

Department of Social Welfare and Development
INDIVIDUAL PERFORMANCE CONTRACT REVIEW
FY 2023, FIRST SEMESTER

CERTIFIED TRUE COPY

ANN RITZEL C. CARAGOS

AO/VOIC CHIEF, HRMDD

Name of Ratee:	JOSEPH JAY P. PERALTA
Position:	ADMINISTRATIVE ASSISTANT II
Designation (if applicable):	
Office:	4PS REGIONAL PROGRAM MANAGEMENT OFFICE

KEY RESULTS AREA			PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)	RATING					REMARKS
Objective, Program, Project, Activity	Weight Allocation				Qn	QI	T	Ave	Weighted Average (Weighted Average*Weight Allocation)	
A. Strategic Priorities	34%									
A.1 Service Streamlining	10%	1	100% ISO 9001:2015 requirements complied by June 2023.	Ensured that all incoming and outgoing documents were properly reviewed in accordance to its ISO format and labeling. - Returned 30 Statement of Overtime to concerned staff for not following the ISO template then provided them with the exact template afterwards.	3	4	4	3.66667	0.36667	
		2	1 (One) Maintenance and Safekeeping of Physical Records reports submitted 9 days before May 31, 2023.	Active documents are filed accordingly in corresponding folders in accordance to RDS/GRDS number and kept in steel cabinet. Co-facilitated on the submission of Pantawid Pamilya Records Inventory and Records disposal for the year 2023 last May 11, 2023	3	3	3	3.00000	0.06000	
		2	Facilitate and ensure 100% completion of attachments for the obligations incurred of the office rental, communication allocations, office supplies and utility bills (Electric, Water, Internet, Office Rental) are processed and paid at least 5 days after billing date	Facilitated in forwarding/routing bill documents to concerned section for their proper action after ensuring completion of attachments for obligations incurred of the office, rental, communication allocations, office supplies and utility bills.	2	2	2	2.00000	0.06000	
A.2 Monitors effective delivery of Social Protection Programs and Services including support to operations, General Administration and Support Services (GASS) and Policy Development	17%	3	Facilitate and ensure 100% submission of all travel claims to RPMO with complete documentary attachment, without findings and duly encoded to TEV matrix and shall be 100% submitted to RPMO every 8th of the month.	Facilitated, reviewed, and ensured complete attachments of travel claim vouchers of LEYTE province from JANUARY to JUNE with complete documentary attachment and duly encoded to the TEV matrix. JANUARY - 34 travel vouchers FEBRUARY- 37 travel vouchers MARCH- 38 travel vouchers APRIL- 30 travel vouchers MAY- 34 travel vouchers JUNE - 27 travel vouchers	5	5	5	5.00000	0.85000	
		4	Maintain and update One (1) Inventory ICT database of newly issued, transferred and existing properties submitted on the 30th day of the last month of the quarter	N/A for the semester since these tasks were not specifically assigned to the ratee but to another AA						
A.3 Property and Records Management	2%	5	Facilitate and ensure complete attachment of ALL loss/damage properties for employee's relief from accountability and in case of surrendered property, facilitate FETS and ensure appropriate documentation for the cancellation of PAR submitted 5 days after receipt of the information and/or as need may arise	Facilitated in receiving and forwarding FETS to concerned unit/staff/section for their proper action.	3	3	3	3.00000	0.06000	
		6								
B. Core Functions	46%									

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JOHN MITZEL C. CARAGOS
 DIVISION CHIEF, HRMDP

B.1 Manage incoming and outgoing communications.	6.00%	7	Receive ALL incoming communications and properly recorded in the Documents Tracker, disseminated and facilitated upon receipt and/or acted per instruction of immediate supervisor.	Received incoming communications and properly recorded them in the Documents Tracker, disseminated and facilitated upon receipt, and/or acted per instruction of immediate supervisor. January - 16 incoming documents/communications February - 14 incoming documents/communications March - 47 incoming documents/communications April - 43 incoming documents/communications May - 98 incoming documents/communications June - 140 incoming documents/communications						
	6.00%	8	Receive ALL Outgoing communications and properly recorded in the Data and Archiving Tracking System (DATS), facilitated and routed upon receipt and/or acted per instruction of immediate supervisor.	Received and Forwarded outgoing communications and properly recorded them in the Data and Archiving Tracking System (DATS), facilitated and routed upon receipt, and/or acted per instruction of immediate supervisor. January - 24 outgoing documents/communications February - 21 outgoing documents/communications March - 49 outgoing documents/communications April - 50 outgoing documents/communications May - 112 outgoing documents/communications June - 231 outgoing documents/communications	5	4	4	4.33333	0.26000	
	4.00%	9	Filing of ALL communications & pertinent documents in accordance to prescribed records management guidance maintained at least twice a week.	Ensured 100% all of the approved Travel Orders and Overtime Requests are filed in their respective folder in accordance to prescribed records management guidance maintained at least twice a week.	5	4	5	4.66667	0.18667	
	10.00%	10	Draft ALL communications as instructed by the immediate Supervisor at least within 24 hours from receipt	(1) Drafted 4 memorandums as instructed by the immediate supervisor at least within 24 hours from receipt. (2) Analyzed and proofread incoming documents and communications before forwarding them to the Office of the Division Chief for action.	5	3	5	4.33333	0.43333	
	5.00%	11	Receive, review and facilitate the complete submission of ALL personnel requirements (DTR, Accomplishment Report, IPC, SALN, Application for Leave, Travel Order, Request for Overtime, IPCR, Clearances and other related personnel requirements) of Pantawid Pamilyang Pilipino Program staff without findings, properly filed and sent to RPMO on or before the set timeline.	Received, reviewed, and facilitated the complete submission of ALL personnel requirements and properly recorded them into their respective matrix. - 465 Travel Orders/Authority to Travel: - 179 Overtime Requests - 237 Statement of Overtime Service Rendered - 49 DTRs and Accomplishment Reports. - 159 Application for Leave	5	4	5	4.66667	0.23333	
B.2 Perform administrative support and clerical functions	3.00%	12	Ensure 100% posting and/or cascading of vacancy, directives, memos and advisory to all official email and group chat (GC) and office bulletin board upon receipt of the notice/communication.	Consolidated, reviewed, and follow-up on the comments regarding the disseminated/cascaded communications, documents, and guidance notes to all Pantawid staff. Cascaded updates regarding submitted LDDAP of TEVs and Load reimbursements in the Group Chat.	4	3	5	4.00000	0.12000	
	8.00%	13	Documentations to ALL meetings, activities and other engagements as required by the agency or the immediate supervisor and other requesting parties.	(3) Acted as Secretariat during the panel interview for Municipal Link. (MARCH 28-30, 2023)	4	3	5	4.00000	0.32000	
B.3 Assist in coordinating the general services functions	2.00%	14	Report ALL incidence and monitor processing of PR, actual service provision and payment of the regular cleaning of aircondition and office repair and maintenance as need arises from January to June 2023	Facilitated monitoring the status of PR as well as receiving and forwarding to concerned unit/section for their proper action.	2	2	2	2.00000	0.04000	
	2.00%	15	Ensure and monitor the daily keeping and cleanliness, proper waste disposal and other related office concerns 30 minutes before start and 30 minutes after the official office hours	Ensured and monitored the RPMO utility staff in the daily keeping and cleanliness, proper waste disposal and other related office concerns 30 minutes before start and 30 minutes after the official office hours.	3	3	3	3.00000	0.06000	

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		16	Maintain and ensure submission of (1) One RIS of office supplies submitted every 5th of the last month of the quarter.	N/A for the semester since these tasks were not specifically assigned to the ratee but to another AA						
		17	Maintenance of One (1) Staff directory submitted on June 15 and/or as need arises	N/A for the semester since these tasks were not specifically assigned to the ratee but to another AA						
C. Support Functions	20%									
C.1 Urgent Task	5%	18	Ensure 100% performance to the expected tasks as necessary	(1) Encoded 50 SWDI forms in PPIS. (2) Verified 8 HAFs. (3) Printed 158 HAFs from Northern Samar as instructed by RITO Paidez (4) Facilitated photocopying of RSOs/Authority to Travel for CTC as an attachment for TE Claims of all provinces - 7,975 certified true copies of Authority to Travel, Deployment Order were facilitated (5) Facilitated in the designation for the area of assignments of the newly hired Municipal Links.	5	3	5	4.33333	0.21667	
C.2 Other related task	5%	19	Ensure 100% performance to the expected tasks as necessary	(1) Acted as PACD at DSWD Candahug, Palo, Leyte and served 30 walk-in clients in total - June 1, 2023 and June 20, 2023 (2) Facilitated reviewing the completeness of HAFs submitted by the Biliran province as instructed by the RMEQ - 1259 HAFs (3) Performed as dancer of the cheerleading team of Operations Cluster for the 72nd DSWD anniversary celebration. (4) Performed as dancer of the DSWD Production Team during the Culmination culmination activity for its 72nd anniversary celebration. (5) Active participation in sports festival specifically in the volleyball team of Operations Cluster (2nd placer) and Mobile Legends Tournament (3rd placer). (6) Performed as dancer during the closing program of NAC meeting at the Oriental Hotel, Palo, Leyte.	5	5	5	5.00000	0.25000	
C.3 Augmentation to other programs	10%	20	All assigned tasks concerning other programs and services of the agency	(1) Augmented in HRMDD in sorting out, compiling, and segregating of the renewal documents of ALL pantawid staff. (JANUARY 17-20, 2023) (2) Augmented in HRMDD for the encoding of application letters of pantawid applicants to their database. (MARCH 16, 2023) (3) Augmented in HRMDD for the finalization of the minutes of interview for the hiring of Municipal Links. (APRIL 4, 2023)	5	3	5	4.33333	0.43333	
	100%									
					FINAL RATING	4.21000				
					ADJECTIVAL RATING	VERY SATISFACTORY				

Comments/Recommendations:

Prepared by:	JOSEPH JAY P. PERALTA ADMINISTRATIVE ASSISTANT II	Date: July 5, 2023
Recommending Approval:	PAULA B. UNAY PDO/DC-PPPPMD	Date: July 14, 2023
Approved by:	NATIVIDAD G. SEQUITO SWO V/OIC-ARDO	Date: July 19, 2023

Department of Social Welfare and Development
INDIVIDUAL PERFORMANCE CONTRACT REVIEW
FY 2023, SECOND SEMESTER

ANN RITZEL C. CARAGOS
AO VIOIC CHIEF, HRMDD

Name of Ratee:	JOSEPH JAY P. PERALTA
Position:	ADMINISTRATIVE ASSISTANT II
Designation (if applicable):	
Office:	4PS REGIONAL PROGRAM MANAGEMENT OFFICE

KEY RESULTS AREA			PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)	RATING					REMARKS
Objective, Program, Project, Activity	Weight Allocation				Qn	Qi	T	Ave	Weighted Average (Weighted Average * Weight Allocation)	
A. Strategic Priorities		35%								
A.1 Service Streamlining	11.67%	1	100% ISO 9001 2015 requirements complied by June 2023	Ensured that all incoming and outgoing documents were properly reviewed in accordance to its ISO format and labeling. - Returned 25 Statement of Overtime to concerned staff for not following the ISO template then provided them with the exact template afterwards.	3	3	3	3.00000	0.35010	
	0%	2	1 (One) Maintenance and Safekeeping of Physical Records reports submitted 8 days before May 31, 2023.							
A.2 Monitors effective delivery of Social Protection Programs and Services including support to operations, General Administration and Support Services (GASS) and Policy Development	3.50%	3	Facilitate and ensure 100% completion of attachments for the obligations incurred of the office rental, communication allocations, office supplies and utility bills (Electric, Water, Internet, Office Rental) are processed and paid at least 5 days after billing date	Facilitated in forwarding/routing bill documents to concerned section for their proper action after ensuring completion of attachments for obligations incurred of the office, rental, communication allocations, office supplies and utility bills.	2	2	2	2.00000	0.07000	
	17.50%	4	Facilitate and ensure 100% submission of all travel claims to RPMO with complete documentary attachment, without findings and duly encoded to TEV matrix and shall be 100% submitted to RPMO every 8th of the month.	Facilitated, reviewed, and ensured complete attachments of travel claim vouchers of LEYTE province from JULY to DECEMBER with complete documentary attachment and duly encoded to the TEV matrix. JULY- 42 travel vouchers AUGUST- 47 travel vouchers SEPTEMBER- 54 travel vouchers	4	3	3	3.33333	0.58333	
A.3 Property and Records Management	0%	5	Maintain and update One (1) Inventory ICT database of newly issued, transferred and existing properties submitted on the 30th day of the last month of the quarter	N/A for the semester since these tasks were not specifically assigned to the ratee but to another AA						
	2.33%	6	Facilitate and ensure complete attachment of ALL loss/damage properties for employee's relief from accountability and in case of surrendered property, facilitate FETS and ensure appropriate documentation for the cancellation of PAR submitted 5 days after receipt of the information and/or as need may arise	Facilitated in receiving and forwarding FETS to concerned unit/staff/section for their proper action.	3	3	3	3.00000	0.05990	
B. Core Functions		46%								
	6.00%	7	Receive ALL incoming communications and properly recorded in the Documents Tracker, disseminated and facilitated upon receipt and/or acted per instruction of immediate supervisor.	Received incoming communications and properly recorded them in the Documents Tracker, disseminated and facilitated upon receipt, and/or acted per instruction of immediate supervisor. JULY - 34 incoming documents/communications AUGUST - 25 incoming documents/communications SEPTEMBER - 15 incoming documents/communications OCTOBER - 18 incoming documents/communications NOVEMBER- 21 incoming documents/communications DECEMBER- 10 incoming documents/communications	4	4	4	4.00000	0.24000	

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Name of Ratee: JOSEPH JAY P. PERALTA
Position: ADMINISTRATIVE ASSISTANT II
Designation (if applicable):
Office: 4PS REGIONAL PROGRAM MANAGEMENT OFFICE

ANN RITZEL G. CARACOG
AO VOIC CHIEF, HRMDD

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)	
B.1 Manage incoming and outgoing communications.	6.00%	8	Receive ALL Outgoing communications and properly recorded in the Data and Archiving Tracking System (DATS), facilitated and routed upon receipt and/or acted per instruction of immediate supervisor.	Received and Forwarded outgoing communications and properly recorded them in the Data and Archiving Tracking System (DATS), facilitated and routed upon receipt, and/or acted per instruction of immediate supervisor. JULY- 19 outgoing documents/communications AUGUST - 26 outgoing documents/communications SEPTEMBER - 54 outgoing documents/communications OCTOBER- 63 outgoing documents/communications NOVEMBER- 41 outgoing documents/communications DECEMBER- 26 outgoing documents/communications	4	4	4	4.00000	0.24000	
	4.00%	9	Filing of ALL communications & pertinent documents in accordance to prescribed records management guidance maintained at least twice a week.	Ensured 100% all of the approved Travel Orders and Overtime Requests are filed in their respective folder in accordance to prescribed records management guidance maintained at least twice a week.	4	4	4	4.00000	0.16000	
	10.00%	10	Draft ALL communications as instructed by the immediate Supervisor at least within 24 hours from receipt	(1) Drafted 2 memorandums as instructed by the immediate supervisor at least within 24 hours from receipt. (2) Analyzed and proofread incoming documents and communications before forwarding them to the Office of the Division Chief for action.	4	4	4	4.00000	0.40000	
	5.00%	11	Receive, review and facilitate the complete submission of ALL personnel requirements (DTR, Accomplishment Report, IPC, SALN, Application for Leave, Travel Order, Request for Overtime, IPCR, Clearances and other related personnel requirements) of Pantawid Pamilyang Pilipino Program staff without findings, properly filed and sent to RPMO on or before the set timeline.	Received, reviewed, and facilitated the complete submission of ALL personnel requirements and properly recorded them into their respective matrix. - 613 Travel Orders/Authority to Travel; - 312 Overtime Requests -150 Statement of Overtime Service Rendered -160 Application for Leave	4	4	4	4.00000	0.20000	
B.2 Perform administrative support and clerical functions	3.00%	12	Ensure 100% posting and/or cascading of vacancy, directives, memos and advisory to all official email and group chat (GC) and office bulletin board upon receipt of the notice/communication	Consolidated, reviewed, and follow-up on the comments regarding the disseminated/cascaded communications, documents, and guidance notes to all Pantawid staff. Cascaded updates regarding submitted LDDAP of TEVs and Load reimbursements in the Group Chat	4	4	4	4.00000	0.12000	
	8.00%	13	Documentations to ALL meetings, activities and other engagements as required by the agency or the immediate supervisor and other requesting parties.	(1) Drafted the resolution for the Individual PRAISE awards (September 10, 2023) (2) Created the calendar for the remaining activities of 4Ps for the last quarter of the second semester (September 27, 2023) (3) Acted as one of the training teams during the Enhanced Stress Management and Workforce Welfare Training for 4Ps Staff (November 13-17, 2023)	4	4	4	4.00000	0.32000	
B.3 Assist in coordinating the general services functions	2.00%	14	Report ALL incidence and monitor processing of PR, actual service provision and payment of the regular cleaning of aircondition and office repair and maintenance as need arises from January to June 2023	Facilitated monitoring the status of PR as well as receiving and forwarding to concerned unit/section for their proper action.	4	3	3	3.33333	0.06667	
	2.00%	15	Ensure and monitor the daily keeping and cleanliness, proper waste disposal and other related office concerns 30 minutes before start and 30 minutes after the official office hours	Ensured and monitored the RPMO utility staff in the daily keeping and cleanliness, proper waste disposal and other related office concerns 30 minutes before start and 30 minutes after the official office hours.	4	3	3	3.33333	0.06667	
		16	Maintain and ensure submission of (1) One RIS of office supplies submitted every 5th of the last month of the quarter.	N/A for the semester since these tasks were not specifically assigned to the ratee but to another AA						
		17	Maintenance of One (1) Staff directory submitted on June 15 and/or as need arises	N/A for the semester since these tasks were not specifically assigned to the ratee but to another AA						
C. Support Functions	20%									

Name of Ratee:	JOSEPH JAY P. PERALTA
Position:	ADMINISTRATIVE ASSISTANT II
Designation (if applicable):	
Office:	4PS REGIONAL PROGRAM MANAGEMENT OFFICE

KEY RESULTS AREA			PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)	RATING					REMARKS
Objective, Program, Project, Activity	Weight Allocation				Qn	Qi	T	Ave	Weighted Average (Weighted Average/Weight Allocation)	
C.1 Urgent Task	5%	18	Ensure 100% performance to the expected tasks as necessary	(1) Facilitated photocopying of RSOs/Authority to Travel for CTC as an attachment for TE Claims of all provinces - 6,980 certified true copies of Authority to Travel, Deployment Order were facilitated (2) Printed 5837 LBP Enrollment forms as instructed by ITO Paldez.	5	5	5	5.00000	0.25000	
C.2 Other related task	5%	19	Ensure 100% performance to the expected tasks as necessary	(1) Attended the deliberation for the regional PRAISE nominations. (September 18, 2023) (2) Attended the PRAISE validation for semi-finalist nominees as 1st Level SWEAP representative of the 4Ps sub-committee. (October 10, 2023.) (3) Acted as 1st level SWEAP representative during the panel interview for SWA position. (December 20, 2023)	5	5	5	5.00000	0.25000	
C.3 Augmentation to other programs	10%	20	All assigned tasks concerning other programs and services of the agency.	(1) Attended the Skills Development Training for 4Ps Designated Property and Procurement Officers @ Ynad's Hotel, City of San Fernando, La Union. (September 4-8, 2023) (2) Attended the Cybersecurity and Privacy Awareness and Basic ICT troubleshooting @ Jasmine Beach Resort, Marabut, Samar. (September 14-16, 2023) (3) Attended the Volunteers' Training cum Orientation of Safe Spaces Act @ Jasmine Beach Resort Marabut, Samar. (October 26-27, 2023)	5	5	5	5.00000	0.50000	
	101%									
				FINAL RATING	3.88667					
				ADJECTIVAL RATING	SATISFACTORY					

Comments/Recommendations:

Prepared by: JOSEPH JAY P. PERALTA
ADMINISTRATIVE ASSISTANT II

Recommending Approval: PAUL B. UNAY
Position: PDO V/OIC-PPPPMD

Approved by: NATIVIDAD G. SEQUITO
Position: SWO V/OIC-ARDO

Date: January 10, 2024

Date: January 12, 2024

Date: January 17, 2024