



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

**QUALITY OBJECTIVES**

**Administrative Staff  
 For Calendar Year: 2018**

Quality Objectives	Target	Performance Measurement <i>(if applicable)</i>	Frequency of Performance Monitoring and Measurement	Source of Data	Responsible for Monitoring Results
<b>ASSET MANAGEMENT DIVISION – TRANSPORT MANAGEMENT SECTION</b>					
<b>1. PREVENTIVE MAINTENANCE OF VEHICLES.</b> Accurate and Timely implementation of the Motor Vehicle Preventive Maintenance Plan	Accuracy = 90%	(Actual number of preventive maintenance conducted without backjob / Planned preventive maintenance activities based on Motor Vehicle Preventive Maintenance Plan) x 100%	Every end of the Quarter	Preventive Maintenance Monitoring Log Sheet (PMMLS)	Division Chief
	Timeliness = 90%	Actual number of preventive maintenance conducted/served within five (5) working days		Preventive Maintenance Monitoring Log Sheet (PMMLS)	Division Chief
<b>2. CORRECTIVE MAINTENANCE OF VEHICLES.</b> Accurate and Timely implementation of corrective maintenance of vehicles within five (5) working days from receipt of job request	Accuracy = 90%	(Actual number of request for repair served without backjob / Total number of request for repair received) x 100%	Every end of the Quarter	Corrective Maintenance Monitoring Log Sheet (CMMLS)	Division Chief



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		Troubleshooting / Corrective adjustment			
		In-house repair with replacement of parts			
		Outsource repair			
	Timeliness = 90%	Troubleshooting (no parts to be replaced) served within 5 working days from receipt of request		Corrective Maintenance Monitoring Log Sheet (CMMLS)	Division Chief
		In-house repair with replacement of parts served within 5 working days from receipt of automotive parts/supplies		Corrective Maintenance Monitoring Log Sheet (CMMLS)	
		Outsource repair done by the Service Provider on or before the deadline of delivery indicated in the Job Order		Corrective Maintenance Monitoring Log Sheet (CMMLS)	

Prepared by:	Reviewed by:	Approved by:
 <b>MA. MONICA P. PAGUNSAN</b> Director, Administrative Staff	 <b>JOSE MIGUEL R. DELA ROSA</b> Undersecretary Central Support Office	 <b>ERNESTO M. PERNIA</b> Secretary

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