

DRN: 04-211025-0111

FOR : **ASEC. JOSELINE P. NIWANE**
Assistant Secretary
Concurrent Head, Policy and Plans Group
DSWD Central Office

FROM : **THE REGIONAL DIRECTOR**
DSWD Field Office III

SUBJECT : **Submission of 2021 PREW Output (Annex B-1)**

DATE : October 25, 2021

This is to respectfully submit the DSWD Field Office III output (Annex B-1) for the conduct of 2021 Regional Integrated Program Review and Evaluation (PREW).

For your information.

Thank you.


MARITES M. MARISTELA, CESO III

MMM/MMB/GAL/patm

CY 2021 PERFORMANCE REVIEW AND EVALUATION
FIELD OFFICE III

The Program Review and Evaluation was conducted on October 5-7, 2021. It was participated by the RMANCOM, Section Heads, and support staff.

FACILITATING FACTORS IN THE PROGRAM IMPLEMENTATION	HINDERING FACTORS (ISSUES AND CHALLENGES)		ACTIONS TAKEN	RECOMMENDATIONS	
	INTERNAL	EXTERNAL		FOR FO	FOR CO
PANTAWID PAMILYANG PILIPINO PROGRAM					
Structure: <ul style="list-style-type: none"> EXECOM's support and provision guidance and directions to the Programs. Transfer of the FMS - ICT reviewers to the RPMO contributed to the easy monitoring and on time processing of Pantawid Pamilya claims. 	Delayed Procurement of Office Supplies due to the implementation of Centralized Procurement.		Submitted request both for the partial delivery of office supplies intended for the printing of ICT and separate procurement.	Consider timeline of ICT Printing for the allocation of Office Supplies and early procurement	
	Slow Hiring of Vacancies (25 vacancies over 7 hired as of September 14, 2021)		Regular follow-up with the HR.	Expedite hiring of vacancies	
	Limited Storage of all DPEOs and RPMO documents/files.		Raised during the Management Review and RMANCOM meeting.	Provision of additional storage area	To include in the WFP 2022 the provision of Capital Outlay Funds for digitization of documents.
		Insufficient load allowance to respond to the new normal	Prioritize increase of mobile allocation for the 2022 WFP		Approval of WFP 2022



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<p>Staff:</p> <ul style="list-style-type: none"> Hiring of SW Graduates/RSWs for the Pantawid Pamilya positions. Commitment of all Pantawid Staff in the achievement of the Agency and Program Deliverables (augmentation to other DSWD Activities) <p>Systems:</p> <ul style="list-style-type: none"> Operational Systems and decentralized process for BDM and GRS Systems enhancement/initiatives that help hasten the workload of fieldworkers (CV Tracker, BDM template certificates) 		platforms - virtual meetings and activities			
	Insufficient PPE (<i>Thermos canners and alcohol for clients</i>) of the DPEOs		With approved PR; currently at the Procurement Section for bidding of the additional thermal scanners to be distributed to the DPEOs	Provision of additional thermal scanners and allocate enough alcohols for the DPEOs for clients	
	In-conducive office of DPEOs Tarlac, Aurora, Zambales, Bulacan, Pampanga due to inadequate number air-conditioning units.		Already prepared the Project Proposal for the Supply and Delivery of Air Conditioning Units for DPEOs and CRCFs. Said proposal is already for funding.	For the General Services Section to prioritize provision of the said units since Pantawid has no capacity to purchase due to lack of Capital Outlay funds.	



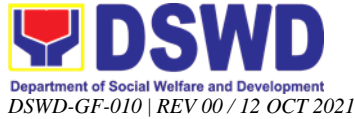
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<p>Strategy:</p> <ul style="list-style-type: none"> • Regular presentation of the DPC during RPMO, Division Meetings and special meetings with the Provincial Links for updating and catch-up planning • Established Group Chats as platform both for the internal staff and partners for easy communication, monitoring and feedbacking. • Conduct of regular meeting with the NPMO counterparts for updating and sharing of program issues and concerns • Support of the Inter-Agency members in the enforcement of RAC Resolutions related to the 					



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4Ps program implementation. • LGU support in the implementation of the program and in providing aftercare services to the exited households binded through MOA					
	No space for virtual meetings. Staff are distracted when attending to simultaneous virtual activities		Already sourced out Acrylic Barriers from DPEO Pampanga. The schedule to pick them up is on Saturday. (October 30, 2021)	For General Services Section (GSS) to provide cubicles/acrylic shield barriers that will serve as seclusion for those attending virtual meetings	
	Unconducive and Dilapidated DPEO Office (Bulacan and Zambales)		Project Proposal for Office rental was already submitted to the Field Office, also close coordination by the DPEO Focal Persons with Mr. Panlilio was conducted.	For GSS: to fast track the procurement of office rental	



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	Augmentation during Payout			Exclude weekends so that field staff can have time to rest.	
	Only C/MLs are endorsed to LBP for the issuance of Cash Card for UCT			Ask the guidance of LBP for the inclusion of the other Staff, especially the Roving Bookkeepers as the signatories in the Issuance of Cash Card for UCT instead of C/MLs only.	
		Overlapping schedules of unplanned NPMO virtual activities, meetings, trainings and Regional activities.			Synchronize activities based on the submitted WFP and CBD Plans
	45 staff are still under the COS employment status		Reiteration of request for the inclusion of the remaining COS staff during the RD's and RPCS management conference.		



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KALAHI CIDSS					
	Limited manpower especially the members of the Area Coordinating Teams to facilitate the community and municipal level activities. (8AC/ 1 hired, 11TFs/9 hired, hired, 11MFAs/7 hired, 6 CFs 42 CFs/ 6 hired, only about 32% hired ACT staffs.		According to HR, the vacant positions are reposted due to the high QS set by the CO thus yielding no qualified applicants yet		
	Additional projects of more than twenty municipalities with on-going Cash for Work program coming from the Congressional Funds under the KC-KKB provided to the region without the additional staff compliment, thus, added to the tasks of		Continue monitoring and provision of technical assistance to the Area Coordinating Teams (ACTs)/Municipal Coordinating Teams (MCTs) in the conduct of Municipal and Barangay level activities.		

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	the RPMO staffs which also has a very limited manpower.				
	Lack of office supplies for the ACT/MCT ongoing major activities resulting to spending of staffs own resources for the needed Office supplies which also affects their personal needs.		Fast tract procurement of supplies without compromising the procurement standards and procedures. (Ongoing procurement)		
	Delayed downloading of fund from Central Office causing delays of procurement.		Ongoing procurement of semi-expendables.		
	Budget for Capital Outlay still not downloaded by Central Office		Continuous follow up through CO-Finance		For KC-NCDDP NPMO immediate downloading of funds to FO.

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SUSTAINABLE LIVELIHOOD PROGRAM					
	Completeness of LAG documents in accordance to MC 19 processes.		Crafted new checklist in accordance to MC 19 processes.		
	Referrals coming from various offices (8888, OP, etc.)		Reiterated the instruction to follow the allotted timeline and urgency of action.		
	Hiring of Field PDO II MOA for the province of Bulacan, Nueva Ecija and Zambales		HRMDD already facilitated the hiring process		
	Hiring of AA II MOA for the Province of Nueva Ecija, Pampanga and SLP-RPMO		On-going hiring process		
	Hiring of SLP Contractual PDO II under Policy and Plans Division.		HRMDD already facilitated the hiring process		



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PROTECTIVE SERVICES DIVISION					
	Slow Hiring of Approved Positions for all Sections of PSD <ul style="list-style-type: none"> • RCC – FA 1, SWO, House parents in Centers • ARRU – 1 SWO II • CIU – 13 SWO II, 7 SW Aide, 4 AA II, 1 ADA IV • SFU – 1 SWO II • COMMBASED – 2 SWO II for Sectoral (Family and Community) and 1 PDO II for SHIELD 		The filling up of the following positions are simultaneously being facilitated by the HR Secretariats with current corresponding statuses as either for pooling, initial and panel interview or for contract signing	Fast track hiring of approved positions for all Sections of the Protective Services Division (PSD).	
<ul style="list-style-type: none"> • SOCIAL PENSION 	Vehicle Rental		With the help of a virtual workshop, the General Services Section was successful in accomplishing the objective of harmonizing payout schedules, which constitute the basis for the procurement of a 14-	<ul style="list-style-type: none"> • For General Services Section (GSS) to procure the vehicle rental for pay-out of SOCPEN and CIU - PR and proposal Dispatch by GS • For approval of disbursement of 	

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			day vehicle rental. The procurement for such is now at the level of the procurement section, for evaluation and award of contract.	Vehicle Rental Budget Allocation of SOCPEN	
	No provision of overtime services for COS resulting to delay in the submission of liquidation reports		While awaiting the issuance of guidelines from the Central Office, the workers concerned were advised to revisit the provisions of the Regional Administrative Order No. 05 series of 2021 or the Revised Internal Guidelines for Alternative Work Arrangements	<ul style="list-style-type: none"> To approved COS to render OVERTIME services To lift the deferment of Overtime services for COS workers 	For the Central Office to fast-track issuance of guidelines for overtime for COS
	Insufficient number of computers, printers, tables and chairs for staffs to ensure efficient and effective service to clients.			Request fund allocation for IT equipment.	Provision of Capital Outlay.



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	None Conducive office space (Sharing of office table and chairs)		GSS was able to ask Divisions for their corresponding requirements for Furniture and Fixtures. The project proposal is currently being revised based on our RD's comments and inputs.	<ul style="list-style-type: none"> • Identification of larger office • Improvement of façade for a more conducive accommodation of clients 	Provision of funds for office rental
CENTERS AND RESIDENTIAL CARE FACILITIES					
	Creation of plantilla Positions/ Staff for the Protection Policy of the Child Caring Centers/ Facilities since at present only two staff are permanent.			<ul style="list-style-type: none"> • Reconstruct Organizational Structure of the Residential Care Facilities • All Existing Positions under MOA will be recommended for creation of plantilla position as per JMC - 0001 se 2020 – DBM/DILG/COA Interim Guidelines Governing COS and JO Workers in Government 	<ul style="list-style-type: none"> • For approval of the proposed plantilla positions for Social Workers II, Psychologist, Nurse, Utility, Houseparent and all other positions • Include in the Tier 2 - 2022 for creation of Plantilla position



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				<ul style="list-style-type: none"> Budget for Plantilla Positions must be included Tier 2 budget of 2022 	
	Need for budget allocation per capita/resident to achieve the 40% for administrative and 60% for program		According to FMD, this was discussed thru virtual meeting with RCC. The agreement is for RCC to identify the admin and program fund based on WFP. FMD is currently waiting for RCC to provide details in salaries of MOA to separate admin and program positions.	<ul style="list-style-type: none"> Increase per capita budget per child amounting to P350.00 (for RSCC, RRCY, HAVEN, RHFG, TLC) P450.00 for AMOR and P370 for THFW Conform the 40% budget allocation for administrative and 60% for program as required by the Standards' accreditation. 	<ul style="list-style-type: none"> To provide augmentation on Cost of Care To provide and approved the actual budget subsidy per client.
	Low Budget for MOOE – Repair and maintenance and Building			<ul style="list-style-type: none"> Budget allocation for projects such as repainting of gates and fences, repair of ceilings, and doors. Screening of all dorms 	To provide and approved the actual budget subsidy per client.



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				and kitchen and mess halls. <ul style="list-style-type: none"> • Compliance of LSWDOs' supports on the maintenance of CCA. 	
	Some of the Local Social Workers are not responsive/participative on the submission of supportive documents it results to overstaying of the clients in the center.			<ul style="list-style-type: none"> • Intervention and Reminder of the FO thru written communication and TARA Quarterly Meeting • Strictly Monitor the Compliance of LSWO for smooth case management 	
	Frequent Change of Forms and Signatories such as Purchase Request delays the timely delivery of services			For the RCC and Finance Division to continue provision of support and technical assistance to CRCF staff to facilitate timely delivery of services.	
	Lack of training for the staff			Conduct of additional trainings for staff and	



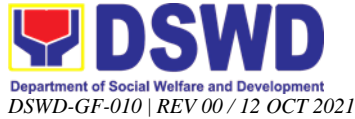
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				provide Resource Speakers to the center	
CRISIS INTERVENTION SECTION					
	Health threats to CIU Employees		Continuous provision of Personal Protective Equipment (PPE's).	<ul style="list-style-type: none"> Schedule staffs for Covid-19 vaccine who are not yet fully vaccinated. Conduct regular disinfection of workplace and observe proper protocol; 	<ul style="list-style-type: none"> Formulate policies and programs that will protect DSWD staff and clients from COVID 19. Request for immediate provision of health protection gears and equipment for CIS staff. Provision of hazard pay for AICS staff regardless of employment status.
	Online CRIMS is not fully implemented by DPEOs due to weak internet connection.			Increase internet bandwidth sufficient for the DPEOs Online CRIMS of AICS.	<ul style="list-style-type: none"> Provision of funds for internet connection.
	Lack of manpower during conduct of payout		According to FMD, this is program concern, should they need additional manpower, request for creation is	<ul style="list-style-type: none"> Provision of augmentation support from other programs Proper Scheduling of Payout 	



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			possible, chargeable against AICS (CMF) - to be approved by Secretary.		
	Lack of available SDOs to Cash Advance from referral coming from partners		FMD is aware and had strategized to fully accommodate all AICS grants. We also proposed upgrade of 8 SDOs Cash Advances to accommodate national subsidies.	Additional Contractual Bonded or increase Bond of the Regulars or Existing SDO	
SUPPLEMENTARY FEEDING PROGRAM					
	No clear guidelines for the continues implementation of SFP during devolution: staff, targets and implementation		According to HR, the final and official decision/guidelines is to be issued by the Central Office and not the Regional Office. However, transitioning of staff is already being made in preparation for the said devolution	Retain SFP Staff to conduct monitoring & Technical assistance as part of the steering role of the department.	Clear Guidelines for the Mandanas/ Devolution
		Insufficient/ inadequate per capita per child to respond			Increase from 360M per capita or P15 per Child/Meal to 600M per



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		to the nutritional status of children in CDC and SNP			capita or P25 per Child/Meal
SOCIAL PENSION AND CENTENARIAN					
	Un-payroll UCT SocPen/ Variances for the following years; 2018 – 12,070; 2019 – 36, 519			Follow up response on comments re: guidelines sent to PMB Central Office on the possible Top up of regular SocPen for 2 nd Semester with 24,844undistributed Cash Cards.	Provide updates to the inquiry on the top up grants and deficit Cash Cards including the 2018 and 2019 unpaid thru Over The Counter (OTC).
	No final Guideline/ IRR/ advisory pertaining to the transfer of program including the status of SOCPEN staff from DSWD to NCSC.			Wait for the guidance from CO on adoption of SP current staff to NCSC FO to recommend the employee to LGUs pertaining to the expertise in handling Senior Citizen's Sector	Ensure the adoption and hiring of existing RSPU staffs as indicated in the IRR or guidelines in hiring staff for the program.
ADOPTION RESOURCE AND REFERRAL UNIT					
	Delayed submission and compliance of			• Continuous provision of technical assistance	• For the Program Management Bureau



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	documentary requirements needed for the issuance of CDCLAA and ICA			through the conduct of virtual case conference and orientation to Child Caring Agencies (CCAs) /Residential Care Facilities (RCFs)/ Local Government Units (LGUs) via Google Zoom Meetings • Regular follow-up of cases to concerned Social Workers.	to continuously implement the conduct of orientation to staff via Google Zoom Meetings
	Delayed permanent placement of children due to the long turn-around period of children's cases.			To follow-up to the concerned SWDAs the timely submission of Case Load Inventories to ensure the proper turn-around period of case management	To consider minor errors on the issuance of CDCLAA to ensure permanent placement of children.
	<ul style="list-style-type: none"> Inconsistent Monitoring of CCAs that facilitates 			<ul style="list-style-type: none"> Continuous provision of technical assistance and conduct of case conference and 	<ul style="list-style-type: none"> For the Standards Bureau to encourage the CCAs to process



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	children placed under Adoption/Foster Care <ul style="list-style-type: none"> Some CCAs do not facilitate cases for adoption/foster care 			assessment interview thru virtual meeting, phone call or text message per memo of PMB <ul style="list-style-type: none"> Remind the CCAs on the guidelines on Adoption and Foster Care law 	the children's placement <ul style="list-style-type: none"> For the Standards Bureau to create collaborative efforts/partnership with ARRS in Monitoring CCAs and SWDAs
	Unutilized Funds			<ul style="list-style-type: none"> Requested for modification and withdrawal of funds Coordinated with the Budget Section for possible Allocation of Funds 	<ul style="list-style-type: none"> Approved modification but withdrawal of funds was Disapproved Suggest where to allocate the funds
COMMUNITY BASED					
	<ul style="list-style-type: none"> Lack of office supplies and Equipment of MTA and ISSO (Salary and Mobile Allowance only no program fund) 			Include budget for MTA charge to GASS or other program	To provide funds/subsidies under PSIF for OF



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DRMD					
<ul style="list-style-type: none"> • Technical Assistance <ul style="list-style-type: none"> ✓ DRMG-DRMD ✓ DRMD-Field PDOs ✓ Field PDOs-LGUs • Readiness of Staffs from other divisions to act as SDO. • Augmentation of Staff from other section in the review of documents and facilitation of the payroll and master list. 	<ul style="list-style-type: none"> • Limited Number of Available SDOs • Unavailability of Vehicle 	<ul style="list-style-type: none"> • Implementation of strict quarantine protocols delays the implementation of the program 	<ul style="list-style-type: none"> • Close coordination with FMD for the availability of SDOs • Conduct of Harmonized Payout 		
<ul style="list-style-type: none"> • Immediate Response from NLRMB for augmentation of FFPs • Strengthened partnership with other response cluster 		<ul style="list-style-type: none"> • Incomplete documentary requirements and delayed submission of liquidation report and RDS from 	<ul style="list-style-type: none"> • Developed monitoring tool in the submission of RDS and liquidation reports • Issuance of advisory/reminder for 		



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members for the logistics requirements <ul style="list-style-type: none"> • Designation of a disaster response focal who monitor and facilitates request for augmentation. • Established interoperability between the DRRS and RRLMS. • Cascading of new policies thru TARA consultation 		LGUs and other requesting parties. <ul style="list-style-type: none"> • Delays in the distribution of relief goods to the affected that contribute to the contamination of rice components in FFPs 	the immediate distribution and submission of liquidation reports from LGU		
<ul style="list-style-type: none"> • Conduct of Technical Assistance to LGUs and DPEO • Established Rapid Deployment Team who act as the first responder during disaster • Enhancement of DROMIC Reporting System 	Late hiring of DRMD staff	Inconsistencies in the Report of LSWDO and LDRRMOs		Reports from the LSWDOs must have concurrence of the LDRRMO to ensure consistency in the report.	For the DRMB to recommend to NDRRMC for the issuance of resolution for a unified reporting template.



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ADMINISTRATIVE SERVICES DIVISION					
Provision of Vehicles	Limited number of Red Plate Vehicles that can cater all logistics and vehicle requests. Also, most of the RP vehicles have already exhausted their useful lives.	DBM's 15-day restriction on the rental of motor vehicles.	On August 12, 2021, the FO wrote to DBM Region III to seek for clarification regarding the counting of the "15 continuous days". On August 17, 2021, DBM Region III responded by stating that our query was forwarded to Budget and Management Bureau-B of DBM. To date, the FO is yet to receive a response from BMB-B. In addition, on September 9, 2021 the FO requested to DBM for an authorization to rent motor vehicles for more than 15 continuous days. However, on September 22, 2021 the DBM Central Office denied the request.	Proceed with the procurement of additional motor vehicle for 2022 through Agency to Agency modality/ or if possible undertake Early Procurement Activity (EPA).	For the Central Office to appeal with DBM to provide clarification regarding the 15-day ruling of DBM.



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Disinfection Activity of Offices	At present, the FO has only three manual knapsack backpacks disinfection sprayer that are being used for disinfection activities.	The GSS has partnered with the City Health Office of San Fernando for the conduct of disinfection. However, the disinfection of the CHO is only limited within City of San Fernando.	<p>The GSS facilitated orientations for the utility workforce of the FO, including CRCFs and DPEOs regarding the conduct of disinfection. The GSS, moreover, had already proposed the procurement of 20 rechargeable knapsack backpacks which will also be distributed to the FO, DPEOs and CRCFs.</p> <p>In addition, the GSS increased the frequency of conduct of disinfection activities.</p>	Facilitation of immediate procurement of the needed equipment.	
7S of Good Housekeeping	Lack of information dissemination relative to the implementation of 7S of Good Housekeeping and submission of periodic accomplishment reports.	Congestion of vendors, wheelers, tricycles in front of the Main Building.	Creation of 7S Pre-Assessment Auditors Committee, designation of 7S focal per office, conduct of Pre-assessment Audit, and facilitation of refresher orientations.	Formulation of award system to duly commend the compliant offices and to identify the offices that need further technical assistance and monitoring.	



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	Constraint in the number of available facilities that can house the records and supplies of the different offices.		Prepared proposals for the procurement of filing cabinets, trash bins, and medical kits.	Conduct of dialogue with the vendors, and wheeler and tricycle drivers.	
<ul style="list-style-type: none"> Long-serving, knowledgeable, analytical and competent staff Established systems and processes Teamwork of staff Availability of needed IT equipment Utilization of government owned postage and courier service provider 	<ul style="list-style-type: none"> Limited number of staffs No identified FO email handler 	<ul style="list-style-type: none"> Sporadic internet connection which affects the C-TRIS New compliance challenges such as ISO Certification etc. 	Strict implementation of “window transactions only”; work rotation	Request for additional staff/ check the possibility of transferring to the other offices the facilitation/processing of FO official email	Push for approval of creation of plantilla positions for the Records Maintenance functions.
<ul style="list-style-type: none"> There are assigned records custodian per office 	<ul style="list-style-type: none"> Some offices do not abide by the retention period of records 	<ul style="list-style-type: none"> Approval of request for disposal is uncontrollable; coupled with the 	Continuous provision of technical assistance on records management; Constant follow up on disposal activity	Work out files’ storage problems; ensure yearly conduct of disposal of valueless records	Ensure attendance to CO-initiated orientations



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<ul style="list-style-type: none"> Learnings from previous trainings and orientations conducted 	<ul style="list-style-type: none"> No separate records maintenance unit 	<ul style="list-style-type: none"> ongoing pandemic situation 			
<ul style="list-style-type: none"> Available facility for housing records awaiting disposal 	<ul style="list-style-type: none"> Inadequate current records storage space and premises for permanent files 	<ul style="list-style-type: none"> Non-continuity/no proper turnover of files managed due to resignation of custodians 	<ul style="list-style-type: none"> Identified other secure areas for storage of files. Continuous provision of technical assistance records custodians 	<ul style="list-style-type: none"> Propose for purchase of mobile compactors; Ensure inclusion in 2022 WFP 	<ul style="list-style-type: none"> Sub allot funds to resolve documents storage issues and concerns
CSE Procurement		<ul style="list-style-type: none"> Market price changes and huge disparity between pricing set by PS – DBM and Bids offered (PS-DBM versus Bidders) 	<ul style="list-style-type: none"> Dynamic pricing with regular update/adjustment. Price referencing with prevailing market price to avoid “bidding failure” if unavailable in PS - DBM 	<p>RETAIN PRACTICE</p> <ul style="list-style-type: none"> In order to efficiently facilitate procurement via Priority Supplier – PS-DBM (Mandatory) lest, resort to Shopping Sec 52(b) RA 9184 	
<ul style="list-style-type: none"> Wet Market Goods for Centers 		<ul style="list-style-type: none"> Geographical variation in 	<ul style="list-style-type: none"> Adopt standard pricing all across Centers for max period of 6 months. 	<ul style="list-style-type: none"> Retain the practice 	



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		prevailing Market Price and constant fluctuation of prices.	Deferment in annual and multi-year contract until price stabilization.		
Item Modification and Delivery Extension Requests		Delay in the process due to supplier's request to modify items and extend the delivery schedule on the ff. grounds: <ul style="list-style-type: none"> • Unavailability of products in the market; • COVID restrictions. 	Common practice of requesting HOPE for approval of the request with conformity of End-user	Retain the practice	
FINANCIAL MANAGEMENT DIVISION					
	Lacking Heavy Duty Scanners and Printers		This was already addressed by ICTMS, it was included in their request for ICT Equipment.	For the Field Office to facilitate the procurement of 3 heavy duty scanners and 2 printers needed for the	



FACILITATING FACTORS IN THE PROGRAM IMPLEMENTATION	HINDERING FACTORS (ISSUES AND CHALLENGES)		ACTIONS TAKEN	RECOMMENDATIONS	
	INTERNAL	EXTERNAL		FOR FO	FOR CO
				record-keeping of the liquidation reports prior on submission to Resident COA Office.	
	Numerous for compliance liquidation folders of current year cash advances		Constant issuance of follow up letter on the compliance of CAs.	For the Program Owner and SDOs to facilitate the compliance of lacking documents and signatures especially those overdue cash advances. For the SAP-ESP Provincial Coordinators to closely monitor the implementation and submission of liquidation reports to the Regional Office.	
	Frequent delayed submission of TEs/ non-compliance to the March 24, 2021 issued memorandum for		FMD Strictly implements the cut-off period for TEs.	For the Management to agree and strictly implement the issued memorandum on TE processing.	



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	the timely submission of TEs.				
	Wrong payees name of in the Cash Assistance Payroll and Disbursement Vouchers which resulted to spoiled checks.		This is FAA of concerned. Concerned offices were already reminded re: frequent incorrect payee's name.	For all office concerned to ensure accuracy of payee's names in the CAP and DV.	
	Bulk of DVs were received and processed near or on the closing of books.		Issuance of memo on the reminder on the strict observance of cut-off period.Memo will be issued this November.	All Division to strictly observe/follow the cut-off time on processing of DVs.	
	Slow-release of 2020 checks for premium, TEV, last salary, GSIS and HDMF contribution refund of resigned staff despite notifying		Issuance of Memorandum to concerned offices re: 2020 checks and regular follow up.	To pay last salary, refunds and other claims of resigned workers through LDDAP-ADA instead of check	



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	INTERNAL	EXTERNAL		FOR FO	FOR CO
	concerned office regularly.				
	Some checks are still unclaimed despite several information and follow up to concerned offices/staff		Constant follow up on the timely claiming of checks.	To continue the techniques that facilitates the release of check	
HRMDD					
Centralized and adherence to the approved recruitment, selection and placement process based on MSP and CSC PRIME-HRM	<ul style="list-style-type: none"> CO inability to mirror the issued MSP to ISO requirements, processes and templates vis-a-vis on FO's PRIME-HRM approved RSP Policy; 	<ul style="list-style-type: none"> Applicants waiving the position once hired which leads to the repetition of the hiring process, thus the number of 	<ul style="list-style-type: none"> Consistently abide to the approved RSP Policy Strategically manage human resources within the HR to adopt to changing work demands 		



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	INTERNAL	EXTERNAL		FOR FO	FOR CO
	<ul style="list-style-type: none"> • Employees internal chain promotion create an impression that filling-up of position is not moving; • Untimely, unplanned and uncharacterized newly created / additional positions with the ffg. nature: • Unrealistic / too high QS with limited labor supply (KC posts); • Short contract duration / period of engagement and employment status draws half-hearted decision for the new 	<ul style="list-style-type: none"> vacancies also remains the same • CO/FO instruction to immediately fill up newly-created posts for various programs (w/c ALL URGENT in nature) delay the filling up of existing regular vacancies • Occurrence of delay in filling up of job vacancies due to applicants who do not meet the rating cut-off (75% and 80% for Level 1 & 2 	<ul style="list-style-type: none"> • Simultaneous conduct of panel interviews and tapping of staff from other HR sections to provide augmentation support particularly in the conduct of initial interviews and background investigation; • Close coordination to Program owners, Divisions and Offices of their vacancies 		



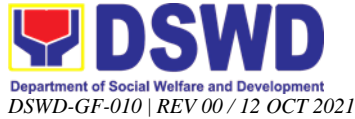
FACILITATING FACTORS IN THE PROGRAM IMPLEMENTATION	HINDERING FACTORS (ISSUES AND CHALLENGES)		ACTIONS TAKEN	RECOMMENDATIONS	
	INTERNAL	EXTERNAL		FOR FO	FOR CO
	entrants to transfer/signed to contract of agreement; • Aggregated number of newly created position detail in Programs to be devolved; • Creation / additional post at the end of the year. • Overlapping and other activities that coincide filling-up schedules	positions respectively) especially for higher level positions Applicants after undergoing hiring process are no longer reachable			
Proficiency in the administration of different	• Unavailability of official testing room	• Delay in the crafting and	• With the new normal setup, examinations		



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<p>testing materials and skill-based examinations</p> <p>Systematic in filing, encoding, and checking of exam results</p>	<p>during F2F test is requested by the hiring office;</p> <ul style="list-style-type: none"> No standardized IQ measure available in the market that is designed and is applicable for group administration in the online platform (to consider the confidentiality and administration procedure). 	<p>checking of skill-based exam c/o the hiring office which also affects the partial score of applicants necessary in the shortlisting and preparation of resolutions</p>	<p>are now administered online through google meet, including initial interviews and background investigations which are now administered thru phone call</p> <ul style="list-style-type: none"> Creation of an exam monitoring tool to easily track/ update the status per position Requested assistance on the type of test measures that can be employed in this new normal condition. 		
<p>Close coordination with the Provincial/City or Municipal Health Offices to accommodate the vaccination of FO personnel</p>	<ul style="list-style-type: none"> Employees with prior commitments, pay-outs and other personal reasons 	<p>Uncontrolled date and schedule of vaccination</p>	<p>The HR- Welfare Section closely coordinated with the DPEO focals and the PHO to make an official</p>		



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	were not able to attend in their scheduled date of vaccination		request for accommodation and re/schedule of vaccination		
Timely intervention in the management of COVID-19 related cases	<ul style="list-style-type: none"> Since underman, the HR Welfare Section alone cannot accommodate and simultaneously attend to the monitoring of all affected employees on top of the COVID response activities among other Welfare services; Personnel in-charge have no allocation of mobile load allowance 	Rapid increase of affected staff due to direct exposure to infected personnel, “unresponsible” behaviors outside the workplace that increases the risk and exposure of other employees.	<ul style="list-style-type: none"> Conduct of “kamustahan” thru creation of HR Helpline to provide psychological support to all affected employees <p>Augmentation support “alalayan” was immediately sought from other HR sections</p>		



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Timely receipt of monetary claims, including but not limited to the salary of employees who are under home quarantine	<ul style="list-style-type: none"> • Increase and automatically required to make use of the Pledge of Commitment (POC) since the affected personnel cannot immediately submit the actual documents on time / work being redo for this matter • Lack of guidance from CO on the rendering and payment of OT Services for COS workers including issuing proper use of MOA/contracts to JO 	System errors / failure on the crediting of salaries / bonuses / benefits	<ul style="list-style-type: none"> • The list of staff under home quarantine is regularly endorsed by the Welfare Section to PAS for their info. and reference in order for the processing of their salaries to not be hampered • The concerned offices and affected staff are informed and reminded to secure the submission of these pertinent documents upon return to office • Strategize mechanisms thru the implementation / application of AWAs to circumvent these concerns. Continuous follow-up on the earnest 		



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	<ul style="list-style-type: none"> Still no approved policy/guidelines on the Magna Carta for PRSW and PSWDW 		approval of these guidelines.		
<p>Capacity of HR personnel to multi-task and co-chair/partake as members of multiple committees while acting on respective deliverables</p> <p>The ability of the HR personnel to balance their work and life thru various outlet is really helpful. The <i>“alalayan and totoong malasakit”</i> to their co-workers have been proven even when they are faced with their own struggles. The “team” is really working for the HR team.</p>	<ul style="list-style-type: none"> The same personnel are designated as members/ vice chair/ secretariat of different committee; thus, these add on targets also affect the accomplishment of their regular deliverables 	Because HR has the greatest number of active Committee’s meetings are conducted simultaneously	Attendance is prioritized based on urgency and relevance of subject matter; sending of representatives in case of unavailability.		
UCT					
Mode of payment is through cash card.	<ul style="list-style-type: none"> Master list of cy 2018/ remaining variance of 19,565 		Provided TA to the SOCPEN staff for the data cleansing of the	SOCPEN RPMO to establish the data management of SOCPEN master list	To fast track the cash card generation of 19,565 UCT SOCPEN beneficiaries.



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			master list and batch opening template.		
Mode of payment is through cash card, developed uct systems, designation of DPEOs uct focals, regular DSWD LBP coordination meeting, hired notifiers.	Un-located, nqd, waived, not validated, change grantee outside the rooster beneficiaries. Transition plan	Schedule of EMV cash card distribution	Requested the UCT NPMO for the top-up of CY 2020 cash grants for the 88,026 UCT Listahanan EMV cash cards. Proposed the schedule of cash cards distribution to DPEOs subject for evaluation of Provincial Team Leaders (PTLs) and Provincial Links (PLs).	To follow-up the UCT NPMO for the top-up of cy 2020 cash grants for the 88,026 UCT Listahanan EMV cash cards. To conduct meeting with 4ps Division, LBP-CLBG and DPEOs regarding the proposed schedules of UCT Listahanan cash card distributions.	To fast track the top-up of cy 2020 cash grants for the 88,026 UCT listahanan EMV cash cards.
NHTS					
	Non-completion of Listahanan 3 Validation and Finalization Phase due to lack of funds might result to: 1. Complaints/questions from the community and local leaders, 2.		Augmentation of PPD and Accounting Unit's staff in encoding/verification of remaining HAFs; Modification of 517k Direct Release funds for augmentation of 48 Explore the hiring of		NHTO to endorse memo signed by Secretary for the clear directives to FO for the remaining grievances and revised timeline; Immediate approval of the modification request and



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	Reliability of the Listahanan 3. results which might affect the crafting of regional profile of the poor & data sharing		<p>verifiers and 20 Area Supervisors to augment in the deliverables of NHTS.</p> <p>Explore for possible resource mobilization esp. for the 4Ps unassessed HHs and remaining grievances for resolution/action</p>		issuance of approved Authority to Hire
	Some requesting parties did not follow the prescribed template or format, thus timeline of processing and issuance of results for the name matching request is greatly affected		<p>Standardization in processing of the Listahanan name matching, to include also data statistics and data sharing request.</p> <p>Reiteration to internal and external parties in the processing such request from the Listahanan.</p>	Crafting of monitoring system to ensure timely processing of data request aligned with the EODB.	



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SOCIAL TECHNOLOGY UNIT					
<p>Continuous follow up (LSWDOs with Expression of Interest to replicate social technology project).</p> <p>Support of the LSWDOs in the social marketing of completed social technology projects.</p> <p>Inter-operability support of the other sections in social marketing activities and capacity building of LGUs along social technology projects.</p>		<p>Social Technology program is not the priority project of the LCE</p>	<p>The program focal helped other LSWDOs in lobbying the social technology project/program to the Councils and LCE.</p> <p>Crafting of expression of interest, resolutions and MOAs which contributed to the fast actions from the LGUs.</p>		<p>Continuous Technical Assistance, support and guidance to the STU</p>
SOCIAL MARKETING UNIT					
	<p>Not enough/low quality equipment</p>		<p>2 desktop computers & 1 laptop were already provided by the ICTMS. However, for lay-outing & editing apps to function smoothly, video card & high ram is required.</p>	<p>Allocation of budget for the procurement of high-end equipment.</p>	



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	Limited workforce		Hiring of additional SMU staff (under Social Pension) is already on process. ARDO cluster will check on the available position to augment to the SMU for the protective social marketing concerns.	Staff to be hired should be inclined to creatives & writing.	
	No premium subscriptions for software (Adobe, freepik, flaticon, etc.)		Currently, SMU staff uses free/unlicensed software & apps. For the unlicensed software- this was already elevated to the CO and there is ongoing negotiations between the FO and the CO. Already included in the 2022 WFP	Provision of budget allocation for premium subscriptions & procurement of licensed software.	
ICTMS					
	Additional manpower to address increasing request for the		Included in the 2022 WFP Plan (Other Professional Services).	Create additional Computer Programmer II	For central office to create permanent positions for the ICTMS



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	development of Information System (IS)		Already submitted creation of additional Computer programmer II.		since they are managing the data and internet connectivity of the region, as well as the Agency Operations Center (AOC).
	Funding concerns for BTMS Staff: 1 – CMT II, 1 – CMT 1, 12 – ADA IV		Included BTMS in the 2022 WFP (Other professional Services). Also submitted creation of CMT I and CMT II to Central Office. For the ADA IV FMD is also requested creation of ADA IV charged to ICTMS	If BTMS is suspended. Create CMT I and CMT II	
STANDARDS					
Continuous coordination and with the ECCD Focal per province/city and deputized accreditors	Pending assessment for accreditation of DCCs/DCWs on the 1st Sem 2021	Localized lockdowns/ community quarantine	SS-ECCD Focal conducted virtual meeting and planning with the Focal person per province/city and deputized accreditors.	Standards section to look on the inputs of RD on the catch-up plan to check if doable or could increase the targets to avoid the effect to the ISO and IPCR.	For the Standards Bureau to create more Social Work permanent positions for the Standards considering the bulk of loads and deliverables along



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			Regular conduct of meeting with the accreditors bi-monthly and attended meeting with the Regional Federation of Child Development Workers (CDWs) and cities led by the focal from Protective Service Division	Standards to revisit the catch-up plan	registration, licensing, and accreditation.
	Clear delineation of roles relative to implementation of ECCD at the regional level		Meeting with the Regional Federation of Day Care Workers was conducted on October 25, 2021 re: Regional Children’s congress scheduled this coming November with the theme: “New Normal na walang Iwanan: Karapatan ng bawat bata ating tutukan!” As of October 25, 2021, Ms. Johanna S. Alincastré, Nutritionist II	Issue special order designating ECCD Focal Person from the Protective Services Division who will provide technical assistance and conduct monitoring on the implementation of ECCD Services. The Standards Section - ECCD Focal Person to focus on the accreditation assessment along regulatory services.	



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			was tasked and assigned as ECCD focal.	Standards focus: accreditation of Child Development Centers (CDCs) at CDWs/ TA on ECCD guidelines, responding to the concerns of the CDW is still lodge to Ms. Len and Team Recommend to the Regional Director to issue SO ECCD focal to Ms. Ma. Elena Carreon or staff.	
TARA					
	Remaining 10 unassessed LSWDOs		The GSS has already facilitated the approval of the procurement of vehicle rental.	Provide vehicle for the assessors on the date of assessment. Confirmation of RMT members and/augmentation on the confirmed assessment schedules,	

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				<p>Gapan City-Oct. 15, Macabebe and Masantol - Oct. 13, Bongabon-Oct. 11/12</p> <p>Capacity Building Section (CBS) to work closely with DC Armont Pecina and ARDA Maribel Blanco regarding the concerns.</p>	
	Lack of workforce at the CBS Office		Request for the augmentation of Mr. Kevin James Roque and Mr. Czar Cornelius David to CBS for a month until the CBS head is hired while DC Melanie M. Barnachea will be the concurrent head.	<p>Augmentation from other PPD Technical staff</p> <p>CBS to Work Closely with HR</p>	




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	Delayed release of CO's draft DSWD DTP and proposed organizational structure.			Approval of the DTP with proposed LSWDO organizational structure	

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