



Document Code:	FM-OPM-TSSD-12-04	Issue Number:	02
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Accreditation of Co-Partner Logsheets (Field Office)

Field Office _____

For the _____ semester 20_____

NO.	DATE RECEIPT OF APPLICATION DOCUMENTS FROM CLIENT	NAME OF APPLICANT	NAME OF REPRESENTATIVE	DATE FORWARDED TO RO	DATE RECEIPT FROM RO	RECEIVED BY (Name & Date)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

1. Process Performance (PP 1) = $\frac{\text{Total No. of Applications Processed within 5 working days}}{\text{Total No. of Applications Received}} \times 100\%$

2. Process Performance (PP2) = $\frac{\text{Total No. of Applications Processed within 10 working days}}{\text{Total No. of Applications Received}} \times 100\%$

MEASUREMENT:

Month	PP1	PP2	Month	PP1	PP2
January			April		
February			May		
March			June		