

Department of Social Welfare and Development

INDIVIDUAL PERFORMANCE CONTRACT REVIEW  
FY 2024 , FIRST SEMESTER  
JANUARY TO JUNE 2024

Name of Ratee:	MARK MILLAN N. ENDONG
Position:	MUNICIPAL FINANCIAL ANALYST
Designation (if applicable):	
Office:	KALAHI CIDSS FINANCE


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)	
Strategic Priorities									
1. Obligated Grants Funds based on MDRRMC and BDRRM resolutions	10%	P10,000,000.00 Obligated Grants Funds with ontime encoding and submission of M/BDRRMC Resolution within 5 days and not later than January 2024 (Group 3 Phase 2, Group 4 Phase 2, Group 5).	10,000,000.00 equals to 100% obligated funds.  Obligation of funds were submitted to SFO on March 8, 2024 after the endorsement thru MDRRMC Resolution #4 dated February 29, 2024	5.00000	2.00000	4.00000	3.66667	0.36667	
2. Disbursement of Grants to the communities	10%	Fifty-Four (54) RFR documents with zero deficiency submitted to RPMO 5 days after the MDRRMC meeting and (2nd tranche) 5 days after qualified physically and financially and prior sub-project completion (Group 3 Phase 2, Group 4 Phase 2, Group 5, PMNP).	All RFR documents related to finance were submitted and attached as prescribed  20 RFR- February 23 7 RFR- March 15 22 RFR- March 22 5 RFR- April 2	5.00000	2.00000	3.00000	3.33333	0.33333	

3. Communities funds utilized.	15%	P 19,627,754.00 ,100% utilization of funds in accordance with KC Financial management system, processes and guidelines 5 days after complete delivery of materials/services rendered.	100% utilized amounting to P19,627,754.00	4.00000	3.00000	3.00000	3.33333	0.50000	
4. Monthly Liquidation of Community Funds utilized	15%	100% monthly liquidation with zero findings on submitted Paid Disbursement Vouchers on or before the 10th day of the following month.	1.) 100% Liquidated for Phase 1 February- March 8 March - April 8 April - May 10	5.00000	3.00000	4.00000	4.00000	0.60000	
5. Community Accounts closed	10%	54 closed accounts with complete documentary requirements 30 days after SP completion whichever is earlier.	27/27 brgys = 100% closed/zeroed account	5.00000	3.00000	3.00000	3.66667	0.36667	
<b>Core Functions</b>									
6. Monitoring of LCC delivery based on LCC Plan	5%	(100% LCC, Jan-June) monthly delivered LCC, and consistently recorded in desk app/PIMs vis a vis Municipal Status of Local Counterpart Contribution	PHASE 1 & 2: Jan-June 2024 Planned- 16,404,063.50 Actual- 16,871,371.45	5.00000	3.00000	3.00000	3.66667	0.18333	
7. Conducted Community Field Validation.	10%	All prio barangays visited in a month in accordance with KC FMS monitoring and audit guidelines with complete documentation and reports( minimum of 10 SPs/month to be visited for MFAS with more than 10 prio SPs)	27 barangays visited	5.00000	3.00000	4.00000	4.00000	0.40000	
8. Collected, reviewed, submitted and maintained financial report with accuracy and consistency both in e-copy and hard copy .	10%	(4 reports, Jan-June) timely submitted report with accuracy and consistency	FMSM 10,11&12: February- March 4 March- April 5 April- May 3 May- June 5	5.00000	3.00000	4.00000	4.00000	0.40000	

9. Recognition of asset on completed Sub projects.	5%	(54 SPs) recognition of completed SPs in the B/MLGU Book of Asset 30 days after SP completion whichever is earlier.	27/27 of handled brgys were booked and certificate were issued by the Municipal Accountant	5.00000	3.00000	3.00000	3.66667	0.18333	
<b>Support Functions</b>									
10. Other support functions extended to the LGU and other partners/ stakeholders	5%	100% timely executed with quality	Facilitate in the CARD Payout and AKAP Payout held last April 8, 2024 and May 18, 2024 respectively	5.00000	5.00000	5.00000	5.00000	0.25000	
11. Other tasks that may be assigned from time to time.	5%	100% timely executed with quality	Facilitate review of TEV Claims as assigned reviewer for KALAHI Staff and SLP Staff	5.00000	5.00000	5.00000	5.00000	0.25000	
	100%			5.40000	3.50000	4.10000	4.33333	3.83333	
<b>FINAL RATING</b>				<b>3.83333</b>					
<b>ADJECTIVAL RATING</b>				<b>Satisfactory</b>					


**Comments/Recommendations:**

Prepared by:  
Position:

  
**MARK MILLAN MENDONG**  
Municipal Financial Analyst

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

Recommending Approval:  
Position:

  
**NATIVIDAD G. SEQUITO**  
SWO V/DC, Promotive Services Division

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

Approved by:  
Position:

  
**ANTONIO R. DOLAOTA**  
DIRECTOR III/ ARDO

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