



#### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Individual Performance Commitment and Review Form (IPCRF) First Semester, CY 2024

CERTIFIED TRUE COPY

commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the rating period January to June 2024.

JOMAR R. MACAYAN

SWA-4Ps, Tanauan Leyte POSITION

August 07, 2024

	PERFORMANCE COMMITMENT	PE	CE EVALUA				
Jane 1 of a series was the	Success Indicator				TING		
KEY RESULT AREA (KRA)	(Measure+Target)	Accomplishment	E/Qn	9	T	A	REMARKS
ore functions	the District of District control of the latter and the second of the sec			_	-	-	
A. Facilitates distribution and retrieval of Compliance Verification forms	100% of the eligible beneficiaries are monitored with CV Forms completely distributed and retrieved with zero errors submitted before the set timeline	100% of the eligible beneficiaries are monitored with 123 CV Forms completely distributed and retrieved with zero errors submitted before the set timeline	5	4	5	4.66667	Ensure complete and on-time submission of CV Forms without corrections.
B. Facilizates coordination with schools and health centers relative to CVS monitoring and retrieval	All of 18 Education and 2 Health Facilities comprehensively administered with system check in accordance to the system monitoring guidelines from within the semester	All of <u>16</u> Education and <u>1</u> Health Facilities comprehensively administered with system check in accordance to the system monitoring guidelines from within the semester	3	3	2	2.66667	All issues and concerns raised during systems checks should be provided with immediate and appropriate interventions.
	100% of transferred and with contested compliance beneficiaries substantially track as compliant periodically and with unmatched results in the previous period within the semester	100% of transferred and with contested compliance beneficiaries substantially track as compliant periodically and with unmatched results in the previous period within the semester	3	2	2	2.33333	All beneficiaries marked as transferred facility and wit incorrectly recorded facility during the monitoring period should be provided COC and shall be submitted within the set timeline.
		Three (3) comprehensive distributed versus retrieved CVS forms report with substantive remarks on non-retrieved forms submitted on or before the 3rd day after submission of the CVS forms within the semester	5	5	5	5.00000	Ensure 100% distribution and retrieval of CV Forms period and comprehensive compliance monitoring report.
C Prepares summary of Compliance Verification Forms distributed and retrieved, and taken note of issues and concerns on meeting the CVS distribution and retrieval and submission to CML for appropriate action:	Three (3) purposely colleted issues/concerns and recommendations encountered in the CV monitoring submitted to CCVO on or before the 3rd day after submission of the CVS forms within the semester	Three (3) purposely collated issues/concerns and recommendations encountered in the CV monitoring submitted to CCVO on or before the 3rd day after submission of the CVS forms within the semester	5	4	3	4.00000	Issues and concerns raised during compliance monitoring should be provided immediate and appropriate interventions
	days upon receipt of the OBTR baseline data per period during the	Three (3) OBTRs duly accomplished without errors submitted within 30 days upon receipt of the OBTR baseline data per period during the semester	5	3	4	4.00000	Ensure that all non-compliant beneficiaries are properly validated and recorded accurate reasons for non-compliance per period to provided appropriat interventions.

	Submitted (6) UMET reports complete with all the prescribed sheets submitted on or before the 5th day of the following month within the semester	CER	TIFIE	DT	RUE	COPY	
	JANUARY-02/05/2024 FEBRUARY-03/05/2024 MARCH-04/11/2024 APRIL-05/13/2024 MAY-06/11/2024 JUNE-07/03/2024	s ANN AO				AGOS	Ensures that all submitted pmplete, accurate, updated and on time
100% of delegated newly registered household targets provided with Sessions 1 to 3 of the Laying the Foundation FDS module with report submitted to C/ML on or before end of March 2024	100% of delegated newly registered household targets provided with Sessions 1 to 3 of the Laying the Foundation FDS module with report submitted to C/ML on or before end of March 2024	5	5	5	5.00000	•	all HHs especially Set12 newly registered knowledgeable in the Sessions 1-3 of the 7YTLP FDS Module
HHs) of the case loads or 11 parent groups every month based on the	Ensure the conduct and appropriate facilitation of the FDS to 25% (309 HHs) of the case loads or 11 parent groups every month based on the planned FDS schedule in accordance to the implementing guidelines with proper documentation of reports with report submitted to CMLs on or before the set timeline	5	3	3	3.66667		to conduct the 25% of Parent groups onth with the guideines and submit the prescribed timeline.
Ensure the conduct and appropriate facilitation of the YDS to 25% (35) of the NAS or youth groups every month based on the planned YDS schedule in accordance with the implementing guidelines with proper documentation of reports with report submitted to C/ML on or before the set timeline	Ensure the conduct and appropriate facilitation of the YDS to 25% (1) of the NAS or youth groups every month based on the planned YDS schedule in accordance with the implementing guidelines with proper documentation of reports with report submitted to C/ML on or before the set timeline	5	4	3	4.00000		e to conduct the 25% of NAS every the guidelines and submit the prescribed timeline.
Facilitate the resolution of the as 31 December 2023 2 updating reasons for Not Attending School on or before the end of June 2024	Facilitate the resolution of the as 31 December 2023 2 updating reasons for Not Attending School on or before the end of June 2024	4	2	1	2.33333	and appro	t all NAS children are provided immediate priate intervention to push them back to with update issues must be encoded in PF on or before P4 2024
		4	4	4	4.00000	Ensure	that NAKS with update issues must be ad encoded in PPIS within the set timeline.
	All 400 received update requests (All Types) were reviewed as to accurateness, consistency, and completeness of supporting documents; acted as appropriate in accordance with BDMD policies and guidelines on the set time	5	5	5	5.00000		0% of the update requests were properly reviewed prior to submssion/endorsement for encoding to POO
Gather all COC for regular manual retro ensuring the attachment A property documented on the beneficiaries' case folder within the semester	N/A applicable for the semester because no transaction was received	N/A	N/A	N/A	N/A	N/A	N/A
Markey allowed a					1		
215 HHs of self-sufficient HHs facilitated with "Pinalakas na Pagpupugay Tagumpay" FDS module by end of the semester	215 HHs of self-sufficient HHs facilitated with "Pinalakas na Pagpupugay Tagumpay" FDS module by end of the semester	5	5	3	4.33333		o facilitate the FDS module per target ype as per prescribed timeline
100% 100 of the Pugay Tagumpay Graduation ceremonies assisted (in various modelities) by end of the semester	100% 100 of the Pugay Tagumpay Graduation ceremonies assisted (in various modalities) by end of the semester	2	5	3	3.33333		to assist/delegated task of the Pugay y Graduation ceremonies as prescribed timeline.
100% of households with zero-compliance validated and have been endorsed by the C/ML for updating underwent the MC 36 process within the prescribed timelin	100% or 4 of households with zero-compliance validated and have been endorsed by the C/ML for updating underwent the MC 36 process within the prescribed timeline	5	5	5	5.00000		% of the update requests were properly eviewed prior to submission/endorsement for encoding to POO
	100% of ongoing cases from 2022-2023 resolved before end of March 2024	5	4	4	4.33333	Ensure to tr	ack all transforred with contested compliance beneficiaries per period.
	100% of delegated newly registered household targets provided with Sessions 1 to 3 of the Laying the Foundation FDS module with report submitted to CML on or before end of March 2024  Ensure the conduct and appropriate facilitation of the FDS to 25% (309 HHs) of the case loads or 11 parent groups every month based on the planned FDS schedule in accordance to the implementing guidelines with proper documentation of reports with report submitted to CMLs on or before the set timeline  Ensure the conduct and appropriate facilitation of the YDS to 25% (35) of the NAS or youth groups every month based on the planned YDS schedule in accordance with the implementing guidelines with proper documentation of reports with report submitted to C/ML on or before the set timeline  Facilitate the resolution of the as 31 December 2023 2 updating reasons for Not Attending School on or before the end of June 2024  Facilitate the resolution of the as 31 December 2023 4 updating reasons for Health and FDS perennial non-compliant beneficiaries on or before the end of June 2024  All received update requests (All Types) were reviewed as to accurateness, consistency, and completeness of supporting documents, acted as appropriate in accordance with BDMD policies and guidelines on the set timeline  Gather all COC for regular manual retro ensuring the attachment A properly documented on the beneficiaries' case folder within the semester  100% of self-sufficient HHs facilitated with "Pinalakas na Pagpupugay Tagumpay" FDS module by end of the semester	on or before the Sh day of the following month within the samester submitted on or before the Sh day of the following month within the samester submitted on or before the Sh day of the following month within the samester seminated on or before the Sh day of the following month within the samester seminated on or before the Sh day of the following month within the samester seminate seminated on the samester seminated on the samester seminated on the same seminated to CRML on or before and of March 2024.  Ensure the conduct and appropriate facilitation of the FDS to 25% (309 HHs) of the case loads or 11 parent groups every month based on the planned FDS schedule in accordance to the implementing juddelines with proper documentation of reports with report submitted to CRMLs on or before the conduct and appropriate facilitation of the VDS to 25% (35) of the NBS or youth groups every month based on the planned FDS schedule in accordance with the implementing guidelines with proper documentation of reports with report submitted to CRMLs on or before the set timeline.  Ensure the conduct and appropriate facilitation of the VDS to 25% (35) of the NBS or youth groups every month based on the planned FDS schedule in accordance with the implementing guidelines with proper documentation of reports with report submitted to CRML on or before the set timeline.  Ensure the conduct and appropriate facilitation of the VDS to 25% (35) of the NBS or youth groups every month based on the planned FDS schedule in accordance with the implementing guidelines with proper documentation of reports with report submitted to CRML on or before the set timeline.  Facilitate the resolution of the as 31 December 2023 2 updating reasons for Not Altending School on or before the end of June 2024.  All received update requests (All Types) were reviewed as to accurate set, proper to accurate with BMD policies and guidelines with proper documents, acided acceded as appropriate in accordance with BMD policies and guidelines on the set timeline.  Gaibl	Submitted (6) UMET reports complete with all the prescribed sheets submitted on or before the 5th day of the following month within the semester  ANNUARY 2005/2024  ANNUARY 2005/2024	Submitted (ii) UMET reports complete with all the prescribed sheets submitted on or before the 5th day of the following month within the semester Submitted on or before the 5th day of the following month within the semester Submitted on or before the 5th day of the following month within the semester Submitted or or before the 5th day of the following month within the semester Submitted or CML or or before the 5th day of the following month within the semester Submitted to CML or or before the 5th day of the following month within the semester Submitted to CML or or before the 6th subwig the Foundation FDS module with report submitted to CML or or before the ord of March 2024 Submitted to CML or or before the ord of March 2024 Submitted to CML or or before the submitted to CML or or before the submitted to CML or or before the submitted to 5th	or or before the 5th day of the following month within the samester submitted on or helions the 5th day of the following month within the submitted on or helions the 5th day of the following month within the submitted or or helions the 5th day of the following month within the submitted or or helions the 5th day of the following month within the submitted or or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the submitted to follow or helions the 5th day of the following month within the following months within the fol	Submitted (ii) UMET reports complete with all the prescribed alheets submitted on or before the Sh oxy of the following month within the semester with Sh oxy of the following month within the semester submitted to the baying the foundation FDS module with report submitted to CARL on or before end of March 2024 UNE-07/33/2024 MAY-04011/2024 MAY-04011	Submitted (6) UMET reports complete with all the prescribed bleets submitted on or before the Sh slight of the following month within the semester  JANUARY CORPORATION AND ADDRESS OF STERRINGS (CORPORATION AND ADDRESS OF STERRINGS OF STERRINGS (CORPORATION AND ADDRESS OF STERRINGS OF STER



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YROTOAREITAE	VERY				ANITAR JAVITJEIGA		
£51730.4					FINAL NUMERICAL RATING		
	-	1	T				(SUOSCHIE)
Continue to assist in the caseloads/targets in the absence of the MIL.	00000.2	s	S	s	AKAP Payout- May 18, 2024 PHILY'S Registration- April & May 2024	seniornii 198 arti nirtiiw tuqtuo batedya no based barlaiqmoose akeelfiA	Urgent trains are may be assegned by a mmedate authension of other progrem- tated activities not stated in the distalcing under the Shatlegic and Cone
	V/N	V/N	A/N	A/N	. 4/N	All Quick Response Teem (QRT) duty attended with expected output delivered within the duration of the call for duty	Describe response, recovery, and habitation
avitaA bne ategnet iGW2 lie terlt enuen3 21 IGW2 no beboone bne bezeeze ene abioriezuori	00000.£	τ	S	ε	100% of Pantawid households sesesced using the Social Welfare and Development Indicators (SWDI) Tool within the same schedule as the previous assessment by the end of the semester	100% of Parland households assessed using the Social Welfare and Development Indicators (SWDI) Tool within the same schedule as the previous assessment by the end of the semester.	pport Fuscilins
Ensure 10% updating of like members without RPS and PPS and PP	49999 <sup>.</sup> 7	τ	ε	,	100% or 3572 of target HH members without PCNs are processed for updating within the set timeline	100% or \$5007 of target HH members without PCNs are processed for the set timeline.	
Social deligible of both and sell eligible school for thicken without LRM and should be directly Step PPI cocodes in the PPI cocodes	L9999°†	s	r	s	00% or 1979 of the target eligible 4Ps children without LRN are processed for updating within the set timeline	ons NRJ incutive reliable 4Ps children without LRN are set timeline and timeline	
Continue identifying eligible 0-5 yrs old as additional New Members of the HH	∠9999°ŧ	S	7	s	ene Britisbau 2197 Prof. Desert blo enev 3-6 ent to 001 %001 entering see and acted upon mithin the set timeline	ensignification (1947 for any of the Design of the Section of the Design of the benefit of the personal design of	
o I bell hav ynapong ad zeum as bil iA ensure that 100% correct data is being encoded in th PPL to minimize data inconsistencies	₹3999° <del>₽</del>	S	Þ	s	batsbillevibeseecong ene seronstatencom tated rive HH arget HH 60° %00 in a set timeline bru		
HHs for tagging to C53 must be submitted to SW03 likewise C529 HHs subject for Reinstalemen must be endorsed to GR5 with required attached documents.	€9999°₽	s	b	s	bosebilisy/bassacoorg are PHS LCS 12 of the target CS 12 HHs are processed/validated better upon within the set timeline		
Possible fraud HHs should be endorsed to GRS with attached required documents such as Validation Report and Payment History signer by MRB	∠9999°ŧ	s	Þ	s	noqu betas and setselfis/beseeconq ens sagets arit et		
Not applicable for the province of Legte	V/N	A/N	A/N	V/N	AV	10% of the result of the Listahanan non-poor for SWDI assessment and processed for retropayment payment if LOWB is either aurivial or subsistence, through collection of CV Retro Forms (Batch 4)	
Not applicable for the province of Leyte	A/N	√/N	V/N	A/N	Av	1(0% of the result of the Listshanan second round special assessment poor households processed for retropayment, if applicable, payment through coflection of CV Retro Forms (Batch 3)	
Ensure all contested compliant households are validated and subjected to a retroactive process to contist non-compliance issues and increase the compliance rate.	00000'S	٧٥ °	الميس	riğ N	00% of the reactivated non-poor households that turned Level 1 or 2 as a setult of the SWDI assessment are processed for the collection of retro forms.		
Ensure to track all transferred with contested compliance beneated compliance.	₹9999°€	ε	0.00	,	00% or the resolved grievances are processed within GRS prescribed inneline	t bedinserig SRS nirthw beceased within GRS prescribed to %00 t	

RATER'S COMMENTS, RECOMMENDATIONS, & COMMENDATIONS I hereby certify that the above perform me by my immediate supervisor.	Continue what you are doing, you're in the right track or strides  Name ratings, and the identified Performance Feedback were discussed with  I hereby certify that the above performance ratings, and the identified Performance Fee	ANM RIVIEL C. CARAGOS  AO VOIC CHIEF, HRMDD  Stack were discussed by the undersigned to the Rates.
AREAS FOR IMPROVEMENTS	Nothing is better than to sit together as one team. Atways find time to have a regular feed backing/updating or progress of compliants or inquiries more specifically	Mile
STRENGTHS	Being accountable for work results, focusing efforts on achieving results that are accurate with the guidelines & policies.	CERTIFIED TRUE COPY

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# Department of Social Welfare and Development INDIVIDUAL PERFORMANCE CONTRACT REVIEW FY 2023, SECOND SEMESTER

Name of Ratee:	JOMAR R. MACAYAN
Position:	SOCIAL WELFARE ASSISTANT
Designation (if applicable):	SOCIAL WELFARE ASSISTANT
Office:	MUNICIPAL OPERATIONS OFFICE OF TANAUAN, LEYTE

Office:	MUNICIPAL	OPER	ATIONS OFFICE OF TANAUAN, LEYTE							A CONTRACTOR OF THE PROPERTY O
KEY RESULTS AREA		180			Lampen		RAT	ING	45.48.586	
Objective, Program, Project, Activity	Weight Allocation		PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)		Qn QI T Ave		Weighted Average (Weighted Average*Weight Allocation)	REMARKS	
Strategic Priorities	30%	7794	And the control of the second section is	The second of th	SEE	SEASON	, stellasti	SCHOOL SOME	CONTRACT.	
	3.00%	,	At least 10%(175) of the CY 2023 SWDI Targets assessed on or before December 31, 2023	At least 10%(107) of the CY 2023 SWDI Targets assessed on or before December 31, 2023	4	3	2	3.00000	0.09000	Continue to encode the assessed Pantawid households using the SWDI Tool correctly before the set timeline.
Mariana	3.00%	2	100% of the reported Non-Compliant Beneficiaries with complete and substantial reasons for non-compliance and provided with interventions are encoded in OBTR as provided by the Case Managers on or before 30 days upon receipt of the baseline data per period.	100% of the reported Non-Compliant Beneficiaries with complete and substantial reasons for non-compliance and provided with Interventions are encoded in OBTR as provided by the Case Managers on or before 30 days upon receipt of the baseline data per period.	5	٠,	4	4.33333	0.13000	Continue to update the consistenty nor compliant and monitor the education conditions in the PPIS target list in the education.
A.1 Percentage of households with improved well-being (a) 30% and above of the target moved to Self-sufficient level (b) 1.80% and below of the target is in the Sunvival level	3.00%	3	100% (3)updating of tracking report and compliation of required documents for validated zero-compliant households that underwent 1 year evaluation following MC 36 process per set timeline.	100% (3)updating of tracking report and compliation of required documents for validated zero-compliant households and all zero-compliant households that underwent 1 year evaluation following MC 36 process per set timeline.	5	4	4	4.33333	0.13000	Continue to update the consistently non compliant and make sure that MC 36 households underwent process and evaluation.
	3.00%	4	100% of eligible households validated and registered in PPIS by December 31, 2023	100% of eligible households validated and registered in PPIS by December 31, 2023	4	3	3	3.33333	0.10000	Ensure to validate and register all identified potential HHs and endorsed to RPMO for the encoding in the PPIS.
	3.00%	5	100% (79)of inactive households validated and acted upon on the set BDMD timeline	100% (50) of inactive households validated and acted upon on the set BDMD timeline	3	3	3	3.00000	0.09000	Ensure to tagged CS12,CS14,CS15 in the PPIS properly before the set timeline.
A Commission of the Commission	3.00%	6	100% (78) of detected data inconsistencies and potential duplicates validated and resolved on the set BDMD timeline	100% (50)of detected data inconsistencies and potential duplicates validated and resolved on the set BDMD timeline	3	3	3	3.00000	0.09000	Ensure to update all data inconsistencies such as duplicate, basic information etc. in the PPIS.
	3.00%	7.	100% Updating of college graduates by sex and recognition; Updating of the beneficiary information of household college-level members in PPIS; Updating of SHS graduates enrolled in college are appropriately and accurately encoded and approved in the PPIS on the set BDMD timeline.	100% Updating of college graduates by sex and recognition; Updating of the beneficiary information of household college-level members in PPIS, Updating of SHS graduates enrolled in college are appropriately and accurately encoded and approved in the PPIS on the set BDMD timeline	5	4	4	4.33333	0.13000	Continue to update properly and accurately the college graduates and SHS graduates enrolled in college in the PPIS before the set timeline.
	3.00%	8		95% (2087) of the monitored beneficiaries in education are compliant by the end of the semester.	5	4	4	4 33333	0.13000	Ensure all monitored beneficiaries in education are compliant by the end of the semester.
A 2 1,770Households Provided with Conditional Cash Grants	3.00%	9		95% (129) of the monitored beneficiaries in health are compliant by the end of the semester.	5	4	4	4.33333	0.13000	Ensure all monitored beneficiaries in health are compliant by the end of the semester.

	300%	10	95% (1793) of the monitored grantees in FDS are compliant been of the semester.	95% (1793) of the monitored grantees in FDS are compliant by of the semester.	5	4	4	4.33333	0.13000	Ensure all monitored grantees in FDS are compliant by the end of the semester.
Core Functions	50%	-	process and the arrange to those of the life in the life	Management and Parish Space Participation of the	0000	- AND REAL PROPERTY.	CHARLES.	- BORROW	Windship.	Control of the Contro
B. 1. Percentage of Pantawid Pamilya children not atlending school that returned to school	349%	11	32 25%(10) of consistently noncompliant children in school are VALIDATED AND UPDATED by December 31, 2023. NAS Universe 31	32.25%(10) of consistently noncompliant children in school are VALIDATED AND UPDATED by December 31, 2023.  NAS Universe: 31	2	2	2	2.00000	0.06980	Ensure that all consistently non- compliant are validated and updated in the PPIS.
B.2. Percentage of Partawid Pamilya households not availing key health services that availed key health services.	0.00%	12	42%(1) of member beneficiaries consistently noncompliant with health conditions that turned compliant for at least four (4) months with less than 50% incidence of noncompliance for three (3) consecutive months among consistently roncompliant-turned-compliant households reached at least 50% and above of the target by December 31, 2023.  NAKHS Universe: 2	42%(1) of member beneficiaries consistently noncompliant with health conditions that turned compliant for at least four (4) months with less than 50% incidence of noncompliance for three (3) consecutive months among consistently noncompliant-turned-compliant households reached at least 50% and above of the target by December 31, 2023.  NAKHS Universe: 2	0	0	0	0.00000	0.00000	Ensure that all consistently non- compliant are turned compliant for at least 4 months.
B.3 Facilitate distribution and retrieval CV forms	349%	13	100% (162) CV forms distributed to and retrieved from stakeholders on or before the set timeline from July to December 2023.	100% (162) CV forms distributed to and retrieved from stakeholders on or before the set timeline from July to December 2023.	5	5 ,	5	5.00000	0.17450	Ensure all CV forms are distributed completely to stakeholders with signed tracking logsheet.
8.4 Facilitate coordination with schools and health certars relative to CVS monitoring and retrieval	349%	14	All of 9 Education and 1 Health Facilities comprehensively administered with system check in accordance to the system monitoring guidelines from Juty to December 2023.	All of 4 Education and 1 Health Facilities comprehensively administered with system check in accordance to the system monitoring guidelines from July to December 2023.	4	3	3	3.33333	0.11633	Ensure all gathered issues and concerned were endorsed for the interventions.
B.5 Prepare summary report of CVS forms distributed and retrieved.	3.49%	15	Three (3) comprehensive distributed versus retrieved CVS forms report with substantive remarks on non-retrieved forms submitted on or before the 3rd day after submission of the CVS forms from July to December 2023.	Three (3) comprehensive distributed versus retrieved CVS forms report with substantive remarks on non-retrieved forms submitted on or before the 3rd day after submission of the CVS forms from July to December 2023.	5	4	4	4.33333	0.15123	Ensure that no CVs are left out during the retrieval.
Taken note of issues and concerns met during the CVS Forms distribution and retrieval	3.49%	16	Three (3) purposely collated issues/concerns and recommendation encountered in the CV monitoring submitted to PDO-CVS on or before the 3rd day after submission of the CVS forms from July to December 2023.	Three (3) purposely collated issues/concerns and recommendation encountered in the CV monitoring submitted to PDO-CVS on or before the 3rd day after submission of the CVS forms from July to December 2023.	4	3	3	3.33333	0.11633	Ensure all issues and concerns are presented during MAC meeting fo the resolution.
6.6 Ensure preparation and completeness of monthly reports	5.81%	17	Submitted (6) UMET and (6) UCMD every month reflecting the following reports from July to December 2023: submitted on or before the 5th day of the following month:	Submitted (6) UMET and (6) UCMD every month reflecting the following reports from July to December 2023 submitted on or before the 5th day of the following month:  UMET UCMD JULY-08/08/02/023 JULY-09/05/2023 AUGUST-09/05/2023 AUGUST-09/14/2023 SEPTEMBER-10/10/2023 SEPTEMBER-10/10/2023 OCTOBER-11/17/2023 OCTOBER-11/09/2023	4	3	2	3.00000	0.17430	Ensure completeness of monthly submission reports.
	0.00%	18	Gaither all COC for manual retro with attachment A and were properly documented on the benefecianes case folder from July to December 2023.	Gather all COC for manual retro with attachment A and were properly documented on the benefeciaries case folder from July to December 2023.	0	0	0	0	0.00000	THERE IS NO MANUAL RETRO FOR THIS SEMESTER.

and facilities in systems v, GRS, BDM) related concerns for review of City/Municipal Link	233%	19	100% (100) of transferred and with contested compliance benefition as substantially transk as compliant periodically and with unmatch results in the previous period from July to December 2023.	100% (100) of transferred and with contested compliance beneficians substantially tranck as compliant periodically and with unmatch results in the previous period from July to December 2023.	5	4	4	4.33333	0.10097	Ensure to track all transferred with contested compliance beneficiaries period.
	233%	20	100% (200) correct data/ update requests encoded in the PPIS per period (no staff error include in the quality)	100% (200) correct data/ update requests encoded in the PPIS per period (no staff error include in the quality)	4	4	3	3.66667	0.08543	Ensure to encode all the update request properly in the PPIS.
B.8 Facilitate supply side assessment in coordination with foot persons of partner agencies and "GUs	233%	21	Ensure the 100% supply side assessments are presented and discussed in advisory committee meetings, consultations dialogues etc. on a quarterly basis.	Ensure the 100% supply side assessments are presented and discussed in advisory committee meetings, consultations dialogues etc. on a quarterly basis.	5	4	5	4.66667	0.10873	Ensure all issues and concerns are presented during MAC meeting fo the resolution.
B.9 Profiling of beneficianes / parent leaders and LSU links	233%	22	Ensure 1 updated inventory of parent leader profiles and LGU links per semester	Ensure 1 updated inventory of parent leader profiles and LGU links per semester	5	4	4	4.33333	0.10097	Continue to submit 1 updated inventory of parent leader profile and LGU Link per semester.
IS 10 Promote Good Governance	2.33%	23	100% administer CSMF to all captured grievances in the city/municipal operations	100% administer CSMF to all captured grievances in the city/municipal operations	4	4	4	4.00000	0.09320	Ensure to encode all the captured CSMF in the grievance report and file all the CSMF in the MOO.
B.11 Records Management	0.00%	24	One (1) Inventory Report of the records holding submitted with no revision to AAs, 3 working days before the set timeline.	One (1) Inventory Report of the records holding submitted with no revision to AAs, 3 working days before the set timeline.	0	0	0	0	0.00000	Ensure to always submit inventory reports of the records in the MOO.
	2.33%	25	At least 50% (129) eligible children ages 0-5 years old accurately updated in the health facilities for monitoring on or before the set timeline and were properly documented on the benefeciaries case folder from July to December 2023.	At least 50% (129) eligible children ages 0-5 years old accurately updated in the health facilities for monitoring on or before the set timeline and were properly documented on the benefeciaries case folder from July to December 2023.	4	3	3	3.33333	0.07767	Ensure to accurately update the health facility with proper documentation for monitoring and submitted before the se timeline.
B 12 Facilitate, review, and monitor submissions of BDM and GRS form through the LGU links and parent	233%	26		At least 50% (2122) eligible children ages 3-18 years old were accurately updated in the education facilities for monitoring on or before the set timeline and were properly documented on the benefeciaries case folder from July to December 2023.	4	3	3	3.33333	0.07767	Ensure to accurately update the education facility with proper documentation for monitoring and submitted before the set timeline.
leaders, in terms of completeness and correctness	233%	27		100% captured grievance complaints are encoded in the GRS manual tracker and initially acted and should be indicated in the monthly submission of GRS Reports.	5	4	4	4.33333	0.10097	Ensure complete submission of captured grievances are resolved within the time.
	3.49%	28		All (200) received update requests (All Types) were reviewed as to accurateness, consistency, and completeness of supporting documents; acted as appropriate in accordance with BDMD policies and guidelines on the set timeline	5	4	4	4.33333	0.15123	Ensure to encode accurately all types of updates in accordance with the BDM D timeline.

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B 13 Assist the Municipal Link in herhis workload and management of	2.33%	29	Three (3) reports on the no. of compliant to conditions tracking thousehold beneficiaries substantially crafted and submitted to ML 15 days after the generation of the the CV Turnout per period from July to December 2023.	Three (3) reports on the no. of compliant to conditions tracking of household beneficiaries substantially crafted and submitted to ML 15 days after the generation of the the CV Turnout per period from July to December 2023.	4	3	3	3 33333	0.07767	Ensure to report and tracked all compliant beneficiaries before the generation of the CV turnout.
Cases	2.33%	30	Facilitate and/or coordinate the FDS to at least 25% (81) of the Parent Groups per month of the covered areas ensuring documentation and substantial conduct in accordance with the FDS guidelines from July to December 2023	Facilitate and/or coordinate the FDS to at least 25% (§1) of the Parent Groups per month of the covered areas ensuring documentation and substantial conduct in accordance with the FDS guidelines from July December 2023	5	4	4	4.33333	0.10097	State the total number of attendees during FDS and also state the activitie conducted during the session.
Support Functions	20%	100			of the property	Part No.	Salta Audishi	Called to A	Historical Control	A CONTROL OF THE PROPERTY OF THE PARTY OF TH
C.1 Augmentation to other programs and services of the department (warps but not limited to Conscious with RSQ, augmentation to AICS, Socha, UCT, and the line)	13.33%	31	All tasks accomplished based on expected output within the set timelines	All tasks accomplished based on expected output: Coastal Clean-up - September 2023 Tree Planting - August 2023 114th Tanauan Day Celebration - August 2023 AICS Pay-out - September 2023	5	5	5	5.00000	0.66650	Continue to assist in the caseloads/targets in the absence of th ML.
C.2 Disaster response, recovery, c rehabilitation	0.00%	32	All Quick Response Team (QRT) duty attended with expected output delivered within the duration of the call for duty	All Quick Response Team (QRT) duty attended with expected output delivered within the duration of the call for duty	0	0	0	0		
C.3 Urgent tasks as may be assigned by the immediate supervisor has Pertomance of other pages related advises out stated in the estates under the threeps and Con Functions.)	6.57%	33	All tasks accomplished based on expected output within the set timelines	Assisted the following Activities: DOST Training "Food Processing" - August 2023 NAC Field Visit Preparation - August 2023 Encoding - October 2023 Tingog Educational Assistance Validation - October 2023.	5	5	5	5.00000	0.33350	Continue to do other related tasks/duties requested by the immediate supervisor.
	100%									100000000000000000000000000000000000000
				FINAL RATING					4.02797	
				ADJECTIVAL RATING				VERY	SATISFA	CTORY
Comments/Pecommendations:										
	_	4								
Prepared by	JOMAR R. N			Date:		Januar	y 10, 2024			
stion	SOCIAL WEL	FARE	ASSISTANT							
Recommending Approval:	PAUL B.	M,		Date:						
Position: Date:	PDO VOCE	PC-A	ntanti Pamilya Program							
Dars.	ľ	~								
Approved by:	NATIVIDAD			Date:						
Position Date	SWO V/OIG	Assista	nt Regional Director for Operation							
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DRN: <u>HRMDD-HRPPMS-20240909-0</u>422 CPR-2024-069

### **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION HUMAN RESOURCE PLANNING AND PERFORMANCE** MANAGEMENT SECTION

#### RESULT OF PERFORMANCE ASSESSMENT FOR CY <u>2024</u>

#### (BASED ON THE SUBMITTED SUMMARY OF RATINGS)

NAME	JOMAR R. MACAYAN
OFFICE	PANTAWID PAMILYANG PILIPINO PROGRAM MANAGEMENT OFFICE

CY <u>2024</u>	1 <sup>ST</sup> SEMESTER	2 <sup>ND</sup> SEMESTER	ANNUAL RATING
NUMERICAL RATING	4.06173	-	-
ADJECTIVAL RATING	Very Satisfactory	-	-

Issued this 9th day of September 2024 at DSWD Field Office VIII, Government Center, Candahug, Palo, Leyte.

**Certified correct:** 

ANN RITZEL C. CARAGOS AO V/ OIC DC, HRMDD







DRN: HRMDD-HRPPMS-20240715-0010 CPR-2024-053

## **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DIVISION HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT** SECTION

#### **RESULT OF PERFORMANCE ASSESSMENT FOR CY 2023**

(BASED ON THE SUBMITTED SUMMARY OF RATINGS)

NAME	JOMAR R. MACAYAN
OFFICE	PANTAWID PAMILYANG PILIPINO PROGRAM MANAGEMENT OFFICE

CY <u>2023</u>	1 <sup>ST</sup> SEMESTER	2 <sup>ND</sup> SEMESTER	ANNUAL RATING
NUMERICAL RATING	4.08883	4.02797	4.05840
ADJECTIVAL RATING	Very Satisfactory	Very Satisfactory	Very Satisfactory

Issued this 15th day of July 2024 at DSWD Field Office VIII, Government Center, Candahug, Palo, Leyte

**Certified correct:** 

ANN RITZEL C. CARAGOS AO V/ OIC DC, HRMDD



