

MFO/ PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Alloted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
Software improvements	100% of requested Software improvements accomplished in 5 days upon receipt								
Purchase of Goods and Services thru Public Bidding	Accurate purchase orders prepared with complete supporting documents submitted within 60 days after the request								
Purchase of Goods and Services thru alternative mode of Procurement	Purchase request completely delivered in 30 days upon receipt of request complete with the required documents								
Annual Procurement Plan	Annual Procurement Plan (APP) prepared 30 days after the budget approval								
Annual Procurement Plan	Annual Procurement Plan (APP) prepared and submitted to GPPB within the 1st month of the year (January 31)								
Procurement Monitoring Report	Submission of accurate PMR on the 14th day after the end of each semester to the GPPB (july 14 and jan 14)								
Inventory of Records	Established complete inventory of records assigned to each division by June 30, 2016								
II. FINANCE SERVICES									
1. Financial Reports prepared and submitted:									
1.1 Month-end Financial Statements and other related financial Reports	Accurately prepared and submitted on the 15th day of the following month								
	Submitted to the Local Water Utilities Administration (LWUA) on the 20th day of the following month								
1.2 Year-end Financial Statements and other related financial Reports in accordance with the existing format	Accurately prepared and submitted to LWUA and COA Regional Office on February 14th of the following year								

jr