

20230710-6484

Name of Ratee:		IAN NINO S. PANILAG									
Position:		Administrative Aide IV									
Designation (if applicable):		Records and Archives Section- Administrative Division									
Office:											
KEY RESULTS AREA											
Objective, Program, Project, Activity	Weight Allocation	PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)	Qn	Ql	T	Ave	Weighted Average (Weighted Average Weight Allocation)	REMARKS		
Service Streamlining	8%	All frontline services/processes streamlined, standardized, digitized compliant to RA 11032 and its IRR. Required reports and annexes submitted on set timeline.	Percentage of ISO 9001:2015 requirements complied	5.00000	4.00000	4.00000	4.33333	0.34667			
Core Functions											
Compliance with ISO 9001:2015 Standards	12%	100% of approved SOPs are implemented and all requests from clients are catered/resolved	All approved SOPs and clients request are fully implemented and catered/resolved within the day of request	4.00000	4.00000	3.00000	3.66667	0.44000			
Receiving, acknowledging and numbering of all Regional Special Orders (RSOs), Regional Memos (RMs) and other pertinent/vital documents.	20%	All documents were received, acknowledge and numbered with no error with in 24 hrs upon receipt	All documents are received and numbered Regional Special Order (1259) Regional Memorandums (94)	3.00000	3.00000	5.00000	3.66667	0.73333			
Encoding to the Database of all Regional Special Orders (RSOs), SOs, MCs, AOs, Inter-Office Memos, Transmittals, Regional Memos and Other pertinent/vital documents.	20%	All documents and communications were properly encoded with complete and correct subject within the day of receipt	All documents are Encoded, Scanned and Updated Database without loss of documents. Within the day upon receipt of the documents. RSO- 65-40, MC - 12, SO-66, AO-6, RM - 94, Memorandum-23, SOP- 597	4.00000	4.00000	5.00000	4.33333	0.86667			
Digitization of documents and communications	19%	80% of documents and communications received are scanned and encoded as of end of Semester.	All Scanned copies are complete, readable and have appropriate file names and are backed up in virtual memory.	4.00000	4.00000	4.00000	4.00000	0.76000			
Full implementation of the Enhanced Document Transaction and Management System (EDTMS) in all Field Offices	1%	100% implementation of EDTMS in all Field Offices with submitted monitoring report to the Director, Administrative Service before the deadline of Offices/Divisions/Units within the FO are using/implementing EDTMS	Fully implemented EDTMS on all Field Offices and conducted Technical Assistance to those who requested, create EDTMS accounts and submitted the monitoring report on time.	4.00000	4.00000	1.00000	3.00000	0.03000			
Support Functions											
Perform other related task as may be directed by immediate supervisor / Records and Archives Head	20%	All function must be performed completely and accurately	Attended the System and process review and Database Unified Planning on March 14-15, 2023 @ Avenue Hotel Marikina City ; Participated in various activities during the DSWD 72nd Anniversary (ML Tournament, Cheerdance and Volleyball Competition) ; Assisted on the conduct of Brigada Opisina ; Attend the CSMR Meeting ; Attended the EDTMS Meeting ; Assisted on the Disposal of various documents conducted on June 22, 2023	5.00000	5.00000	5.00000	5.00000	1.00000			
FINAL RATING				4.17667							
ADJECTIVAL RATING											

Prepared by:

IAN NINO S. PANILAG  
Administrative Aide IV

Date: \_\_\_\_\_

Recommending Approval by:

ORVILLE C. BERINO  
SAO / OIC DC-Administrative Division

Date: \_\_\_\_\_

Approved by:

CLARITO T. LOGRONIO  
DIRECTOR III - OARDA

Date: \_\_\_\_\_

Department of Social Welfare and Development  
INDIVIDUAL PERFORMANCE CONTRACT REVIEW  
FY 2023, 2nd SEMESTER (JULY to DECEMBER 2023)

Name of Ratee:		IAN NIÑO S. PANILAG							
Position:		Administrative Assistant II							
Designation (if applicable):									
Office:		Records and Archives Section- Administrative Division							
KEY RESULTS AREA			RATING						REMARKS
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)	
Service Streamlining	0%	All frontline services/processes streamlined, standardized, digitized compliant to RA 11032 and its IRR. Required reports and annexes submitted on set timeline.	Percentage of ISO 9001:2015 requirements complied	0.00000	0.00000	0.00000	0.00000	0.00000	
Core Functions									
Compliance with ISO 9001:2015 Standards			All approved SOP's and clients request are fully implemented and catered/resolved within the day of request.						
	13.56%	100% of approved SOPs are implemented and all requests from clients are catered/resolved	•Attended EDTMS Meeting on July 10, 2023 @ROC re Document Tracking Re-Engineering & System Integration Workshop. •Participated the EDTMS Workshop (Document Tracking Re-Engineering & System Integration Workshop) on September 27-29, 2023 @ Summit Hotel, Tacloban City.	5.00000	4.00000	4.00000	4.33333	0.58760	
Receiving, acknowledging and numbering of all Regional Special Orders (RSOs), Regional Memos (RMs) and other pertinent/vital documents.	23.22%	All documents were received, acknowledge and numbered with no error with in 24 hrs upon receipt	All documents are received and numbered. •Regional Special Order (3881) •Regional Memorandums (46)	5.00000	4.00000	4.00000	4.33333	1.00620	
Encoding to the Database of all Regional Special Orders (RSOs), SOs, MCs, AOs, Inter-Office Memos, Transmittals, Regional Memos and Other pertinent/vital documents .	23.22%	All documents and communications were properly encoded with complete and correct subject within the day of receipt	All documents are Encoded, Scanned and Updated Database without loss of documents. Within the day upon receipt of the documents. •RSO- 4388 •MC - 7 •SO-82 •RM - 67 •Memorandum-28 •SOP- 512 •Transmittal - 56	4.00000	4.00000	4.00000	4.00000	0.92880	



Digitization of documents and communications	19%	80% of documents and communications received are scanned and encoded as of end of Semester.	All Scanned copies are complete, readable and have appropriate file names and are backed up in virtual memory. •Scanned Copies - 5140	5.00000	4.00000	4.00000	4.33333	0.82333	
Full implementation of the Enhanced Document Transaction and Management System (EDTMS) in all Field Offices	1%	100% implementation of EDTMS in all Field Offices with submitted monitoring report to the Director. Administrative Service before the deadline of Offices/Divisions/Units within the FO are using/implementing EDTMS	Fully implemented EDTMS on all Field Offices and conducted Technical Assistance to those who requested, create EDTMS accounts, and submitted the monitoring report on time. • Technical Assistance - 16 • Accounts Created - 16	5.00000	5.00000	5.00000	5.00000	0.05000	
Support Functions Perform other related task as may be directed by immediate supervisor / Records and Archives Head			•Rearrange Various Documents @ Warehouse On July 21-22 2023, Aug 1-2, 2023. •Conducted Audit And Ocular Inspection On Records Management And Technical Assistance In Dswd FO VIII And Sub Field Offices Aug 30-Sept 15. •Attend Document Tracking Re-Engineering & System Workshop @ Summit Hotel Tacloban On Sept. 26-29, 2023 •Attended Training On Records Disposition And Archiving In Managing Public Records @ Sabin Hotel Ormoc On Oct 9-11, 2023. •Assisted During The Technical Assistance To Msword's About Records Management Training @ Costa Brava Tacloban On Oct 26, 2023. •Attend Users Training On Integrated Financial Management System On Nov 8, 2023. •Augment On The Relief Operation @ Lapinig N Samar On Nov 23-25 2023. •Attended Re-Orientation On Procurement Focal @ Milika Hotel on Nov 16-17 2023.						
ADJECTIVAL RATING	4.39593 VERY SATISFACTORY								
Prepared by: Position:	IAN MNO S. PANDAG Administrative Assistant II		Date: _____						
Recommending Approval by: Position:	ORVILLE C. BERINO SAO / OIC DC-Administrative Division		Date: _____						
Approved by: Position:	CLARITO F. LOGRONIO DIRECTOR III - OARDA		Date: _____						