

FORM A-1

DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND TARGETS

Department: Presidential Communication Operation Office
 Bureau/Delivery Unit: NATIONAL PRINTING OFFICE

Major Final Outputs/ Responsible for each Bureau or Delivery Units (1)	Performance Indicator 1 (2)	FY2014 TARGET for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY2014 TARGET for Performance Indicator 2 (7)	Performance Indicator 3 (8)	FY2014 TARGET for Performance Indicator 3 (10)	Remarks (11)
A. MFO/Operations	<i>QUANTITY</i>		<i>QUALITY</i>		<i>TIMELINESS</i>		
NATIONAL PRINTING SERVICES / PPCD and Engineering Div. Composing Div. Photolithographic Div. Press and Bindery (Finishing) Sales & Marketing Div.	▪ Number of Printing Services Completed	1,335 <i>(Work Orders)</i>	▪ % Planning and processing a system of control in work production in accordance with the plans and schedule based on received work orders; and charge with the quality evaluation and appraisal of finished products. ▪ % maintenance of printing machines such as electrical, mechanical repair and other services provided (plumbing and carpentry works) ▪ % Accuracy in Typesetting, editing, proofreading and photoengraving services ▪ % Accuracy in printing and binding of printed materials in every work order & no. of work orders ▪ % Proper handling, storing, shipping and trucking of the finished products	95% 95% 95% 95% 95%	▪ % of duly received printing work orders properly plan and course through for scheduling and monitoring immediately ▪ % of maintenance activity done promptly and scheduled monitoring of machines and the building ▪ % of duly accomplished printing work orders within the scheduled	95% 95% 95%	

Major Final Outputs/ Responsible for each Bureau or Delivery Units	Performance Indicator 1	FY2014 TARGET for Performance Indicator 1	Performance Indicator 2	FY2014 TARGET for Performance Indicator 2	Performance Indicator 3	FY2014 TARGET for Performance Indicator 3	Remarks
B. Gen. Administrative and Support Services (GASS)							
GENERAL MANAGEMENT AND SUPERVISION SERVICES / Office of the Director, Assistant Director, Superintendent and Assistant Superintendent Office			• % Over-all control and supervision of the Agency activity/programs and functions administrative and technical operations	95%	• % of duly signed and processed documents concerned with the Agency's Administrative, Finance services and Operations done immediately; prompt action with all communications and reports properly course through.	99%	
			• % Accuracy in preparation and processing of documents, reports and payments; proper checking of all accountabilities of the office and employees welfare and concern	95%	• % of duly signed and processed documents concerned with the Agency's Administrative, Finance services and Operations done immediately; prompt action with all communications and reports properly course through.	98%	
Financial & Budget			• Budget Utilization Rate	100%	• % of submitted reports required by COA	100%	

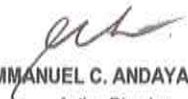
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May 14, 2014

 Date

Approved by:


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 Acting Director

May 14, 2014

 Date