

**QUARTERLY PHYSICAL REPORT OF OPERATION**  
For the Quarter Ending September 2014

Department : Legislative-Executive Development Advisory Council (LEDAC)  
Agency/OU : LEDAC Secretariat  
Fund : LEDAC Secretariat

Program / Activity / Project	Performance Measures	Physical Target	Accomplishment	Variance	Remarks
A. PROGRAMS I. GAAS II. STO III. Operations <b>Provision of Secretariat Support to the LEDAC</b>	<u>Meetings:</u> <ul style="list-style-type: none"> <li>• Number of meetings facilitated</li> <li>• % of participants who rate the secretariat services as good or better</li> <li>• % of participants who consider minutes of meetings as accurate</li> <li>• % meeting minutes that are distributed to participants for verification within 1 day of meeting</li> <li>• % of agenda and meeting documentation distributed to meeting participants at 48 hours prior to scheduled meeting time</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly or as necessary</li> <li>• 90%</li> <li>• 90%</li> <li>• 90%</li> <li>• 90%</li> <li>• 90%</li> </ul>	1 TWG Meeting where the consolidated and updated list of proposed 16 <sup>th</sup> Congress Common Legislative Agenda was reviewed	<ul style="list-style-type: none"> <li>• 1 (executive level)</li> <li>• 90%</li> <li>• 90%</li> <li>• 90%</li> <li>• 90%</li> </ul>	Consolidated and Updated the list of the Proposed Common Legislative Agenda for the 16 <sup>th</sup> Congress


	<p><b>Reports and other administrative matters:</b></p> <ul style="list-style-type: none"> <li>• Frequency of reports on the status of/legislative alerts on priority measures</li> <li>• % of reports submitted to ODG/DBM/COA/OP/ other requesting agency within the prescribed period</li> <li>• # of studies/research on legislative and operational concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly/ quarterly reports/updates on the status of/ legislative alerts on priority measures submitted</li> <li>• 100%</li> <li>• 2 for CY 2014 or as directed/ necessary</li> </ul>	<p>Updated and submitted the list of proposed 16<sup>th</sup> Congress Common Legislative Agenda</p> <p>Prepared/submitted budgetary requirements for the 2015 Budget Hearing in Congress; comments on several bills; submitted/complied with 2014 PBB requirements; submitted FARs; updated list of members and their contact details.</p> <p>Ongoing Assessment on the Priority Legislative Measures vis-à-vis the PDP</p>	<p>1</p> <p>100%</p>	<p>Also reviewed the list of proposed 16<sup>th</sup> Congress Common Legislative Agenda vis-à-vis consistency with PDP legislative agenda.</p>
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Prepared by:

  
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Date: 10/24/14

Certified Correct:

  
**Atty. JOCELYN P. REYES**  
 Director IV

Date: \_\_\_\_\_

Approved by:

  
**NESTOR R. MIJARES IV**  
 Deputy Director-General

Date: \_\_\_\_\_