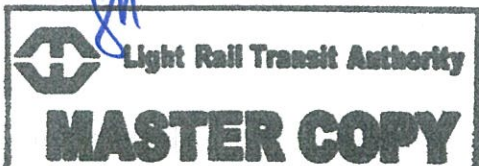

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**Annex 4.3 Process Map
Planning and Performance Review**

SOURCE OF INPUTS <small>(PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)</small>	INPUTS <small>(MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)</small>	ACTIVITIES	OUTPUTS <small>(MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)</small>	RECEIVER OF OUTPUTS <small>(SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)</small>
A. Corporate Planning				
A.1 Corporate Strategic Planning				
Top Management /LRTA Board of Directors	Management directions/instructions	a. Strategic Corporate Planning Activities: <ul style="list-style-type: none"> Conduct pre-planning sessions to map out the required preparations Perform data gathering/research for the identification of issues to be addressed, industry and market data as part of environmental scanning and situational analysis Issuance of approved Planning Call and Planning 	<ul style="list-style-type: none"> Approved Corporate Strategic-Plan Approved Performance Scorecard Approved Strategic Departmental Plan 	<ul style="list-style-type: none"> Planning Department Manager A Top Management / LRTA BODs All Departments, PMOs, Divisions Governance Commission for GOCCs (GCG) and Department of Transportation (DOTr) Performance Management Team (PMT) Budgeting & Financial
DOTr, NEDA, DBM, RDC, DOF and other relevant oversight agencies	<ul style="list-style-type: none"> National/ Sectoral Memorandum/ Budget Call/Planning Calendar/ Philippine 			

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	Development Plan (PDP) <ul style="list-style-type: none"> • Policies/Guidelines/Directions/Instructions from Oversight Agencies 	Calendar <ul style="list-style-type: none"> • Review/Assessment of Corporate Performance and the achievement of the previously approved Strategic Plan 		Planning Div (BFPD)
<ul style="list-style-type: none"> • Internal Offices • LRTA Employees • LRTA Concessionaires/Service Providers • Oversight agencies and other relevant stakeholders 	<ul style="list-style-type: none"> • Departmental Performance Reports (OPCRs) • Corporate Performance Assessment/Accomplishment Reports • Statistical Reports (Operational and Financial) • Internal and external information gathered during environmental 	<ul style="list-style-type: none"> • Consultation with Internal and External Stakeholders • Conduct of Corporate Planning Workshop • Preparation and approval of Strategic Corporate Plan/Corporate Scorecard • Dissemination of the approved Strategic Corporate Plan and Performance Indicators • Crafting of the Strategic Departmental Plans and 		



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	<ul style="list-style-type: none"> scanning Stakeholders Consultation/Survey Reports Customer Satisfaction Survey Report 	<ul style="list-style-type: none"> other related reports/schedules Coordination with the Finance Department-Budgeting & Financial Planning Division for their preparation of the Medium-Term Financial Plan 		
A.2 Annual Corporate Planning				
<ul style="list-style-type: none"> Top Management /LRTA Board of Directors 	<ul style="list-style-type: none"> Management directions/instructions 	b. Annual Corporate Planning Activities: <ul style="list-style-type: none"> Issuance of approved Planning Call Gathering of data/conduct research to assess & update identified SWOT Review/Assessment of 	<ul style="list-style-type: none"> Approved Planning Call Updated SWOT Assessment and Post-Workshop Reports Approved Annual Corporate Plan 	<ul style="list-style-type: none"> Planning Department Manager A Top Management / LRTA BODs All Departments, PMOs, Divisions Governance Commission for GOCCs (GCG) and
<ul style="list-style-type: none"> DOTr, NEDA,DBM, RDC, DOF and other relevant oversight agencies 	<ul style="list-style-type: none"> Approved Strategic Plan Policies/Guidelines/Directions/ (NEDA/DBM Circulars) 			

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<ul style="list-style-type: none"> Internal Offices LRTA Employees LRTA Concessionaires/Service Providers Oversight agencies and other relevant stakeholders 	<ul style="list-style-type: none"> Instructions from Oversight Agencies Departmental Performance Reports (OPCRs) Corporate Performance Assessment/Accomplishment Reports Statistical Reports (Operational and Financial) Internal and external information gathered during environmental scanning Stakeholders Consultation/Survey 	<ul style="list-style-type: none"> Corporate Performance Consultation with Internal and External Stakeholders Conduct Corporate Planning Workshop Preparation and approval of Annual Corporate Plans/Corporate Scorecard Dissemination of the approved Corporate Plan and Performance Scorecard Preparation of Departmental Plans, OPCR targets and other related reports 	<ul style="list-style-type: none"> Approved Annual Performance Scorecard Approved Departmental Plan and Office Performance and Commitment Rating (OPCR) Targets 	<ul style="list-style-type: none"> Department of Transportation (DOTr) Performance Management Team (PMT)

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	<ul style="list-style-type: none"> Reports Customer Satisfaction Survey Report 			
B. Performance Monitoring and Evaluation				
<ul style="list-style-type: none"> All concerned Departments/Offices CPRD 	<ul style="list-style-type: none"> Departmental/Office Accomplishment Reports Accomplished OPCR's (Target vs Actual) Approved Departmental Plans Approved Performance Scorecard 	<p>Corporate Performance Reports:</p> <ul style="list-style-type: none"> Issuance of Memorandum to all Departments, PMOs, Divisions for data inputs Data processing/consolidation, review and evaluation Preparation and approval of Corporate Performance Reports 	<ul style="list-style-type: none"> Approved Corporate Performance Reports /LRTA Accomplishment Reports Approved LRTA Quarterly Monitoring Reports (PES Form 4) 	<ul style="list-style-type: none"> Planning Department Manager A Top Management All concerned Departments, PMOs, Divisions Oversight agencies (GCG, DOTr, DBM etc)
<ul style="list-style-type: none"> Operations Department Fare Revenue and Operations 	<ul style="list-style-type: none"> Operational and Financial Related 			

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Group (FROG) <ul style="list-style-type: none"> Finance Department 	Reports			
<ul style="list-style-type: none"> Project Management Offices (PMOs) Engineering Department 	Project Status/Progress Reports (Monthly/ Quarterly)	Project Status Reports and Mandatory Compliance to Various Agencies: <ul style="list-style-type: none"> Issuance of Memorandum to all Departments, PMOs, Divisions for data inputs Data processing/consolidation, validation and evaluation Preparation and approval of Project Status/compliance reports to oversight agencies 	Approved Project Monitoring Status Reports Approved various compliance requirements/reports to oversight agencies	<ul style="list-style-type: none"> Planning Department Manager A All concerned Departments, PMOs, Divisions Oversight agencies (GCG, DOTr, DBM, NEDA, MMDA etc)

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C. Research and Development				
<ul style="list-style-type: none"> Corporate Planning & Research Division (CPRD) Knowledge Management and Information Division (KMITD) 	<ul style="list-style-type: none"> LRTA Consolidated compendium of pre-FS/FS/Approved Concept Papers related to railway projects LRTA's Annual/Accomplishment Reports and Related Literatures 	<ul style="list-style-type: none"> Data gathering and/or consultations Data processing/validation and evaluation Preparation of Research Study or Project Concept Note (PCN) Approval of Research Study or PCN 	Final Draft and Approved Research Study or PCN	<ul style="list-style-type: none"> Planning Department Manager A Top Management All Departments Requesting agency/ies, if any
<ul style="list-style-type: none"> Operations Department Fare Revenue Operations Group (FROG) Finance Department 	Statistical Reports (Operational and Financial)			

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Top Management/Requesting Internal Office/s	Memorandum/Office Order/ Letter Request, if any			
Requesting external agencies, if any	Memorandum/ Letter Request, if any			

Controls and Check Points:

(Possible controls and check points to monitor and measure performance)

(Approved Performance Scorecard/ Approved Corporate Performance Reports/Approved OPCR and IPCR/Approved Research Studies/Approved Customer Satisfaction Survey Reports/ Stakeholders Consultations Survey Reports /Consultations or Focus Group Discussion/Performance Accomplishment Monitoring & Evaluation Form/ Accomplished Coaching and Mentoring Form)

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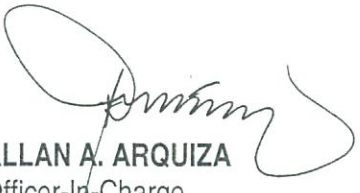







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