

Department of Social Welfare and Development  
**INDIVIDUAL PERFORMANCE CONTRACT REVIEW**  
 FY 2022, SECOND SEMESTER

Name of Ratee:		DANIELLE ANNE R. DURNA									
Position:		ADMINISTRATIVE ASSISTANT III									
Designation (if applicable):		REGIONAL INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT SECTION									
Office:											
KEY RESULTS AREA		PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)		ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)		RATING			REMARKS		
Objective, Program, Project, Activity	Weight Allocation	Qn	Ql	T	Ave	Weighted Average (Weighted)					
<b>Strategic Priorities</b>	<b>20%</b>										
1. Assist in the development/implementation of ICT projects	10%	Provide assistance in the development/implementation of ICT projects within the set timeline.		Actively participate in the development of strategies and brainstorming in every preparation for the implementation of the ICT projects given from time to time. -Educational Assistance Payout -Fluter App Training -Social Pension Payout -Performance Assessment Cum Gender Training -Performance Assessment Cum Gender Training -Launching of Listahan 3		4.00000	4.00000	4.00000	4.00000	0.40000	
2. Responsible for taking minutes of RICTMS meetings.	5%	Provide minutes of RICTMS meetings within the set timeline.		Drafted and submitted minutes for the following meetings/activity -2nd Quarter RICTMS Meeting -During the visit of the officers from Central Office to introduce EDMS -3rd Quarter RICTMS Meeting -4th Quarter RICTMS Meeting		4.00000	4.00000	4.00000	4.00000	0.20000	
3. Assist in RICTMS overall operation dashboard monitoring	5%	Provide assistance in RICTMS overall operation dashboard monitoring within the set timeline.		Actively participate in the overall monitoring of RICTMS Operation -Educational Assistance Payout -PPD Performance Assessment Cum Gender Training -PPD Performance Assessment Cum Gender Training -Launching of Listahan 3		4.00000	4.00000	3.00000	3.66667	0.18333	
<b>Core Functions</b>	<b>60%</b>			Created and submitted training materials and infographics for the following: -Introduction to Fluter App Framework -3rd Quarter RICTMS Meeting -4th Quarter RICTMS Meeting -Performance Assessment Cum Gender Training -Performance Assessment Cum Gender Training -Launching of Listahan 3							
1. Responsible for creating training materials and infographics pertaining to computer troubleshooting, usage, and ther ICT advocacy	15%	Creat training materials and infographics peraling to computer troubleshooting, usage, and ther ICT advocacy within the set timeline.				4.00000	4.00000	4.00000	4.00000	0.60000	
2. Assist in the documentation pertaining to ICT deployment of programs & projects and recommend & evaluate user feedback	15%	Provide assistance in the documentation pertaining to ICT deployment of programs & projects and recommend & evaluate user feedback within the set timeline		Provide assistance in the documentation during the education assistance deployment and submitted user feedback report for EDMS.		4.00000	4.00000	3.00000	3.66667	0.55000	
3. Responsible for creating physical and electronic documentation and infographics pertaining to systems development, deployment, and systems advocacy	15%	Creating physical and electronic documentation and infographics pertaining to systems development, deployment, and systems advocacy within the set timeline.		Created and submitted update user guide manual for IDMS users: -DATS -IFMMS -WFP/PPM/APP -CRMS -Student Assistance -FAQs		4.00000	4.00000	4.00000	4.00000	0.60000	



4. Assist in the crafting of the Information Strategic Plan (ISSP).	5%	Provide assistance in the crafting of the Information Strategic Plan (ISSP) within the set timeline.	Provide assistance in the monitoring of existing tools, materials, and equipment for the crafting of the Information Strategic Plan (ISSP)	4.00000	5.00000	3.00000	4.00000	0.20000	
5. Performs technical assistance pertaining to image/video editing tools/software	5%	Provide and perform technical assistance pertaining to image/video editing tools/software	Provide technical assistance in editing image/video relevant to daily work activities. -ID pictures for PDS -Images/videos during educational assistance deployments -Images/videos during trainings -Images/videos during meetings -Images/videos during Launching of Listahan 3	5.00000	4.00000	3.00000	4.00000	0.20000	
6. Provide support in procedural documentation and other relevant reports	5%	Provide support in procedural documentation and other relevant reports and administrative support to all staff of RIC/TMS on a regular basis.	Provided administrative support such as but not limited to: -Routing of internal and external communications; -Forward Daily Time Records and Accomplishment Reports to PAS; -Facilitate documents pertaining to the renewal of COS personnel; -Monitor and track procurement documents e.g. purchase requests, purchase orders, etc.; and -Input Document Reference Number to documents.	5.00000	4.00000	4.00000	4.33333	0.21667	
<b>Support Functions</b>	<b>20%</b>	<b>Perform other highly technical tasks related to the position which may be given from time to time.</b>							
1. Perform other highly technical tasks related to the position which may be given from time to time.	10%	Perform other highly technical tasks related to the position which may be given from time to time as instructed by the Immediate Supervisor/Division Chief within a set timeline.	Assisted in the provision of six(6) ICT-related Request for Technical Assistance submitted through the ICT Helpdesk Portal and ensured resolution/response of the same within the day.	5.00000	4.00000	4.00000	4.33333	0.43333	
2. Involvement/assistance to DSWD Programs and Services	2.5%	Involve/Assist to all DSWD Programs and Services within the duration of said program.	Assisted in the payout activities and liquidation re Assistance to Individuals in Crisis Situation (AICS) on the following dates: Southern Leyte - Jan 11-15, 18-29, 2022	4.00000	4.00000	4.00000	4.00000	0.10000	
2.1 Quick Response Team	5%	Proactively involve to any Quick Response Team (QRT) as the need arises	Involvement to Quick Response Team (QRT) activities in November.	5.00000	5.00000	5.00000	5.00000	0.25000	
2.2 Assistance to DSWD Activities	2.5%	Assist in all DSWD Activities as instructed by the Immediate Supervisor/Division Chief within the duration of said activity.	Assisted in the provision of technical assistance during the DSWD 71st Anniversary Celebration.	4.00000	4.00000	4.00000	4.00000	0.10000	
				<b>FINAL RATING</b>					
				<b>ADJECTIVAL RATING</b>					
				4.03333					
				Very Satisfactory					

Comments/Recommendations:

Prepared by:

DANIELLE ANNE R. DURNA

Administrative Assistant III

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

Recommending Approval:

OFELIA Q. MAGAY

SWO V/ Division Chief, Policy and Plans Division

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

Approved by:

GRACIELA SUBONG

Regional Director

Date: 1/30