

**QUARTERLY PHYSICAL REPORT OF OPERATION**  
As of 2017 December 31

BAR No. 1

Department: Office of the President (OP)  
 Appropriations: Current Year Appropriations  
 Agency: The President's Offices  
 Operating Unit: N/A  
 Organization Code (UACS): 020010000000  
 Report Status: APPROVED

Particulars	UACS CODE	Physical Targets					Physical Accomplishments					Variance as of December 31 2017	Remarks
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total		
1	2	3	4	5	6	7= (3+4+5+6)	8	9	10	11	12= (8+9+10+11)	13	14
Part A													
I. Operations													
MFO 1: EXECUTIVE, TECHNICAL AND MANAGEMENT SERVICES	000003010000000												
Action documents and instruments submitted to the Executive Secretary													
Quantity													
No. of action documents/instruments processed		1424	1423	1424	1424	5,695	3845	2587	1398	1754	9584		
Quality													
Compliance of Memorandum Circular No. 68, s. 2004 on Complete Staff Work		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Action documents processed within fifteen (15) working days (as required by RA 6713)		1424	1423	1424	1424	5,695	3845	2587	1398	1754	9584		
Policy papers/instruments and issuances submitted to the President													
Quantity													
No. of policy papers/instruments and issuances submitted to the President thru the Executive Secretary		329	329	329	328	1,315	298	344	331	447	1420		


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1	2	3	4	5	6	7= (3+4+5+6)	8	9	10	11	12= (8+9+10+11)	13	14
Quality													
Compliance to Memorandum Circular No. 68, s. 2004 on Complete Staff Work		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Policy papers/instruments and issuances submitted within set deadline		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Government offices engaged/consulted on various policy directives/good governance initiatives/internal control systems													
Quantity													
Percentage of government offices engaged/consulted as required		100%	100%	100%	100%	100%	100%	100%	100%	100%	861/861 (100%)		
Quality													
Percentage of target Government Offices engaged/consulted on various policy directive/good governance initiatives/internal control systems		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Submission of feedback reports within set deadline		100%	100%	100%	100%	100%	100%	100%	100%	100%	861/861 (100%)		
MFO 2: ADVISORY SERVICES	000003020000000												
Policy recommendations translated to Presidential directives													
Quantity													
No. of policy recommendations translated to Presidential directives		50	50	50	51	201	50	56	56	55	217		
Quality													
Policy recommendations translated into Presidential directives		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		


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1	2	3	4	5	6	7= (3+4+5+6)	8	9	10	11	12= (8+9+10+11)	13	14
Timeliness													
Policy recommendations translated to Presidential directives within set deadline		50	50	50	51	201	50	56	56	55	217		
Publication of Presidential Issuances													
Quantity													
Number of Presidential Issuances published		12	12	12	12	48	4	12	37	23	76		
Quality													
Accuracy of published Presidential Issuances		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Publication of Presidential Issuances in less than ten (10) days from date of signing by the President		12	12	12	12	48	4	12	37	23	76		
MFO 3: LEGAL SERVICES	000003030000000												
Orders/Decisions/Resolutions (ODRs) submitted to the Deputy Executive Secretary for Legal Affairs (DESLA)/Executive Secretary													
Quantity													


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1	2	3	4	5	6	7= (3+4+5+6)	8	9	10	11	12= (8+9+10+11)	13	14
No. of appealed cases resolved		231	231	231	231	1,144	230	232	254	257	973		As per ODES/SLA's OPCR and Form A1, the stated Target for its MFO 1 (Resolution of appealed cases) for the period January-December 2017 is 924 instead of the 1144 provided in the GAA considering the reduction of personnel/lawyers in the ODES/SLA/Legal Office. The 1144 target was set by the previous administration. In fact in June 2017 we submitted BP Form B (Agency Performance Measures) informing DBM of the modifications in the 2017 Targets
Quality													
Rate of approval of ODRs submitted to DES/SLA/ES		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Disposal rate of appealed cases targetted for the year		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Legal Opinions and legal actions													
Quantity													
Percentage of legal opinions and legal actions released		100%	100%	100%	100%	100%	310/310 (100%)	341/341 (100%)	307/307 (100%)	344/344 (100%)	1302/1302 (100%)		
Quality													

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Percentage of internal client satisfaction		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Disposal of action documents within fifteen (15) working days (as required by RA 6713)		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Resolutions on Disciplinary actions involving Presidential appointees													
Quantity													
No. of resolutions submitted to DESLA / ES		50	50	50	50	200	51	54	47	54	206		
Quality													
Rate of approval on recommended resolutions		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Resolution of cases within the set deadline		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
MFO 4: PRESIDENTIAL EXECUTIVE STAFF SERVICES	000003040000000												
Presidential Events managed													
Quantity													
No. of Presidential events managed		177	177	178	178	710	372	344	401	408	1525		
Quality													
Percentage of internal customer satisfaction		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													
Event requirements in place thirty (30) minutes before scheduled start		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Documents managed for the President													
Quantity													
No. of documents managed for the President		1180	1180	1180	1180	4,720	2875	2875	2875	2875	11500		
Quality													
Percentage of documents acted upon		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Timeliness													

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Action on documents within fifteen (15) days as per RA 6713		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		
Coverage of Presidential Events													
Quantity													
No. of Presidential events covered		275	275	275	276	1,102	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable		Performance Indicator No. 3 under MFO 4 Coverage of Presidential events, previously under the Office of the Appointments Secretary was transferred to the Presidential Communications Operations Office (PCOO)
Quality													
Archiving and documentation of Presidential events		100%	100%	100%	100%	100%	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable		
Timeliness													
Dissemination of Presidential photos within the set deadline		275	275	275	276	8,500	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable		

Prepared By:  
  
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 Date: 11/Apr/2018

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