



Republic of the Philippines  
Department of Agriculture  
BUREAU OF AGRICULTURAL RESEARCH  
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KMSP  
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compliance plan  
by  
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Ref. No. 2023-2-07  
February 22, 2023

**MEMORANDUM FROM THE DIRECTOR**

**TO: ALL DIVISIONS, UNITS, AND OFFICES**

**SUBJECT: REDUCTION OF TURNAROUND TIME**

In line with the pursuit to continuously promote integrity, transparency, accountability, proper management of public affairs and public property, this Bureau shall establish effective practices aimed at the efficient turnaround of the delivery of government services and the prevention of graft and corruption in government.

With this, all divisions, units, and offices are hereby directed to reduce the turnaround time (TaT) or the sum of the waiting time and processing time or the total amount of time taken to complete/deliver a service. TAT starts from the moment the transacting internal or external client enters the queue or fills out or submits a form/document, and the waiting time incurred until the service has been completed/delivered.

As such, simple, complex, and highly technical transactions must only take **three, seven, and 20 days**, respectively, as prescribed in the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or, if possible, even shorter than the prescribed processing time to further deliver better services and minimize and avoid accumulating their backlogs.

All divisions, units, and offices are instructed to include in their respective performance commitment and review targets the actual improvements in streamlining processes and TAT, for monitoring and review of the Bureau's Performance Management Team.

For your guidance and immediate compliance.

  
JOELL H. LALES