

Financial Division - Treasury Section Success Indicators

Program and Project Based / Major Final Output	Success Indicator (Targets & Measures)	Rating Scales	Quality Effectiveness	Efficiency	Timeliness	Operational Definitions	Office Accountable
Issuance of checks ACIC, LDDAP, and SLIIE	Issues and signs checks, ACIC, LDDAP and SLIIE with no error done within 10 minutes after receipt of disbursement voucher	5	Always according to standards	100% meeting the success indicators	Immediately		Treasury Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A		
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A		
		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A		
		1	beyond 6 errors	below 70% of the success indicators	Later/Never		
Preparation of monthly report of collections and deposits (fund 101, seatbelt and trust account)	Prepares monthly report of collections and deposits for submission to accounting and COA 7 days after the end of the month	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Treasury 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 check disbursement record done within the day with no error (fund 151 and trust account)	Prepares of check disbursement record done within the day with no error (fund 101 and trust account)	5	Always according to standards	100% meeting the success indicators	Immediately		Treasury Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A		
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A		
		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A		
		1	beyond 6 errors	below 70% of the success indicators	Later/Never		
Issuance of certificate of withholding tax to suppliers and job order personnel	Signs certificate of withholding tax to suppliers and job order personnel 2 minutes per certificate	5	Always according to standards	100% meeting the success indicators	Immediately		Treasury Section
		4	1-2 errors	90% to 99.99% meeting the success indicators	N/A		
		3	3-4 errors	80% to 89.99% meeting the success indicators	N/A		

		2	5-6 errors	70% to 79.99% meeting the success indicators	N/A	
		1	beyond 6 errors	below 70% of the success indicators	Later/Never	