



OTP MONITORING FORM
Year: 2021

(1)	Action Plan in OTP		Issue based on SWOT		Associated Risk (refer to ROAM)		Last year Monitoring			(11)	(12)	(13)	During Monitoring			(17)	(18)
Metrics (Based on Strat Plan)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	Target Date of Implementation	Actual Date of Implementation	Monitoring Date	(14)	(15)	(16)	Effectiveness of Action Plan	Recommendation
	Code	Description	Code	Description	Code	Description	Target	Accomplishment	Percent Accomplishment				Target	Accomplishment	Percent Accomplishment		
Number of stream-lined transactions and reports produced	OD AS/CAS H-21-AP1	Request Follow-up request to NAPB to hire one casual employee as replacement to the retired employee	OD AS/CA SH-21-W1	Lack of Manpower to perform all the functions of the office	ODAS /CAS H-21-R1	Delayed reports and payments to suppliers and service providers				February 2021	February 2021	November 18, 2021	Hire additional staff to replace the retired personnel	Hired additional staff to replace the retired personnel	100%	80%	Since, the existing office JO personnel was hired as casual (promoted). The office need to hire another JO personnel to replace him.
No. of on-line collection proposals from/with remittance agencies and banks processed, facilitated, approved and implemented.	OD AS/CAS H-21-AP6	Prepare a draft letter request for and in behalf of the President to Philhealth, and Pag-ibig to provide additional payment options, like through bank deposits to limit face to face	OD AS/CA SH-21-W7	Risky travel to remit government premiums and contributions, and payments to suppliers due to pandemic	ODAS/CA SH-21-R6	Payments and remittance outside Baybay cannot be paid due to risks and travel restrictions.				February 2021	February 2021	November 18, 2021	Facilitate bank to bank payments of government remittances	Enrolled in the Landbank Electronic fund transfer of payments for remittances to GSIS, Pag-ibig and Philhealth for MDS Fund yet.	80%	80%	Continue to follow up the enrollment of Landbank weaccess for other funds.