Department of Social Welfare and Development

INDIVIDUAL PERFORMANCE CONTRACT RATING FY JANUARY - MAY 2023 (FIRST SEMESTER)

CARAGARECIC	

	INVENUE GATILLO	FY JANUARY - MAY 2023 (FIRST SEMESTER)	7	B	文·传》	
Ratee:	ADMINISTRATIVE ASSISTANT II				-	C-DD MC
Designation:	NONE				3	N N
	KALAHI SRPMO - SURIGAO		DATE: 5	10	3	RV-A
	FIRST SE	FIRST SEMESTER				
	KEY RESULTS AREA					Weighted Average
Objective, Program, Project, Activity	Weight Allocation	(Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENT QN	٦ 5	Ave	*Weighted Average Remarks Allocation)
Strategic Priorities	50%					
HPMES, KPI, and OPC Targets						
Encoding of data and I	Encoding of data and uploading of MOVs to PIMS		Qn: NCDDP-AF; 2 Municipalities (Dapa & Cantilan),			
Trainings	10%	Cin: Encoding and uploading or available Michael or larger	Surigao del Norte, 4 Municipalities under CADT 238;	4	4.7	0.466667
200	10%	modules of NCDDP-AF; 2 Municipalities (Dapa & Cantilan),	-	5	4.7	0.466667
cvs	10%	 Surigao del Norte, 4 Municipalities under CADT 238; Carrascal, 	Callascal, Callatan, Machine, and Callascal, MOVS with	+	40	0.400000
ERS	10%	— Cantilan Madrid, and Carmen.	ui: Encoded to Plivis of data from generated widows with	+	3 6	0.366657
SET Results	10%	— OI: Encoding to PIMS of data from generated MOVs with	correctness and consistency. Encoded data with	•	3.7	C-Jacobs /
Other modules	10%	correctness and consistency. Encoded data with attached MOVs T: January - May 2023 (Depending on the uploaded MOVs of A/MCT to MR&MS)	attached MOVs T: JAN 3-6,9-13, 17-20, 23,24,25,30-31 FEB 1-3,6-10, 13-15, 20-23,28,MARCH 1,2,6-10,13-17,20-22,24,27- 31,APRIL 4-5,11-14,17,26-28, MAY 2-5,8,10-12,15	4	4	0.400000
Core Functions	40%					
-		Qn:NCDDP-AF; 1 Municipality of Dapa, Surigao del Norte , 4 Municipalities under CADT 238 ; Carrascal, Cantilan, Madrid, and Carmen.	Qn:NCDDP-AF; 1 Municipality of Dapa, Surigao del Norte, 4 Municipalities under CADT 238; Carrascal, Cantilan, Madrid, and Carmen.			
Uploading of MOVs in MR&MS	10%	QI: Uploading available MOVs from ACT to MR&MS according to system uploading procedures.	QI: Uploaded available MOVs from ACT to MR&MS according to system uploading procedures.		5.0	0.500000
		T: January - May 2023; As need arises	T: JAN 4-6,FEB 20-22,MARCH 23,27,APRIL 11,28			
		Qn: 5 Municipality from NCDDP-AF; Carrascal, Cantilan, Madrid, Carmen, and Lanuza. 4 Municipalities from; PAMANA	Qn: 5 Municipality from NCDDP-AF: Carrascal, Cantilan, Madrid, Carmen, and Lanuza. 4 Municipalities from : PAMANA IP-CDD; CADT 238(Carrascal, Cantilan, Madrid, and Carmen).			
Provide technical assistance to MDM	20%	IP-CDD; CADT 238(Carrascal, Cantilan, Madrid, and Carmen). QI: Provide technical assistance in accordance to program processes and guidelines regarding issues and concerns	QI: Provided technical assistance in accordance to program processes and guidelines regarding issues and concerns encountered by MDM.	v	v	1.00000
		T: January - May 2023; As need arises	T: JAN 4,9,13,16,18,24,30,31, FEB 3,7,8,9 10,16,1720,21,22,27MAR 1, 2, 3,7,8,9,10,13,14,15,16,22,27,28,,29APRIL 3,5			
		N	11,12,13,20,26 MAY 2,4,			

Approved by: Position: Date:	Recommending Approval: Position: Date:		י פאווברט, טו	I AVEOUR CATILLO CO			Supervisor's errands, support to SRPMT and other on-demand tasks		Support Functions	Assist in the conduct of Usta Quality Assessment (DQA)	
MAF	, SWO V/ O	p2	illilit to deliver and agree to be rated		100%		10%		10%	10%	
MARI-FLOR MARIAGA-LIBANG Regional Director	JEAN PAUL S. PARAJES, RSW, MSSW SWO V/ OIC - Division Chief, Promotive Services	JAYSON H. GATILLO Administrative Assistant II	2023 The Saline Collimit to deliver and agree to be rated on the argainment of these targets in accordance with the indicated criteria for the period of January to May 2023			T: January - May 2023; As need arises	QI: Prompt compliance to the directives of supervisor, and support to the operation of the Sub-Project Management Team/Office:1. Submit AR DTR & TEV of Field staff 2. Assisted on compliance of OPC indicators and clearance signing for field staff	Qn: As need arises		QI: Support in the conduct Data Quality Assessment of all MOVs/Database required by the program to ensure consistent and accurate data in accordance to six dimensions of DQA. T: January - May 2023; TBD	Qn: 5 Municipality from NCDDP-AF; Carrascal, Cantilan, Madrid, Carmen, and Lanuza, 4 Municipalities from; PAMANA IP-CDD; CADT 238(Carrascal, Cantilan, Madrid,& Carmen Suirgao del Sur).
			riteria for the period of January to May 2023	ADJECTIVAL RATING		T: Jan. 6,27, 2023 March 3, 24, 2023	QI: Prompt compliance to the directives of supervisor, and support to the operation of the Sub-Project Management Team/Office:1. Submitted AR DTR & TEV of Field staff 2. Assisted on compliance of OPC indicators and clearance signing for field staff	Qn: As need arises		QI: Supported in the conduct Data Quality Assessment of all MOVs/Database required by the program to ensure consistent and accurate data in accordance to six dimensions of DQA. T: April 18-21,2023	Qn: 1 Municipality from NCDDP-AF; General Luna
					4.6		v		-	4	
				4.5 VERY SATISFACTORY	4.4 4.4	v			-	<u>.</u>	
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	¥			ACTORY	4,48148		0.50000			0.433333	