Financial Division - Accounting Section Success Indicators

Program and Project Based / Major Final Output	Success Indicator (Targets & Measures)	Rating Scales	Quality Effectiveness	Efficiency	Timeliness	Operational Definitions	Office Accountable
Processing of disbursement vouchers for simple transactions	Evaluates and pre-audit the processed dvs and submit to chief accountant; done in 2 days after receipt of DV	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Accounting Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Complex transactions	Evaluates and pre-audit the processed dvs and submit to chief accountant; done in 7 days after receipt of DV	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Accounting Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		
Preparation of Financial Accountability Reports (FAR)	Prepares accurately and submits statement of appropriations, allotments, obligations, disbursement and balances by object of expenditures (FAR No.1A)-expense portion. Done and submitted in 10 days after receipt of FAR-1 from budget section	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Accounting Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	within the set deadline		
		3	3-4 errors	80% to 89.99% meeting the success indicators	1-2 days delay		
		2	5-6 errors	70% to 79.99% meeting the success indicators	3-4 days delay		
		1	beyond 6 errors	below 70% of the success indicators	5 days beyond delayed		