



Department of Social Welfare and Development

INDIVIDUAL PERFORMANCE CONTRACT REVIEW
FY 2018, 1st SEMESTER

Name of Ratee: NORBERT JOHN O. VILLAS		Project Development Officer II							
Position: Field Monitor		Sustainable Livelihood Program, DSWD Field Office VIII							
Designation (if applicable):									
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 Average*Weight Allocation)	
Strategic Priorities Number of SLP households served in CY 2018 were monitored	50%	100% of the SLP households served from January to September 2018 were monitored with approved monitoring report with recommendation	14.7% of the SLP households served from January to September 2018 were monitored with approved monitoring report with recommendation	4.00000	4.00000	3.00000	3.66667	0.36667	
	10%	100% of the SLP households served in 2017 were monitored with approved monitoring report with recommendation 3 months after the start of enterprise or employment within 1 year and 3 quarters	96% of the SLP households served in 2017 were monitored with approved monitoring report with recommendation 3 months after the start of enterprise or employment within 1 year and 3 quarters	4.00000	4.00000	3.00000	3.66667	0.73333	
Number of SLP households served in CY 2017 monitored in CY 2018	20%	100% of the SLP households served in 2017 were monitored with approved monitoring report with recommendation 3 months after the start of enterprise or employment within 1 year and 3 quarters	84% of the SLP households served in 2015 and 2016 were monitored with approved Final	4.00000	4.00000	3.00000	3.66667	0.73333	
Number of SLP households served from CY 2015 and CY 2016 were monitored and with	20%	100% of the SLP households served in 2015 and 2016 were monitored with approved Final							
Core Functions Mobilization of SLP Groups and Leaders and analyzing monitoring data for possible intervention	30%	1 Community groups, leaders, or representatives were oriented for their roles and responsibilities and mobilized into monitoring initiatives by end of March 2018	29 Community groups, leaders, or representatives were oriented for their roles and responsibilities and mobilized into monitoring initiatives by end of March 2018	4.00000	4.00000	3.00000	3.66667	0.14667	
	4%	1 SLPAs recommended for case conference with resolution by end of June 2018	1 SLPAs recommended for case conference with resolution by end of June 2018	5.00000	4.00000	4.00000	4.33333	0.17333	
	4%	6 Monitoring Tool A Database report submitted and captures complete data every 15th of the month	5 Monitoring Tool A Database report submitted and captures complete data every 15th of the month	5.00000	4.00000	4.00000	4.33333	0.21667	
	5%	6 Monitoring Tool B Database report submitted and captures complete data every 15th of the month	3 Monitoring Tool B Database report submitted and captures complete data every 15th of the month	5.00000	4.00000	4.00000	4.33333	0.21667	

Reporting	4%	6 MD Assessment Database report submitted and captures complete data every 15th of the month.	2 MD Assessment Database report submitted and captures complete data every 15th of the month.	5.00000	4.00000	4.00000	4.33333	0.17333	
	4%	6 Organization Assessment Database report submitted and captures complete data every 15th of the month.	3 Organization Assessment Database report submitted and captures complete data every 15th of the month.	5.00000	4.00000	4.00000	4.33333	0.17333	
	4%	6 Final Assessment Database report submitted and captures complete data every 15th of the month.	2 Final Assessment Database report submitted and captures complete data every 15th of the month.	5.00000	4.00000	4.00000	4.33333	0.17333	
Support Functions	20%								
Fund Utilization Monitoring Report	3%	100% of released funds were monitored and reports were submitted 45 days after, in accordance with the approved Mungkahing Proyekto.	100% of released funds were monitored and reports were submitted 45 days after, in accordance with the approved Mungkahing Proyekto.	4.00000	4.00000	3.00000	3.66667	0.11000	
Provincial Meeting	3%	100% attendance to monthly provincial cluster meeting and presentation of program implementation and updates and issues and concerns were clarified and responded	100% attendance to monthly provincial cluster meeting and presentation of program implementation and updates and issues and concerns were clarified and responded	5.00000	4.00000	4.00000	4.33333	0.13000	
Success Story/Best Practice	2%	1 documentation of success story/best practices of program participants/micro-enterprise project compliant to minimum indicators of profitable enterprises and gainful employment as reflected in the documentation of knowledge management	1 documentation of success story/best practices of program participants/micro-enterprise project compliant to minimum indicators of profitable enterprises and gainful employment as reflected in the documentation of knowledge management	5.00000	4.00000	4.00000	4.33333	0.08667	
LGU Program Status Update	2%	Executive Summary to LCE with comprehensive implementation status report every 5th of the month.	Executive Summary to LCE with comprehensive implementation status report every 5th of the month.	5.00000	4.00000	4.00000	4.33333	0.08667	
Perform other related tasks	10%	ANA	UCT LBP ATM Enrolment	5.00000	5.00000	5.00000	5.00000	0.50000	
	100%								
FINAL RATING				ADJECTIVAL RATING					
				4.02000					
				VERY SATISFACTORY					

Comments/Recommendations:

Prepared by:	NORBERT JOHN O. VILLAS	Date:	November 23, 2018
Position:	PDO - Field Monitor	Date:	
Recommending Approval:	NATIVIDAD G. SEQUITO	Date:	
Position:	SWO IV / OIC - Division Chief, PSD	Date:	
Approved by:	RESISTO B. MACUTO	Date:	
Position:	Regional Director	Date:	