



REPUBLIC OF THE PHILIPPINES
 NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

Address: 12 St. Josemaria Escrivá 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

Financial, Planning and Management Staff (FPMS)
 For Calendar Year: 2017

Quality Objectives	Target	Performance Measurement <i>(if applicable)</i>	Source of Data	Frequency of Performance Monitoring and Measurement	Responsible for Monitoring Results
ACCOUNTING DIVISION					
1. PROCESSING OF PAYMENT Timely release of payment to internal and external clients	a) Accuracy - 100%	0 incidence of returned checks arising from error in the processing of claims	Approved Obligation Request and Status	Monthly	Accountant
		b) Timeliness - 90%	Disbursement Voucher: [Total Number of Obligation Request and Status Served Within 5 working Days / Total Number of Obligation Request and Status served] x 100%	Disbursement Voucher Monitoring Log sheet	
Notes: 1) <i>Accuracy means no error for all disbursement vouchers processed.</i> 2) <i>Timeliness means within the Process Cycle Time: within 5 working days upon receipt of Obligation Request and Status</i>					

Prepared by	Reviewed by	Approved by
 GREG L. PINEDA OIC-Director Financial, Planning and Management Staff	 JOSE MIGUEL R. DE LA ROSA Undersecretary Central Support Office	 ERNESTO M. PERNIA Secretary



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ACCOUNTING DIVISION					
1. CASH ADVANCE AND LIQUIDATION	a) Accuracy - 100%	O incidence of returned liquidation reports due to processing error	COA-prescribed documentary requirements (COA Circular 2012-001)	Monthly	Accountant
Accurate and timely processing of liquidation of cash advance	b) Timeliness - 90%	Liquidation Report: [Total Number of Liquidation Reports Served Within 10 working Days / Total Number of Obligation Request and Status served] x 100%	Liquidation Monitoring Log sheet		
Notes: 1) <i>Accuracy means no error for all liquidation processed.</i> 2) <i>Timeliness means within the Process Cycle Time: within 10 working days upon receipt of complete COA prescribed documentary requirements</i>					

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**Financial, Planning and Management Staff (FPMS)
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BUDGET DIVISION					
BUDGET SERVICES 1. Timely and accurate provision of budget support to procurement and non-procurement services	a) Timeliness - 90% b) Accuracy - 100%	[Total Number of CAAs issued within two (2) working days for the month/Total Number of CAAs received within the month] x 100% [Total Number of CAAs Issued without error/Total Number of CAA Requests Issued] x 100%	Purchase Request and Availability of Allotment (PRAA) Staff Allocation Work and Financial Plan (WFP) Annual Procurement Plan (APP) Certificate of Availability of Allotment (CAA) Monitoring Log Sheet	Monthly	Budget Officer
2. Timely and accurate obligation of allotment for payment of claims	a) Timeliness - 90%	[Total Number of Obligation Request and Status processed within five (5) Working Days/Total Number of Obligation Request and Status served] x 100%	Obligation Request and Status (ORS) Monitoring Log Sheet		Budget Officer



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Quality Objectives	Target	Performance Measurement <i>(if applicable)</i>	Source of Data	Frequency of Performance Monitoring and Measurement	Responsible for Monitoring Results
BUDGET DIVISION					
	b) Accuracy – 100%	Total Number of Obligation Request and Status served without error/ <i>Total Number of Obligation Request and Status served</i> x 100%			
<p>Notes:</p> <p>1) Accuracy means no error for all obligation request and status processed.</p> <p>2) Timeliness means within the Process Cycle Time: within two working days upon receipt of PRAA and 5 working days upon receipt of ORS</p>					

Reviewed by		Reviewed by		Approved by	
 GREG L. PINEDA Director Financial, Planning and Management Staff		 JOS MIGUEL R. DE LA ROSA Undersecretary Central Support Office		 ERNESTO M. PERNIA Secretary	