

MAKE SURE TO READ THE INSTRUCTION MANUAL (RED TAB) BEFORE ACCOMPLISHING THIS TEMPLATE

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DTI PERFORMANCE GOVERNANCE SYSTEM
Individual Dashboard

PGS Form X6
2023

of: **RIO ROSA B. SABANDO**

Position: **NC BUSINESS COUNSELLOR**

Bureau/Office: **DTI-NC DANAOG**
CITY - SOGOD
Division/Section/Unit: **SDD**

Name of Head of Unit/Office: **ROSE MAE M. QUIÑANOLA**
Name of Immediate Superior: **MARIVIC V. AGUILAR**

Personal Objectives			Success Measures		2023 TARGETS		Name of Immediate Superior: MARVIC V. AGUILAR			
A Facilitate the processing of BNR and BMBE applications	#	Success Measures	2023 TARGETS	NOV		DEC		2nd Semester		Superior's Comment
				TARGETS	ACCOMP	TARGETS	ACCOMP			
B Provide consultancy services to clients	1	% of BNR application facilitated within prescribed time (15 minutes) - for walk-in clients	100% 0%	100%	0%	100%				
	2	% of BMBE applications facilitated within the prescribed time (1 day)	100% 0%	0%	0%	0%	100%			
	3	No. of consultancy services provided (RISC)	30	22	16	30	38			
	4	No. of MSMEs profiles/directories uploaded/updated	2	0	0	0				
	5	No. of success stories/newsletter prepared	1 2	0	1	1	1			
C Update the MSME Database	6	No. of MSMEs assisted	15	12	8	15	20			
	7	No. of MSMEs assisted in the priority industries	10	7	4	10	11			
	8	No. of Other Clients assisted	30	28	67	30	95			
	9	No. of Project Proposals/ Training Plans / Capacity Building programs prepared and approved	0	0	0	0	0			
	10	No. of training /forum/capacity building/workshop conducted/assisted/facilitated	1	0	1	1	1			
D Broaden and deepen the entrepreneurial base	11	No. of programs, activities and projects (LSP-NSB, SSF, OTOP, ICE, KMME, Sugbo Negosyo, EDS (non-LSP/PPG), Skills Training, etc) assisted/ coordinated/facilitated/monitored	4	1	1	4	2			
	12	Conduct Monitoring and Evaluation of trainings and (training effectiveness ratio after 6 months)	0	0	0	0	0			

12
12

terms
very last

100%
100%
100%

no SF
activity

E Promoted new, innovative technologies and standards to meet market requirements	13	No. of Prototypes developed (Fablab/OTOP/other Pro Dev Activities)	0	0	0	0		
	14	No. of MSMEs doing e-commerce profiled and assisted (eg listed in eCPMS, geo-tagged, invited/participated in eCommerce seminars)	20	10	33	20	P	
	F	Ensure Customer Satisfaction	15	CSF Rating	95%	95%	100%	P
	G	Ensure compliance to DTI requirements	16	No. of reports prepared	3	0	0	3
H Ensure compliance to Quality Management System	17	% of acceptable reports submitted within the prescribed time	100%	100%	100%	100%	100%	P
	18	Non-compliance rate (tardiness, undertime, flag raising and lowering)	0%	0%	0%	0%	0%	P
	19	Zero non-conformities found by an external audit	0	0	0	0	0	P
I Exercise fiscal prudence to optimize use of resources	20	% of AOMs (Audit Observation Memos) addressed	0%	0%	0%	0%	0%	P
DASHBOARD REFERENCES		I certify that the declared accomplishments are correct and accurate.						
SDD Chief		DATE: RIO ROSA B. SABANDO						
BNRO		DATE: I have discussed and evaluated the first semester accomplishments of this employee.						
MSME Counsellor		MARIVIC V. AGUILAR						
Training/Project Coordinator		DATE:						
Financing Coordinator								
		SPECIAL TASKS						
		COMMENTS FROM SUPERVISOR		COMPUTATION OF PGS MID YEAR ASSESSMENT (to be filled by Immediate Superior)				
		Special Task:		Total no. of success measures		Valid measures		
		1. Coordinated for Caravan of Services and KNP and invited MSME		17		Measures with 90% accomplishment for		
		2. Conducted Simple Bookkeeping Seminar during KNP		15		TENTATIVE PGS RATING		
		3. Coordinate and invite MSME for Sugbo Merkadong Barato		4.5 (NC)				