



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Address: 12 St. Josemaria Escriva Drive, Ortigas Center, Pasig City 1605 Philippines
Tel: (+632) 631 0945 to 56 | E-mail: info@neda.gov.ph | Website: www.neda.gov.ph

QO-AS-BM-01

rev. 01

QUALITY OBJECTIVES

Administrative Staff For Calendar Year: 2018

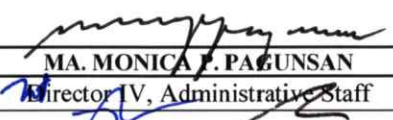
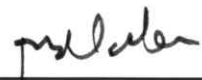

| Quality Objectives | Target | Performance Measurement (if applicable) | Frequency of Performance Monitoring and Measurement | Source of Data | Responsible for Monitoring Results |
|---|--------|--|---|---|---|
| GENERAL SERVICES DIVISION – BUILDING MAINTENANCE AND SECURITY SECTION | | | | | |
| 1. PREVENTIVE MAINTENANCE OF BUILDING FACILITIES AND EQUIPMENT Timely implementation of the Annual Building Preventive Maintenance Plan | 90% | [Actual preventive maintenance implemented as scheduled/ Planned preventive maintenance schedule] x 100% | Every 2 months | <ul style="list-style-type: none">• Daily Maintenance Checklist• Weekly Maintenance Checklist• Monthly Maintenance Checklist• Quarterly Maintenance Checklist• Annual Building Preventive Maintenance | Division Chief, General Services Division |
| 2. CORRECTIVE MAINTENANCE OF BUILDING FACILITIES AND EQUIPMENT Timely implementation of corrective maintenance of building facilities and equipment within five (5) working days for in-house repair and within thirty (30) calendar days for outsourced repair from receipt of request with zero (0) back job within five (5) days | 90% | [Actual number of request for repair served / Total number of request for repair received] x 100% | Quarterly | <ul style="list-style-type: none">• Job Request Form• Corrective Maintenance Monitoring Logsheet | Division Chief, General Services Division |



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| Quality Objectives | Target | Performance Measurement (if applicable) | Frequency of Performance Monitoring and Measurement | Source of Data | Responsible for Monitoring Results |
|--|--|---|---|--|---|
| 3. PROVISION OF MEETING VENUE Timely provision of appropriate and conducive venue for meetings for requests received at least five (5) working days prior to the meeting. | 90% of requests for venue for meetings reserved at least five (5) working days prior to the meeting. 90% at least Satisfactory ratings received from requesting unit. | [Actual number of requests for venue reserved / Total number of requests for venue received] x 100% [Actual number of Satisfactory ratings received / Total number of request for venue reserved] x 100% | Quarterly | <ul style="list-style-type: none"> Venue Reservation Form Venue Reservation Logsheet Venue Reservation Calendar | Division Chief, General Services Division |

| Prepared by: | Reviewed by: | Approved by: |
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| MA. MONICA F. PAGUNSAN Director IV, Administrative Staff | JOSE MIGUEL R. DE LA ROSA Undersecretary, Central Support Office | ERNESTO M. PERNIA Secretary |