

Department of Social Welfare and Development
INDIVIDUAL PERFORMANCE CONTRACT REVIEW
FY 2023, 2ND SEMESTER

| Name of Ratee: | | RYAN KEN L. DACUNO | | | | | | | | | |
|--|-------------------|--|--|----|-----|-----|---------|--|---|--|---------|
| Position: | | ADMINISTRATIVE AIDE IV | | | | | | | | | |
| Designation (if applicable): | | | | | | | | | | | |
| Office: | | PROCUREMENT SECTION - ADMINISTRATIVE DIVISION | | | | | | | | | |
| KEY RESULTS AREA | | | RATING | | | | | | | | REMARKS |
| Objective, Program, Project, Activity | Weight Allocation | PERFORMANCE INDICATORS (Quantity, Quality, Timeliness) | ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness) | Qn | Ql | T | Ave | Weighted Average (Weighted Average/Weight Allocation) | | | |
| STRATEGIC FUNCTIONS | | | Percentage of ISO 9001:2015 requirement complied | | | | | | | | |
| 1. Service Streamlining | 0% | All Frontline services/ processes streamlined, standardized, digitalized compliant to RA11032 and it IRR. Required reports and annexes submitted on set timeline | N/A | 0 | 0 | 0 | 0.00000 | 0.00000 | | | |
| 2. Finance Management | 10% | 95% of Actual Disbursement over actual Obligation before the end of December 2023. | 79,193,191.01 out of 79,193,191.01 was submitted to the accounting section for payment or 100%. All payments were eligible and none was disallowed by the accounting section | 5 | N/A | 4 | 4.50000 | 0.45000 | 98,673,073 of obligated amount is still undelivered or not yet conducted. Therefore, not yet obligated for payment. | | |
| CORE FUNCTIONS | | | 82% | | | | | | | | |
| 3. Compliance with ISO 9001:2015 Standards | 2% | a. 100% of required ISO documents compile with no major non- conformity/ majo r revisions required and submitted within the prescribed timeline | Submitted 1 SWOT, RTP, Registry of Stakeholder last August 18, 2023 | 5 | 3 | 4 | 4.00000 | 0.08000 | | | |
| | 2% | b. 100% of ISO related activities/ meetings attended | Attended all ISO related activities: Online TA on the prep of SWOT, RTP and RO5. | 5 | N/A | N/A | 5.00000 | 0.10000 | | | |
| | 2% | c. 100% of Audit Findings compiled/ Action Plans were implemented and all documentary requirements submitted 3 working days before the deadline | CAR and OFIs complied | 5 | 5 | 5 | 5.00000 | 0.10000 | | | |
| | 2% | d. 100% of frontline and non-frontline services has been successfully certified to ISO 9001:2015 | with ISO Certification | 5 | N/A | N/A | 5.00000 | 0.10000 | | | |
| | 2% | e. 100% of approved SOPs are implemented and all requests from clients are catered/ resolved | All SOPs implemented and VS CSMR, SOP Contract Implementation Procedure (DSWD-AS-SOP-040). | 5 | 5 | 5 | 5.00000 | 0.10000 | | | |

| | | | | | | | | | |
|-----------------------|-----|--|--|---|-----|---|---------|---------|--|
| 4. Finance Management | 30% | Prepare Obligation Request Status (ORS), Purchase Order (PO) and Notice to Proceed (NTP) for offices, sections, and units under the Protective Services Division including Centers, Financial Management Division, and Human Resource Management and Development Division with complete supporting documents. | 55 POs, 55 NTPs, and 55 ORS were properly prepared in accordance to forms and substance and ensures details were properly encoded with complete supporting documents within 1 hour upon receipt of document. | 5 | 4 | 4 | 4.33333 | 1.30000 | |
| | 30% | Prepare Disbursement Voucher (DV) for payment for offices, sections, and units under the Protective Services Division including Centers, Financial Management Division, and Human Resource Management and Development Division within 1 hour with complete supporting document in adherence to COA Circular Number 2001 and 2016 Revise IRR and RA 9184 for catering services, board and lodging, procurement service, vehicle maintenance and supplies and facilitate forwarding to contract monitoring focal for review. | 173 DVs were properly prepared with complete supporting documents attached within 1 hour before forwarding to contract monitoring focal for review. | 5 | 4 | 4 | 4.33333 | 1.30000 | |
| | 4% | Update centralized database monitoring, filing, and sorting file copy of PO and other supporting documents | 55 copies of approved and conformed PO with attached supporting documents are updated and filed properly and accurately within the day. | 5 | N/A | 4 | 4.50000 | 0.18000 | |
| | 8% | All perfected Purchase Orders (POs) with COA Transmittal were submitted to COA within five days from execution of contracts as required under COA Circular No. 2009-0001 | 22 COA Transmittal report was prepared, submitted, and transmittal accurately and efficiently within the deadline. And all documents were completed and signed before forwarding to designated units. Finally, incorporated the COA transmittal in the consolidated COA transmittals for 2023. | 5 | N/A | 4 | 4.50000 | 0.36000 | |
| | 8% | | | | | | | | |
| SUPPORT FUNCTIONS | | | | | | | | | |
| | 2% | All LOI are properly logged and ensure the completeness of supporting documents are attached before forwarding to cashier's section within the day upon receipt of the documents. | 15 copies of LOI are properly logged with complete supporting documents and forwarded to Cash unit the day upon receipt of photocopy of bank book. | 4 | 4 | 4 | 4.00000 | 0.08000 | |
| | 2% | Facilitate, forward, and monitor prepared POs and ORS documents to Budget Section for obligation. Then, facilitate photocopying of supporting documents | 55 POs, 55 NTPs, and 55 ORS were checked and ensured that all documents were completed and signed before forwarding to designated units | 5 | N/A | 4 | 4.50000 | 0.09000 | |

8. Perform other related tasks as may be directed by immediate supervisor.

| | | | | | | | | |
|----|---|--|---|---|---|---------|---------|--|
| 2% | Stand as an Emcee/ Facilitator in seminars, trainings, and/or workshops that are assigned by supervisors. | Hosted, managed and facilitated 2 events, seminars, trainings, or workshops effectively and successfully. | 5 | 5 | 5 | 5.00000 | 0.10000 | |
| 2% | Assist and effectively do all assigned task were perform accurately and efficiently as requested by the immediate supervisor/ procurement head. | Ensured all assigned task were performed effectively and efficiently as requested by the immediate supervisor/ procurement head. | 5 | 5 | 5 | 5.00000 | 0.10000 | |

TOTAL 100%

FINAL RATING

ADJECTIVAL RATING

4.44000
VERY SATISFACTORY

Comments/Recommendations:

Prepared by: 
Position: RYAN KEN L. DACUNO
Administrative Aide IV

Date: 01-15-2024

Recommending Approval:
Position: ORVILLE C. BERINO
SAO/ OIC-DC, Admin. Division

Date: _____

Approved by: 
Position: CLARITO T. LOGRONIO
Director III/ Assistant Regional Director for Administration

Date: _____