

Republic of the Philippines
NATIONAL TELECOMMUNICATIONS COMMISSION
 Region VII, Mandaue City

OFFICE PERFORMANCE COMMITMENT AND REVIEW

I, **JESUS M. LAURENO, Regional Director of National Telecommunications Commission - VII (NTC-VII)**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **01 January 2017 to 30 June 2017**.


JESUS M. LAURENO
 Director - II

Approved By:

GAMALIEL ASIS CORDOBA
 Commissioner

December 5, 2016
 Date

Part I. Office Performance Commitment

Output /Activities Involved	Division / Unit / Individual Accountable	Performance Measures		
		Quality	Efficiency/Quantity	Timeliness
CORE FUNCTIONS				
MFO 1: REGULATORY SERVICES and ENFORCEMENT SERVICES				
PI Set 1 Number of Licenses, permits, Registrations and Certificates issued	Licensing Unit-RO/OIC-Field Office	100%	12,700	100% % of licenses issued within prescribed time
PI Set 2 Number of Frequency channels Assignments Made	Licensing Unit	<2% % of complaints received against frequency channel assignments made (<2%)	66	100% % of Frequency assignments made within prescribed time
PI Set 4 Administrative Cases Disposed	Legal Unit	>89% % of administrative cases disposed over filed	47	100% % of administrative cases disposed within prescribed time
PI Set 5 Number of Radio Stations Inspected	Inspection Unit-RO/OIC-Field Offices	>2% % of improvement in radio stations inspected over last year (>2%)	3,630	100% % of inspection reports submitted within twenty four(24) hours after inspection

Output /Activities Involved	Division / Unit / Individual Accountable	Performance Measures		
		Quality	Efficiency/Quantity	Timeliness
OTHER ACTIVITIES:				
Number of Frequency Channels Monitored	Monitoring Unit	>2% % of improvement in radio frequency/channel/band/ program monitoring over last year (>2%)	1728	100% % of monitoring reports submitted within 24 hours
Number of Broadcasting Stations Monitored	Monitoring Unit	>2% % of improvement in broadcast stations monitoring over last year (>2%)	960	100% % of monitoring reports submitted within 24 hours
MFO 4: COORDINATION SERVICES				
Conduct of Advocacy and IEC Activities with Stakeholder	Legal/OSPAC/PIO	100% % of actual advocacy and IEC conducted over target	6	100% % of advocacy and IEC activities conducted within prescribed time
Conduct of Regular Coordinative Activities with Concerned Agencies	Legal/OSPAC/PIO	100% % of actual regular coordinative activities conducted with concerned agencies over target	10	100% % of regular coordinative activities conducted with concerned agencies within prescribed time
MFO 5: CONSUMER WELFARE AND PROTECTION SERVICES				
PAP 5.1 Action Complaints/Concern	Legal/OSPAC/PIO	100% % of actual complaints acted upon over target		100% Number of complaints/concerns received that are acted upon within 24 hours
5.1.1 Administration of Consumer Welfare				

2.0	GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)	Output /Activities Involved	Division / Unit / Individual Accountable	Performance Measures		
				Quality	Efficiency/Quantity	Timeliness
2.1 Human Resources Management						
	2.1.1 HR Administration	Reportorial Requirements	HR Unit	100%	100%	within prescribed time
2.2 Financial Management						
2.2.1 Accounting						
	2.2.1.a Preparation/certification/approval of DV's		Accounting Unit	100%	100%	
	2.2.1.b Maintaining and updating of Ledgers and Journals		Accounting Unit	100%	100%	
	2.2.1.c Reportorial Requirements/FAR's		Accounting Unit			
	1. Monthly			100%	100%	10th day of following month
	2. Quarterly			100%	100%	15th day of the month following the quarter
	3. Annually			100%	100%	February 14 of the following year (Advance copies)
	2.2.1.d Letter Requests for Central Office/DBM with attachments			100%	100%	
2.2.2 Budgeting						
	2.2.2.a Budget Proposal/Financial Plan and Programs		Budgeting Unit/CAO	100%	100%	within prescribed time
	2.2.2.b Preparation/certification/approval of OBR's			100%	100%	
	2.2.2.c Maintaining the Registries			100%	100%	
	2.2.2.d Reportorial Requirements/FAR's					
	1. Monthly			100%	100%	10th day of following month
	2. Quarterly/Annual			100%	100%	15th day of the month following the quarter
	2.2.3 Management Administration		Management Unit	100%	100%	

Output / Activities Involved	Division / Unit / Individual Accountable	Performance Measures		
		Quality	Efficiency/Quantity	Timeliness
2.3 General Services Management				
2.3.1 Supply Administration				
2.3.1.a APP-Common Use Supplies	Supply Unit	100%	100%	within prescribed time
2.3.1. Preparation of Procurement Documents		100%	100%	
2.3.1.b Monthly Report of supplies Issued		100%	100%	10th day of the following month
2.3.1.c Inventory of Common Use Supplies		100%	100%	semestral
2.3.2 Property Administration				
2.3.2.a APP-Property, Plant and Equipment	Property Unit	100%	100%	within prescribed time
2.3.2.b Inventory of PPE		100%	100%	within prescribed time
2.3.3 Records Administration				
2.3.3.a Maintains Records on File	Records Unit	100%	100%	
2.3.3.b Scan/Copy/Save/Maintain Database		100%	100%	
2.3.3.c Verify and authenticate copies on records		100%	100%	
2.3.4 Income Collection & Disbursement Administration				
2.3.4.a Issuance of OR	Collecting/dispersing unit	100%	100%	
2.3.4.b Remittances/deposits to GSB		100%	100%	Zero undeposited amount at the end of the Month
2.3.4.c Reportorial Requirements		100%	100%	10th day of the following month

Output / Activities Involved	Division / Unit / Individual Accountable	Performance Measures		
		Quality	Efficiency/Quantity	Timeliness
3.0 SUPPORT TO OPERATIONS (STO)				
3.1 Reportorial Requirements				
MIS /KPI Report	ORD	100%	100%	
3.1.1 Management Information System	ORD	100%	100%	10th day of the following
Reply to Management Letters / AOM				
3.1.4 Compliance to audit findings	ORD	100%	100%	60 days from receipt of AOM
3.2 Performance Management				
SPMS - OPCCR & IPCCR				
3.2.2 Administration of SPMS	ORD	100%	100%	