

**Process: Processing of Documents**  
**Department/Division: Bureau of FAS**

No	Functional Objectives	KPIs	Target	Functional Unit	Time Frame	Monitoring Method/	Frequency of Monitoring	Actual Accomplishment
1	Adherence to the existing government rules and regulations	within the National Expenditure Program	20 BUR/OBR/Vouchers per day	Budget/Accounting Division	daily	Monthly report to DBM	Monthly	
		Compliance with all Reportorial requirements of DBM, COA and CSC	100% compliance	Accounting/Budget/Administrative Division	within the prescribe period of time	Monthly, Quarterly and Annual report	Monthly	
		Compliance with the GPPB laws and rules	100% posting of procured goods/services	Administrative Division/ISU	2 weeks per project	ABC/RFQ/PHILGEPS website posting/P.O.	per project	
		Compliance to RA 9470 Archives Law	100% compliance	Records Section	Annual	Annual report per Office	Annual	
		Compliance to Section 93 of GAA FY 2012 (Transparency Seal Provision)	100% posting and maintenance of website	Information Systems Unit	Annual	Website posts and updates	Annual	
2	Formulation and Implementation of office policies-financial and administrative	Memoranda and other office communications	20 documents per month	Administrative Division	5 per week	Distribution thru Records Section	Monthly	
		Undertaking Legal documents	16 legal documents per month	Legal Office	4 per week	Actual documents prepared	Monthly	
		Deed of donation	2 per quarter	Legal Office	Quarterly	Actual documents prepared	Quarterly	
		Meeting to monitor compliance with policies	Monthly meeting	Accounting/Budget/Administrative Division	Monthly	Monthly report	Monthly	
3	Funding and Technical assistance to PSC programs and projects	sponsorship/assistance granted	100% released	Accounting/Budget/Administrative Division	within the prescribe period of time	Written request/Monthly report	Monthly	
4	Support System for training and competition requirements	Monthly allowances released and other training requirements issued	100% released	Accounting/Budget/Administrative Division	Monthly	payroll/attendance sheet	per month/per NSAs	
		Release of Sports Apparel and Equipment	100% released	Property Office	Monthly	Record of Releases	per NSAs Athletes and Coaches	
5	Funding and technical support to various sports programs	Sports programs, projects conducted, funded, assisted	100% released	Accounting/Budget/Administrative Division	per project	Accomplishment Report	per project	
		Release of Checks upon completion of document	within 3 days	FAS/Cashier	3 days	Summary List Checks Issued and Cancelled	Monthly	