



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

Document Code		
FM-QP-DILG-AS-27-03		
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I, **Angel Lacaba, Local Government Operations Officer II** of **DILG Southern Leyte** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **July-December 2023**.

Signature of Employee/Ratee

Date: **August 17, 2023**

APPROVED BY: <b>DANILO A. LAGUITAN</b>	POSITION: <b>PROVINCIAL DIRECTOR</b>	DATE: <b>August 17, 2023</b>	SIGNATURE:
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Ratings: 5 - Outstanding (5.00) 4 - Very Satisfactory (4.00-4.99) 3 - Satisfactory (3.00-3.99) 2 - Unsatisfactory (2.00-2.99) 1 - Poor (1.00-1.99)								
MAJOR FINAL OUTPUT/PPA (1)	SUCCESS INDICATORS (Targets + Measures) (2)	REFERENCE CODE (Refer to the number corresponding to the SI in the O/DPCR) (3)	ACTUAL ACCOMPLISHMENTS/EXPENSES (4)	RATING (5) Use 5 decimals (if any). Do not round off.				REMARKS (6)
				Q1	E2	T3	Ave4	
Strategic Priorities								
ACCOUNTABLE, TRANSPARENT, PARTICIPATIVE AND EFFECTIVE LOCAL GOVERNANCE								
Community-Based Monitoring System (CBMS)	10 LGUs conducted the 2022 CBMS Data Turnover Ceremony	9.2	Attended the 2022 Community-based Monitoring System Training Module II-B Data Processing: Data Tabulation and Analysis Using Descriptive Statistics on July 4-5, 2023		5	5	5.00000	
			Provided technical assistance as Resource Person in the 4th Level Training on Community-Based Monitoring System (CBMS) Data Collection-Household Profile Questionnaire (HPQ) for the City of Maasin at Liga ng mga Barangay Conference Hall, Combado, Maasin City, So. Leyte on August 30, 2023 as per PO No. 2023-185		5	5	5.00000	
Seal of Good Local Governance (SGLG)	Data Gathering, Validation and Certification for 20 PCMs conducted on set deadline		Participated the Regional On-site Validation of the 2023 Seal of Good Local Governance on July 6, 2023		5	5	5.00000	
			Reviewed the documents required in the Tab C Form (Documentary Checklist) and Filled-out the Final SGLG Assessment Tools assessment particularly on Social Protection and Sensitivity and Sustainable Education and other municipalities assigned on July 15 to 31, 2023		5	5	5.00000	
			Provided technical assistance through documentary review and onsite inspection for the Social Protection and Health governance areas to the Municipalities of San Juan and Libagon in preparation of the SGLG National Validation on September 8		5	5	5.00000	

			Provided technical assistance through documentary review for the Social Protection, Education and Health governance areas to the Municipality of Tomas Oppus in preparation of the SGLG National Validation on September 11		5	5	5.00000	
			Provided technical assistance through documentary review for the Social Protection, Education and Health governance areas to the Municipality of Macrohon in preparation of the SGLG National Validation on September 12, 2023		5	5	5.00000	
<b>ENVIRONMENT-PROTECTIVE, CLIMATE CHANGE ADAPTIVE &amp; DISASTER RESILIENT LGUs</b>								
DRRM Operations Center	2 daily reports (sitrep and LGU Actions Taken) submitted to RO every 12 NN using the standard reporting format	75.2	Monitored and updated the DORMS on the effects of Shear Lines, using this link: <a href="https://tinyurl.com/R8DORMS">https://tinyurl.com/R8DORMS</a> on November 22, 2023 (4pm)		5	5	5.00000	
			Sent the 3rd situational report in pdf format to <a href="mailto:reg8.dilgpcen@gmail.com">reg8.dilgpcen@gmail.com</a> on the EFFECTS OF SHEAR LINES on November 22, 2023 (4pm)	5	5	5	5.00000	
			Uploaded the situational report (both in pdf and word format) and the action photos for disaster preparedness sent by C/MLGOOs using the link: <a href="https://drive.google.com/drive/folders/1m3N0oFfU3UmUKGB7Lp1E6_bn-sRxxU8b?usp=sharing">https://drive.google.com/drive/folders/1m3N0oFfU3UmUKGB7Lp1E6_bn-sRxxU8b?usp=sharing</a> on November 22, 2023 (4pm)	5	5	5	5.00000	
Ensuring Appropriate and Extraordinary Measures Against COVID-19 Pandemic and Recovery Programs	100% of COVID-related issuances disseminated to LGUs 1 day upon receipt (ANA)	71.1	Disseminated the following DILG Memorandum on: 1. Performance Audit ng COVID-19 National Vaccination Program of the Department of Health on August 30, 2023 2. Performance Audit ng COVID-19 National Vaccination Program of the Department of Health on August 31, 2023		5	5	5.00000	
<b>SOCIALLY PROTECTIVE AND SAFE LGUs</b>								
<b>Localization of the Magna Carta of Women</b>								
Enhanced LCAT-VAWC and Barangay VAW Desk Functionality	500 barangays monitored on VAW and VAC incidence for every quarter	36.2	Monitored the submission of quarterly VAW and VAC report thru gc update and call/text with MLGOOs and gc with MSWDOs from July 1 to 5, 2023; October 1-2, 2023		5	5	5.00000	
		36.2	Disseminated and Monitored the Regional Memorandum on the Guidelines on the Operationalization of the Barangay Violence Against Women (VAW) Desk thru gc update on SCL and gc with MSWDOs on August 3, 2023		5	5	5.00000	
		36.2	Monitored and updated the regional link on the confirmation slip of the desired pax for the Regional Orientation on the Enhanced Operationalization of Local Committee on Anti-Trafficking and Violence Against Women and Their Children (LCAT-VAWC) and the Barangay Violence Against Women (VAW) Desk on November 28-29, 2023 at Hotel Alejandro, Tacloban City on November 20-24, 2023		5	5	5.00000	



<b>Institutionalizing a Gender Responsive Local Governance</b>		36.2	Disseminated the Memorandum Circular No. 2023-181 dated November 17, 2023 on the Guidelines of the Operationalization of the Local Committee on Anti-Trafficking and Violence against Women and their Children (LCAT-VAWC) thru provincial group chat on December 1, 2023		5	5	5.00000	
	20 PCMs monitored on LCAT Accomplishment(Semestral) by the end of the 2nd semester	36.3	Monitored the submission of accomplishments of Local Committees on Anti-trafficking in persons for the 1st Semester report thru gc update and call/text with MLGOOs and gc with MSWDOs from July 3 to 31, 2023; August 3 to 5, 2023		5	5	5.00000	
	20 LGUs with reviewed FY 2024 GAD Plan and Budget monitored (PCMs) by the end of the 2nd semester	37.1	Attended the conduct of 3-Day Gender and Development Training on August 17-18, 2023 at Silago, Southern Leyte		5	5	5.00000	
			Attended the Strengthening of the LGU GFPS: A Review on SOGIESC and the Fundamentals of Gender Mainstreaming on August 24, 2023 1:00pm to 4:00pm		5	5	5.00000	
			Attended the GAD Planning and Budgeting Workshop at DILG ROB, Kanhuraw Hills, Tacloban City and Travel Time on October 3-5, 2023 per RO NO. 2023-1302		5	5	5.00000	
			Attended the Training for GFPS Members on Gender Mainstreaming and GAD Planning and Budgeting in collaboration with ALSWDOPI on November 28-30, 2023		5	5	5.00000	
<b>35. Strengthening the Local Councils for the Protection of Children</b>	20 PCMs monitored on the functionality of LCPC by end of 4th quarter		Monitored the functionality of LCPC of the 20 PCMs on December 11-14, 2023		5	5	5.00000	
			Disseminated and monitored the Regional Memorandum on the Attendance to the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series thru gc update and call/text with MLGOOs and gc with MSWDOs on August 2, 2023		5	5	5.00000	
			Attended the the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series 1: Positive Parenting via Zoom platform on August 9, 2023 9:00am to 12:00nn		5	5	5.00000	
			Disseminated and monitored the Regional Memorandum on the Attendance to the the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series 2: Case Management Protocol via Zoom platform on August 16, 2023 9:00am to 12:00nn		5	5	5.00000	
			Attended the the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series 3: Case Referral Pathway via Zoom platform on August 23, 2023 9:00am to 12:00nn		5	5	5.00000	

KASAMBAHAY			Attended the Training Seminar on the Development of the Four Legacies for Children on September 18-22, 2023		5	5	5.00000	
	500 BCPC monitored on the functionality of LCPC by end of 4th quarter		Monitored the functionality of 500 BCPC on December 11-14, 2023		5	5	5.00000	
	19 CMs monitored on the of Activities to Strengthen the Batas Kasambahay		Monitored and updated the <a href="https://bit.ly/2023KASAMBAHAY_SL">https://bit.ly/2023KASAMBAHAY_SL</a> on RO Advisory dtd October 13, 2023 on Monitoring of Activities to Strengthen the Batas Kasambahay on November 3 to 7, 2023; December 1-4, 2023		5	5	5.00000	
			Disseminated the RO Advisory dtd October 13, 2023 on Monitoring of Activities to Strengthen the Batas Kasambahay thru provincial group chat on November 3, 2023		5	5	5.00000	
Sub-Rating							100.00000	
Category Weighted Rating							2.50000	
<b>Core Function</b>								
Monitoring LGU Compliance to Presidential Directives and Other Top	100% Presidential Directives and Other Top Management Issuances complied / acted within 3 days upon receipt	75.1	Monitored the submission of PPAN and RPRH Law Accomplishment Report for the 1st Semester of 2023, and LNC/PPAN Functionality Assessment Result on July 3-31, August 2, 2023			4	4.00000	
			Conducted the coordination meeting with different partneragencies (i.e. DA, DOLE, DTI, DSWD) and PLGU Functionaries (i.e. Governor and PAGSO Personnel) for the preparatory activities of the Simultaneous Launching of KADIWA ng Pangulo 2023 on July 12, 2023		5	5	5.00000	
			Conducted consultative dialogue with partner-agencies' focal persons inclusive of PLGU's focal persons from PAGSO and PVET Office		5	5	5.00000	
			Attended the Simultaneous Launching of KADIWA ng Pangulo 2023 on July 17, 2023		5	5	5.00000	
			Prepared a request letter, addressed to the WCPD Unit of the PNP, regarding the submission of validated data on rape cases and other crimes against women within the Province and City of Maasin for 2020 to 2022 on September 4, 2023		5	5	5.00000	
			Updated the national link : <a href="https://bit.ly/CrimesAgainstWomen2022">https://bit.ly/CrimesAgainstWomen2022</a> based on the data on rape cases and other crimes against women within the Province and City of Maasin for 2020 to 2022 submitted by the WCPD Unit of PNP-SLPPD on September 6, 2023		5	5	5.00000	



			Disseminated the DILG MC No. 2023-131 dated September 1, 2023 on the Provision of Assistance to the Department of Trade and Industry and the Department of Agriculture in Enforcing the Provisions and Directives under EO No. 39, S. of 2023 relative to the imposition of price ceilings for rice thru gc and email on September 6, 2023		5	5	5.00000	
			Disseminated the DILG Memorandum dated September 6, 2023, issued by USec Mario L. Iringan on the Submission of Reports re: Monitoring of LGU Compliance with Executive Order No. 39 re Imposition of Mandated Price Ceilings on Rice thru gc and email on September 6, 2023		5	5	5.00000	
			Monitored the LGU Compliance with Executive Order No. 39 re Imposition of Mandated Price Ceilings on Rice thru gc and phone call with MLGOOs on September 6, 2023		5	5	5.00000	
	100% CO Required Reports submitted 1 day before the deadline	75.2	Monitored the submission for the LGU's Compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-Sari Stores and other similar Retail Outlets) thru gc update and call/text with		5	5	5.00000	
			Monitored the submission of Monitoring Tool per Joint Memorandum Circular (JMC) No. 2022-001 or the Guidelines in Support of the Implementation of the Pantawid Pamilyang Pilipino Program (4Ps) report thru gc update and call/text with		5	5	5.00000	
			Disseminated the Regional Memorandum (DMS R08 2023-10-27-011) released on October 27, 2023 on the Inventory of the Local Government Unit (LGU)-Managed Safe Way Houses/Residential Care Units/Temporary Shelters for Victims-Survivors of Violence Against Women and Children and Other Gender-Based Violence on October 27, 2023		5	5	5.00000	
			Monitored and updated the monitoring link: <a href="https://bit.ly/R8LGUManagedInventory">https://bit.ly/R8LGUManagedInventory</a> , on the Inventory of the Local Government Unit (LGU)-Managed Safe Way Houses/Residential Care Units/Temporary Shelters for Victims-Survivors of Violence Against Women and Children and Other Gender-Based Violence on October 27-31, 2023		5	5	5.00000	
			Monitored the submission of LGUs' compliance with DILG Memorandum Circular No. 2003-89 on the review of job descriptions and filling-up of plantilla positions for midwives thru gc updates with MLGOOs on December 4, 13, 14 2023		5	4	4.50000	
Monitoring of Barangay-Based Institutions (BBIs) and Other Mechanisms	100% of required compliance monitoring reports submitted to requiring office/agencies on or before the deadline	85.1	Submitted 100% of required compliance monitoring reports to requiring office/agencies before the deadline		5	5	5.00000	
Sub-Rating							4.90000	
Category Weighted Rating							1.47000	

<b>Support Function</b>								
Strategic Performance Management System (SPMS)	100% of 2023 IPCR 2nd Semester Commitment submitted on the scheduled deadline, after 5 revisions	108.2	Submitted the 1st semester IPCR Commitment with complete attachments, after 1 revision on August 17, 2023	4	5	4	4.33333	Deadline is Aug. 18
	100% of 2023 IPCR 1st semester IPCR Accomplishments submitted on the scheduled deadline, after 5 revisions	108.2	Submitted the 1st semester IPCR Accomplishments with complete attachments, after no revision on July 11, 2023	5	5	5	5.00000	
	100% of Accomplished/submitted Individual Development Plan on the deadline and approved after 2 revisions		Submitted the 1st semester Individual Development Plan, approved after 1 revision on July 11, 2023	4	5	5	4.66667	
	100% of the Accomplished/submitted SPMS form 4 (MMIA) on the deadline and approved after 2 revisions		Accomplished and submitted the duly accomplished SPMS Form 4 on July 3, 2023; August 1, 2023; September 1, 2023; October 2, 2023; November 7, December 5, 2023 with no revisions	5	5	4.5	4.83333	
DAYAW Policy Review, Evaluation, and Awarding	1 2023 Dayaw Awarding Ceremony attended by the end of fourth quarter	109.6	Attended the 2023 DAYAW Awarding on December 21, 2023 at People's Center and Library, Tacloban City, Leyte,		5	5	5.00000	
		109.6	Attended the Regional Year-end Performance Review and Analysis on December 22, 2023 at People's Center and Library, Tacloban City, Leyte,		5	5	5.00000	
Promoting Workplace and Employee Wellbeing	90% of DILG Personnel fully vaccinated of COVID-19 vaccine in partnership with DOH and LGUs	111.1	97.56% of DILG Personnel fully vaccinated of COVID-19 vaccine in partnership with DOH and LGUs		5	5	5.00000	
	90% of DILG Personnel fully boosted in partnership with DOH and LGUs	111.2	97.56% of DILG Personnel fully boosted in partnership with DOH and LGUs		5	5	5.00000	
Daily Time Record (DTR)	Duly accomplished DTR prepared and submitted with complete attachments on the 5th day of the ensuing month (PO)/ 15th day of the ensuing month (RO/HUCs)	130.1	Submitted the duly accomplished DTR with complete CA and attachments on July 3, 2023, August 1, 2023, September 1, 2023; October 2, 2023; November 7, 2023; December 1, 2023	5	5	4.7	4.89000	
Flag Raising Ceremony	Flag Raising ceremonies attended/conducted every Monday, except on national and local holidays	132.1	Attended 4 Flag Raising Ceremony every Monday		5	4.5	4.75000	
General Housekeeping, Maintenance and Inventory of PPE (property, plant & equipment) Property	Compliance to 5S Policy and Daily Clean-Up of Office Premises	143.1	Complied the 5S Policy and conducted regular general Clean-up of office premises			5	5.00000	
Support to Inter-Agency Commitment Activities	80% of invitations received favorably considered prior to the scheduled event/activity with activity report submitted 15 working days after the activity		Attended 100% of invitations with activity report submitted 5 working days after the activity, to wit:					
			Provided technical assistance on the conduct of 2023 Regional Monitoring and Evaluation of Local Level Plan Implementation Protocol (MELLPI Pro) to the Province of Southern Leyte on July 10, 2023		5	5	5.00000	



		Attended the semi-annual consultative dialogue with MSWDO at Sogod, Southern Leyte on July 19, 2023	5	5	5.00000	
		Attended the formulation of Provincial Plan of Action for 2023-2025 on July 26, 2023	5	5	5.00000	
		Attended the 49th Nutrition Month Culmination at Bontoc Gymnasium on July 28, 2023	5	5	5.00000	
		Attended the Health promotion Playbook Workshop for Southern Leyte, Biliran, and Ormoc City on August 14-16, 2023	5	5	5.00000	
		Attended the Sectoral Consultation on Minimum Wage for workers, employers, and kasambahay on August 24, 2023 8:30am to 11:30am	5	5	5.00000	
		Attended the Provincial Implementing Team Meeting for the RPRH Law on September 28, 2023	5	5	5.00000	
		Attended the Inter-LGU MOA Orientation for LCEs on October 17, 2023 per PO 2023-240	5	5	5.00000	
		Provided capacity development on the Implementation of Child Protection Policy in Schools at Country Lodge, Mambajao, Maasin City on October 23, 2023	5	5	5.00000	
		Attended the Kick-off Ceremony on the Celebration of National Statistical Month on October 6, 2023	5	5	5.00000	
		Attendance to the Launching of the 34th National Statistics Month, Presentation of the New Statistical Data of the Province of Southern Leyte, and Data Dissemination Forum, on October 16, 2023, at the Provincial Capitol Gym, Capitol Site, Asuncion, Maasin City, Southern Leyte	5	5	5.00000	
		Attended the Bahay Pag-asa Groundbreaking & PCPC Special Meeting on November 21, 2023	5	5	5.00000	
		Attended the Joint Sustainability Planning on GBV and VAWC Programs including the Child and Youth Crisis Center and the Kick-off Ceremony on the 18-Day Campaign to End VAW on November 23, 2023	5	5	5.00000	
		Attended the Regional Conference for WCCs and CIUs in Caraga and Eastern Visayas Regions on December 5 to 7, 2023 at the Bai Hotel, Cebu City	5	5	5.00000	

Cultural and Physical Fitness Program	1 cultural, health and wellness activities / sessions conducted and provided (at least once quarterly)	Attended cultural, health and wellness activities / sessions once a week	5	5.00000
Regional and Field Operations Enhancement	2 Provincial Team Conferences conducted on December 30, 2023	Attended 3 Provincial Team Conferences on:  1. August 16, 2023 - Virtual Provincial Team Conference: Mid-Year Review and Commitment-Setting for the 2nd Semester of 2023	5	5.00000
Sub Rating 133.47333				
Category Weighted Rating 0.98869				
FINAL AVERAGE RATING 4.95869				
ADJECTIVAL RATING VERY SATISFACTORY				
Rater comments on the Ratee for development purpose or rewards/promotion:				
The above rating has been discussed with:				
Name and Signature Ratee: Angel Lacaba	Name and Signature of Rater: Jhone M. Anavesa	Final Rating By: Danilo A. Lagutan		
Position: LG00 II	Position: LG00 VI/Program Manager	Position: Provincial Director		
Date: January 4, 2024	Date: January 5, 2024	Date: January 8, 2024		

Note: Reference Code refers to the number corresponding to the Success Indicator in the DPCR of DC/CH/PM to which the IPCR success indicator contributes.

LEGEND: Q1 - Quality E2 - Efficiency T3 - Timeliness Ave4 - Average





DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT**  
**For the Month of July 2023**

Document Code

**FM-QP-DILG-AS-27-04**

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Name & Signature of Employee: ANGEL LACABA

Office Assignment: DILG SOUTHERN LEYTE

WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
ACCOUNTABLE, TRANSPARENT, PARTICIPATIVE AND EFFECTIVE LOCAL GOVERNANCE										
Attended the 2022 Community-based Monitoring System Training Module II-B Data Processing: Data Tabulation and Analysis Using Descriptive Statistics on July 4-5, 2023		No Error	5		July 06, 2023	July 04, 2023	July 05, 2023		5	
Attended the Regional On-site Validation of the 2023 Seal of Good Local Governance on July 6, 2023		No Error	5		July 06, 2023	July 06, 2023	July 06, 2023		5	
Reviewed the documents required in the Tab C Form (Documentary Checklist) and Filled-out the Final SGLG Assessment Tools assessment particularly on Social Protection and Sensitivity and Sustainable Education and other municipalities assigned on July 15 to 31, 2023		No Error	5		July 31, 2023	July 15, 2023	July 31, 2023		5	
SOCIALLY PROTECTIVE LGUs										
Monitored the submission of quarterly VAW and VAC report thru gc update and call/text with MLGOOs and gc with MSWDOs from July 1 to 5, 2023		No error	5		July 05, 2023	July 01, 2023	July 05, 2023		5	
Monitored the submission for the July's LGU COMPLIANCE WITH DILG MEMORANDUM CIRCULAR NO. 2022-025 (DISPENSING, SELLING, AND RESELLING OF PHARMACEUTICAL PRODUCTS IN SARI-SARI STORES AND OTHER SIMILAR RETAIL OUTLETS) thru gc update and call/text with MLGOOs from July 1 to 6, 2023		No error	5		July 10, 2023	July 01, 2023	July 06, 2023		5	
Monitored the submission of PPAN and RPRH Law Accomplishment Report for the 1st Semester of 2023, and LNC/PPAN Functionality Assessment Result		No error	5		July 15, 2023	July 03, 2023	July 31, 2023		5	Dependent on FO's submission
Monitored the 1st Semester of 2023 submission of various compliance monitoring of the pertinent laws on the implementation of nutrition-sensitive deliverables or PPAs, to wit:  1. RA 8172: List of Retail Outlets Selling Iodized Salt 2. RA 10028: List of Establishments or Offices With Lactation Stations 3. RA 8976: List of Retail Stores Selling Fortified Food 4. List of Bakeries and Food Establishments Using Vitamin A Fortified Flour 5. List of Establishments Using Vitamin A Fortified Cooking Oil		No error	5		July 15, 2023	July 03, 2023	July 31, 2023		5	Dependent on FO's submission

Monitored the submission of Monitoring Tool per Joint Memorandum Circular (JMC) No. 2022-001 or the Guidelines in Support of the Implementation of the Pantawid Pamilyang Pilipino Program (4Ps) report thru gc update and call/text with MLGOOs and gc with MSWDOs from July 3 to 31, 2023		No error	5		July 31, 2023	July 03, 2023	July 31, 2023		5	Dependent on FO's submission
Monitored the submission of accomplishments of Local Committees on Anti-trafficking in persons for the 1st Semester report thru gc update and call/text with MLGOOs and gc with MSWDOs from July 3 to 31, 2023		No error	5		July 31, 2023	July 03, 2023	July 31, 2023		5	Dependent on FO's submission
Attended the opening ceremony of the Nutrition Month Celebration on July 3, 2023		No Error	5		July 03, 2023	July 03, 2023	July 03, 2023		5	
Provided technical assistance on the conduct of 2023 Regional Monitoring and Evaluation of Local Level Plan Implementation Protocol (MELLPI Pro) to the Province of Southern Leyte on July 10, 2023		No Error	5		July 10, 2023	July 10, 2023	July 10, 2023		5	
Attended the semi-annual consultative dialogue with MSWDO at Sogod, Southern Leyte on July 19, 2023		No Error	5		July 19, 2023	July 19, 2023	July 19, 2023		5	
Presented the initial results of the 2023 SGLG Regional Assessment, 4Ps update and other social protection programs during the semi-annual consultative dialogue with MSWDO at Sogod, Southern Leyte on July 19, 2023		No Error	5		July 19, 2023	July 19, 2023	July 19, 2023		5	
Attended the formulation of Provincial Plan of Action for 2023-2025 on July 26, 2023		No Error	5		July 26, 2023	July 26, 2023	July 26, 2023		5	
Attended the 49th Nutrition Month Culmination at Bontoc Gymnasium on July 28, 2023		No Error	5		July 28, 2023	July 28, 2023	July 28, 2023		5	



ENVIRONMENT-PROTECTIVE, CLIMATE CHANGE ADAPTIVE & DISASTER RESILIENT LGUs										
Conducted the coordination meeting with different partneragencies (i.e. DA, DOLE, DTI, DSWD) and PLGU Functionaries (i.e. Governor and PAGSO Personnel) for the preparatory activities of the Simultaneous Launching of KADIWA ng Pangulo 2023 on July 12, 2023		No error	5		July 12, 2023	July 12, 2023	July 12, 2023		5	
Conducted consultative dialogue with partner-agencies' focal persons inclusive of PLGU's focal persons from PAGSO and PVET Office		No error	5		July 12, 2023	July 12, 2023	July 12, 2023		5	
Attended the Simultaneous Launching of KADIWA ng Pangulo 2023 on July 17, 2023		No error	5		July 17, 2023	July 17, 2023	July 17, 2023		5	
SUPPORT FUNCTION										
Participated in the conduct of the Calibration of the IPCR ratings of 1st and 2nd level employees of DILG Southern Leyte and to ensure compliance on the timely and complete submission of SPMS ratings for the 1st semester of 2023.		No error	5		July 10, 2023	July 10, 2023	July 10, 2023		5	
Attended the Southern Leyte Anniversary Parade on July 1, 2023		No Error	5		July 01, 2023	July 01, 2023	July 01, 2023		5	
Submitted the 1st semester IPCR Accomplishments with complete attachments		No Error	5	with complete attachments	July 10, 2023	July 11, 2023	July 11, 2023		4	
Submitted the 1st semester Individual Development Plan		No Error	5		July 11, 2023	July 11, 2023	July 11, 2023		4	
Submitted the DTR with complete CA and attachments	136.1	No Error	5	3 Copies with complete attachments	July 03, 2023	July 03, 2023	July 03, 2023		5	
Updated the Consolidated Report of Attendance thru g-sheet	137.1	No Error	5	1 g-drive for CRA	July 03, 2023	July 01, 2023	July 01, 2023		5	
Prepared and Submitted the SPMS Form 4 (MMIA)	113.5	No Error	5	1 MMIA	July 03, 2023	July 03, 2023	July 03, 2023		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises	149.1	No Error	5	Daily	June 30, 2023	July 01, 2023	July 31, 2023		5	Working days of July 2023, exclusive of official travel days

Prepared by:	Verified by:	Confirmed by:
<b>ANGEL LACABA</b>	<b>JHONEL M. AÑAVESA, Ph.D.</b>	<b>DANILO A. LAGUITAN</b>
LGOO II	LGOO VI/Program Manager	LGOO VIII/Provincial Director

Receiving Officer (Division) \_\_\_\_\_ Date: \_\_\_\_\_

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**Quality** - may refer to: Consolidation, Compliance, Updates, Completeness, Comprehensiveness, Accuracy, etc. (Ratings for these should be: 5 or 1 only)

**Timeliness/Efficiency** should reflect actual dates (translate the timeliness in the IPCR success indicator i.e. 5 working days = October 5-9, 2020)



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT  
For the Month August 2023

Document Code

FM-QP-DILG-AS-27-04

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Name & Signature of Employee: ANGEL LACABA

Office Assignment: DILG SOUTHERN LEYTE

WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
ACCOUNTABLE, TRANSPARENT, PARTICIPATIVE AND EFFECTIVE LOCAL GOVERNANCE										
Provided technical assistance as Resource Person in the 4th Level Training on Community-Based Monitoring System (CBMS) Data Collection-Household Profile Questionnaire (HPQ) for the City of Maasin at Liga ng mga Barangay Conference Hall, Combado, Maasin City, So. Leyte on August 30, 2023 as per PO No. 2023-185		No error	5		August 30, 2023	August 30, 2023	August 30, 2023		5	
SOCIALLY PROTECTIVE LGUs										
Disseminated the Regional Memorandum on the Attendance to the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series thru gc update and call/text with MLGOOs and gc with MSWDOs		No error	5		August 02, 2023	August 02, 2023	August 02, 2023		5	Dependent on the RO Issuance sent thru email on August 3, 7:58am
Monitored the submission of the LGUs' compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-sari Stores and Other Similar Retail Outlets) thru gc update and call/text with MLGOOs from August 1 to 4, 2023		No error	5		August 10, 2023	August 01, 2023	August 04, 2023		5	
Monitored the submission of PPAN and RPRH Law Accomplishment Report for the 1st Semester of 2023, and LNC/PPAN Functionality Assessment Result on August 2, 2023		No error	5		July 15, 2023	August 02, 2023	August 02, 2023		5	Dependent on FO's submission
Monitored the 1st Semester of 2023 submission of various compliance monitoring of the pertinent laws on the implementation of nutrition-sensitive deliverables or PPAs, to wit:  1. RA 8172: List of Retail Outlets Selling Iodized Salt 2. RA 10028: List of Establishments or Offices With Lactation Stations 3. RA 8976: List of Retail Stores Selling Fortified Food 4. List of Bakeries and Food Establishments Using Vitamin A Fortified Flour 5. List of Establishments Using Vitamin A Fortified Cooking Oil		No error	5		July 15, 2023	August 02, 2023	August 02, 2023		5	Dependent on FO's submission
Disseminated the Regional Memorandum on the Guidelines on the Operationalization of the Barangay Violence Against Women (VAW) Desk thru gc update on SCL and gc with MSWDOs		No error	5		August 03, 2023	August 03, 2023	August 03, 2023		5	Dependent on the RO Issuance



Monitored the submission of Monitoring Tool per Joint Memorandum Circular (JMC) No. 2022-001 or the Guidelines in Support of the Implementation of the Pantawid Pamilyang Pilipino Program (4Ps) report thru gc update and call/text with MLGOOs and gc with MSWDOs thru gc update and call/text with MLGOOs and gc with MSWDOs from August 3 to 5, 2023		No error	5		August 15, 2023	August 03, 2023	August 4, 2023 August 7, 2023		5	
Monitored the submission of semestral accomplishments of Local Committees on Anti-Trafficking-in-Persons for the period January to June 2023 gc update and call/text with MLGOOs and gc with MSWDOs from August 3 to 5, 2023		No error	5		August 25, 2023	August 03, 2023	August 4, 2023 August 7, 2023		5	
Attended the the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series 1: Positive Parenting via Zoom platform on August 9, 2023 9:00am to 12:00nn		No error	5		August 09, 2023	August 09, 2023	August 09, 2023		5	
Attended the Health promotion Playbook Workshop for Southern Leyte, Biliran, and Ormoc City on August 14-16, 2023		No error	5		August 16, 2023	August 14, 2023	August 16, 2023		5	
Attended the Health promotion Playbook Workshop for Southern Leyte, Biliran, and Ormoc City on August 14-16, 2023		No error	5		August 16, 2023	August 14, 2023	August 16, 2023		5	
Attended the conduct of 3-Day Gender and Development Training on August 17-18, 2023 at Silago, Southern Leyte		No error	5		August 18, 2023	August 17, 2023	August 18, 2023		5	
Attended the the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series 2: Case Management Protocol via Zoom platform on August 16, 2023 9:00am to 12:00nn		No error	5		August 16, 2023	August 16, 2023	August 16, 2023		5	
Attended the the E-Learning for the Local Council for the Protection of Children 2023 Webinar Series 3: Case Referral Pathway via Zoom platform on August 23, 2023 9:00am to 12:00nn		No error	5		August 23, 2023	August 23, 2023	August 23, 2023		5	
Attended the Strengthening of the LGU GFPS: A Review on SOGIESC and the Fundamentals of Gender Mainstreaming on August 24, 2023 1:00pm to 4:00pm		No error	5		August 24, 2023	August 24, 2023	August 24, 2023		5	Afternoon 1:00pm to 4:00pm
Attended the Sectoral Consultation on Minimum Wage for workers, employers, and kasambahay on August 24, 2023 8:30am to 11:30am		No error	5		August 24, 2023	August 24, 2023	August 24, 2023		5	Morning 8:30AM to 11:30AM
Disseminated the invitation from DOLE-RTWPB VIII Sectoral Consultation on Minimum Wage for workers, employers, and kasambahay on August 24, 2023 8:30am to 11:30am thru gc update and call/text with MLGOOs and gc with MSWDOs on August 18, 2023 to August 23, 2023		No error	5		August 24, 2023	August 18, 2023	August 24, 2023		5	
Attended the Strengthening the LGU GFPS: A Review on SOGIESC and the Fundamentals of Gender Mainstreaming via Zoom platform last August 24, 2023		No error	5		August 24, 2023	August 24, 2023	August 24, 2023		5	

Facilitated and followed-up the updates on the draft Provincial Plan of Action for Children for 2023-2025 with the PSWDO Focal Persons		No Error	5		August 29, 2023	August 29, 2023	August 29, 2023		5	
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Disseminated the DILG Memorandum on Performance Audit ng COVID-19 National Vaccination Program of the Department of Health		No Error	5		August 30, 2023	August 30, 2023	August 30, 2023		5	
Disseminated the DILG Memorandum on (1) 2023 National Convention of the Philippine Association of Social Workers, Inc. (PASWI) and the (2) Performance Audit ng COVID-19 National Vaccination Program of the Department of Health		No Error	5		August 31, 2023	August 31, 2023	August 31, 2023		5	
<b>SUPPORT FUNCTION</b>										
Attended the 23rd Cityhood Anniversary Parade and Program of Maasin City, Southern Leyte		No error	5		August 10, 2023	August 10, 2023	August 10, 2023		5	
Attended 4 Flag Raising Ceremony on August 7, 14, 22, and 29, 2023		No error	5		August 7, 2023 August 14, 2023 August 22, 2023 August 29, 2023	August 7, 2023 August 14, 2023 August 22, 2023 August 29, 2023	August 7, 2023 August 14, 2023 August 22, 2023 August 29, 2023		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	August 03, 2023	August 01, 2023	August 01, 2023		5	
Updated the Consolidated Report of Attendance thru g-sheet		No Error	5	1 g-drive for CRA	August 03, 2023	August 01, 2023	August 01, 2023		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	August 03, 2023	August 01, 2023	August 01, 2023		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	August 31, 2023	August 01, 2023	August 31, 2023		5	Working days of August 2023, exclusive of official travel days

Prepared by:	Verified by:	Confirmed by:
<b>ANGEL LACABA</b>	<b>JHONEL M. AÑAVESA, Ph.D.</b>	<b>DANILO A. LAGUITAN</b>
LG00 II	LG00 VI/Program Manager	LG00 VIII/Provincial Director

Receiving Officer (Division) \_\_\_\_\_

Date: \_\_\_\_\_

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**For the Month September 2023**

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Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
ACCOUNTABLE, TRANSPARENT, PARTICIPATIVE AND EFFECTIVE LOCAL GOVERNANCE										
Provided technical assistance through documentary review and onsite inspection for the Social Protection and Health governance areas to the Municipalities of San Juan and Libagon in preparation of the SGLG National Validation					September 08, 2023	September 08, 2023	September 08, 2023		5	
Provided technical assistance through documentary review for the Social Protection, Education and Health governance areas to the Municipality of Tomas Oppus in preparation of the SGLG National Validation					September 11, 2023	September 11, 2023	September 11, 2023		5	
Provided technical assistance through documentary review for the Social Protection, Education and Health governance areas to the Municipality of Macrohon in preparation of the SGLG National Validation					September 12, 2023	September 12, 2023	September 12, 2023		5	
SOCIALLY PROTECTIVE LGUs										
Monitored the submission of the LGUs' compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-sari Stores and Other Similar Retail Outlets) thru call with MLGOOs on September 6, 2023					September 6, 2023	September 6, 2023	September 6, 2023		5	
Prepared a letter of invitation for Darlene Lendero, Regional Nutrition Council Representative for Southern Leyte to present the results of the recently conducted Monitoring and Evaluation of Local Level Plan Implementation or (MELLPI) which monitors and evaluates the performance of local government units (LGUs) and Local Nutrition Focal Points (LNFPS) in promoting nutrition security vis-à-vis nutrition outcomes and to discuss the indicators that need improvement and appropriate action during the Joint LHB and LNC 3rd Quarter Meeting on September 13, 2023		No error	5		September 04, 2023	September 04, 2023	September 04, 2023		5	
Assisted the PSWDO Focal Person in crafting the activity design for the Advocacy Program on Anti-Online Sexual Abuse and Exploitation of Women and Children					September 04, 2023	September 04, 2023	September 04, 2023		5	
Prepared a request letter, addressed to the WCPD Unit of the PNP, regarding the submission of validated data on rape cases and other crimes against women within the Province and City of Maasin for 2020 to 2022					September 04, 2023	September 04, 2023	September 04, 2023		5	

Updated the national link : <a href="https://bit.ly/CrimesAgainstWomen2022">https://bit.ly/CrimesAgainstWomen2022</a> based on the data on rape cases and other crimes against women within the Province and City of Maasin for 2020 to 2022 submitted by the WCPD Unit of PNP-SLPPO on September 6, 2023				September 06, 2023	September 06, 2023	September 06, 2023		5	Dependent on the RO Issuance sent thru email on August 3, 7:58am
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Assisted the PSWDO Focal Person in the formulation of the Provincial Plan of Action for Children					September 07, 2023	September 07, 2023	September 07, 2023		5	
Facilitated and provided assistance to the PSWDO Focal Persons on Children on the crafting of the draft Provincial Plan of Action for Children for 2023-2025					September 15, 2023	September 15, 2023	September 15, 2023		5	
Attended the Training Seminar on the Development of the Four Legacies for Children on September 18-22, 2023					September 22, 2023	September 18, 2023	September 22, 2023		5	
Attended the PCPC/PCAT-VAWC/ECCDC 3rd Quarterly Meeting on September 28, 2023					September 28, 2023	September 28, 2023	September 28, 2023		5	
Attended the Provincial Implementing Team Meeting for the RPRH Law on September 28, 2023					September 28, 2023	September 28, 2023	September 28, 2023		5	
Monitored the submission of the Local ECCD-related ordinances and/or resolutions					September 19, 2023	September 19, 2023	September 21, 2023		5	Dependent on FO's submission

ENVIRONMENT-PROTECTIVE, CLIMATE CHANGE ADAPTIVE & DISASTER RESILIENT LGUs										
Disseminated the DILG MC No. 2023-131 dated September 1, 2023 on the Provision of Assistance to the Department of Trade and Industry and the Department of Agriculture in Enforcing the Provisions and Directives under EO No. 39, S. of 2023 relative to the imposition of price ceilings for rice thru gc and email					September 06, 2023	September 06, 2023	September 06, 2023		5	
Disseminated theDILG Memorandum dated September 6, 2023, issued by USec Marlo L. Iringan on the Submission of Reports re: Monitoring of LGU Compliance with Executive Order No. 39 re Imposition of Mandated Price Ceilings on Rice thru gc and email					September 06, 2023	September 06, 2023	September 06, 2023		5	
Monitored theLGU Compliance with Executive Order No. 39 re Imposition of Mandated Price Ceilings on Rice thru gc and phone call with MLGOOs					September 06, 2023	September 06, 2023	September 06, 2023		5	
SUPPORT FUNCTION										
Attended 3 Flag Raising Ceremony on September 4,11 and 25, 2023					September 4, 2023 September 11, 2023 September 25, 2023	September 4, 2023 September 11, 2023 September 25, 2023	September 4, 2023 September 11, 2023 September 25, 2023		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	September 05, 2023	September 01, 2023	September 01, 2023		5	
Updated the Consolidated Report of Attendance thru g-sheet		No Error	5	1 g-drive for CRA	September 05, 2023	September 01, 2023	September 01, 2023		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	September 05, 2023	September 01, 2023	September 01, 2023		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	September 30, 2023	September 01, 2023	September 30, 2023		5	Working days of September 2023, exclusive of official travel days

Prepared by:	Verified by:	Confirmed by:
ANGEL LACABA	JHONEL M. AÑAVESA,Ph.D.	DANILO A. LAGUITAN
LG00 II	LG00 VI/Program Manager	LG00 VIII/Provincial Director

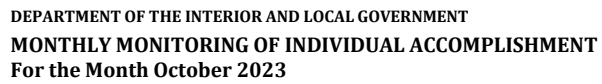
Receiving Officer (Division)

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Office Assignment: DILG SOUTHERN LEYTE

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Monitored and updated the regional monitoring link on the Quarterly Submission of VAWC Incidence					October 5, 2023	October 1, 2023	October 2, 2023		5	
Attended the GAD Planning and Budgeting Workshop at DILG RO8, Kanhuraw Hills, Tacloban City and Travel Time on October 3-5, 2023 per RO NO. 2023-1302					October 5, 2023	October 3, 2023	October 5, 2023		5	
Monitored and updated the monitoring link on the Quarterly Submission of 4Ps Monitoring Tool					October 31 2023	October 10, 2023	October 10, 2023		5	
Provided assistance to the PSWDO Focal Persons on Children and PCPC Secretariat on the formulation of Four Legacies of Children (4LCs)					October 13, 2023	October 13, 2023	October 13, 2023		5	
Attended the Inter-LGU MOA Orientation for LCEs on October 17, 2023 per PO 2023-240					October 17, 2023	October 17, 2023	October 17, 2023		5	
Provided capacity development on the Implementation of Child Protection Policy in Schools at Country Lodge, Mambajao, Maasin City on October 23, 2023					October 23, 2023	October 23, 2023	October 23, 2023		5	
Disseminated the Regional Memorandum (DMS RO8 2023-10-27-011) released on October 27, 2023 on the Inventory of the Local Government Unit (LGU)-Managed Safe Way Houses/Residential Care Units/Temporary Shelters for Victims-Survivors of Violence Against Women and Children and Other Gender-Based Violence					October 31, 2023, 12:00 NN.	October 27, 2023	October 31, 2023		5	Dependent on the Submission of Fos
Monitored and updated the monitoring link: <a href="https://bit.ly/R8LGUMangedInventory">https://bit.ly/R8LGUMangedInventory</a> , on the Inventory of the Local Government Unit (LGU)-Managed Safe Way Houses/Residential Care Units/Temporary Shelters for Victims-Survivors of Violence Against Women and Children and Other Gender-Based Violence					October 31, 2023, 12:00 NN.	October 27, 2023	October 31, 2023		5	

SUPPORT FUNCTION										
Attended the Kick-off Ceremony on the Celebration of National Statistical Month on October 6, 2023					October 6, 2023	October 6, 2023	October 6, 2023		5	
Attendance to the Launching of the 34th National Statistics Month, Presentation of the New Statistical Data of the Province of Southern Leyte, and Data Dissemination Forum, on October 16, 2023, at the Provincial Capitol Gym, Capitol Site, Asuncion, Maasin City, Southern Leyte					October 16, 2023	October 16, 2023	October 16, 2023		5	
Attended 4 Flag Raising Ceremony on October 2, 9,16, and 23, 2023					October 2, 9,16, and 23, 2023	October 2, 9,16, and 23, 2023	October 2, 9,16, and 23, 2023		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	October 04, 2023	October 02, 2023	October 02, 2023		5	
Updated the Consolidated Report of Attendance thru g-sheet		No Error	5	1 g-drive for CRA	October 04, 2023	October 02, 2023	October 02, 2023		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	October 04, 2023	October 02, 2023	October 02, 2023		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	October 31, 2023	October 02, 2023	October 20, 2023		5	Working days of October 2023, exclusive of official travel days

Prepared by:	Verified by:	Confirmed by:
ANGEL LACABA	JHONEL M. AÑAVESA,Ph.D.	DANILO A. LAGUITAN
LG00 II	LG00 VI/Program Manager	LG00 VIII/Provincial Director

Receiving Officer (Division)

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**For the Month November 2023**

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Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
SOCIALLY PROTECTIVE LGUs										
Facilitated thru chat the program flow of the kick-off ceremony of the National Children's Month to be held during the First Monday Flag Ceremony on November 6, 2023					November 03, 2023	November 03, 2023	November 03, 2023		5	
Monitored the submission of the LGUs' compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-sari Stores and Other Similar Retail Outlets) thru call with MLGOOs on November 6, 2023					November 10, 2023	November 03, 2023	November 07, 2023		5	
Disseminated the RO Advisory dtd October 13, 2023 on Monitoring of Activities to Strengthen the Batas Kasambahay thru provincial group chat					November 08, 2023	November 03, 2023	November 07, 2023		5	
Monitored and updated the <a href="https://bit.ly/2023KASAMBAHAY_SL">https://bit.ly/2023KASAMBAHAY_SL</a> on RO Advisory dtd October 13, 2023 on Monitoring of Activities to Strengthen the Batas Kasambahay					November 08, 2023	November 03, 2023	November 07, 2023		5	Dependent on FO's submission
Attended the Bahay Pag-asa Groundbreaking & PCPC Special Meeting on November 21, 2023					November 21, 2023	November 21, 2023	November 21, 2023		5	
Disseminated and prepared a letter of invitation approved with no revision on the Regional Orientation on the Enhanced Operationalization of Local Committee on Anti-Trafficking and Violence Against Women and Their Children (LCAT-VAWC) and the Barangay Violence Against Women (VAW) Desk on November 28-29, 2023 at Hotel Alejandro, Tacloban City		No error	5		November 29, 2023	November 20, 2023	November 21, 2023		5	
Monitored and updated the regional link on the confirmation slip of the desired pax for the Regional Orientation on the Enhanced Operationalization of Local Committee on Anti-Trafficking and Violence Against Women and Their Children (LCAT-VAWC) and the Barangay Violence Against Women (VAW) Desk on November 28-29, 2023 at Hotel Alejandro, Tacloban City					November 29, 2023	November 20, 2023	November 24, 2023		5	
Attended the Joint Sustainability Planning on GBV and VAWC Programs including the Child and Youth Crisis Center and the Kick-off Ceremony on the 18-Day Campaign to End VAW on November 23, 2023					November 23, 2023	November 23, 2023	November 23, 2023		5	
Conducted Meeting on the collaboration for the formulation and finalization of PPAC and Local Code of Children on November 24, 2023					November 24, 2023	November 24, 2023	November 24, 2023		5	
Attended the Training for GFPS Members on Gender Mainstreaming and GAD Planning and Budgeting in collaboration with ALSWDOP1 on November 28-30, 2023					November 30, 2023	November 28, 2023	November 30, 2023		5	





ENVIRONMENT-PROTECTIVE, CLIMATE CHANGE ADAPTIVE & DISASTER RESILIENT LGUs										
Monitored and updated the DORMS on the effects of Shear Lines, using this link: <a href="https://tinyurl.com/R8DORMS">https://tinyurl.com/R8DORMS</a>					November 22, 2023 (4pm)	November 22, 2023 (12:30pm)	November 22, 2023 (4pm)		5	
Sent the 3rd situational report in pdf format to reg8.dilgopcen@gmail.com on the EFFECTS OF SHEAR LINES					November 22, 2023 (4pm)	November 22, 2023 (4pm)	November 22, 2023 (4pm)		5	
Uploaded the situational report (both in pdf and word format) and the action photos for disaster preparedness sent by C/MLGOOs using the link: <a href="https://drive.google.com/drive/folders/1m3N0oFfU3UmUKGB7Lp1E6_bn-sRxxU8b?usp=sharing">https://drive.google.com/drive/folders/1m3N0oFfU3UmUKGB7Lp1E6_bn-sRxxU8b?usp=sharing</a>					November 22, 2023 (4pm)	November 22, 2023 (4pm)	November 22, 2023 (4pm)		5	
SUPPORT FUNCTION										
Prepared the MOVs for the DAYAW 2023 Evaluation on November 7, 2023					November 17, 2023	November 7, 2023	November 7, 2023		5	
Attended 1 Flag Raising Ceremony on November 20, 2023					November 20, 2023	November 20, 2023	November 20, 2023		5	
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	November 7, 2023	November 7, 2023	November 7, 2023		5	Leave due to surgical operation
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	November 7, 2023	November 7, 2023	November 7, 2023		5	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	November 30, 2023	November 03, 2023	November 30, 2023		5	Working days of November 2023, exclusive of leave and official travel days

Prepared by:		Verified by:		Confirmed by:	
ANGEL LACABA		JHONEL M. AÑAVESA,Ph.D.		DANILO A. LAGUITAN	
LGOO II		LGOO VI/Program Manager		LGOO VIII/Provincial Director	

Receiving Officer (Division)

Date:

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**Quality** - may refer to: Consolidation, Compliance, Updates, Completeness, Comprehensiveness, Accuracy, etc. (Ratings for these should be: 5 or 1 only)

**Timeliness/Efficiency** should reflect actual dates (translate the timeliness in the IPCR success indicator i.e. 5 working days = October 5-9, 2020)



DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
**MONTHLY MONITORING OF INDIVIDUAL ACCOMPLISHMENT**  
**For the Month December 2023**

Document Code		
FM-QP-DILG-AS-27-04		
Rev.No.	Eff. Date	Page
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Name & Signature of Employee: ANGEL LACABA					Office Assignment: DILG SOUTHERN LEYTE					
WORK/ACTIVITY (1)	REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
		No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to dates)	Started (Date of Receipt)	Finished	Result	Rating	
SOCIALLY PROTECTIVE LGUs										
Attended the Regional Conference for WCCs and CIUs in Caraga and Eastern Visayas Regions on December 5 to 7, 2023 at the Bai Hotel, Cebu City					December 7, 2023	December 5, 2023	December 7, 2023		5	
Disseminated the Memorandum Circular No. 2023-181 dated November 17, 2023 on the Guidelines of the Operationalization of the Local Committee on Anti-Trafficking and Violence against Women and their Children (LCAT-VAWC) thru provincial group chat					December 1, 2023	December 1, 2023	December 1, 2023		5	
Disseminated the Memorandum Circular No. 2023-186 dated November 24, 2023 on the Guide for the 2023 Observance of the 18-DAY Campaign to End Violence Against Women (VAW) thru provincial group chat					December 1, 2023	December 1, 2023	December 1, 2023		5	
Disseminated the Memorandum Circular No. 2023-186 dated November 24, 2023 on the Guide for the 2023 Observance of the 18-DAY Campaign to End Violence Against Women (VAW) thru provincial group chat					December 1, 2023	December 1, 2023	December 1, 2023		5	
Monitored the submission of the LGUs' compliance with DILG Memorandum Circular No. 2022-025 (Dispensing, Selling, and Reselling of Pharmaceutical Products in Sari-sari Stores and Other Similar Retail Outlets) thru call with MLGOOs on December 4, 2023					December 10, 2023	December 01, 2023	December 04, 2023		5	Dependent on FO's submission
Monitored the submission of LGUs' compliance with DILG Memorandum Circular No. 2003-89 on the review of job descriptions and filling-up of plantilla positions for midwives thru gc updates with MLGOOs on December 4,13,14 2023					December 14, 2023	December 4, 2023	December 14, 2023		5	Dependent on FO's submission
Monitored and updated the https://bit.ly/2023KASAMBAHAY_SL on RO Advisory dtd October 13, 2023 on Monitoring of Activities to Strengthen the Batas Kasambahay					December 08, 2023	December 01, 2023	December 04, 2023		5	Dependent on FO's submission
Created a repository drive for the pertinent documents relative to the submission of the following: 1. Local State of the Children's Report CY 2023 2. Monitoring of VAWC incidences for the 4th Quarter 3. PDAO Functionality Assessment 4. LCPC Functionality Assessment 5. LCAT-VAWC and BVAW Desk Functionality Assessment 6. Senior Citizen Monitoring Form 7. 4Ps Monitoring Tool					December 14, 2023	December 11, 2023	December 14, 2023		5	



SUPPORT FUNCTION										
Attended the 2023 PASIDUNGOG: Celebration of Local Governance Exemplars on December 1, 2023 at the Southern Leyte Provincial Gym, Maasin City, Southern Leyte on December 1, 2023					December 1, 2023	December 1, 2023	December 1, 2023		5	
Attended the 2nd Peace and Development Awards cum 1st BIDA Awards, on December 11, 2023 at the Southern Leyte Provincial Gym, Maasin City, Southern Leyte					December 11, 2023	December 11, 2023	December 11, 2023		5	
Attended the Provincial Performance Review and Analysis on December 20, 2023 at Spach Residence Inn, Tacloban City					December 20, 2023	December 20, 2023	December 20, 2023		5	
Attended the 2023 DAYAW Awarding on December 21, 2023 at People's Center and Library, Tacloban City, Leyte,					December 21, 2023	December 21, 2023	December 21, 2023		5	
Attended the Regional Year-end Performance Review and Analysis on December 22, 2023 at People's Center and Library, Tacloban City, Leyte,					December 22, 2023	December 22, 2023	December 22, 2023		5	
Attended 1 Flag Raising Ceremony on December 4, 2023					December 4, 2023	December 4, 2023	December 4, 2023		5	December 11 - Peace and Development Awarding December 18 - No flag raising due to heavy rains
Submitted the DTR with complete CA and attachments		No Error	5	3 Copies with complete attachments	December 5, 2023	December 1, 2023	December 1, 2023		5	
Prepared and Submitted the SPMS Form 4 (MMIA)		No Error	5	1 MMIA	December 5, 2023	December 5, 2023	December 5, 2023		3	Uploaded to the g-drive
Compliance to 5S Policy and Daily Clean-Up of Office Premises		No Error	5	Daily	December 29, 2023	December 1, 2023	December 29, 2023		5	Working days of December 2023, exclusive of leave and official travel days

Prepared by:	Verified by:	Confirmed by:
<b>ANGEL LACABA</b>	<b>JHONEL M. AÑAVESA, Ph.D.</b>	<b>DANILO A. LAGUITAN</b>
LG00 II	LG00 VI/Program Manager	LG00 VIII/Provincial Director

Receiving Officer (Division) \_\_\_\_\_ Date: \_\_\_\_\_

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