

Republic of the Philippines
Department of Public Highways
OFFICE OF THE SECRETARY
M a n i l a

October 24, 1977

DEPARTMENT ORDER)
No. 87-A)
Series of 1977)
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SUBJECT: Change of the date of submittal
of Activity Performance Report
from Quarterly to Semi-annually
of all offices and units under
the Department.

Relative to the previous Department Order No. 87 series of 1976 dated December 8, 1976 regarding the submittal of the quarterly performance report on activities of all offices and units under this Department, it is directed that the said report be submitted semi-annually instead of quarterly in order to relieve the field offices of the overwork in the preparation of so many reports required for regular submittal.

The main objective of submitting the semi-annual activity performance reports is to utilize these reports as a basis for the up-to-date and effective evaluation of the overall performance of the different offices and units under this Department pursuant to the provisions of Presidential Decree No. 548. It would also serve as a basis for an incentive award system which shall be administered in accordance with the Provisions of Section 33, Article VIII of Presidential Decree No. 807.

Hereto attached is a sample format and the general guidelines for the preparation of the semi-annual activity performance report, for your reference and guidance.

This report covering the period July to December, 1977 should be received by this Office on or before February 15, 1978 and subsequent semi-annually thereafter.

Strict compliance is hereby enjoined.

(SGD.) BALTAZAR AQUINO
Secretary

/s/

GENERAL GUIDELINES FOR THE PREPARATION OF THE
SEMI-ANNUAL ACTIVITY PERFORMANCE REPORT

1. The monthly project status reports as required in the DPH Memorandum Circular No. 21 dated March 1, 1976 shall be exempted from this Department Order No. 87-A and should be submitted in the usual manner.
2. Districts and Cities should submit the Semi-Annual Activity Performance Report to the Regional Director for preliminary evaluation, then to the Department, Attention: Project Execution Service, for review and or final evaluation.
3. The above semi-annual Activity Performance Reports should be received by this Office not later than February 15 and August 15, every year, the dates covering the reporting period July 1 to December 31 and January 1 to June 30 respectively.
4. Each Activity Performance Report covering the past six (6) months period should be categorized by each division of the Central Office and Regional Offices and by sections in the case of District and City Offices.
5. The Format of the above-Semi-Annual Activity Performance Report should contain the following (see attached sample format):
 - a. Major functions of the division or section as categorized above. Functions should begin with the present tense of the verb.
 - b. Key result area (KRA) should begin with a noun.
 - c. Goals/targets or performance standards should begin with a preposition and should indicate quality, quantity and time.
 - d. Accomplishment for the past six-months period should also indicate quality, quantity and time.

