



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

60-62
QO-AS-CS-01

QUALITY OBJECTIVES

Administrative Staff For Calendar Year: 2017

Quality Objectives	Target	Performance Measurement (if applicable)	Frequency of Performance Monitoring and Measurement	Source of Data	Responsible for Monitoring Results
ASSET MANAGEMENT DIVISION – CASH SECTION					
1. Petty Cash Fund (PCF)	Accuracy = 100%	0 incidence of shortage nor overage of PCF.	Monthly	Approved PCV Report of Paid Petty Cash Voucher (RPPCV)	Administrative Officer
<i>Timely release of PCF and preparation of Report of Paid Petty Cash Voucher (RPPCV).</i> <i>Liquidate PCF on or before the 20th of January of the succeeding year.</i>	Timeliness = 100%	PCF shall be replenished as soon as the disbursements reach at least 75% of total PCF or as needed. Liquidate PCF within the prescribed liquidation period.	As needed/Within the prescribed period	Approved PCV RPPCV Cashbook General Form No. 103	Administrative Officer



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QUALITY OBJECTIVES

Administrative Staff For Calendar Year: 2017

Quality Objectives	Target	Performance Measurement (if applicable)	Frequency of Performance Monitoring and Measurement	Source of Data	Responsible for Monitoring Results
ASSET MANAGEMENT DIVISION – CASH SECTION					
1. Collection and Deposits <i>Timely deposit of collections to Agency Government Depository Bank (AGDB)</i>	Accuracy = 100%	0 incidence that Collections are charged and deposited to wrong account.	Monthly	Official Receipt Deposit Slip	Administrative Officer
	Timeliness = 100% Within the day or next working day or within the week for the aggregate collections of not more than ten thousand pesos (10,000.0) upon receipt of collections.	(Total Deposits / Total Collections received) x 100%	Monthly	Report of Collections and Deposits (RCD) Cash Book General Form No. 103	Administrative Officer

Requested by	Reviewed by	Approved by
 MA. MONICA P. PAGUNSAN Director IV Administrative Staff	 JOSE MIGUEL R. DELA ROSA Undersecretary Central Support Office	 ERNESTO M. PERNIA Secretary