



SBITS GUIDELINES V.01

Solution Box for the Improvement of The Service

CORPORATE PLANNING OFFICE



PREVIEW

WHAT IS SBITS?

SOLUTION BOX FOR THE
IMPROVEMENT OF THE SERVICE

IT'S ABOUT

- GIVING EQUAL OPPORTUNITY TO ANYONE IN THE RANKS TO PROPOSE SOLUTIONS;
- EMPOWERING THOSE WHO CAN MAKE DIFFERENCE;
- REALIZING GOOD ASPIRATIONS FOR THE AGENCY;
- TAPPING PROFESSIONAL EXPERTISE THAT'S OTHERWISE DORMANT;
- DISCOVERING AND NURTURING TALENTS OF CAAP WORKFORCE;
- REWARDING/RECOGNIZING SOLUTION PROVIDERS

OBJECTIVE

- PLATFORM/METHOD TO GIVE EQUAL OPPORTUNITY TO ANYONE IN THE RANKS TO PROPOSE SOLUTIONS;
- BECOME PARTNERS OF THE MANAGEMENT IN THE RESOLUTION PROBLEMS AND/OR IMPROVEMENT OF THE SERVICE;
- DISCOVER THE CAPABILITIES OF CAAP WORKFORCE WHO CAN MAKE THE DIFFERENCE AND MAKE IT WORK;
- REWARD THEM THAT MAKES THE SERVICE BETTER

MECHANICS

➤ WHO IS ELIGIBLE?

- ANY REGULAR CAAP EMPLOYEE, JOB ORDER/CONTRACTUAL OR CONSULTANT

➤ WHAT ARE THE PROPOSAL CONTENT?

- A. SOLUTION PROPOSALS ADDRESSES PROBLEMS, ISSUES, SYSTEM/OPERATIONS IMPROVEMENT AND/OR INNOVATIONS FOR THE BETTERMENT OF THE SERVICE DELIVERY AND ORGANIZATIONAL SOUNDNESS OF THE CAAP;
- B. SOLUTION PROPOSAL THAT FITS AND ADDRESSES CAAP PRIORITIES AND STRATEGIES WILL BE GIVEN PREFERENCE IN THE ORDER OF EVALUATION

MECHANICS

➤ LANGUAGE TO USE

- ENGLISH, TAGALOG OR TAGLISH

➤ MEANS OF SUBMISSION

A. PAPER-BASED SUBMISSION IS DISCOURAGE BUT ALLOWED IN CASES OF INAVAILABILITY OF RESOURCES FOR ELECTRONIC SUBMISSION;

B. E-COPY IS IN **PDF FORMAT**

FILENAME SYNTAX:

<SURNAME.FULL-NAME><SPACE>SBITS<SPACE><TITLE DESCRIPTION>

EXAMPLE: DELACRUZ.JUAN SBITS TOWER DESIGN

C. USING CLOUD STORAGE THRU WWW.BOX.COM

SHARE YOUR SUBMISSION E-COPY TO
CAAP.CORPLAN.SBITS@GMAIL.COM

MECHANICS

- **WHAT ARE THE BASIC EVALUATION CRITERIA/PRINCIPLES FOR THE SOLUTION PROPOSALS?**
 - A. COST EFFECTIVENESS
 - B. COMPLETENESS OF THE SOLUTION PROPOSED AS TO READINESS FOR IMPLEMENTATION
 - C. IF THE PROPOSAL IS CONNECTED TO OR RELATED W/ A RESULT EXPECTED OF THE POSITION ITEM OF THE PROPONENT, THERE WILL BE LESS MERIT THAN THE SAME SOLUTION PROPOSED BY SOMEONE WHOSE PROPOSAL IS OUTSIDE OF HIS/HER FUNCTION
 - D. PROPOSALS GIVEN AS AN IMPARTATION OF SKILL/KNOWLEDGE W/C THE PROPONENT OBTAINED FROM PERSONAL RESOURCES/EXPENSES TO BE SHARED FOR SERVICE/WORKFORCE IMPROVEMENT WILL GET MORE MERIT THAN THOSE SKILL/KNOWLEDGE IMPARTED AS A RESULT OF CAAP/GOVERNMENT-EXPENSED/PAID TRAINING

SBITS FORM



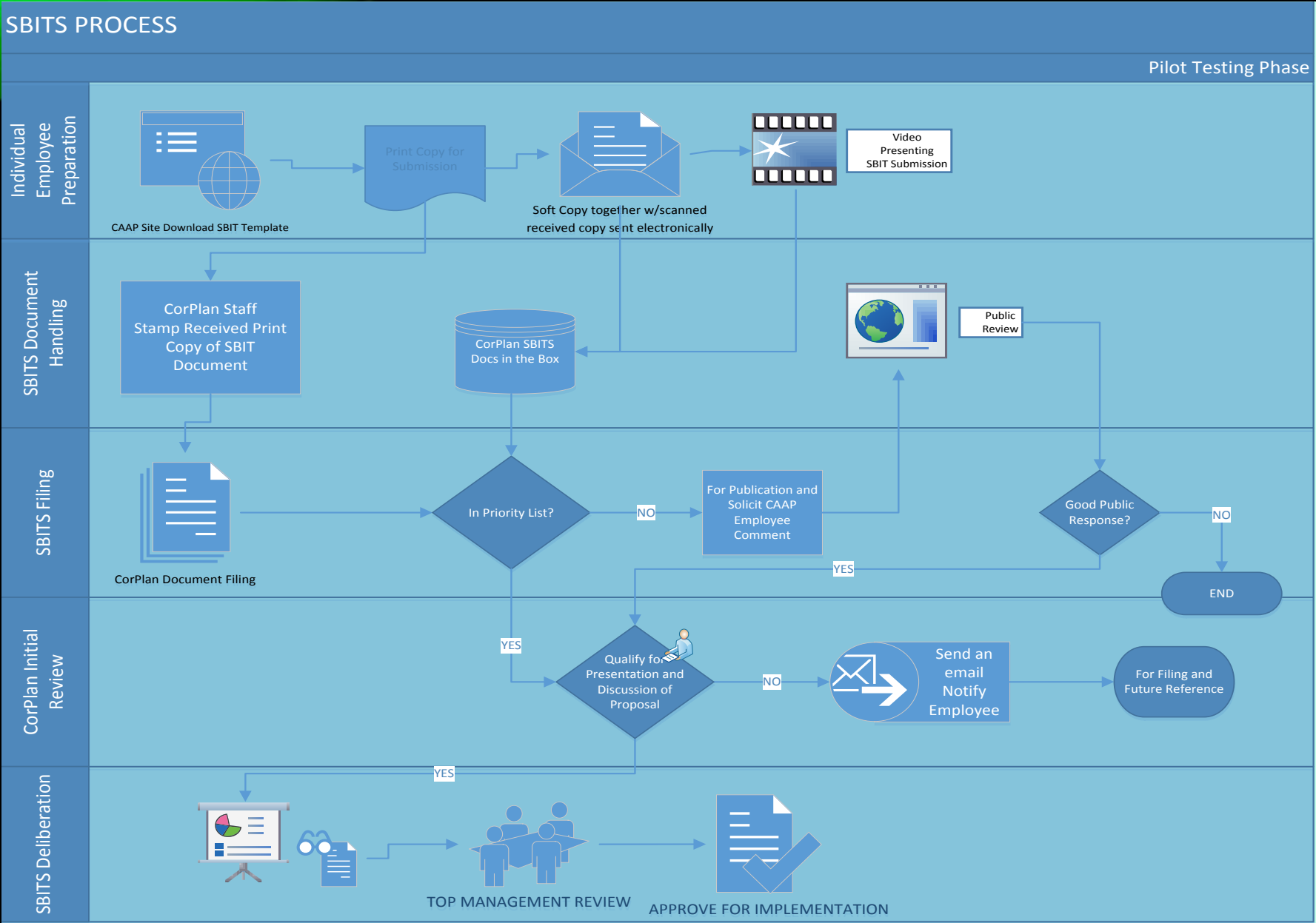
PROPOSED FORM
SOLUTION BOX for IMPROVEMENT of The SERVICE
 SBITS ENTRY FORM

Improvement Proponent: <input type="checkbox"/> CAAP Employee <input type="checkbox"/> CAAP Job Order/Contractual <input type="checkbox"/> CAAP Consultant	
1. Name of Proponent:	2. SBITS Working Group received date/time:
3. Item Position and Designation:	4. CAAP ID Number:
5. Department and Service:	6. Contact Number(s): <input type="checkbox"/> Office: _____ <input type="checkbox"/> Mobile: _____ <input type="checkbox"/> Email: _____
Propose Improvement/Solution for: <input type="checkbox"/> Problems/Issues <input type="checkbox"/> Systems in Office <input type="checkbox"/> Innovation <input type="checkbox"/> Others (specify): _____	
7. _____	
PROPOSED SOLUTION TO THE PROBLEM/ISSUES, PROPOSE IMPROVEMENT in SYSTEM, INNOVATION and Others above:	
8. _____	
RESOURCES NEEDED/REQUIRED for the PROPOSAL (specify cost of implementation if determined)	
9. _____	
OUTPUTS/SUCCESS INDICATORS OF THE PROPOSAL	
10. _____	
SCHEDULE OF PHYSICAL IMPLEMENTATION	
11. _____	

FORM OF IMPLEMENTATION:			
12. PROPOSER'S PROPOSED IMPLEMENTATION: <input type="checkbox"/> BY SELF <input type="checkbox"/> CREATE COMMITTEE/GROUP <input type="checkbox"/> PROJECT FORM w/o PMO <input type="checkbox"/> PROJECT FORM w/PMO <input type="checkbox"/> OTHERS (specify) _____	13. REQUIREMENT FOR IMPLEMENTATION: <input type="checkbox"/> AGENCY'S SUPPLIES/ CONSUMABLES <input type="checkbox"/> MANPOWER ASSISTANCE <input type="checkbox"/> NEEDS CORPORATE BUDGET <input type="checkbox"/> OTHERS (specify) _____	14. BUDGET ALLOCATION: <input type="checkbox"/> NONE <input type="checkbox"/> CAPITAL OUTLAY <input type="checkbox"/> MISC <input type="checkbox"/> INFRASTRUCTURE Others (specify): _____	15. ESTIMATED FUNDS: <input type="checkbox"/> No funds needed <input type="checkbox"/> No estimate yet <input type="checkbox"/> Specify amount: _____
SCHEDULE OF FUND REQUIREMENTS			
16. _____			
PROPOSAL SUBMITTED BY:		PROPOSAL RECEIVER BY:	
17. _____		18. _____	
Name & Signature of Improvement Proponent / Date		Name & Signature of SBITS Working Group / Date	
19. Proponent Notes:		20. SBITS Working Group Notes:	
_____		_____	
TO BE FILLED BY SBITS			
21. Sample actions to be taken by SBITS Working Group: <input type="checkbox"/> The Proposal can be or will be carried out by the proponent him/herself or he/she can lead a group he/she will be responsible for <input type="checkbox"/> The Proposal can be identified to the closest possible Service/Office/Office Unit for which the improvement is contributing <input type="checkbox"/> The Proposal can be considered as part of a Major Final Output/Strategic Objectives of CAA <input type="checkbox"/> Proponent invited for presentation of proposal <input type="checkbox"/> Others (as specified below)			
22. _____		Name & Signature of SBITS Working Group / Date	
23. _____		Name & Signature of SBITS Working Group / Date	
24. _____		Name & Signature of SBITS Working Group / Date	
TO BE FILLED BY SPMS/CORPORATE PLANNING OFFICE			
25. Assessment / Evaluation Remarks/Comments: _____ _____ _____			
Evaluator Name & Signature / Date			
FINAL ACTION/DECISION:			
26. _____		Name & Signature / Date	
APPROVAL CONTROL NUMBERING BY SBITS WORKING GROUP			
27. _____			

General Notes: Attach additional sheets if space is not enough

SBITS PROCESS



FOR TECHNOLOGY GLITCH:

- IF W/IN 5 WORKING DAYS OF SBITS ELECTRONIC SUBMISSION, PROPONENT HAVEN'T RECEIVED ACKNOWLEDGEMENT NOTIFICATION; OR,
 - PROPOSAL IS NOT SEEN IN WEBSITE FOR PUBLIC COMMENT
- ❖ RESEND SUBMISSION THRU EMAIL TO:
- CAAP.CORPLAN.SBITS@GMAIL.COM

REWARD

PROPOSAL THAT QUALIFY

- WILL FORM PART OF THE INDIVIDUAL SPMS (IPCR)
- PROPOSE TO BE A QUALIFYING CRITERIA FOR CANDIDACY:
 - TO TRAININGS
 - PROMOTION
 - PERFORMANCE-BASED BONUS

PRIORITIES

✓ **GCG AND OTHER COMPLIANCES**

- CORPORATE GOVERNANCE CODE REQUIREMENTS
- CITIZEN'S CHARTER, ARTA, TRANSPARENCY SEAL

✓ **ENTERPRISE-WIDE RESOURCE PLANNING**

- FINANCE STANDARD PROCESSES;
- PROJECT MANAGEMENT

✓ **CRISIS MANAGEMENT**

- "THE BIG ONE" BUSINESS CONTUINITY
- DISASTER RESPONSE SYSTEMS AND PROCEDURES

PRIORITIES

✓ **STANDARDIZATION OF DESIGNS**

- AIRPORT TERMINAL AND/OR OTHER ENGINEERING DESIGNS (E.G. GREEN BLDG., POWER SYSTEM, HVAC, ETC)
- AERODROME DESIGN

✓ **ESTABLISHMENT/IMPROVEMENT OF SYSTEMS, PROCESS**

- CAAP-WIDE DATA STRUCTURE AND INFORMATION ARCHITECTURE;
- PROCESS ENGINEERING/RE-ENGINEERING TO IMPROVE EFFICIENCY/EFFECTIVENESS OF SERVICE
- MODEL FORMULATION

✓ **KNOWLEDGE MANAGEMENT**

- EDUCATION/TRAINING/SEMINAR (E.G. WEBINAR, VIDEOS, ETC)

CHALLENGE

COME UP WITH A COMPREHENSIVE
SOLUTION TO SPECIFIC
PROBLEM/ISSUE;

OR,

DESIGN/ESTABLISH/IMPROVE SYSTEMS,
OFFICE AND/OR OPERATION
PROCEDURES/METHODS



THINK OUTSIDE THE BOX

MAKE IT BETTER



MAKE IT WORK

