

Management Division Success Indicators

Program and Project Based / Major Final Output	Success Indicator (Targets & Measures)	Rating Scales	Quality Effectiveness	Efficiency	Timeliness	Operational Definitions	Office Accountable
Performance Audit	Conduct of audit at the supply unit, property section with 100% accuracy and ensure that working papers are complete, that audit is conducted with objectivity, proper coordination and respect based on COA, IAD procedure manual, office procedure and in the prescribed format within 30 days.	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Management Division
		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		
Consolidated Audit Findings and Final Report (Memorandum to the Regional Directors / Division Chief)	Prepare 1 audit report, 1 memorandum to the Chief / Officer in Charge and 1 briefing memo for submission to immediate supervisor, 100% accurate and complete, as to findings and recommendations (COW), supported by working papers submitted within the period indicated in the Office Order.	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Management Division
		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		
Update of Uncompiled Audit Findings	Update the uncompiled audit findings of the district offices with 100% accuracy and prepared memoranda to the Regional Directors at the end of	5	Always according to standards	100% meeting the success indicators	1-2 days before the deadline		Management Division
		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		

	the semester.	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		
Non-routine Communications	Prepare communications for submission to immediate supervisor 100% accurate and complete with SW, documentation properly noted, and released within 2 (two) hours upon receipt of the communications.	5	Always according to standards	100% meeting the success indicators	Immediately		Management Division
		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		
Routine Communications	Prepare memoranda/Briefing Memo and letters relative to compliance to audit findings or observations during the ARTA; Monitoring activities of field employees after 100% accurate verification with the Report, with 2 revisions which shall follow the prescribed format within one day upon receipt. This also includes queries from employees or private individuals or other office requirements.	5	Always according to standards	100% meeting the success indicators	Immediately		Management Division
		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		
Facilitation of Clearances of retired/retireable or resigned officials and employees. Prepares audit procedures, plan, and checklist/ questionnaires of Human	Facilitation of Clearances of retired/retireable or resigned officials and employees with 100% accuracy within 72 hours	5	Always according to standards	100% meeting the success indicators	Immediately		Management Division
		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		

Resource Development Section (RDS) and Supply Unit, Property Section.	from receipt.	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		
Attend various online seminars / meetings with ARTA relative to their projects and policies and other government agencies. Prepares Training Report / Learning Application Plan relative to the attended various seminars and/or online seminars.	Attend various online seminar / meetings as with ARTA relative to their projects and policies and other government agencies.	5	Always according to standards	100% meeting the success indicators	Immediately		Management Division
		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		