



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

Document Code		
FM-QP-DILG-AS-27-03		
Rev.No.	Eff. Date	Page
00	06.15.21	1 of 7

I, **Angel Lacaba, Local Government Operations Officer II** of **DILG Southern Leyte** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **January-June 2024**.

Signature of Employee/Ratee

Date **March 13, 2024**

APPROVED BY: DANILO A. LAGUITAN	POSITION: PROVINCIAL DIRECTOR	DATE: March 13, 2024	SIGNATURE:
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Ratings: 5 - Outstanding (5.00) 4 - Very Satisfactory (4.00-4.99) 3 - Satisfactory (3.00-3.99) 2 - Unsatisfactory (2.00-2.99) 1 - Poor (1.00-1.99)								
MAJOR FINAL OUTPUT/PPA (1)	SUCCESS INDICATORS (Targets + Measures) (2)	REFERENCE CODE (Refer to the number corresponding to the SI in the O/DPCR) (3)	ACTUAL ACCOMPLISHMENTS/EXPENSES (4)	RATING (5) Use 5 decimals (if any). Do not round off.				REMARKS (6)
				Q1	E2	T3	Ave4	
Strategic Priorities								
001: Excellence in Local Governance Upheld								
1. Strengthening LGU Database for Evidence-Based Planning: Support to Community-Based Monitoring System (CBMS)	10 LGUs conducted the 2022 CBMS Data Turnover Ceremony by the end of June 30, 2024	1.2	19 LGUs conducted the 2022 CBMS Data Turnover Ceremony by May 8, 2024		5.00000	5.00000	5.00000	
	2 Quarterly Meetings regarding program updates with the Program Manager attended		2 Quarterly Meetings regarding program updates with the Program Manager attended on March 21 and May 15, 2024		5.00000	5.00000	5.00000	
17. Child-Friendly Local Governance Audit (CFLGA)	19 LGUs assessed on CFLGA using SCFLG KMS (100% of C/M) by C/MIMTF by March 30, 2024	17.1	Assessed 19 LGUs on CFLGA using SCFLG KMS (100% OF C/M) by C/IMTF from March 8 to April 26, 2024		5.00000	5.00000	5.00000	Through the DILG Advisory dated March 14, 2024, the audit proper of the CFLGA commenced on March 8, 2024. Furthermore, by virtue of the Regional Advisory dated April 30, 2024, the deadline for City/Municipal Assessment of the 2024 Child-Friendly Local Governance (CFLGA) was extended on May 3, 2024.
	19 C/M reviewed by Provincial/City IMTF (100% of C/M) by June 30, 2024	17.2	19 LGUs were reviewed by the Provincial Inter-Agency Task Force starting May 7, 2024 and submitted the Provincial Summary through SCFLG KMS by June 6, 2024		5.00000	5.00000	5.00000	

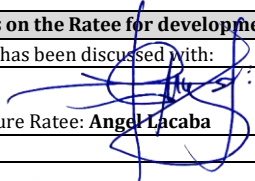
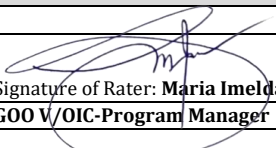
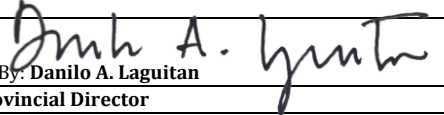
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				Q1	E2	T3	Ave4	
	2 Quarterly Meeting regarding program updates with the Program Manager attended		Conducted 3 Coordination/Consultation Meetings regarding the CFLGA and SCFLG KMS with the Program Manager on February 12, 2024, May 15 and June 6, 2024		5.00000	5.00000	5.00000	
002: Peaceful, Orderly, Safe, and Secure Communities Secured								
35. Project "Kwarto ni Neneng"	2 LGUs provided with financial and technical assistance on the construction of Project "Kwarto ni Neneng" on a quarterly basis by June 30, 2024	35.1	2 LGUs provided with financial and technical assistance on the construction of Project "Kwarto ni Neneng" on a quarterly basis on March 22, 2024 (Financial-City); January 10 (Financial PLGU); January 10, March 18, 20,27; and May 4, 13, & 29, 2024 (technical).		5.00000	5.00000	5.00000	as of June 30, 2024, the supplemental guidelines on the implementation of the Kwarto ni Neneng is still work-in-progress. Regional Advisory was received on May 3, 2024
003: DISASTER PREPAREDNESS, RESPONSE, AND RESILIENCE PROGRAM								
40. Operations Center activated and operational for report and status monitoring	1 Sub-Regional Operations Center Activated and operational for report and status monitoring as the need arises	40.2	1 Sub-Regional Operations Center Activated and operational for report and status monitoring for Semana Santa on March 28-April 4 TD Aghon - May 24-May 28 and TD Aghon - May 24-May 28		5.00000	5.00000	5.00000	
Ensuring Appropriate and Extraordinary Measures Against COVID-19 Pandemic and Recovery Programs	100% of COVID-related issuances disseminated to LGUs 1 day upon receipt (ANA)		100% of COVID-related issuances disseminated to LGUs within 6 hours upon receipt		5.00000	5.00000	5.00000	Monitored the submission of 19 LGUs Ordinances/Resolution re COVID-19 on March 19, 2024 per Memo received on March 19, 2024
004: Inclusive Communities Enabled								
Localization of the Magna Carta of Women								
Institutionalizing a Gender Responsive Local Governance	20 LGUs with reviewed FY 2025 GAD Plan and Budget monitored (PCMs) by June 30, 2024	41.1	20 LGUs with reviewed and endorsed FY 2025 GAD Plan and Budget monitored (PCMs) on June 11, 2024		5.00000	5.00000	5.00000	
	20 LGUs with reviewed FY 2023 GAD Accomplishment Report monitored (PCMs) by March 30, 2024	41.2	20 LGUs with reviewed FY 2023 GAD Accomplishment Report monitored (PCMs) on March 7, 8, 15, 21 & 25, 2024		5.00000	5.00000	5.00000	
	20 LGUs capacitated on the GAD Plan Review by June 30, 2024	41.3	Capacitated the 20 LGUs on the GAD Plan and Review on February 8 and June 7 and 11, 2024		5.00000	5.00000	5.00000	
	20 LGUs capacitated on Gender and Development (GAD) as the need arises	41.4	Capacitated the 20 LGUs on Gender and Development (GAD) on February 22 and April 30, 2024 during the consultative/ interfacing with		5.00000	5.00000	5.00000	
	2 Quarterly Meeting regarding program updates with the Program Manager attended		Conducted a consultative dialogue with Program Manager on GAD updates on March 25, 2024 and June 7, 2024			5.00000	5.00000	

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				Q1	E2	T3	Ave4	
Enhanced LCAT-VAWC and Barangay VAW Desk Functionality	20 LGUs (PCMs) assessed on LCAT-VAWC Functionality by June 30, 2024	43.1	Assessed 20 LGUs on LCAT-VAWC Functionality by April 11, 2024		5.00000	5.00000	5.00000	Based on the Regional Memorandum dtd March 1, 2024 on the conduct of local committee on Anti-Trafficking and Violence against Women and their children, To submit Annex B (scanned copies with signatures of PIMTF Members) and Annex C (soft copy with e-signatures of DILG PDs and PFPs) to DILG Regional Office not later than July 15, 2024.
	500 barangays monitored on VAW and VAC incidence on a quarterly basis by June 30, 2024	43.2	Monitored 500 barangays on VAW and VAC incidence on January 4 and April 3, 2024		5.00000	5.00000	5.00000	
	20 PCMs monitored on LCAT Accomplishment(Semestral) by June 30, 2024	43.3	Monitored 20 PCMs on the 2nd Quarter 2023 LCAT Accomplishment on January 9, 2024		5.00000	5.00000	5.00000	
	20 PCMs monitored on LGU Compliance to RA9344 (JJWA) by March 30, 2024	43.4	Monitored 20 PCMs on LGU Compliance to RA9344 (JJWA) by May 13, 2024		5.00000	5.00000	5.00000	the "SUBMISSION OF LIST OF LGUs THAT COMPLIED WITH THE PROVISIONS OF REPUBLIC ACT 9344 AS AMENDED BY RA 10630 OTHERWISE KNOWN AS THE JUVENILE JUSTICE AND WELFARE" required reports for the period CY 2023 not later than May 13, 2023, using the prescribed DILG-JJWA Forms 01 and 02. This Memo was sent on May 9, 2024 (Wednesday) at 1:38pm ACT (JJWA) and was routed by the Prov'l Records staff on May 13, 2024 at 11:10am to focal person's DMS.
35. Strengthening the Local Councils for the Protection of Children	20 PCMs assessed on LCPC functionality by June 30, 2024	44.1	Assessed 20 PCMs on LCPC Functionality on April 23, 2024		5.00000	5.00000	5.00000	Based on regional Memo dtd April 1,,

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67. KASAMBAHAY	19 Batas Kasambahay Report submitted on the set deadline	67.1	Submitted 19 Batas KASAMBAHAY Report on January 7, 30, Mar 6, and April 3, 2024		5.00000	5.00000	5.00000	Based on Regional Advisory dtd October 13, 2023, LGUs
Sub-Rating							95.00000	
Category Weighted Rating							2.50000	
Core Function								
49. Administration of Death Benefit Claims	85% of the requests for BODBA are processed and submitted to the DBM for fund allocation within 6 WD upon receipt of the requests from the claimants	49.1	Processed and submitted 3 (100%) requests for BODBA to the DBM for fund allocation on the day of the receipt of CCSRF from C/MLGOOs specifically on January 30, Feb 29 and March 12, 2024		5.00000	5.00000	5.00000	Lumie P. Escabal - January 30 SISAN VECINA CAPOTE- February 29, 2024 REYNALDO AJOC ORAG - March 12, 2024
	Zero Incidence of double payment	49.2	Zero Incidence of double payment		5.00000		5.00000	
	80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions	49.3	100% of accomplished Client Satisfaction Survey have a rating of "Strongly Agree" in all Service Quality Dimensions		5.00000		5.00000	
Monitoring of LGU Compliance								
58. ASF Monitoring Report	ASF Monitoring Report submitted every month	58.1	Submitted ASF Monitoring Report on March 6, 2024			5.00000	5.00000	
63. Local Nutrition Council	20 Local Nutrition Council Report submitted on the set deadline: January 25, 2024	63.1	Submitted 20 Local Nutrition Council Report for the 2nd Semester of 2023 on January 17, 2024		5.00000	5.00000	5.00000	
64. Philippine Plan of Action On Nutrition	20 Philippine Plan of Action (PPAN) Report submitted on the set deadline: January 25, 2024	64.1	Submitted 20 Philippine Plan of Action (PPAN) Accomplishment Report for the 2nd Semester of 2023 on January 17, 2024		5.00000	5.00000	5.00000	
65. Responsible Parenthood And Reproductive Health	20 RPRH Report submitted on the set deadline: January 26, 2024	65.1	Submitted 20 RPRH Accomplishment Report for the 1st Semester and 2nd Semester of 2023 on January 23, 2024		5.00000	5.00000	5.00000	
70. Monitoring of LGU Compliance with DILG MC No. 2022-025 (Dispensing, Selling and Reselling of	19 C/Ms with Dispensing, Selling and Reselling of Pharmaceutical Products in Sari- Sari Stores and other Similar Retail Outlets Report submitted on the 10th day of the ensuing month	70.1	Submitted 19 C/Ms with Dispensing, Selling and Reselling of Pharmaceutical Products in Sari- Sari Stores and other Similar Retail Outlets Report on January 2, February 6, March 4, and April 3, 2024		5.00000	5.00000	5.00000	
74. Submission of Quarterly Reports Regarding Community-Based Programs and/or Initiatives Affecting the Trade Unions	19 C/Ms with Reports Regarding Community-Based Programs and/or Initiatives Affecting the Trade Unions, Employers, and Workers in the Country submitted every 10th day of the ensuing month following the quarter	74.1	Submitted 19 C/Ms with Reports Regarding Community-Based Programs and/or Initiatives Affecting the Trade Unions, Employers, and Workers in the Country on April 8		5.00000	5.00000	5.00000	Assigned as temporary focal on April 8, 2024
83. Submission of Barangay Health Emergency Response Team (BHERT) Report	500 Barangays with submission of Annual Barangay Health Emergency Response Team (BHERT) Report by May 15, 2024	83.1	Disseminated the reminders on the organization of barangay health emergency response teams (BHERTs) and the resumption on the submission of related monitoring reports or data thru provincial group chat on January 19, 2024		5.00000	5.00000	5.00000	Dependent on Fos submission

[illegible]

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130. Support to inter-agency commitment activities	80% of invitations received favorably considered prior to the scheduled event/activity with activity report submitted 15 working days after the activity	130.1	Attended 100% of invitations with activity report submitted 5 working days after the activity, to wit: Provided technical assistance on the conduct of 2023 Regional Monitoring and Evaluation of Local Level Plan Implementation Protocol (MELLPI Pro) to the Province of Southern Leyte on May 6, 13 and 14, 2024		5.00000	5.00000	5.00000	
			Attended the conduct of the Leadership Development Program (LDP) to accelerate UHC implementation Executive Session 2 On March 13-15, 2024 at Oriental Hotel, Palo, Leyte		5.00000	5.00000	5.00000	
			Attended the Consultative Dialogue with City/Municipal Social Worker and Development Officers (C/MSWDO) on February 22 and April 30, 2024		5.00000	5.00000	5.00000	
			Attended the RPRH Implementation Team Meeting on March 26, 2024		5.00000	5.00000	5.00000	
Compliance to Administrative Requirements								
135. Daily Time Record (DTR)	Duly accomplished DTR prepared and submitted with complete attachments on the 3rd Friday of the ensuing month (PO)/ 5th day of the ensuing month (RO/HUCs)	135.1	Prepared and submitted duly accomplished DTR with complete attachments on January 2, 2024; February 1, 2024; March 4, 2024; April 1, 2024; May 2, 2024; June 3, 2024	5.00000		4.83333	4.91667	
136. CRA	Consolidated Report of Attendance (CRA) with complete attachments prepared/submitted to RO on the 3rd Friday (PO)/2nd Friday (HUCs) of the ensuing month	136.1	Prepared and submitted duly accomplished DTR with complete attachments on January 2, 2024; February 1, 2024; March 4, 2024; April 1, 2024; May 2, 2024; June 3, 2024	5.00000		4.83333	4.91667	
137. Flag Raising Ceremony	Flag Raising ceremonies attended/conducted every Monday, except on national and local holidays	137.1	Attended Flag Raising Ceremonies on January 2, 8, 15, 22, 29, 2024; February 5, 12, 19, 2024; March 4, 18 and 25, 2024; April 1, 8, 22, 2024; May 27, 2024; June 3, 10, 24, 2024			5.00000	5.00000	
Other Administrative Matters								
Office Policies / Systems / Protocols Development and Updating ISO 9001:2015 Quality Management System								
Other Administrative Requirements	Personal Data Sheet submitted by January 31, 2024		Submitted Personal Data Sheet on January 22, 2024			5.00000	5.00000	
	SALN submitted by January 31, 2024		Submitted SALN on January 22, 2024			5.00000	5.00000	
144. Capacity Development for DILG Personnel on ISO	Conducted/Attended related seminars, trainings, FGDs, Workshops and Consultations per approved schedule of ISO activities by June	144.1	Attended Orientation on the Electronic Client Satisfaction Measurement System via Zoom Platform on January 15, 2024, 1:30 PM			5.00000	5.00000	
	QMS Documents prepared/documented as prescribed by QPs on a monthly and quarterly basis by June 30, 2024	144.2	Prepared QMS Documents (CSS Data Sheet, CSR, Consolidated CSR and QME) as prescribed by QPs on a monthly on February 2, March 4 and April 4, 2024			5.00000	5.00000	

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				Q1	E2	T3	Ave4	
	QMS Performance Monitoring Reports submitted to Regional Process Owner on the 8th working day of the ensuing month	144.6	QMS Performance Monitoring Reports submitted to Regional Process Owner on February 2, March 4 and April 4, 2024			5.00000	5.00000	
146. Continuing implementation of to ISO 9001:2015	1 ISO 9001:2015 Corner established and maintained by June 30, 2024	146.2	1 ISO 9001:2015 Corner established and maintained from January to June 30, 2024		5.00000	5.00000	5.00000	
147. Process Performance Monitoring and Measurement	80% of QMS quality objectives are achieved.	147.1	100% of QMS quality objectives are achieved.		5.00000		5.00000	
	80% of accomplished Client Satisfaction Survey have a rating of "Agree" or "Strongly Agree" in all Service Quality Dimensions	147.2	100% of accomplished Client Satisfaction Survey have a rating of "Strongly Agree" in all Service Quality Dimensions		5.00000		5.00000	
148. General Housekeeping, Maintenance and Inventory of PPE	Complied the 5S Policy and conducted regular general Clean-up of office premises	148.1	Complied the 5S Policy and conducted regular general Clean-up of office premises			5.00000	5.00000	
Cultural and Physical Fitness Program	1 cultural, health and wellness activities / sessions conducted and provided (at least once quarterly)		4 cultural, health and wellness activities / sessions conducted and provided on February 1-2; March 1, 2024; May 9-10, 2024 and June 11-14, 2024		5.00000	5.00000	5.00000	
Regional and Field Operations Enhancement	2 Provincial Team Conferences conducted on June 30, 2024		Attended 7 monthly provincial team conferences on January 15, 2024, February 1-2, 2024, March 25, 2024, April 12, 2024		5.00000	5.00000	5.00000	
							Sub Rating	114.77778
							Category Weighted Rating	0.99807
							FINAL AVERAGE RATING	4.98807
							ADJECTIVAL RATING	VERY SATISFACTORY
Rater comments on the Ratee for development purpose or rewards/promotion:								
The above rating has been discussed with:								
Name and Signature Ratee:  Angel Lacaba			Name and Signature of Rater:  Maria Imelda A. Orilla			Final Rating By:  Danilo A. Laguitan		
Position: LG00 II			Position: LG00 V/OIC-Program Manager			Position: Provincial Director		
Date: July 3, 2024			Date:			Date:		

Note: **Reference Code** refers to the number corresponding to the Success Indicator in the DPCR of DC/CH/PM to which the IPCR success indicator contributes.

LEGEND: Q1 - Quality E2 - Efficiency T3 - Timeliness Ave4 - Average



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT

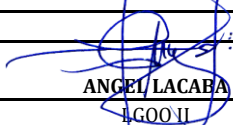
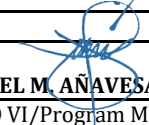
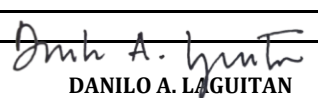
For the Month January 2024

Document Code		
FM-QP-DILG-AS-27-04		
Rev.No.	Eff. Date	Page
00	06.15.21	1 of 3

Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
004: Inclusive Communities Enabled										
Monitored the submission of 4th Quarter 2023 Violence Against Women and Violence Against Children (VAW/C) incidences					January 5, 2024	January 2, 2024	January 4, 2024		5	
Monitored the submission of Annex C for the CY 2023 Persons with Disability Affairs Offices and Persons with Disabilities Focal Person Functionality Assessment					January 20, 2024	January 2, 2024	January 16, 2024		5	
Monitored the submission of Annex B for the CY 2023 Persons with Disability Affairs Offices and Persons with Disabilities Focal Person Accomplishment Report					January 15, 2024	January 4, 2024 January 8, 2024 January 9, 2024 January 10, 2024 January 11, 2024	January 4, 2024 January 8, 2024 January 9, 2024 January 10, 2024 January 11, 2024		5	
Monitored the submission of Accomplishments of Local Committees on Anti-Trafficking in Persons (LCAT) for the period July to December 2023					January 15, 2024	January 5, 2024 January 8, 2024 January 9, 2024	January 5, 2024 January 8, 2024 January 9, 2024		5	
Prepared the 19 letter containing the results of the recently-concluded 2023 PDAO Functionality Assessment.					January 17, 2024	January 17, 2024	January 17, 2024		5	
Disseminated and attended the Online Regional Reorientation on the CFLGA using the Seal of Child-Friendly Local Governance -Knowledge Management System (SCFLG-KMS) on January 25, 2024, 1:00pm					January 25, 2024	January 19, 2024	January 25, 2024		5	
Monitored the submission of reports on the implementation of CHR-DILG JOINT MEMORANDUM CIRCULAR NO. 2020-01 “Ensuring Gender-Responsive Interventions to COVID-19 and the New Normal including Ensuring Prompt, Effective and Survivor-Centered Response to All Forms of Gender-based Violence.” for the 1st Semester of 2021 up to the 2nd semester of 2023 thru provincial group chat					January 24, 2024	January 19, 2024	January 24, 2024		5	

Disseminated the Technical Guide Notes on the Monitoring of the Local Committee on Anti-Trafficking and Violence Against Women and their Children (LCAT-VAWC) thru provincial group chat					January 24, 2024	January 24, 2024	January 24, 2024		5	
Disseminated and monitored the request for summary of report on Grievances of Senior Citizens and Persons with Disabilities availment of services lodged with local government units thru provincial group chat					January 30, 2024	January 30, 2024	January 30, 2024		5	
Disseminated and monitored the Activities to Strengthen the Batas Kasambahay for December 2023 thru provincial group chat	67.1				January 10, 2024	January 2, 2024	January 7, 2024		5	
Disseminated and monitored the Activities to Strengthen the Batas Kasambahay for December 2023 thru provincial group chat	67.1				January 10, 2024	January 2, 3, 2024	January 30, 2024		5	
Disseminated the Memorandum Circular on Walang Gutom Awards: Search for the TOP 10 Outstanding Local Governance Programs on Food Security and Nutrition Guidelines thru provincial group chat					January 30, 2024	January 30, 2024	January 30, 2024		5	
CORE FUNCTION										
Monitored the Submission of QP 1: CSS and Monitoring Logsheet for December 2023					January 10, 2024	January 2, 2024	January 3, 2024		5	
Disseminated the Memorandum Circular on Processing of Barangay Officials' Death and Burial Assistance (BODBA) for the 2023-2025 term of office					January 8, 2024	January 8, 2024	January 8, 2024		5	
Disseminated the reminders on the organization of barangay health emergency response teams (BHERTs) and the resumption on the submission of related monitoring reports or data thru provincial group chat					January 19, 2024	January 19, 2024	January 19, 2024		5	
Monitored the submission of the LGUs' compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-sari Stores and Other Similar Retail Outlets) thru call and updates on provincial gc with MLGOOs					January 10, 2024	January 2, 2024	January 2, 2024		5	Dependent on FO's submission
Monitored the submission of 2nd Semester of 2023 Local Nutrition Council Functionality Assessment thru provincial gc					January 15, 2024	January 2, 2024	January 17, 2024		5	Dependent on FO's submission
Monitored the submission of 2nd Semester of 2023 Philippine Plan of Action on Nutrition (PPAN) thru provincial gc					January 25, 2024	January 2, 2024	January 17, 2024		5	Dependent on FO's submission

Monitored the submission of 2nd Semester of 2023 RPRH Law Accomplishment Report thru provincial gc					January 25, 2024	January 2, 2024	January 18, 2024		5	Dependent on FO's submission
Disseminated the Memorandum Circular dated December 28, 2023 on the request for inputs or recommendations to the draft circular re adoption and implementation of the Philippine Plan of Action for Nutrition 2023-2028 thru provincial group chat					January 4, 2024	January 4, 2024	January 4, 2024		5	
Disseminated the Food and Nutrition Summit on the Critical Role of fish in nutrition systems as a key towards poverty alleviation, better nutrition and protection of municipal waters for coastal communities thru provincial group chat					January 30, 2024	January 30, 2024	January 30, 2024		5	
SUPPORT FUNCTION										
Attended 5 Flag Raising Ceremony					January 2, 2024 January 8, 2024 January 15, 2024 January 22, 2024 January 29, 2024	January 2, 2024 January 8, 2024 January 15, 2024 January 22, 2024 January 29, 2024	January 2, 2024 January 8, 2024 January 15, 2024 January 22, 2024 January 29, 2024		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	January 5, 2024	January 2, 2024	January 2, 2024		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	January 5, 2024	January 2, 2024	January 2, 2024		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	January 31, 2024	January 2, 2024	January 31, 2024		5	Working days of January 2024, exclusive of leave and official travel days

Prepared by:	Verified by:	Confirmed by:
 ANGEL LACABA LG00 II	 JHONEL M. ANAVESA, Ph.D. LG00 VI/Program Manager	 DANILO A. LAGUITAN LG00 VIII/Provincial Director

Receiving Officer (Division) _____

Date: January 2, 2024

Notes: **Reference Code** refers to the number corresponding to the Success Indicator in the IPCR to which the work/activity contributes.

Quality - may refer to: Consolidation, Compliance, Updates, Completeness, Comprehensiveness, Accuracy, etc. (Ratings for these should be: 5 or 1 only)

Timeliness/Efficiency should reflect actual dates (translate the timeliness in the IPCR success indicator i.e. 5 working days = October 5-9, 2020)




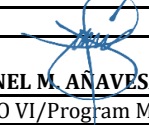
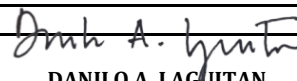
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT
For the Month February 2024

Document Code		
FM-QP-DILG-AS-27-04		
Rev.No.	Eff. Date	Page
00	06.15.21	1 of 3

Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
004: Inclusive Communities Enabled										
Disseminated the provincial drive for the submission of Local Council for the Protection of Children (LCPC) Functionality Assessment (link: bit.ly/Reg8_LCPC2024FunctionalityAssessment)					May 10, 2024	February 5, 2024 February 13, 2024 February 22, 2024	on-going		5	
Disseminated the provincial drive for the submission of Local Committees on Anti-Trafficking and VAWC (LCAT-VAWC) Functionality Assessment					July 25, 2024	February 5, 2024	on-going		5	
Disseminated the DILG Advisory dtd January 3, 2024 on the guidelines on the conduct of the 2023 Child-friendly Local Governance Audit (CFLGA)					February 5, 2024	February 5, 2024	February 5, 2024		5	
Disseminated and monitored the LGUs' compliance on the Localization of Safe Spaces Act (SSA)					February 23, 2024	February 6, 2024	February 19, 2024		5	
Monitored the submission of LGUs' 2025 GAD Plan and Budget and 2023 GAD Accomplishment Report to GPBMS					March 31, 2024	February 6, 2024	on-going		5	
Monitored the submission of 4P's Monitoring Tool					February 15, 2024	February 13, 2024	February 13, 2024		5	
Initiated and conducted the online consultative dialogue with City/Municipal Inter-agency Monitoring Task Force (C/MIMTF) on the conduct of 2023 CFLGA cum Provincial Consultation and Levelling-off of indicators for Local Committees on Anti-Trafficking and Violence Against Women and their children (LCAT-VAWC) Functionality Assessment					February 15, 2024	February 14, 2024	February 14, 2024		5	

Disseminated the possible indicators under Social Protection Governance Area based on the Draft guidelines for the 2024 SGLG Assessment thru provincial gc					February 19, 2024	February 19, 2024	February 19, 2024		5	
Created and disseminated the g-sheet for to collect issues and concerns encountered by the GFPS in accomplishing the GAD Plan and Budget and the Accomplishment Report thru provincial gc					February 22, 2024	February 22, 2024	February 22, 2024		5	
Provided Technical Assistance to Provincial Social Welfare and Development Office Compliance on 2024 SGLG					February 14 and 16, 2024	February 14 and 16, 2024	February 14 and 16, 2024		5	
Provided Technical Assistance to Municipal Inter-agency Task Force (MIMTF) of Macrohon on the compliance and concerns on the conduct of Child-friendly Local Governance Audit					February 21, 2024	February 21, 2024	February 21, 2024		5	
Attended and presented social protection-related issues and concerns in the interfacing activity with all the City and Municipal Social Welfare and Development Officers (MSWDOs)					February 22, 2024	February 22, 2024	February 22, 2024		5	
Attended the Pagbaid: A Forum on LGU Gender and Development (GAD) Planning and Budgeting Forum at DILG RO8, Kanhuraw Hill, Tacloban City, Leyte					February 26-27, 2024	February 26-27, 2024	February 26-27, 2024		5	
CORE FUNCTION										
Monitored the Submission of QP 1: CSS and Monitoring Logsheet for January 2024					February 10, 2024	February 6, 2024	February 7, 2024		5	
Disseminated the Memorandum Circular on the Citizen's Charter Service Request Forms (CCSRF) Reference Number Coding Scheme for Quality Procedures (QP) 1-7					February 7, 2024	February 7, 2024	February 7, 2024		5	
Disseminated the Virtual re-orientation on Electronic Client Satisfaction Measurement (e-CSM) of the DILG Region 8's Regional, Provincial, and Field Process Owners via Zoom					February 21, 2024	February 21, 2024	February 21, 2024		5	
SUPPORT FUNCTION										
Attended the New Year's Call and Sub-LGRC Meeting on February 1 and 2, 2024					February 1-2, 2024	February 1, 2024	February 2, 2024		5	
Attended the 1st Quarter of 2024 MSAC Meeting on February 1 and 2, 2024					February 13, 2024	February 13, 2024	February 13, 2024		5	
Attended 3 Flag Raising Ceremony					February 5, 12, 19, 2024	February 5, 12, 19, 2024	February 5, 12, 19, 2024		5	
Attended 3 Planning Conference on February 1-2, 2024					February 2, 2024	February 1, 2024	February 2, 2024		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	February 5, 2024	February 1, 2024	February 1, 2024		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	February 5, 2024	February 1, 2024	February 1, 2024		5	Uploaded to the g-drive

Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	February 29, 2024	February 1, 2024	February 29, 2024		5	Working days of February 2024, exclusive of leave and official travel days
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Prepared by:	Verified by:	Confirmed by:
 ANGEL LACABA LG00 VI	 JHONEL M. ANAVESA, Ph.D. LG00 VI/Program Manager	 DANILO A. LAGUITAN LG00 VIII/Provincial Director

Receiving Officer (Division) _____

Date: February 1, 2024

Notes: **Reference Code** refers to the number corresponding to the Success Indicator in the IPCR to which the work/activity contributes.

Quality - may refer to: Consolidation, Compliance, Updates, Completeness, Comprehensiveness, Accuracy, etc. (Ratings for these should be: 5 or 1 only)

Timeliness/Efficiency should reflect actual dates (translate the timeliness in the IPCR success indicator i.e. 5 working days = October 5-9, 2020)



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For the Month March 2024

Document Code		
FM-QP-DILG-AS-27-04		
Rev.No.	Eff. Date	Page
00	06.15.21	1 of 3



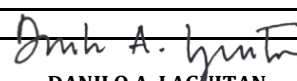
Name & Signature of Employee: ANGEL LACABA

Office Assignment: DILG SOUTHERN LEYTE

WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
001: Excellence in Local Governance Upheld										
Provided technical assistance as resource speaker on the conduct of Barangay Newly-Elected Officials (BNEO) of the Municipality of Saint Bernard					March 23, 2024	March 20, 2024	March 23, 2024		5	
Disseminated the Regional Memorandum Circular on the Status of implementation of the CBMS of Participating LGUs in 2022 and 2023					March 8, 2024	March 8, 2024	March 8, 2024		5	
004: Inclusive Communities Enabled										
Disseminated the updates on the SCFLG-KMS relative to the conduct of CFLGA thru provincial gc					March 7, 2024	March 7, 2024	March 8, 2024		5	
Disseminated the DILG Regional Advisory dtd March 1, 2024 on the Huntahan sa Barangay: Optimizing Barangay-based NGOs' Participation in Child Protection in the Barangay through the BCPC					March 21, 2024	March 7, 2024	March 20, 2024		5	
Disseminated and monitored the status of 2025 GAD Plan and Budget and 2023 GAD Accomplishment Report thru provincial gc					March 31, 2024	March 7, 2024 March 8, 2024 March 15, 2024 March 21, 2024 March 25, 2024	March 7, 2024 March 8, 2024 March 15, 2024 March 21, 2024 March 25, 2024		5	
Initiated and conducted an online Orientation on the 2024 Monitoring and Evaluation of Local Level Plan Implementation Protocol for Nutrition Programs with RNC VIII					March 12, 2024	March 12, 2024	March 12, 2024		5	
Disseminated the Gender and Development Webinar dubbed, "Protecting Women, Children and other Vulnerable Groups from Disasters" via Zoom Platform					March 22, 2024	March 21, 2024	March 22, 2024		5	
Disseminated the provincial link of the documents on the implementation/conduct of the PPAN Nutrition Monitoring and Evaluation System Monitoring and Evaluation of Local Level Plan Implementation Protocol otherwise known as the "MELLPI PRO"					April 12, 2024	March 21, 2024	March 21, 2024		5	

Disseminated and monitored the Monitoring of Local Government efforts to address mendicancy and vagrancy thru provincial gc					March 27, 2024	March 22, 2024	March 27, 2024		5	
Disseminated the possible Health Compliance indicators of the 2024 SGLG Assessment thru provincial gc					March 25, 2024	March 25, 2024	March 25, 2024		5	
Disseminated the created provincial pre-validation masterdrive and monitored the progress of the C/MIMTF Audit Proper relative to the conduct of CFLGA thru provincial gc					April 30, 2024	March 25, 2024	on-going		5	
Disseminated the Regional Memorandum dtd March 21, 2024 on the National Statistical Report on the Compliance of Barangays to the Republic Act No. 10361 relative to the conduct of barangay registration of KASAMBAHAY for the month of February 2024 thru provincial gc					March 25, 2024	March 25, 2024	March 25, 2024		5	
Disseminated and monitored the Inventory Report of LGUs Institutionalized GAD Mechanisms in the Implementation of RA 9710 o Magna Carta of Women thru provincial gc					April 10, 2024	March 27, 2024	on-going		5	
Disseminated and monitored the Activities to Strengthen the Batas Kasambahay for February 2024 thru provincial group chat					March 10, 2024	March 6, 2024	March 6, 2024		5	
Attended the 1st Quarter Local Health Board and Provincial Nutrition Committee Meeting					March 11, 2024	March 11, 2024	March 11, 2024		5	
Attended the 1st Quarter 2024 of RPRH Program Implementation Team Meeting					March 26, 2024	March 26, 2024	March 26, 2024		5	
Attended and participated the conduct of the Leadership Development Program (LDP) to accelerate UHC implementation Executive Session 2 On March 13-15, 2024 at Oriental Hotel, Palo, Leyte					March 15, 2024	March 13, 2024	March 15, 2024		5	
003: DISASTER PREPAREDNESS, RESPONSE, AND RESILIENCE PROGRAM										
Monitored the submission of LGU Ordinances/Resolution re COVID-19					March 19, 2024	March 19, 2024	March 19, 2024		5	Memo received on March 19, 2024
Monitored the Situation Report II on Oplan Semana Santa pursuant to the activation of OpCen for the Semana Santa thru provincial gc					March 29, 2024	March 29, 2024	March 29, 2024		5	
Submit the updated SitRep II to region thru SL OpCen email and updated the regional drive for details on any untoward incidents					March 29, 2024	March 29, 2024	March 29, 2024		5	
CORE FUNCTION										
Monitored the monthly monitoring of African Swine Fever for February 2024					March 8, 2024	March 6, 2024	March 6, 2024		5	
Disseminated and monitored the DILG Memorandum Circular No. 2023-153 dated October 20, 2023, signed by DILG Officer-In-Charge Undersecretary Lord A. Villanueva pertaining to the reiteration of DILG MC 2003-89 re Review of Job Descriptions and Filling-up of plantilla positions for Midwives					March 10, 2024	March 6, 2024	March 8, 2024		5	

Monitored the LGUs' compliance with DILG Memorandum Circular No. 2022-025: (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-Sari Stores and Other Similar Retail Outlets) for the month of March 2024 thru provincial gc					April 10, 2024	March 27, 2024	on-going		5	
Disseminated and monitored the DILG-DOH Joint Memorandum Circular (JMC) No. 2023-001 dtd August 24, 2023 re "Retention and Continued Service of Barangay Health Workers thru provincial gc					March 25, 2024	March 22, 2024	March 25, 2024		5	
Monitored the Submission of QP 1: CSS and Monitoring Logsheet for February 2024					March 10, 2024	March 4, 2024	March 4, 2024		5	
SUPPORT FUNCTION										
Presented the basic structures and mechanisms of the Provincial Development Council on the 1st Social Development Committee Meeting					March 5, 2024	March 5, 2024	March 5, 2024		5	
Presented the basic structures and mechanisms of the Provincial Development Council on the 1st Economic Development Committee Meeting					March 6, 2024	March 6, 2024	March 6, 2024		5	
Participated the Health, Wellness, Cultural Activities on March 1, 2024 during the Provincial Office's women's month celebration					March 1, 2024	March 1, 2024	March 1, 2024		5	
Attended 3 Flag Raising Ceremony					March 4, 18 and 25, 2024	March 4, 18 and 25, 2024, 2024	March 4, 18 and 25, 2024, 2024		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	March 5, 2024	March 4, 2024	March 4, 2024		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	March 5, 2024	March 4, 2024	March 4, 2024		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	March 31, 2024	March 1, 2024	March 29, 2024		5	Working days of March 2024, exclusive of leave and official travel days

Prepared by:	Verified by:	Confirmed by:
 ANGEL LACABA LG00 II	 JHONEL M. AÑAVESA, Ph.D. LG00 VI/Program Manager	 DANILO A. LAGUTAN LG00 VIII/Provincial Director

Receiving Officer (Division) _____

Date: March 4, 2024

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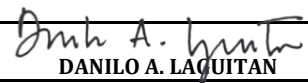
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For the Month April 2024

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Rev.No.	Eff. Date	Page
00	06.15.21	1 of 3

Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
004: Inclusive Communities Enabled										
Monitored the 1st Quarter of 2024 Monitoring of Violence Against Women and Violence Against Children					April 5, 2024	April 1, 2024	April 3, 2024		5	
Disseminated the created provincial pre-validation masterdrive and monitored the progress of the C/MIMTF Audit Proper relative to the conduct of CFLGA thru provincial gc					May 3, 2024	April 3, 2024	April 15, 2024		5	
Assisted/Facilitated the LGUs' uploading on the SCFLG-KMS re conduct of CFLGA thru provincial gc					May 3, 2024	April 15, 2024	April 26, 2024		5	
Disseminated DOH, DOLE AND CSC Joint Administrative Order on the National Policy Framework on the Promotion of Healthy Workplace thru provincial gc					April 3, 2024	April 3, 2024	April 3, 2024		5	
Disseminated the FORA Communications Gender and Development(GAD) Webinar Series for April to May 2024 with nine(9) free trainings certified by the Philippines Commission on Women. thru provincial gc					April 4, 2024	April 4, 2024	April 23, 2024		5	
Disseminated the Regional Memorandum on the Virtual Townhall Session on Pertussis thru provincial gc					April 4, 2024	April 4, 2024	April 4, 2024		5	
Attended the Virtual Townhall Session on Pertussis					April 5, 2024	April 5, 2024	April 5, 2024		5	
Disseminated and monitored the Activities to Strengthen the Batas Kasambahay for February 2024 thru provincial group chat					April 8, 2024	April 3, 2024	April 3, 2024		5	
Initiated and disseminated the Reorientation on Electronic Client Satisfaction Measurement (e-CSM) for Barangay Officials Death Benefit Assistance (BODBA) thru provincial gc					April 12, 2024	April 5, 2024	April 5, 2024		5	

Disseminated and monitored the EO 23 s. 2023, Community-Based Programs Affecting Trade Unions, Employers, and Workers Quarterly Report thru provincial gc					April 10, 2024	April 8, 2024	April 10, 2024		5	
Provided technical assistance as resource speaker on the conduct of LANTIP CapDev Series 1 at Sogod, Southern Leyte					April 15, 2024	April 15, 2024	April 15, 2024		5	
Disseminated and monitored the submission of 2023 LCPC Accomplishment Report and Work and Financial Plan					April 25, 2024	April 18, 2024	April 23, 2024		5	
Disseminated the Regional Memorandum on the Dissemination of the Official Shortlist of Disaster Risk Reduction and Management in Health (DRRM-H) System institutionalized Local Government Units in Eastern Visayas for the year 2023					April 25, 2024	April 25, 2024	April 25, 2024		5	
Disseminated the DILG Advisory dated April 23, 2024 signed by Undersecretary for Local Government Marlo L. Iringan, with the subject "Requirement for the Issuance of Senior Citizen's Identification Card Issued by the Local Government Units through the Office for Senior Citizens Affairs (OSCA)" thru provincial gc					April 30, 2024	April 30, 2024	April 30, 2024		5	
Disseminated the created provincial pre-validation masterdrive and monitored the progress of the C/MIMTF Audit Proper relative to the conduct of CFLGA thru provincial gc					April 30, 2024	March 25, 2024	April 15, 2024		5	
Monitored the LGUs' compliance with DILG Memorandum Circular No. 2022-025: (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-Sari Stores and Other Similar Retail Outlets) for the month of March 2024 thru provincial gc					April 10, 2024	March 27, 2024	April 3, 2024		5	
Disseminated and monitored the Inventory Report of LGUs Institutionalized GAD Mechanisms in the Implementation of RA 9710 o Magna Carta of Women thru provincial gc					April 10, 2024	April 1, 2024	April 3, 2024		5	
003: DISASTER PREPAREDNESS, RESPONSE, AND RESILIENCE PROGRAM										
Attended the 1st Quarter 2024 PCPC/PCAT-VAWC/ECCDC Meeting					April 11, 2024	April 11, 2024	April 11, 2024		5	
Attended and participated in the conduct of Grand Opening Taboan sa Silago					April 12, 2024	April 12, 2024	April 12, 2024		5	
Participated in the Regional Nutrition Evaluation Team (RNET) Onsite Validation in the Monitoring and Evaluation of Local Level Program Implementation (MELLPI) for the Province of Southern Leyte					April 29, 2024	April 29, 2024	April 29, 2024		5	

CORE FUNCTION										
Disseminated the 1st Semester of 2024 provincial link or masterdrive on the Health and Nutrition Programs implementation such as the (1) Local Nutrition Council, (2) Philippine Plan of Action on Nutrition (PPAN), (3) RPRH Law Accomplishment Report thru provincial gc					July 25, 2024	April 1, 2024	on-going		5	
SUPPORT FUNCTION										
Attended the 2023-2028 Provincial Development Investment Program (PDIP) Formulation-Workshop					April 2-3, 2024	April 2, 2024	April 3, 2024		5	
Attended the 1st Quarter 2024 Provincial Development Council Meeting					April 5, 2024	April 5, 2024	April 5, 2024		5	
Attended and participated in the conduct of Consultative Dialogue with C/MSWDOs					April 30, 2024	April 30, 2024	April 30, 2024		5	
Attended 3 Flag Raising Ceremony					April 1, 8, 22, 2024	April 1, 8, 22, 2024	April 1, 8, 22, 2024		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	April 5, 2024	April 1, 2024	April 1, 2024		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	April 5, 2024	April 1, 2024	April 1, 2024		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	April 30, 2024	April 1, 2024	April 30, 2024		5	Working days of April 2024, exclusive of leave and official travel days

Prepared by:	Verified by:	Confirmed by:
 ANGEL LACABA LG00 VI	 JHONEL M. ANAVESA, Ph.D. LG00 VI/Program Manager	 DANILO A. LAQUITAN LG00 VIII/Provincial Director

Receiving Officer (Division) _____

Date: April 1, 2024

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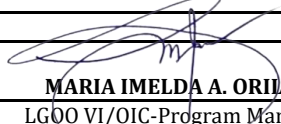
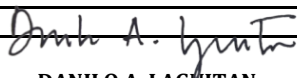
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT
For the Month May 2024

Document Code		
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Rev.No.	Eff. Date	Page
00	06.15.21	1 of 3

Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
001: Excellence in Local Governance Upheld										
Provision of Technical Assistance in the conduct of 2024 Seal of Good Local Governance (SGLG) Mock Assessment and Coaching in San Francisco, Pintuyan, Macrohon, Maasin, Silago, San Juan, Malitbog, and Province of Southern Leyte					May 20, 2024 May 22, 2024 May 23, 2024 May 24, 2024 May 27, 2024	May 20, 2024 May 22, 2024 May 23, 2024 May 24, 2024 May 27, 2024	May 20, 2024 May 22, 2024 May 23, 2024 May 24, 2024 May 27, 2024		5	
Provision of Technical Assistance as one of the validators in the conduct of 2024 Seal of Good Local Governance (SGLG) Regional Assessment Team Onsite Validate in Hinundayan, Silago, Anahawan, Hinunangan, St. Bernard, San Juan, Bontoc and Tomas Oppus					May 28-31, 2024	May 28, 2024	May 31, 2024		5	
004: Inclusive Communities Enabled										
Assisted/Facilitated the convening of Provincial Inter-Agency Monitoring Task Force Review and Validation on the uploaded documents on the SCFLG-KMS re conduct of CFLGA					June 9, 2024	May 7, 2024	May 7, 2024		5	
Disseminated and monitored theLGUS' Compliance to Republic Act 9344 amended by RA 10630, Juvenile Justice and Welfare Act (JJWA)/An Act Strengthening the Juvenile Justice System in the Philippines thru provincial gc					May 13, 2024	May 10, 2024	May 13, 2024		5	
Disseminated the results of the BCPC Functionality as integrated in the 2023 SGLGB thru provincial gc					May 10, 2024	May 10, 2024	May 10, 2024		5	
Assisted/Facilitated the LGUs' compliance and/or uploading on the SCFLG-KMS re request for rework on the conduct of CFLGA thru provincial gc					May 15, 2024	May 15, 2024	May 15, 2024		5	

Disseminated the Regional Memorandum on the invitation 2024 GAD Webinar 3 thru provincial gc					May 21, 2024	May 21, 2024	May 21, 2024		5	
Disseminated the Regional Memorandum on the DOH-DOLE-CSC Joint Administrative Order No. 2023-0001 entitled National Policy Framework on the Promotion of Healthy Workplace thru provincial gc					May 21, 2024	May 21, 2024	May 21, 2024		5	
Disseminated the Regional Memorandum on the Adoption and Implementation of the Philippine Plan of Action for Nutrition thru provincial gc					May 27, 2024	May 27, 2024	May 27, 2024		5	
Participated in the Onsite Validation of the Monitoring and Evaluation of Local Level Program Implementation (MELLPI) for the Municipality of Padre Burgos, Silago, San Juan, and Malitbog					May 6, 2024 May 13, 2024 May 14, 2024	May 6, 2024 May 13, 2024 May 14, 2024	May 6, 2024 May 13, 2024 May 14, 2024		5	
Attended the RPRH Implementing Team Meeting					May 7, 2024	May 7, 2024	May 7, 2024		5	
CORE FUNCTION										
Disseminated the Memorandum Circular No. 2024-052 issued by Atty. Benjamin C. Abalos, Jr., Secretary, pertaining to the Nationwide Implementation of Barangay Road Clearing Operations (BARCO)					May 2, 2024	May 2, 2024	May 2, 2024		5	
Monitored the monthly submission of Consolidated Road Clearing Monitoring Report for April 2024					May 10, 2024	May 3, 2024	May 7, 2024		5	
Disseminated the National Orientation on DILG MC No. 2024-053 dtd April 16, 2024 "Nationwide Implementation of the Barangay Road Clearing Operations, Assessment, Validation, and Recognition under the Bagong Pilipinas Program" and Overview on the DILG MC No. 2024-059 on Program Framework for the Kalinisan sa Bagong Pilipinas Program					May 6, 2024	May 6, 2024	May 6, 2024		5	
Disseminated the Orientation on Piso Plus Savings Account of the Land Bank of the Philippines (LBP) to be utilized in the implementation of the fuel subsidy project (FSP)					May 3, 2024	May 3, 2024	May 3, 2024		5	
Monitored the LGU compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-sari Stores and Other Similar Retail Outlets thru provincial gc					May 8, 2024	May 3, 2024	May 3, 2024		5	

SUPPORT FUNCTION										
Attended the DILG Southern Leyte Provincial Team Conference, Sub-LGRC and Cluster Meetings, Seal of Good Local Governance (SGLG) and Seal of Good Local Governance for Barangays (SGLGB) Provincial Orientation, Wellness and Team Building Activity, and Assessment of the Retooled Community Support Program (RCSP) and DAGYAW Program					May 9-10, 2024	May 9, 2024	May 10, 2024		5	
Participated the Health, Wellness, Cultural Activities on May 9-10, 2024 during the Provincial Team Conference					May 10, 2024	May 9, 2024	May 10, 2024		5	
Attended 1 Flag Raising Ceremony					May 27, 2024	May 27, 2024	May 27, 2024		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	May 5, 2024	May 2, 2024	May 2, 2024		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	May 5, 2024	May 2, 2024	May 2, 2024		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	May 31, 2024	May 1, 2024	May 31, 2024		5	Working days of May 2024, exclusive of leave and official travel days

Prepared by:	Verified by:	Confirmed by:
 ANGEL LACABA LG00 II	 MARIA IMELDA A. ORILLA LG00 VI/OIC-Program Manager	 DANILO A. LAGUITAN LG00 VIII/Provincial Director

Receiving Officer (Division) _____

Date: May 2, 2024

Notes: **Reference Code** refers to the number corresponding to the Success Indicator in the IPCR to which the work/activity contributes.

Quality - may refer to: Consolidation, Compliance, Updates, Completeness, Comprehensiveness, Accuracy, etc. (Ratings for these should be: 5 or 1 only)

Timeliness/Efficiency should reflect actual dates (translate the timeliness in the IPCR success indicator i.e. 5 working days = October 5-9, 2020)




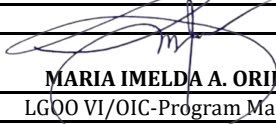
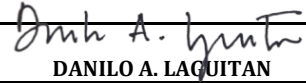
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT
For the Month June 2024

Document Code		
FM-QP-DILG-AS-27-04		
Rev.No.	Eff. Date	Page
00	06.15.21	1 of 3

Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
001: Excellence in Local Governance Upheld										
Provided Technical Assistance in the conduct of 2024 Seal of Good Local Governance (SGLG) Mock Assessment and Coaching for the Province of Southern Leyte					June 7, 2024	June 7, 2024	June 7, 2024		5	
Provided Technical Assistance as one of the validators in the conduct of 2024 Seal of Good Local Governance (SGLG) Regional Assessment Team Onsite Validation in Macrohon, Maasin, Saint Bernard					June 5, 2024	June 4, 2024	June 5, 2024		5	
Attended and facilitated the conduct of 2024 Seal of Good Local Governance (SGLG) Regional Assessment Team Onsite Validation for the Province of Southern Leyte					June 14, 2024	June 14, 2024	June 14, 2024		5	
Provided Technical Assistance as one of the validators in the conduct of 2024 Seal of Good Local Governance (SGLG) Regional Assessment Team Onsite Validation in the Province of Leyte					June 21, 2024	June 20, 2024	June 21, 2024		5	
Encoded to the LGPMS the results of 2024 SGLG Regional Assessment Team Onsite Validation in the 10 LGUs assigned to Team A					June 30, 2024	June 24, 2024	June 30, 2024		5	
Reviewed and uploaded to the provincial masterdrive the per indicator MOV and the merged Tab C required documents of the 10 LGUs assigned to Team A and for the Province of Leyte					June 30, 2024	June 24, 2024	June 30, 2024		5	
Accomplished the DCF of the 10 LGUs assigned to Team A and for the Province of Leyte					June 30, 2024	June 24, 2024	June 30, 2024		5	

004: Inclusive Communities Enabled										
Disseminated the Philippine Association of Social Workers, Inc. (PASWI) Training on Trauma-focused Social Work Counselling					June 13, 2024	June 13, 2024	June 13, 2024		5	
Disseminated the Advisory re Attendance to the First General Assembly of the Philippine National Federation of Persons with Disabilities					June 13, 2024	June 13, 2024	June 13, 2024		5	
Disseminated the Establishment of Migrants Advisory and Information Network (MAIN) Desks in LGUs					June 24, 2024	June 24, 2024	June 24, 2024		5	
CORE FUNCTION										
Disseminated the DILG MC 2024-071 dtd May 10, 2024 on the reportorial requirements on Local Nutrition Council Functionality and PPAN Accomplishment Report					June 10, 2024	June 10, 2024	June 10, 2024		5	
Monitored the compliance on Health and Nutrition Programs implementation (LNC, PPAN)					June 27, 2024	June 27, 2024	June 27, 2024		5	
SUPPORT FUNCTION										
Participated the Health, Wellness, Cultural Activities on June 11-14, 2024 during the Province of Southern Leyte's Founding Anniversary Sportsfest					June 14, 2024	June 11, 2024	June 14, 2024		5	
Attended the DILG Southern Leyte Provincial Team Conference, Seal of Good Local Governance (SGLG) Pre-calibration, and Barangay Newly Elected Officials (BNEO) Review on June 19, 2024 at Liga ng mga Barangay Office, Bontoc, Southern Leyte					June 19, 2024	June 19, 2024	June 19, 2024		5	
Attended the DILG Southern Leyte Provincial Team Conference, Seal of Good Local Governance (SGLG) Pre-calibration, and Barangay Newly Elected Officials (BNEO) Review on June 19, 2024 at Liga ng mga Barangay Office, Bontoc, Southern Leyte					June 19, 2024	June 19, 2024	June 19, 2024		5	
Attended the Provincial Team Conference and Quality Management System (QMS) Reorientation on June 27, 2024 at the Sangguniang Panlalawigan Session Hall, Capitol Site, Asuncion, Maasin City, Southern Leyte					June 27, 2024	June 27, 2024	June 27, 2024		5	
Attended 3 Flag Raising Ceremony					June 3, 10, 24, 2024	June 3, 10, 24, 2024	June 3, 10, 24, 2024		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	June 5, 2024	June 3, 2024	June 3, 2024		5	

Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	June 5, 2024	June 3, 2024	June 3, 2024		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	June 30, 2024	June 1, 2024	June 28, 2024		5	Working days of June 2024, exclusive of leave and official travel days

Prepared by:	Verified by:	Confirmed by:
 ANGEL LACABA	 MARIA IMELDA A. ORILLA	 DANILO A. LAQUITAN
LG00 II	LG00 VI/OIC-Program Manager	LG00 VIII/Provincial Director

Receiving Officer (Division) _____

Date: _____

June 3, 2024

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