

INDIVIDUAL PERFORMANCE COMMENT AND REVIEW (IPCR)

1. MARY JOY B. CARONES, LABOR COMMUNICATION OFFICER of the OMMW-PRC02 commit to deliver and agree to be rated on the attainment of the following targets in accordance with the related measures for the period JULY to DECEMBER, 2023

MARY JOY B. CARONES  
Rathee  
Date: JULY 12, 2023

Reviewed by <b>ERIC R. GRANADA</b> Immediate Supervisor	Date <b>11/15/24</b>	Approved by <b>MARY CATHERINE O. PASTOR</b> Head of Office	Date <b>11/16/24</b>
Output PAP	Success Indicators (Target + Measures)	Actual Accomplishments as of December 2023	Remarks
<b>CORE FUNCTION</b>			
RMO Spokesperson	Attend/Carve 3 invitation for Radio Spoken/Video/Interview/patch call-person media interviews	Attend/Carve 3 invitation for Radio Spoken/Video/Interview/patch call-person media interviews	Radio patch call interviews and in-person media interviews via DTVL and Bandera
Writes Press Releases and other EIC materials	Produce 20 regular postings in RMO Facebook page on promoting OMMW's Program & Services	Produce 16 regular postings in RMO Facebook page on promoting OMMW's Program & Services	Regular press releases, videos, and updates in RMO's Facebook Page
Establishes network with LGU/other agencies	Send 15 communication letters to different agencies	Send 22 communication letters to different agencies	Send letters to LGU, City Mayor, Provincial Governors, and other Government agencies
Acting Executive secretary to the Head of Office	Prepare minutes of the meeting and other technical/policy papers as requested by the Regional Director	Prepared minutes of the meeting and other technical/policy papers as requested by the Regional Director	One (1) each per meeting
8888 Focal Personnel	Respond to every 8888 Ticket sent thru email	Responded to 2 8888 Tickets received thru email	One (1) each per 8888 Ticket forwarded to RMO/OS
Regular Check-up of email/Fb messages	Monitor and answer email/ messages and comments for the month of July to December 2023	Monitor and answer email/ messages and comments for the month of July to December 2023	Answer and assist others sent to RMO/OS Facebook page, email address, and Landline number
<b>NON-CORE FUNCTION SUBTOTAL</b>			<b>3.23</b>
<b>CORE FUNCTION SUBTOTAL</b>			
<b>NON-CORE FUNCTION</b>			
Other Program Staff Functions	Perform 4 other tasks assigned by PSD and Regional Director	Assisted in the preparation and conduct of OMMW's Institutional Events from July-December 2023	Assisted in the preparation and conduct of OMMW's Institutional Events from July-December 2023
	Assist walk-in clients for their concerns and pursue	Assisted walk-in clients for their concerns and pursue every Thursday each week	Officer of the Day every Thursday every week
	Conduct and facilitate 2 Scheduled Virtual Orientation on OMMW Programs and Services with 1 other Officer-in-Charge/VO	Facilitated 1 Scheduled Virtual Orientation on OMMW Programs and Services	In line with the DOT RCB Training Invitation on Filipino Brand of Service Excellence Seminar last September 12, 2023, the employee fails to conduct the said orientation. Yet, all the partner in-charge successfully conducted the said orientation.
	Submit 6 monthly SPNS	Submitted 6 monthly SPNS	Submitted monthly SPNS and Monitoring Forms to SPNS Focal
	Regular Dashboard Updates every eventivity	Regular Dashboard Updates every eventivity	Uploading of pictures with details per activity conducted by RMO/OS
<b>NON-CORE FUNCTION SUBTOTAL</b>			<b>1.49</b>
<b>Final Average Rating</b>			<b>VERY SATISFACTORY</b>
Comments and Recommendations for Development Purposes	Discussed with	Assessed by	Final Rating By
MARY JOY B. CARONES Employee		ERIC R. GRANADA Supervisor	MARY CATHERINE O. PASTOR Head of Office