

**MODIFIED FORM A1-DETAILS OF BUREAU/OFFICE PERFORMANCE REPORT**

DEPARTMENT/AGENCY

DEPARTMENT OF TOURISM/NATIONAL PARKS DEVELOPMENT COMMITTEE

NAME OF SERVICE:

**1. Disbursement thru checks/cash**

RESPONSIBLE DELIVERY

Cash Section

UNITS/PROCESSING UNITS:

IDENTIFIED CLIENT/CUSTOMER(S)	NUMBER OF CLIENTS SERVED IN 2019	VOLUME OF TRANSACTIONS IN 2019
Utility Providers	Four (4)	Forty Eight (48)
Artists	Thirty Six (36)	One hundred seventy four (174)
Hosts	Seven (7)	Forty Three (43)
Specialists	Seventeen (17)	Sixty (60)
Consultant	Two (2)	Six (6)
Service Providers	Three (3)	Twenty Eight (28)
Suppliers	Sixty six(66)	Four hundred ninety nine (499)
Rental Providers	Five (5)	Nine (9)
Contractors	Thirteen (13)	Twenty one (21)
Propsman	One (1)	Twenty Four (24)
Audit Provider	One (1)	One (1)
Remittances	Six (6)	Seventy Two (72)
Payment for the employees	Twenty (20)	Fifty One (51)
Individual Providers	Fifty Nine (59)	Twenty Four (24)
Payment for refund/honoraria	Thirty Eight (38)	Thirty Three (33)
Payment for terminal leave	Seventeen (17)	Seventeen (17)
Trainings	Twenty Four (24)	Twenty Four (24)
Legal Service	One (1)	One (1)
CUSA	Three (3)	Seventeen (17)

CRITERIA	STATUS AS OF FY 2018	TARGET IN FY 2019	FY 2019 STATUS OF STREAMLINING EFFORTS	REMARKS
Number of Steps	3	3	3	No improvement since current status is the shortest possible process since FY 2018 when the agency had undergone the streamlining process
Turnaround Time (TAT)	4 mins	4 mins	4 mins	
Number of signatures	1	1	1	
Number of required documents	1 to 2	1 to 2	1 to 2	
Transaction Costs				
Primary Transaction Costs	None	None	None	
Other Transaction Costs	None	None	None	
Substantive Compliance Costs	None	None	None	
Client/Citizen Satisfaction Results				

NAME OF SERVICE:

**2. Disbursement thru LDDA-ADA**

RESPONSIBLE DELIVERY

Cash Section

UNITS/PROCESSING UNITS:

IDENTIFIED CLIENT/CUSTOMER(S)	NUMBER OF CLIENTS SERVED IN 2019	VOLUME OF TRANSACTIONS IN 2019

CRITERIA	STATUS AS OF FY 2018	TARGET IN FY 2019	FY 2019 STATUS OF STREAMLINING EFFORTS	REMARKS
Number of Steps	3	3	3	
Turnaround Time (TAT)	Within 24 hours	Within 24 hours	Within 24 hours	Land Bank of the Philippines processing time
Number of signatures	None	None	None	
Number of required documents	1	1	1	
Transaction Costs				

Primary Transaction Costs	None	None	None	
Other Transaction Costs	None	None	None	
Substantive Compliance Costs	None	None	None	
Client/Citizen Satisfaction Results				

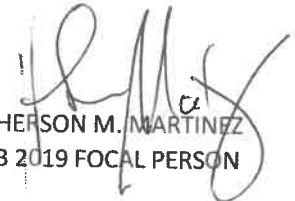
NAME OF SERVICE: **3. Receiving of Payments**

RESPONSIBLE DELIVERY UNITS/PROCESSING UNITS: Cash Section

IDENTIFIED CLIENT/CUSTOMER(S)	NUMBER OF CLIENTS SERVED IN 2019	VOLUME OF TRANSACTIONS IN 2019
Private Individual		
Private Groups		
Schools		
Other Government Agencies		

CRITERIA	STATUS AS OF FY 2018	TARGET IN FY 2019	FY 2019 STATUS OF STREAMLINING EFFORTS	REMARKS
Number of Steps	3	3	3	Shortest possible step for the client
Turnaround Time (TAT)	3 mins	3 mins	3 mins	Shortest possible time for the client
Number of signatures	None	None	None	
Number of required documents	1	1	1	Proof of the amount being paid
Transaction Costs				
Primary Transaction Costs				
Other Transaction Costs	None	None	None	
Substantive Compliance Costs	None	None	None	
Client/Citizen Satisfaction Results	99%	95%	99%	

Prepared by:

  
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Approved by:

  
for CECILLE L. ROMERO  
Executive Director