Fastbreak Process Improvement Information Sheet (FPIIS)

Instructions:
1. Download this document: Click File, select Download, as Microsoft Word.
2. Fill out this sheet completely. Indicate N/A if the sections are not applicable.
3. Follow instructions per item. Upon completion, convert this sheet into PDF format.
4. Go to the Google Form link to upload the PDF format of the FPIIS along with the additional documents below (please make sure these are available as evidence of official implementation)
   - Documents that describe the project (e.g. Project Brief/Presentation Material of the Process Improvement Initiative)
   - At least **three (3)** documentary evidence to verify the **current transaction time**. The documents should **show the start and end time** of the transactions for validation(e.g. logbook, systems-generated log, Document Tracking Sheet, etc.).

Name of Agency: _____

Implementing Office: _____

Focal Person: _____

Contact Number (Mobile & Office Direct Line): _____

Office Email Address: _____

BRIEF INFORMATION OF THE INITIATIVE

Name of Service

Classification

☐ Core[1]   ☐ Support/Administrative[2]

Title of the Process Improvement Initiative

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[1] A *Core Service* is an external service based on the mandated function of the agency and that which is requested by external clients. (Source: MC 2023-1, EO No. 201, S.2016, clause 4.2.1 and 4.2.2)

[2] A *Support/Administrative Service* is an internal service as declared in the agency's updated Citizen Charter aligned with the Anti-Red Tape Authority (ARTA)'s Whole-of-Government Reengineering Manual and also refers to government services applied for or requested by internal clients within the respective government agency including among others its personnel or employees. An internal service may also include back-end/support services to regulatory functions related to permitting, licensing, and issuance of a privilege, right, reward, clearance, authorizing, or concession. (Source: MC 2023-1, EO No. 201, S.2016, clause 4.2.1 and 4.2.2)

FAST BREAK

100K TRANSACTION HOURS REDUCED

Timeline

Start Date of Initiative (when it started)	
End Date of Initiative (if completed / indicate if ongoing)	

Details of the Process Improvement Initiative
Please fill in applicable items only. Additional documents (e.g. Project Brief, Presentation Material, Concept Note of the Process Improvement Initiative) must be attached to further describe the project.

Improvement Areas	Before Implementation	**After Implementation	
		***Target	***Actual
1. Turn-around Time/Transaction Time *(in working hours)**			
2. Number of steps			
3. Number of required documents to be submitted by client			
4. Number of signatories			
5. Digitization/Digitalization *(Yes or No)*			
6. Standardization (i.e.QMS, manuals, etc.) *(Yes or No)*			

*This item is required. As a standard, one (1) day is equal to (8) hours. For example, 3 days x 8 hours = 24 hours.
**It is expected that the process improvement initiative is being implemented or has already begun implementation. Acceptable ones are those initiated from January 2023 until December 2024.
*** Important to indicate initially underlined targeted reduction and the underlined actual number of reduction per improvement area.

Estimated annual volume of transaction (total transactions for the year)**:**	

This pertains to the number of transactions availed for the service annually