

Department of Social Welfare and Development

OFFICE PERFORMANCE CONTRACT
FY 2022

FIELD OFFICE CORDILLERA ADMINISTRATIVE REGION

FIRST SEMESTER				
KEY RESULTS AREA		PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ALLOTTED BUDGET (in Php)	ACCOUNTABILITY CENTER (Divisions, Units, Individuals)
Objective, Program, Project, Activity	Weight Allocation			
Strategic Priorities	30%			
Strategy Implementation		1 Percentage of approved strategic contributions (SC) delivered 100% of strategic contribution implemented within the timeline		
Service Streamlining		2 ISO 9001:2015 requirements complied		
		a. Submission of ISO Documents 100% of required ISO documents submitted with no major non-conformity/ major revision (as to content and alignment with template, existing laws, rules, regulations) and tasks completed ahead of the planned time by 130%.		Office of the Regional Director - Quality Management Team
		b. Attendance to ISO related activities/meetings 100% of requirements of the activities complied and re-echoed, operationalized and / or implemented what were learned from the ISO activities.		Office of the Regional Director - Quality Management Team
		c. Compliance to Audit Findings from 2021 to 2022 (a. Internal; b. External) 100% actions plans were complied with no major non-confirmity/major revision (as to content and alignment with template, existing laws, rules, regulations) and tasks completed ahead of the planned time by 30%		Office of the Regional Director - Quality Management Team
		d. Special Rating 100% of Frontline and Non-Frontline services has been successfully certified to ISO 9001-2015		Office of the Regional Director - Quality Management Team

		3	<p>Number of services/process streamlined, standardized or digitized</p> <p>Streamlined, standardized, digitized all frontline services were compliant to RA 11032 and its IRR ,with basic compliance to maximum of 3 signatories and 3-7-20 working days processing period as prescribed criteria by ARTA</p> <p><i>**Deadline of submission of MOVs is July 31, 2022 before the submission to AO 25 Secretariat on August 31, 2022</i></p>		Office of the Regional Director - Quality Management Team
Core Functions	50%				
Technical Assistance and Resource Augmentation		26	<p>Percentage of LGUs provided with Technical Assistance</p> <p>100% of the targeted LGUs provided with TA based on Regional TARA Recalibrated Plan</p>	7,036,000.00 (whole funds of Technical Assistance and Resource Augmentation)	Policy and Plans Division-Technical Assistance and Resource Augmentation Unit
		27	<p>Percentage of LGUs provided with Resource Augmentation</p> <p>100% of the targeted LGUs provided with RA based on Regional TARA Recalibrated Plan</p>	7,036,000.00 (whole funds of Technical Assistance and Resource Augmentation)	Policy and Plans Division-Technical Assistance and Resource Augmentation Unit
Support Functions	20%				
Planning, Monitoring and Evaluation		28	<p>Number of plans submitted</p> <p>One (1) Annual Performance Measures submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required. APM submitted with three (3) days before the deadline set by the PBSC</p>		<p>Policy and Plans Division - Policy Development and Planning Section</p> <p>Finance Management Division- Budget Section</p>
			<p>Accomplishment reports submitted</p> <p>Two (2) quarterly reports per semester submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required within three (3) days before the 20th day of the month after the reporting period.</p> <p><i>**If the deadline falls on a weekend or non-working holiday, the basis for deadline will be the succeeding working day.</i></p>		Policy and Plans Division - Policy Development and Planning Section

		29	One (1) Semestral Assessment Report submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required three (3) days or earlier before the 20th of the month after the reporting period <i>**If the deadline falls on a weekend or non-working holiday, the basis for deadline will be the succeeding working day.</i>		Policy and Plans Division - Policy Development and Planning Section
			Five (5) Sector accomplishment reports submitted both statistical and narrative submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required 6 calendar days before the deadline or earlier than 31 January 2022.		Protective Services Division - Sector Unit
			One (1) approved GAD accomplishment report submitted using the prescribed PCW template with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required 6 working days before the deadline or earlier than 20 January 2022		Policy and Plans Division - Policy Development and Planning Section
	100%				
SECOND SEMESTER					
KEY RESULTS AREA			PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ALLOTTED BUDGET (in Php)	ACCOUNTABILITY CENTER (Divisions, Units, Individuals)
Objective, Program, Project, Activity	30				
<i>Strategic Priorities</i>	30%				
Strategy Implementation		1	Percentage of approved strategic contributions (SC) delivered 100% of strategic contribution implemented within the timeline		
Service Streamlining			ISO 9001:2015 requirements complied		
			a. Submission of ISO Documents 100% of required ISO documents submitted with no major non-conformity/ major revision (as to content and alignment with template, existing laws, rules, regulations) and tasks completed ahead of the planned time by 130%.		Office of the Regional Director - Quality Management Team
			b. Attendance to ISO related activities/meetings 100% of requirements of the activities complied and re-echoed, operationalized and / or implemented what were learned from the ISO activities.		Office of the Regional Director - Quality Management Team
		2	c. Compliance to Audt Findings from 2021 to 2022 (a. Internal; b. External) 100% actions plans were complied with no major non-confirmity/major revision (as to content and alignment with template, existing laws, rules, regulations) and tasks completed ahead of the planned time by 30%		Office of the Regional Director - Quality Management Team

		<p>d. Special Rating</p> <p>100% of Frontline and Non-Frontline services has been successfully certified to ISO 9001-2015</p>		Office of the Regional Director - Quality Management Team
		<p>Number of services/process streamlined, standardized or digitized</p> <p>3 Streamlined, standardized, digitized all frontline services were compliant to RA 11032 and its IRR, with basic compliance to maximum of 3 signatories and 3-7-20 working days processing period as prescribed criteria by ARTA</p>		Office of the Regional Director - Quality Management Team
Core Functions	50%			
Social Welfare and Development Program Implementation		<p>Number of Pantawid households provided with conditional cash grants (Regular and Modified)</p> <p>4 100% of target households were provided with conditional cash grants (regular and modified)</p>	1,739,332,524.00 (whole funds of Pantawid)	Pantawid Pamilyang Pilipino Program
		<p>Number of poor households assisted through the Sustainable Livelihood Program</p> <p>5 100% of target households assisted through the Sustainable Livelihood Program</p>	141,933,000.00 (whole funds of Sustainable Livelihood Program)	Promotive Services Division - Sustainable Livelihood Program
		<p>Percentage of CY 2022 SLP target households that proceeded to Microenterprise Development (MD) and/or Employment Facilitation (EF) Track</p> <p>6 70%- 100% households provided with SLP modalities have started their microenterprise and/or employment started within 60 working days after the provision of modality</p>	141,933,000.00 (whole funds of Sustainable Livelihood Program)	Promotive Services Division - Sustainable Livelihood Program
		<p>Number of households that benefited from completed KC-NCDDP sub-projects</p> <p>7 100% of target households benefited from completed KC-NCDDP sub-projects</p>	71,272,000.00 (whole funds of KALAHI-CIDSS NCDDP)	Promotive Services Division - Kapit-Bisig Laban Sa Kahirapan Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program
		<p>Number of clients in residential care facilities served and rehabilitated</p> <p>8</p> <p>a. RSCC - 90 targeted number of clients served wherein 30% or above have improved social functioning</p> <p>b. RRCY - 31 targeted number of clients served wherein 30% or above have improved social functioning</p> <p>c. Regional Haven for Women/Home for Girls - 120 targeted number of clients served wherein 30% or above have improved social functioning</p>	9,000.00(whole funds of C	Protective Services Division - Center and Residential Care Facilities

10	<p>Number of children in CDCs and SNPs provided with Supplementary Feeding as per timeline (12th Cycle)</p> <p>47,973 number of children beneficiaries were served and completed 60 and above Feeding days SFP Implementation by EO December 2022</p>	121,807,000.00 (whole funds of Supplementary Feeding Program)	Protective Services Division - Supplementary Feeding Program
11	<p>Percentage of children in SNPs and DCCs with improved Nutritional Status</p> <p>80% of children served under 11th Cycle of implementation with improved weight from severely underweight/ Underweight to normal</p> <p>a. At least 90% and above of target children were weighed prior and after the provision of feeding.</p> <p>b. 90% of children with baseline and endline data on wasting and stunting.</p>	121,807,000.00 (whole funds of Supplementary Feeding Program)	Protective Services Division - Supplementary Feeding Program
13	<p>Number of indigent senior citizens provided with Social Pension</p> <p>111,239 targeted number of senior indigent senior citizen were paid within the quarter</p>	697,522,000.00 (whole funds of Social Pension Program and Older Pension)	Protective Services Division - Social Pension Program for Indigent Senior Citizens
14	<p>Number of Centenarians provided with cash incentive as per set timeline</p> <p>90 targeted number of centenarian were served with incentive released within 20 days after receipt of complete documents of the Centenarian</p>	697,522,000.00 (whole funds of Social Pension Program and Older Pension)	Protective Services Division - Centenarian Program
15	<p>Number of children served through Alternative Family Care Program</p> <p>a. 17 targetted children issued with CDCLAA with 100% of the endorsed dossier were issued with CDCLAA upon 1st filing</p> <p>b. 37 targeted number of eligible children placed under foster care</p> <p>c. 35 targeted number of eligible children were provided with subsidy wherein 90% and above of the Foster Children were provided with subsidy through digital payment within the quarter</p>		Protective Services Division - Adoption Resource and Referral Section
16	<p>Number of beneficiaries served through AICs from January-December 2022</p> <p>130% and above of the 9,075 target clients served wherein 95% and above of the clients served rated the service provided with at least satisfactory rating. Financial Assistance of ₱10,001.00 to P150,000.00 was provided within 3-7 working days while psychosocial, referral, and financial assistance ₱10,000.00 and below were provided within the day.</p>		Protective Services Division - Crisis Intervention Section

		18	<p>Number of trafficked persons provided with social welfare services</p> <p>40 targeted victim-survivors of trafficking were served wherein 50% of clients served were provided with 2 or more services including 1 for livelihood, and/ or skills, medical assistance in the target or educational assistance and target clients were provided with at least 1 service, 1-7 days upon receipt of referral</p>	801,000 (whole fund of Recovery and Reintegration Program for Trafficked Persons)	Protective Services Division - Recovery and Reintegration Program for Trafficked Persons
		19	<p>Percentage of distressed and undocumented OFWs and their families provided with social welfare services</p> <p>100% of target clients served and provided appropriate intervention/assistance within 4 days upon receipt of referrals and walk-in clients</p>		Protective Services Division - International Social Services Office
Disaster Response, Recovery and Rehabilitation		20	<p>Number of internally -displaced households provided with disaster response services</p> <p>100% and above of the target households provided with disaster response services</p>		Disaster Response and Management Division
		21	<p>Percentage of households with damaged houses provided with early recovery services</p> <p>This indicator measures the number of households with damaged houses provided with ESA and C/FFW</p> <p>100% of the 85% of households with damaged houses provided with early recovery services</p>		Disaster Response and Management Division
Social Welfare and Development Agencies and Accreditation		22	<p>Percentage of SWDAs with sustained compliance to SWD standards</p> <p>100% of the targetted 80% of the total SWDAs in the region have sustained compliance to SWD standards six (6) working days before the deadline which is 20 days upon receipt of complete documentary requirements</p>		Policy and Plans Division - Standards Section
		23	<p>Number of SWDAs registered and/or licensed</p> <p>3 SWDAs registered within one (1) day before the deadline which is 20 days upon receipt of complete documentary requirements</p> <p>and / or</p> <p>3 SWDAs licensed within six (6) working days before the deadline which is 20 days upon receipt of complete documentary requirements</p>		Policy and Plans Division - Standards Section

		24	Number of service providers accredited 314 target service providers accredited within 6 working days before the deadline or earlier which is 20 days upon receipt of complete documentary requirements.		Policy and Plans Division - Standards Section
Technical Assistance and Resouce Augmentation		25	Percentage of LGUs with improved functionality 100% of the targeted LGUs are with improved functionality	7,036,000.00 (whole funds of Technical Assistance and Resource Augmentation)	Policy and Plans Division-Technical Assistance and Resource Augmentation Unit
		26	Percentage of LGUs provided with Technical Assistance 100% of the targeted LGUs provided with TA	7,036,000.00 (whole funds of Technical Assistance and Resource Augmentation)	Policy and Plans Division-Technical Assistance and Resource Augmentation Unit
		27	Percentage of LGUs provided with Resource Augmentation 100% of the targeted LGUs provided with RA	7,036,000.00 (whole funds of Technical Assistance and Resource Augmentation)	Policy and Plans Division-Technical Assistance and Resource Augmentation Unit
Support Functions	20%				
Planning, Monitoring and Evaluation			Number of plans submitted One (1) Annual Performance Measures submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required. APM submitted with three (3) days before the deadline set by the PBSC		Policy and Plans Division - Policy Development and Planning Section Finance Management Division- Budget Section
			Five (5) sector plans submitted both statistical and narrative within nine (9) working days before 30 November 2021 following these criteria:		Protective Services Division - Sector Unit
		28	One (1) approved GAD Plan and budget submitted three (3) days or earlier than 15 August 2022with the following criteria: 1. Followed PCW prescribed template 2. Aligned with the priorities of the Department as indicated in the DSWD GAD Agenda and National Sectoral Plans on Women; 3. Aligned with the agency's mandate under the Magna Carta of Women and other GAD related laws such as indicated in the DSWD AO 15 s. 2019; 4. Addressed immediate action or attention necessary to respond to a pressing gender or women issues or concerns; and 5. Presence of gender assessment of two or more programs classified under Direct Release Fund (DRF) with the used of HGDG checklist Box 5-7. (Please specify if Boxes 5-7 must be used or Box 7a only will do.		Policy and Plans Division - Policy Development and Planning Section

		29	Two (2) quarterly Accomplishment Reports per semester submitted with Document/s submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required three (3) days before the 20th day of the month after the reporting period		Policy and Plans Division - Policy Development and Planning Section
			One (1) Semestral Assessment Report submitted Document/s submitted with endorsement memorandum addressed to PDPB; signed and approved by the Head of Office; no revisions required three (3) days before the 20th of the following month of the semester		Policy and Plans Division - Policy Development and Planning Section
Finance Management		30	Percentage of Budget Utilized 100% of the budget utilized		Financial Management Division - Budget Section
		31	Percentage of prior year's audit recommendation complied as per timeline All findings due for action in CY 2022, fully acted upon based on Management Letter / within the prescribed timeline; or No audit findings were issued during the prior year.		Financial Management Division - Accounting Section
		32	Percentage of cash advance liquidated 100% of total cash advances due for liquidation have been liquidated. **Only cash advances that are due until the cut-off date shall be considered in the evaluation period		Financial Management Division - Cash Section
			Percentage of Freedom of Information (FOI) requirements complied		
Freedom of Information		33	a. FOI request received within the Field Office and from Central Office 100% of FOI requests responded within 3 working days before the deadline or earlier wherein data and information needed on FOI Requests are prepared and submitted in accordance with existing rules and regulations with accurate and approved, in accordance with existing issuances/guideline. Submitted report within 10 working days upon receipt of FOI request		Administrative Division - Records and Archives Management Section
			b. Registry and Summary Report on FOI requests prepared and submitted to AS 100% of external reportorial requirement submitted 3 working days before the deadline or earlier wherein data and information needed on FOI Requests are prepared and submitted in accordance with existing rules and regulations with accurate and approved, in accordance with existing issuances/guidelines.		Administrative Division - Records and Archives Management Section
Human Resource Management			Percentage of vacant positions filled up		

		34	a. As of 31 Dec 2021 100% of vacant positions are filled up 30 working days before the target timeline and appointment "issued" are with no errors in terms of: Item No.; Position Title; Salary; Employment status; Name of previous appointee b. 52% and above of residual vacant positions are with submitted PSC resolutions and are filled up 30 working days before the target timeline wherein Appointment "issued" are with no errors in terms of: Item No.; Position Title; Salary; Employment status; Name of previous appointee	57,439,000.00 (whole funds of the Human Resource Management and Development Division) 57,439,000.00 (whole funds of the Human Resource Management and Development Division)	Human Resource Management and Development Division - Human Resource Planning and Management Section
Support to Fight Against Corruption		35	Percentage of 8888 Citizens' Complaint Hotline Tickets resolved 100% of the received complaint tickets were resolved within 72 hours	138,000.00 (whole funds of the Internal Audit Unit)	Office of the Regional Director - Internal Audit Unit
		36	Percentage of IAS audit recommendations complied 100% of audit recommendations complied and fully supported with MOVs within the timeline per approved MAP	138,000.00 (whole funds of the Internal Audit Unit)	Office of the Regional Director - Internal Audit Unit
		37	Number of IMP activities implemented as planned 100% of IMP activities were implemented as planned	138,000.00 (whole funds of the Internal Audit Unit)	Office of the Regional Director - Internal Audit Unit
Knowledge Management		38	Number of Knowledge Products (KPs) produced One (1) Knowledge Product submitted following the Department Standards for KSS and KPs 7 or more calendar days before the deadline.	1,079,405.00 (whole funds of the Capacity Building Section)	Protective Services Division - Capacity Building Section
	100%				

I, **DIRECTOR ARNEL B. GARCIA, CESO II**, Head of the **Field Office Cordillera Region (FO-CAR)** commit to deliver and agree to be rated on the attainment of these targets in accordance with the indicated criteria for the period of January to December 2022.

DIR. ARNEL B. GARCIA, CESO II

Head of Office

02/04/2022

Date

Date: 02/04/2022

Date: 02/04/2022

Recommending Approval
Position:

DANILO G. PAMONAG
Undersecretary, Social Welfare and Development

Approved by:
Position:

ROLANDO JOSELITO D. BAUTISTA
Secretary, DSWD