- Name of Department/Agency: Department of Science and Technology Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
- Sin Name of Service: Research and Development (R&D) Management
- 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)

 Identified Client/Customer (s) 	Number of Clients Served in 2020	6. Volume of Transaction in 2020
PCIEERD Clients also known as Proponent or	95	397
Implementing Agency such as government		
research and academic institutions as well as		
companies		

													-	_
	-													
CRITERIA	Number of Steps													
STATUS AS OF FY 2019 (7)	12													
TARGET IN FY 2020 (8)	15													
FY 2020 STATUS	Stage 1. Receiving,	Recording, and	Evaluation of Project	Proposal										
FY 2020 STATUS OF STREAMLINING EFFORTS (9)	9	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		
REMARKS (10)	 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

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

	CRITERIA
	STATUS AS OF FY 2019 (7)
	TARGET IN FY 2020 (8)
Stage 2. Processing of Memorandum Agreement (MOA) Stage 3. Releasing of Project Fund	FY 2020 STATU
(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 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 b. Box C - 3 Signatures including Clearances c. Box D - 3 Signatures including Clearances b. Box C - 3 Signatures including Clearances (4) List of Due and Demandable Accounts (LDDAP-ADA) a. List of Due and Demandable Accounts Payable - Advice to Debit Accounts (Clearances b. Advice to Debit Account (ADA) - 3 Signatures including Clearances (5) Advice of Checks Issued and Cancelled - 3 Signatures including Clearances	FY 2020 STATUS OF STREAMLINING EFFORTS (9)
	REMARKS (10)

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

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

Prepared by:

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

Approved by:

Executive Director DR. ENRICO C. PARINGIT

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

	1. Identif	 Identified Client/Customer (s) 	2. Number of Clients Served in 2020	3. Volume of Transaction in 2020
	PCIEERD	PCIEERD Clients also known as Proponent or	10,111	20, 222
Implementing Agency such as government	Implemen	ing Agency such as government		
research and academic institutions as well as companies	research a	ind academic institutions as well as		

													1. Number of Steps			CRITERIA
													12	(7)	OF FY 2019	STATUS AS
													15	(8)	FY 2020	TARGET IN
Stage 2. Processing of Memorandum Agreement (MOA)										Proposal	Evaluation of Project	Recording, and	Stage 1. Receiving,			FY 2020 STATUS
3 (1) Preparation of MOA (2) Facilitation of Signing of MOA		(9) Submission of Revise proposal	(8) DOST-EXECOM Deliberation	(7) PCIEERD GC Deliberation	(6) Submission of Rejoinders	(5) TP Evaluation	(4) PMT Deliberation	(3) Division Evaluation	(2) PMT Distribution of Proposals	Submission)	Proposal System / DPMIS (CFP	(1) Receiving of Proposals thru e-	9		(9)	OF STREAMLINING EFFORTS
	of efficiency	of steps is not an indication	The number	process	delay in the	to avoid the	the start so as	correct from	proposals are	distribution of	that	is to ensure	 The first step 		(10)	REMARKS

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

3. Number of Required Documents				CRITERIA
13				STATUS AS OF FY 2019 (7)
13				TARGET IN FY 2020 (8)
Stage 1. Receiving, Recording, and Evaluation of Project Proposal		Stage 3. Releasing of Project Fund	Stage 2. Processing of Memorandum Agreement (MOA)	FY 2020 STATU
5 One (1) Primary Document - Detailed Program/Project Proposal	 Request for Payment – 3 Signatures including Clearances Obligation Request - 3 Signatures including Clearances 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)	23	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	FY 2020 STATUS OF STREAMLINING EFFORTS (9)
				REMARKS (10)

None	None	None	5. Substantive Compliance Cost
None	None	None	4.2. Other transaction costs
TACING TACING	: Zoid	: Z	
None	None	Noso	4. Transaction Costs
with Three (3) Supporting Documents • MOA • Approved LIB • Cash Program			
Stage 3. Initial Releasing of Project Fund One (1) Primary Document – Request for Release of Funds			
With three (3) supporting documents: • Approved Project Proposal; • Approved Line-Item-Budget; • Approved Workplan			
Stage 2. Processing of Memorandum Agreement (MOA) 4 One (1) Primary Document -MOA			
 Proposed Line-Item-Budget; Proposed Workplan; Endorsement Letter from the Head of Agency Curriculum Vitae of Program/Project Leader 			
with Four (4) Support Documents			
FY 2020 STATUS OF STREAMLINING EFFORTS (9)	TARGET IN FY 2020 (8)	STATUS AS OF FY 2019 (7)	CRITERIA
20 STATUS OF STREAM (9) with Four	FY 20		TARGET IN FY 2020 (8)

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

Prepared by:

ENGR. NINALIZA H. ESCORIAL

Chief \$RS, ITDD and OIC, Office of the Deputy Executive Director, PBB Committee Chair

Approved by:

DR. ENRICO C. PARINGIT

Executive Director & N

- Name of Department/Agency: Department of Science and Technology Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)
 Name of Service: Human Resource Development Visiting Expert Program
 Responsible Delivery Units/Processing Units:

- Human Resource and Institution Development Division (HRIDD); and 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		6		11
Implementing Agency such as Private and Public				
Institutions				

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

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

6. Substantive Compliance Cost	Other transaction costs	transaction costs/fees	Costs						4. Number of Required Documents	
None	None	None	:						15	
None	None	None							15	
					Stage 3. Releasing of Project Fund		Stage 2. Processing of Contract of Award (COA)		Stage 1. Receiving, Recording and Evaluation of Application	
None	None	None		Notarized COA with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved TOR	One (1) Prim	COA Template with the following support documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and (3) Approved TOR	4 One (1) Primary Document with Three (3) 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)	7 One (1) Primary Document with Six (6) Support Documents	6. Advice of Checks Issued and Cancelled- 3 Signatures including Clearances
										ŭ.

7. Client/ Satisfaction Results Client/Citizen Satisfactory Very Very Satisfactory Very Satisfactory

Prepared by:

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

Approved by:

DR. ENRICO C. PARINGIT **Executive Director**

- Name of Department/Agency: <u>Department of Science and Technology Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)</u>
 Name of Service: <u>Human Resource Development Research Attachment</u>
 Responsible Delivery Units/Processing Units:
- Responsible Delivery Units/Processing Units:
- Human Resource and Institution Development Division (HRIDD); and 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

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

15 15 15 15 16 17 18 18 18 18 19 18 19 19 10 10 10 10 10 10 10 10 10 10 10 10 10	Other transaction costs	 Primary transaction costs/fees 	5. Transaction Costs						4. Number of Required Documents	
Stage 1. Receiving, Recording and Evaluation of Project Proposal Letter of Request with the following support documents: (1) Application Fc (2) Line-Item Budget; (3) Curriculum V of the Applicant; (3) Curriculum V of the Applicant; (4) Endorsement from Host Institution; (5) Detailed Research Proposal with Plan of Activities Stage 2. Processing of Contract of Award (COA) Stage 3. Releasing of Project Fund Stage 3. Releasing of Project Fund Stage 3. Releasing of Project Fund Approved Line-Item-Budget; and Approved Lin	None	None							15	
1. Receiving. 1. Receiving. 1. Receiving. 1. Receiving. 2. Processing of cot of Checks Issued Cancelled - 3 Signatures inclusion of Support Documents 2. Processing of COA Template with Plan of Activities 3. Releasing of Project One (1) Primary Documents None None 1. Receiving. 2. Processing of COA Template with Plan of Activities None None 1. Receiving. 2. Processing of Support Documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and Approved Documents: (1) Approval Letter; (2) Approved Line-Item-Budget; and Approved Detailed Research Proposal With Plan of Activities None	None	None							15	
Cancelled - 3 Signatures includin Clearances 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 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 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 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 None					3. Releasing of Pro		Stage 2. Processing of Contract of Award (COA)		luation	
- " W - Q Q	None	None		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		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	4 One (1) Primary Document with Three (3) 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	7 One (1) Primary Document with Six (6) Support Documents	A

None None Very Very Satisfactory Very Satisfactory	7. Client/Citizen Satisfaction Results	6. Substantive Compliance Cost
Ŋ	Very Satisfactory	None
None Very Satisfactory	Very Satisfactory	None
	Very Satisfactory	None

Prepared by: \mathcal{M} -

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

Approved by:

Executive Director NDR. ENRICO C. PARINGIT

- 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 Conference of Services of Service
- Responsible Delivery Units/Processing Units:
- Human Resource and Institution Development Division (HRIDD); and Finance and Administrative Division (FAD)

4. Identified Client/Customer (s)	<u>5</u> 1	Number of Clients Served in 2020	ტ.	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	TARGET IN FY 2020	FY 2020 STATUS O	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	
			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	

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

(2) Line-Item Budget; (3) Curriculum Vitae and Stage 2. Processing of Contract of Agreement (COA) Stage 3. Releasing of Project Fund None Non	 Primary transaction costs/fees 	5. Transaction Costs						4. Number of Required Documents	
Stage 1. Receiving, Recording and Evaluation of Project Proposal Stage 2. Processing of Contract of Agreement (COA) Stage 3. Releasing of Project Fund Not do	None							14	
1. Receiving, ding and Evaluation of the Proposal Sup (2) of the and (6) (6) (2) of the and (6) (6) (6) (7) of the and (6) (6) (7) of the and (6) (7) of the and (6) (8) (9) of the and (9	None							16	
				ω		Stage 2. Processing of Contract of Agreement (COA)		ng, valuation	
	None		Notarized COA with the following support documents: (1) Approval Letter; and (2) Approved Line-Item-Budget		COA Template with the following support documents: (1) Approval Letter; and (2) Approved Line-Item-Budget	One (1) Primary Document with Two (2) 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) 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	10 One (1) Primary Document with Nine (9) Support Documents	

None None None None Very Satisfactory Very Satisfactory	7. Client/Citizen Very Satisfaction Satisfactory Results	6. Substantive None Compliance Cost	2. Other None transaction costs
None None Very Satisfactory		None	None
	Very Satisfactory	None	None

Prepared by:

ENGR. NINALIZA H. ESCORIAL

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

Approvedby:

DR. ENRICO C. PARINGIT
Executive Director

- 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:
- Responsible Delivery Units/Processing Units:
- Human Resource and Institution Development Division (HRIDD); and
- Finance and Administrative Division (FAD)

Volume of Transaction in 202

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	3 (1) Receiving and Recording of Application/Proposals thru Trace (2) Division Evaluation (3) PMT Deliberation, as needed	
			Stage 2. Preparation of	4	
			Approval Documents and	(1) Preparation of Approval Letter with LIB	
			Signing of Contract of Award	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	З	
			Fund	(1) Preparation of documents (2) Processing of documents	
				(3) Releasing of Fund	

			3. Number of Signatures			2. Turn-around Time (TaT)
			33			40
			33			36 Working Days
	Stage 3. Releasing of Project Fund	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	Stage 1. Receiving, Recording and Evaluation of Application	Stage 3. Releasing of Project Fund	Stage 2. Preparation of Approval Documents and Signing of Contract of Award	Stage 1. Receiving, Recording and Evaluation of Application
 Request for Payment – 3 Signatures including Clearances Obligation Request - 3 Signatures including Clearances Disbursement Voucher: Box A - 2 Signatures including Clearances Box C - 3 Signatures including Clearances Box D - 3 Signatures including Clearances List of Due and Demandable Accounts Payable - 3 Signatures including Clearances Advice to Debit Account (ADA) - 3 Signatures including Clearances 	23	(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	(1) Sending Division Evaluation Result to the Grantee (Checking Eligibility of Application) – 3 Signatures	8 Working Days	17 Working Days	11 Working Days

6. Substantive Compliance Cost	trar	(0 =	5. Transaction Costs					Required Documents	
None	None	None						15	
None	None	None						15	
				Fund		Stage 2. Processing of Contract of Agreement (MOA)		Stage 1. Receiving, Recording and Evaluation of Project Proposal	
None	None	None	(2) Approved Line-Item-Budget; and (3) Approved Detailed Research Proposal with Plan of Activities	One (1) Primary Document with Three (3) Support Documents Notarized COA with the following support	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	4 One (1) Primary Document with Three (3) 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	7 One (1) Primary Document with Six (6) Support Documents	6. Advice of Checks Issued and Cancelled - 3 Signatures including Clearances

- 1. **Name of Department/Agency:** <u>Department of Science and Technology Philippine Council for Industry, Energy and Emerging Technology Research and Development (DOST-PCIEERD)</u>
- Name of Service: Human Resource Development Support for Conduct of Seminars, Conferences and Trainings
- Responsible Delivery Units/Processing Units:
- 1. Human Resource and Institution Development Division (HRIDD); and
- 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		16		43
Implementing Agency such as Private and Public		8 3		d
Institutions				

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

					Signatures	3. Number of		
						33		
						33		
		Stage 3. Releasing of Project Fund	Stage 2. Preparation of Approval Documents and Signing of Conforme		Recording and Evaluation of Application	Stage 1. Receiving,	Stage 3. Releasing of Project	Stage 2. Preparation of Approval Documents and Signing of Contract of Award
ClearancesBox D - 3 Signatures including	 Request for Payment – 3 Signatures including Clearances Obligation Request - 3 Signatures including Clearances Disbursement Voucher: Box A - 2 Signatures including Clearances Box C - 3 Signatures including 	23	7 (1) Sending Approval/Conforme letter – 3 Signatures including Clearances (2) Facilitation of Conforme Signing for PCIEERD Authorized Signatory – 4 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	(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	12	8 Working Days	17 Working Days

6. Substantive None Compliance Cost	Other None transaction costs	Primary ansaction osts/fees	Costs						Required Documents			
ne	ine	None										
None	None	None										
					Stage 3. Releasing of Project Fund		Stage 2. Processing of Conforme		Stage 1. Receiving, Recording and Evaluation of Project Proposal			
None	None	None		Signed Conforme with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget;	One (1) Primary Document with Three (3) Support Documents	Conforme Template with the following support documents: (1) Approved Project Proposal; (2) Approved Line-Item-Budget;	One (1) Primary Document with Two (2) 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	One (1) Primary Document with Four (4) Support Documents	 Advice of Checks Issued and Cancelled - 3 Signatures including Clearances 	 Advice to Debit Account (ADA) - 3 Signatures including Clearances 	Accounts Payable - 3 Signatures including Clearances

,

7. Client/ Satisfaction Results Client/Citizen Nery 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

JUNE

Approved by:

DR. ENRICO C. PARINGIT Executive Director