MODIFIED FORM A - DEPARTMENT/AGENCY PROCESS RESULTS REPORT
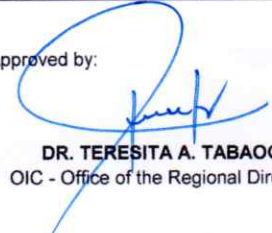
AGENCY NAME: DEPARTMENT OF SCIENCE AND TECHNOLOGY REGIONAL OFFICE NO. I

	(A) ONE (1) EXTERNAL CORE SERVICE	(B) ONE (1) INTERNAL SERVICE
(1) Name of Service	Small Enterprise Technology Upgrading Program	Recruitment, Selection and Placement
(1a) Reason for Selection	Flagship program of the department designed to improve the productivity of existing micro, small, and medium scale enterprises through various technology interventions	It is a core internal service of the Organization. It ensures that the hiring process is fair and attract the right talent, save time, and hire individuals who can contribute to the achievement of the goals of the organization.
(2) Responsible Unit/s	Field Operations Services / Provincial Science and Technology Office (PSTOs)	HR Unit
(3) Identified Clients (per service)	Micro, Small, and Medium Enterprises (MSMEs)	Internal employees, external clients (outsider applicants)
(4) Number of Client Visits in FY 2022	44 MSMEs (as of December 31, 2022)	468 applicants for various job vacancies (Permanent and COS positions)
(5) Volume of Transactions in FY 2022	46 total transactions: 44 - fund releases for CY 2022 approved projects 2 - fund releases for carry-over (CY 2021) projects (as of December 31, 2022)	25 job vacancies (6 Plantilla and 19 COS)
(6) FY 2021 Improvement (ease of transaction, digitalization, standardization)	•Requirements were submitted in electronic copies. •Proposal evaluations were conducted through videoconferencing/virtual modes •Awarding of assistance were conducted in the Provincial S&T Offices (PSTOs) nearest to the location of the client.	-submission of application documents thru email. - Conduct of interview via zoom or MS Team (contactless interview) which saved time and money for applicants in going to the office.
(7) FY 2021 Results (evidence)	•Compliance to minimum health standards were observed due to lessened face-to-face transactions. •Proper implementation of procedures were observed even with the implementation of alternative work arrangements. •Efficient conduct of proposal evaluations even if done through virtual platforms	paperless and easy access of records/profile of applicants on the part of the HRMPSB members; easier computation of the result of assessment and faster result of assessement.
(8) FY 2022 Improvements (ease of transactions, digitalization, standardization)	•Submission of requirements in electronic copies were maintained. •Online proposal evaluations were maintained. •Client's records/ project documents were stored, maintained, and updated through a secured and established online database. •Client referrals were done through an email communication to the concerned PSTO.	-online paperless submission of application documents. - contacless online examination of applicants using the online examination application (e.g. google form or Flexiquiz); - Conduct of interview via zoom or MS Team (contactless interview) which saved time and money for applicants in going to the office.
(9) FY 2022 Results (evidence)	•Easy and ready access to project documents/records •Approval of projects shortened to 3-5 days. •Efficient conduct of proposal evaluations even if done through virtual platforms	Saved time and money of applicants, Paperless and easier correction of examination paper, faster result of the Summary Personnel Applicants Assessment Sheet (SPAAS)
(10) FY 2022 Citizen/Client Satisfaction Rating	4.96 (Excellent)	Very Satisfactory
(11) Remarks		

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