

DTI PERFORMANCE GOVERNANCE SYSTEM

Individual Dashboard

 of: **HAZEL MAY V. DE LA TORRE**

 Position: **Negosyo Center Business Counsellor**

Bureau/Office:

Division/Section/Unit:

PGS Form X12

2020

DTI Leyte

BDD-NC Matalom

Personal Objectives	#	Success Measures	5
A	1	Percentage of BMSE Certificates facilitated within the prescribed time (1 day)	100%
	2	Percentage of business permits registration facilitated within 15 days applied through Negosyo Centers (Sec. 5. a.3)	100%
	3	Percentage of Business Name Registration facilitated within the prescribed time	100%
	4	Percentage of other permits (sales promo, shop accreditation, etc.) & business-related applications (e.g., IP) facilitated within prescribed time	100%
B	5	No of clients assisted	220
	5.1	No of New & Existing Registered MSMEs assisted	150
	5.2	No of New & Existing Unregistered MSMEs assisted	45
	5.3	No of Other Clients Assisted	25
	5.4	No of New Mentee endorsed to Provincial Office for screening	1
	6	Percentage of registered MSMEs assisted by the DTI	75%
C	7	Provide customized interventions for Micro- and SMEs for countryside development	138
D	8	Assist MSMEs in E-Commerce	2
E	9	No of Local MSME Council reactivated/reconstituted	1
	10	No of Local Price Coordinating Council reactivated/reconstituted	1
F	11	No of MSME Profile and Analytics prepared and submitted within the prescribed time	1
	12	Percentage of Profiled MSMEs Served with EDT	100%
G	13	Ensure Customer Satisfaction	97%
H	14	No of Report prepared and submitted	45
	14.1	Updated Performance Monitoring Report (PMR)	10
	14.2	Updated Enhanced Client Profile Monitoring System (E-CPMS)	10
	14.3	Updated list of unique clients served	10
	14.4	KMME monitoring and evaluation report	0
	14.5	SSF monitoring and evaluation report	0
	14.6	Success Story updated	4
	14.7	Price Monitoring Report	10
	14.8	Daily Time Record (Monthly)	10
	15	% of acceptable reports submitted within the prescribed time	100%
	16	Non-compliance Rate (Tardiness, Undertime, Flag Raising and Lowering)	0%
	17	Zero Non-conformity (ONE DTI ISO)	0
I	18	Ensure fiscal prudence to optimize use of resources	100%

DASHBOARD REFERENCES

2020 DTI Leyte Provincial PGS & BED 2

I certify that the declared accomplishments are correct and accurate.

HAZEL MAY V. DE LA TORRE

DATE: December 29, 2020

I have discussed and evaluated this employee's accomplishments for the year.

Approved by

DATE:

FAUSTINO V. GAYAS JR.

Name of Head of Unit/Office:

Name of Immediate Superior:

ARACELI D. LARRAGA
FAUSTINO V. GAYAS JR.

JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	2020 ACCOMP	ASSESSMENT
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
100%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
100%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
0	88	4	0	4	36	48	9	518	28	5	11	751	Pass
0	23	25	28	33	35	11	22	22	22	22	22	193	Pass
0	34	4	0	4	49	19	6	46	20	3	8	401	Pass
0	15	17	18	23	24	7	12	14	14	13	12	195	Pass
0	14	0	0	0	27	24	2	323	7	2	2	1	Pass
0	5	5	6	7	9	5	2	6	6	5	2	1	Pass
0	40	0	0	0	3	0	1	149	1	0	1	1	Pass
0	3	3	4	3	4	1	2	2	2	2	2	1	Pass
0	0	0	0	0	0	0	0	0	0	1	0	1	Pass
0	0	0	0	1	0	0	0	0	0	0	0	1	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
0%	38%	78%	75%	78%	81%	58%	80%	70%	70%	75%	86%	42	Fail
0	2	0	0	1	5	1	2	7	10	9	5	3	Pass
0	9	18	18	19	25	5	10	10	10	9	9	0	Fail
0	0	1	0	0	0	0	1	1	0	0	0	3	Pass
0	0	1	0	0	0	0	0	1	0	0	1	0	Fail
0	0	0	0	0	0	0	0	0	0	0	0	1	Pass
0	0	1	0	0	0	0	0	0	0	0	0	1	Pass
0	0	0	0	0	0	0	0	0	0	0	0	3	Pass
0	0	0	0	0	1	0	0	0	0	0	1	100%	Pass
0%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	Pass
0%	49%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	57	Pass
0	3	8	6	5	7	1	5	6	5	7	4	10	Pass
0	3	8	6	5	7	1	5	6	5	4	8	10	Pass
0	1	2	1	1	1	0	1	1	1	1	1	10	Pass
0	1	2	1	1	1	0	1	1	1	1	1	10	Pass
0	0	2	1	1	1	0	1	1	1	1	1	11	Pass
0	1	2	1	1	1	0	1	1	1	1	1	1	Pass
0	0	0	0	0	0	0	0	0	0	0	0	1	Pass
0	0	0	0	0	0	0	0	0	0	0	0	0	Pass
0	0	0	0	0	0	0	0	0	0	0	0	0	Pass
0	0	0	0	0	0	0	0	0	0	0	0	0	Pass
0	0	1	0	0	1	0	0	1	0	0	1	4	Pass
0	0	1	0	0	1	0	0	1	1	0	1	11	Pass
0	0	1	2	1	2	1	1	1	1	1	1	10	Pass
0	0	1	2	1	2	1	1	1	0	0	0	10	Pass
0	1	1	1	1	1	0	1	1	1	1	1	10	Pass
0	1	1	1	1	1	0	1	1	1	1	1	10	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
0%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
0%	0%	0%	0%	0%	0.000%	0.600%	0%	0%	0%	0%	0%	0.000%	Pass
0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	Pass
0	0	0	0	0	0	0	0	0	0	0	0	0%	Pass
0	0	0	0	0	0	0	0	0	0	0	0	0%	Pass
100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass
0%	50%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	Pass

PERFORMANCE REPORT

Period Covered	No. of Measures Targeted	Accom	Rating* (0 to 5)	Adjectival Rating*
JAN - DEC	18	16	4.50	VS

This Year-End PGS Performance Report has been discussed together with the undersigned

Signature of Employee

Date:

Signature of Superior

Date:

* Refer to PGS Rating Matrix for equivalent rating

FINAL PERFORMANCE RATING

INDIVIDUAL PERFORMANCE RATING

ORGANIZATIONAL PERFORMANCE RATING

FINAL INDIVIDUAL PERFORMANCE RATING