


MODIFIED FORM A- DEPARTMENT/AGENCY PERFORMANCE REPORT


DEPARTMENT/AGENCY: SCIENCE EDUCATION INSTITUTE (SEI)

NAME OF SERVICE	NUMBER OF STEPS		TURNAROUND TIME		NUMBER OF SIGNATURES		NUMBER OF REQUIRED DOCUMENTS		TRANSACTION COSTS				SUBSTANTIAL COMPLIANCE COST		CITIZEN/CLIENT SATISFACTION RESULT	
									PRIMARY TRANSACTION COST		OTHER TRANSACTION COST					
	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS	TARGET IN FY 2019	STATUS OF STREAMLINING EFFORTS
Frontline Services																
Processing of DOST-SEI S&T Undergraduate Scholarship Applications	3 steps	3 steps (direct filing) 2 steps (online)	40 min	25-45 min (direct filing) 15 min (online)	2 signatures	2 signatures	Simplification of form	To reduce cases of returning applicants, SEI simplified the application form to make the signed declaration section more obvious.	RA 7687 –no fee collected Merit -to pay P200.00	RA 7687 – no fee collected Merit -to pay P200.00	10 % reduction on other transaction fees	12 % reduction on other transaction fees	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory
Processing of DOST-SEI Graduate Scholarship Applications	2 steps	2 steps	15 working days	15 working days	5 signatures	4 signatures	9 documents	9 documents	No fees collected	No fees collected	P620.00 for expenses incurred in complying with the documentary requirements such as Birth Certificate, NBI Clearance, Medical certificate, TOR, etc.	P620.00 for expenses incurred in complying with the documentary requirements such as Birth Certificate, NBI Clearance, Medical certificate, TOR, etc.	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory
Monitoring of Scholarship Status	3 steps	3 steps	1 hour	1 hour	3 signatures	3 signatures	2 documents	2 documents	No fees collected	No fees collected	P52.00 for expenses incurred in complying with the required reports such as photocopy of registration form, and certified true copy of grades	P52.00 for expenses incurred in complying with the required reports such as photocopy of registration form, and certified true copy of grades	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory
Processing of Financial Assistance of SEI-monitored Scholars	1 step	1 step	11 working days	11 working days	4 signatures	4 signatures	2-3 documents	2-3 documents	No fees collected	No fees collected	P52.00 for expenses incurred in complying with the required reports such as photocopy of registration form, and certified true copy of grades	P52.00 for expenses incurred in complying with the required reports such as photocopy of registration form, and certified true copy of grades	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory

Processing of Transfer of Funds to DOST Regional Offices/Universities	1 step	1 step	11 working days	11 working days	4 signatures	4 signatures	3 documents	3 documents	No fees collected	No fees collected	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Securing DOST-SEI Clearance/Certification	3 steps	3 steps	3 working days	3 working days	3 signatures	3 signatures	2 docs (temporary clearance) 3 docs (final clearance)	2 docs (temporary clearance) 3 docs (final clearance)	No fees collected	No fees collected	Not applicable	Not applicable	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory
STEM Promotions (Science Explorer and Nulab Mobile Science Laboratory)	1 step	1 step	15 working days	3 working days	1 signature	1 signature	None	None	No fees collected	No fees collected	Not applicable	Not applicable	Not applicable	Not applicable	Excellent	Excellent
STEM Teacher Trainings	1 step	1 step	3 working days	3 working days	3 signatures	3 signatures	1 document	1 document	No fees collected	No fees collected	Not applicable	Not applicable	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory/Excellent
Non-frontline Services																
Recruitment and Selection Process for Contract of Service	8 steps	8 steps	13 days, 4hrs and 35 min	13 days, 4hrs and 35 min	4 signatures	4 signatures	10 documents	10 documents	No fees collected	No fees collected	Transaction fees incurred in submitting the required documents	Transaction fees incurred in submitting the required documents	Not applicable	Not applicable	Very Satisfactory	Very Satisfactory

* Departments/Agencies may add rows as needed.

Prepared by: 
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 Date: 2/27/2020

Approved by: 
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 Officer-in-Charge, Office of the Director, SEI
 Date: 2/27/2020