

Department of Social Welfare and Development

INDIVIDUAL PERFORMANCE CONTRACT REVIEW

FY 2023, 2nd Semester (September-December)

| | |
|-----------------------------|---------------------------------|
| Name of Ratee: | EISYN VON FEDERICO C. LAJARA |
| Position: | ADMINISTRATIVE ASSISTANT I |
| Designation (if applicable) | |
| Office: | PSD/CRISIS INTERVENTION SECTION |

| KEY RESULT AREA | | PERFORMANCE INDICATORS (Quantity, Quality, Timeliness) | ACTUAL ACCOMPLISHMENTS (Quantity, Quality, Timeliness) | RATING | | | | | REMARKS |
|---|---------------|--|--|--------|----|---|---------|---|---------|
| Objective, Program, Project, Activity | Weight Alloc. | | | Qn | Ql | T | Ave | Weighted Average (Weighted Average *Weight Allocation) | |
| Strategic Priorities | 30% | | | | | | | | |
| Maintains database encoding Online/Offline monitoring for Monthly Reports | 30% | Accurate & proper encode 100 clients within the semester with 5 minutes per client (consolidation and checking of data in CRIMSOOffline) | Checked and consolidated a total of more than 1,962 clients encoded in the data base (walk in and payout) from July to October 2023. | 4 | 4 | 4 | 4.0000 | 1.20000 | |
| Core Functions | 60% | | | | | | | | |
| 1. Facilitate payment to Service Providers such as hospital, school, funeral parlor from satellite office. | 20% | Ensure 3 payments to service providers with complete supporting documents at least 10 payment vouchers from September to December. | Prepared 3 payment vouchers of service providers with complete supporting documents 5 days after the submission of Statement of Account. | 4 | 4 | 4 | 4.00000 | 0.80000 | |
| 2. Received clients, review/check supporting documents presented and provide list of requirement to comply for clients needing financial assistance | 10% | Assist SWO in receiving 120 walk - ins and scheduled clients, review / check supporting documents presented, identify the necessary assistance needed and to provide list of requirement to comply for clients needing financial assistance monthly. | To assist scheduled clients and walk - ins, review / check supporting documents presented, identify the necessary assistance needed and to provide list of requirement to comply for clients needing financial assistance for a total of 376 from October to December. | 4 | 4 | 4 | 4.00000 | 0.40000 | |
| 3. Assist on Funds releases, updating Records and submission of Reports | 10% | Assist SWO in day to day Cash and Guarantee Letters (GLs) releases and Tally all releases on the Daily Fund and Tingog Monitoring and to prepare all reports for submission before deadline. | Assisted SWO in day to day Cash and Guarantee Letters (GLs) releases and Tally all releases on the Daily Fund and Monitoring and prepared all reports and submission before deadline. | 4 | 4 | 4 | 4.00000 | 0.40000 | |

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|---|------|--|---|--------------------------|---|---|---------|---------|--|
| 4. Maintains records and filing of documents in the unit | 10% | Sorting, Segregating and Filing documents from Day to Day function to scheduled Mass Payouts and creating a database for record and reference | Maintained ALL records on the database and updating them regularly | 4 | 4 | 4 | 4.00000 | 0.40000 | |
| 5. Prepare all forms and other necessary office supplies and Maintain the cleanliness and orderliness of the Office | 10% | Checking the completeness of all day to day forms and office supplies and ensuring a proper housekeeping is done on a daily basis before and after duty hours and perform other administrative duties and responsibilities | Checked the completeness of all day to day forms and office supplies and ensuring a proper housekeeping is done on a daily basis before and after duty hours and perform other administrative duties and responsibilities | 4 | 4 | 4 | 4.00000 | 0.40000 | |
| Support Functions | 10% | | | | | | | | |
| Participate in other activities as assigned by the immediate supervisor | 10% | Promptly and actively participate ALL meeting/conferences/forum as instructed by immediate supervisor and provide feedback 7 days after the conduct of the activity | Assisted/augmented the AICS Program Implementation in the following areas: Astrodome- October 2; Calubian - October 6; Ormoc - October 17; Matalom - October 18; Calubian - November 30; San Isidro - December 4; Leyte-Leyte - December 5; Tacloban City (LNU) - December 8; Baybay City - December 11 and Leyte-Leyte - December 13 | 5 | 5 | 5 | 5.00000 | 0.50000 | |
| | 100% | | FINAL RATING | 4.10000 | | | | | |
| | | | ADJECTIVAL RATING | VERY SATISFACTORY | | | | | |

Comments/Recommendations:

Prepared by:
Position:


EISYN VON FEDERICO C. LAJARA
ADMINISTRATIVE ASSISTANT I


Date: _____

Recommending Approval:
Position:


GINA D. OGAY
SWO-V

Date: 1/24/24

Approved:
Position:


NATIVIDAD G. SEQUITO
SWO V/OIC-ARDO/DC-PSD

Date: _____