (9)		REMARKS (10)
1. Number of Steps	10	10	Stage 1. Receiving, Recording and Evaluation of Application	3 (1) Receiving and Recording of Application thru TRACE (2) Division Evaluation (3) PMT deliberation, as needed	
			Stage 2. Preparation of Approval Documents and Signing of Conformance	4 (1) Preparation of Approval/Conformance Letter with LIB (2) Facilitation of Signing of Conformance (3) Orientation of Grantee	
			Stage 3. Releasing of Project Fund	3 (1) Preparation of documents (2) Processing of documents (3) Releasing of Fund	
2. Turn-around Time (TaT)	40	36	Stage 1. Receiving, Recording and Evaluation of Application	11 Working Days	

3. Number of Signatures	33	33	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	17 Working Days	
			Stage 3. Releasing of Project Fund	8 Working Days	
			Stage 1. Receiving, Recording and Evaluation of Application	12 (1) Sending Division Evaluation Result to the Proponent (Checking Eligibility of Application) – 3 Signatures including Clearances (2) Sending PMT Deliberation Result to the Proponent, if conducted – 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, if conducted – 3 Signatures including Clearances	
			Stage 2. Preparation of Approval Documents and Signing of Conforme	7 (1) Sending Approval/Conforme letter – 3 Signatures including Clearances (2) Facilitation of Conforme Signing for PCIEERD Authorized Signatory – 4 Signatures including Clearances	
			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 : • Box A - 2 Signatures including Clearances • Box C - 3 Signatures including Clearances • Box D - 3 Signatures including Clearances	

				4. List of Due and Demandable Accounts Payable - 3 Signatures including Clearances 5. Advice to Debit Account (ADA) - 3 Signatures including Clearances 6. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	
4. Number of Required Documents			Stage 1. Receiving, Recording and Evaluation of Project Proposal	One (1) Primary Document with Four (4) Support Documents Letter of Request with the following support documents: (1) Proposal and Line-Item Budget; (2) Endorsement from the Head of Institution; 3) Tentative program of activities; 4) TOR for speakers	
			Stage 2. Processing of Conforms	One (1) Primary Document with Two (2) Support Documents Conforme Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget;	
			Stage 3. Releasing of Project Fund	One (1) Primary Document with Three (3) Support Documents Signed Conforme with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget;	
5. Transaction Costs				None	
1. Primary transaction costs/fees	None	None		None	
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	
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Prepared by:



ENGR. NINALIZA H. ESCORIAL

Chief SRS, ITDD and OIC, Office of the Deputy Executive Director,
PBB Committee Chair



Approved by:



DR. ENRICO C. PARINGIT

Executive Director

