
 <b>NCCA</b>	<b>THE NATIONAL COMMISSION FOR CULTURE AND THE ARTS</b>	<b>Document Reference Code: NCCA-FR-ODE/PPO-004</b>	
	<b>FORM</b>	Revision No. 00	Effectivity Date: July 18, 2019
	<b>ORGANIZATION PERFORMANCE COMMITMENT REVIEW</b>	Page	1 of 1

I, AL RYAN S. ALEJANDRE, Head of the NATIONAL COMMISSION FOR CULTURE AND THE ARTS SECRETARIAT commit to deliver and agree to be rated on the attainment of the following targets with indicated measures for the period JANUARY to DECEMBER 2019.

AL RYAN S. ALEJANDRE  
 Executive Director  
 Date:

Approved by:					Date:				
 <b>ARSENIO L. LIZASO</b> Chairman, NCCA									
					5- Outstanding 4- Very Satisfactory 3- Satisfactory 2- Unsatisfactory 1- Poor				
OUTPUT	SUCCESS INDICATOR	BUDGET	DIVISION ACCOUNTABLE	ACCOMPLISHMENTS	RATING				REMARKS
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
• <b>Strategic Priority: Provide relevant policies and programs for culture and arts sector.</b>									
A. Policy Services A.1 Policies on Culture and Arts 1. Strengthening culture-sensitive public governance and management 2. Advancing Pagkamalikhain "Values of creative excellence" 3. Valuing our diverse culture 4. Inculcating values for common good	100% of targeted policies on the following areas are developed  First Semester Target: 13 culture and arts policies		ODED, OC, PFPD	18 culture and arts policies drafted by the different divisions		5	5	5	P/PFPD – 6 new heritage policies drafted OC-IAS – 9 MOUs & Executive programs finalized ODED – 3 guidelines on programs and projects  <b>Percentage of rate of accomplishments: 138%</b>

	<p>100% of drafted policies on the following areas are submitted to the Division Chief/MANCOM/Board by the end of December 2019</p> <p>2nd Semester Target: 9 culture and arts policies</p>		ODED, PPFPD, OC	The NCCA formulated 9 policies on culture and arts	5	3		4	<p>For Board Level: PPFPD- 4 ODED- 1</p> <p>For Division Level: PPFPD -2 ODED- 2</p> <p>Draft Stage: PPFPD- 5 ODED- 2</p> <p><b>Percentage rate of accomplishments: 100%</b></p>
A.2 Policies on Coordination	<p>100% of targeted policies on coordination for enhancement of culture and arts management are developed by the end of December 2019.</p> <p>Annual Target: 1</p>		ODED	Formulated guidelines on NCCA Coordination of Plans, Policies and Programs with affiliated cultural agencies	4	3		3	<b>Percentage of rate of accomplishments: 100%</b>
A.3 Culture and Arts Bills	100% of bills received are processed and feedback submitted to the requesting agencies within 20 working days upon receipt		ODED	ODED provided inputs to 7 culture-and-arts-related bills	5	5		5	<b>Percentage rate of accomplishments: 100%</b>
B. Planning Services	<p>90% of targeted plans formulated by the end of June 2019</p> <p>First Semester Target: 20 culture and arts plans</p>		PPFPD, ODED-PCEP	Formulated 20 culture and arts plans for the cultural education and committee competitive grants		5		5	<p>ODED-PCEP – 1 Cultural Education Plan P/PPFD- 19 Committee Plans for Competitive Grants</p> <p><b>Percentage rate of accomplishments: 100%</b></p>



	Timely submission of planned reports on the PDP Chapter 7 Sub-sectoral Outcomes 4 to the MANCOM 7 days upon receipt of the data from various division Annual :1 reports First Semester - July 15, 2019		ODED-PPS	The ODED-PPS prepared and submitted a comprehensive report on inputs for Chapter 7, PDP 2017-2022 Midterm Updating on June 10, 2019 to NEDA Office	5	5		5	Percentage rate of accomplishments: 100%
C. Stakeholders Rating through survey	85% of the stakeholders (participated in the survey) rated the following policies as "satisfactory"  Target 1 <sup>st</sup> semester: One (1) Generic survey developed One (1) Guidelines for survey administration developed		ODED	The ODED PPS developed generic survey form for the stakeholder's rating on NCCA policies and survey administration guide	5	5		5	Percentage of rate of accomplishments: 100%
	Target 2nd semester: One (1) Report on survey results prepared and submitted		ODED	The PPS reported that the average rating of stakeholders (participated in the survey) rated the NCCA policies on programs as Very Satisfactory with a weighted average rating of 4.5.	4.5			4.5	The Institutional Program-based policies included in the performance rating are: 1. TA on Speakers Bureau 2. International Travel Grants 3. I-ACT 4. Cultural Mapping 5. TA on Heritage conservation 6. GABAMA  Percentage rate of accomplishments: 100%

	<p>5% increase in the participants of NCCA projects who expressed deeper appreciation on Philippine culture and arts</p> <p>Baseline: 1,591 (increase by 79)</p>		PPFPD, ODED, OC, PMED,	The PMED reported that 100% (3,791) of the survey respondents have rated the policies on competitive grants program of NCCA positively, with a mean score of 4.5 or equivalent to Very Satisfactory in terms of relevance in either Advancing creativity and development; Heritage conservation; Cultural education and capacity building; or Culture and arts promotion.	5	5		5	Percentage rate of accomplishments: 100%
<p>D. Initiative for the Conservation and Promotion of Culture and Arts</p> <p>D.1 Creative Works Produced</p>	<p>10% increase of targeted new creative works produced by the end of December 2019</p> <p>Target: increase by 636 (baseline: 6,364 [ 2018 accomplishments])</p> <p>Annual Target: 7,000 new creative works</p> <p>First Semester – 1,399</p> <p>Second Semester –5,603</p>		ODED, PPFPD	The NCCA facilitated the production of 9,841 new creative works from various institutional projects and competitive grants projects reflecting a remarkable 140.59 % increased for the year.		5		5	<p>ODED Institutional Projects- 2,294</p> <p>PPFPD Institutional Projects- 5,417</p> <p>Competitive Grants- 2,130</p> <p>Percentage rate of Accomplishments: 141 %</p>
D.2 Beneficiaries garnered local and international awards and recognition	<p>100% of the targeted NCCA-funded artists, cultural workers, creative works that garnered local and international awards or recognition by the end of 2019</p> <p>Annual Target: 570 artists, cultural workers, creative works, projects or grants</p> <p>First Semester Target: 40</p> <p>Second Semester Target: 530</p>		ODED, PPFPD	The NCCA has funded 963 cultural workers, artists who garnered recognition and or awards.		5		5	<p>ODED Institutional Projects– 84</p> <p>Competitive Grants-880</p> <p>Percentage rate of accomplishments: 169%</p>



E. PDP Chapter 7 PAPs E.1 Competitive Grants	100% of projects recommended/endorsed by the Subcommissions to the BOC are approved for approval by November 2019		PPFPD	Facilitated the approval of 233 projects for CY 2020		5	5	5	Percentage rate of accomplishments: 100%
	80% of the approved projects under the competitive grants have been obligated by the end of June 2019  Target : 216 OPS and DVs		PPFPD-AGPS	100 % of the targeted approved projects under competitive grants have been obligated		5		5	Percentage rate of accomplishments: 100%
E.2 Institutional Projects/Programs	100% of received project requests under the NCCA Institutional Programs for the semester are facilitated and prepared for appraisal and/or approval within 20 days from date of receipt		ODED, PPFPD, OC-IAO	Facilitated the approval of 626 Institutional projects received within 20 days from date of receipt		5		5	IAO – 80 ODED-546  Percentage rate of accomplishments: 100%
	90% of received requests for assistance for the implementation of RDC priorities for their RDP Chapter 7 obligated within 3 months upon receipt		PMED	100% of the four (4) RDC-related requests facilitated and obligated within three (3) months from receipt of project/activity proposals.			5	5	List of NCCA –assisted Programs, Projects, and Activities in Various Regional Development Councils: 1. RDC V- Regional Committee on Culture Values Capability Building and Benchmarking Activity 2. RDC VII-Vernacular Architecture Conference (Negros Oriental-Siquijor Leg) 3. RDC VII-Muslim Traditional Instruments Training (Level 1 and 2) 4. Tuki-Kultura

	<p>100% of implementation of the planned projects on the awareness and sensitivity of the rights of women, IPs, youth, children, elderly, and PWDs by the end of 2019</p> <p>Annual Target: 6 projects</p>		PPFPD-SCCTA, GAD Committee, ODED- APS/SB	The PPFPD and the OED facilitated 8 projects on vulnerable and disadvantage groups.		5		5	<p>PPFPD:</p> <ul style="list-style-type: none"> <li>• 6 Projects on the awareness and sensitivity of the rights of IPs</li> <li>• 2 projects from APS-ODED such as: <ul style="list-style-type: none"> <li>a. Painting and Visual arts workshop for the youth held at Cavite Institute Inc., Silang Cavite with 48 youth participants.</li> <li>b. Women's empowerment visual arts workshop by the Samarnon Artists Federation of Northern Samar with 52 female participants.</li> </ul> </li> </ul> <p><b>Percentage rate of accomplishments: 133%</b></p>
	<p>90% of the targeted LCAC are functional by the end of 2019</p> <p>Annual Target: 12 functional LCACs</p> <p>First Semester Target: 4 Second Semester Target: 8</p>		OED	<p>For the 1<sup>st</sup> Semester the following LGUs were assisted on the crafting of their Cultural Development Plan anchored on the PDP2017-2022, with a very satisfactory rating from the participants who were requested to evaluate.</p> <ol style="list-style-type: none"> <li>1. Island Garden City of Samal</li> <li>2. Real Quezon</li> <li>3. 7 constituent of GLUs of Compostela Valley</li> <li>4. 6 constituents of KGUs of Dinagat Island Province</li> <li>5. City of Cabadbaran</li> </ol>	4	5		4.5	<p>Note : A functional LCAC is one that able to craft the cultural plan for LGU and/or implement cultural projects/activities</p> <p>Percentage rate of Accomplishments: 825%</p>



				6. 6 constituent LGUs of the Province of Quirino 7. 18 constituent LGUs of the Province of Palawan 8. 8 constituent LGUs of Mountain Province. 9. 23 Constituent LGUs of the province of Surigao del Norte 10. 16 constituent LGUs Nueva Vizcaya 11. 16 constituent LGUs of the Province of Oriental Mindoro 12. City of Pagadian, Zamboanga del Sur 13. City of Koronadal, South Cotabato  Total LGUs =99					
	100% of the targeted collaborative projects & activities with LGUs, DILG, affiliated cultural agencies and other relevant government institutions implemented  Annual Target: 59 collaborative projects  First Semester: 29 Second Semester: 30		ODED, PPFPD	71 collaborative projects & activities with LGUs, DILG, affiliated cultural agencies and other relevant government institutions implemented.		5		5	ODED – 61 P/PPFD – 10  <b>Percentage rate of accomplishments: 120%</b>
	100% of the targeted organizations provided technical assistance towards establishments of arts organization by the end of 2019  Annual Target: 3 arts organization		ODED, PPFPD, PMED	Assistance extended to 2 organizations in Davao City and Nueva Ecija City	5	2		3.5	PMED-1 PPFPD-1  <b>Percentage rate of accomplishments: 67%</b>

	100% of targeted cultural centers assisted by the end of 2019  Annual Target: 22 cultural centers  First Semester -11 Second Semester -11		ODED, PPFPD	A total of 28 cultural centers assisted through cultural hubs, ILT, and SLT it exceeded the first semester target by 127.27%.					ODED – 3 P/PPFD – 25  <b>Percentage rate of accomplishments: 127.27%</b>
E.3 Projects with Cultural Agencies (PREX-C commitment)	100% of targeted culture and arts program with affiliated cultural agencies implemented  Annual Target: 8 culture and arts programs  1 <sup>st</sup> semester- 2 2 <sup>nd</sup> semester- 6		ODED, PPFPD	The PPFPD and ODED implemented 10 collaborative projects with the cultural agencies	5	5		5	PPFPD – 4 (2-KWF, 1-NLP, 1-NM) ODED- 6 NHCP  <b>Percentage rate of accomplishments: 125%</b>
F. Administration and Supervision of NEFCA Funds	Percentage increase in average value of NEFCA and NECA assets under administration  Annual Target: increase by 1.8% (~42M PHP)		NEFCA	Finance Division managed and supervised the NEFCA funds with an average value Php 48.26M (1.9 %) increased during the first semester period.	5		4	4.5	<b>Percentage rate of accomplishments: 108%</b>
	Number of evaluation reviews conducted by the Investment Committee and Management Committee on the performance report of the Fund Manager on the NEFCA investments as reported by the Chief Accountant  Annual Target: 4 evaluation report  First Semester Target: 2 Second Semester Target: 2		NEFCA	NEFCA conducted 6 (3 per semester) evaluation reviews with 100% acceptability	5		4	4.5	<b>Percentage rate of accomplishments: 150%</b>



	<p>100% of the obligated transactions (creditors and grantees) claims with complete supporting documents are paid within the mandated time</p> <p>Target/Mandated Time:</p> <p>Simple Transactions – 3 working days</p> <p>Complex Transactions – 7 working days</p> <p>Accounts Payable – 7 working days upon receipt of the NCA from DBM</p>		NEFCA, OC, OED	About 5,007 valid supplier invoices paid from January to December 2019			4.67	4.67	Percentage rate of accomplishments: 100%
<b>SUPPORT TO OPERATIONS: a. Delivered services with the highest professional standards dealing with our clientele, particularly artists and cultural workers and all relevant interested parties; and b. Continually improved and innovated based upon the efficient processes, well defined measurements and best practices through appropriate development program and process and strong management.</b>									
<p>A. Provision of general direction, supervision and control of the Secretariat day to day operations through the following NCCA established management systems:</p> <ol style="list-style-type: none"> <li>1. Strategic Performance Management System</li> <li>2. Quality Management System</li> </ol>	<p>100% of PMT/MR/MANCOM resolutions on issues/concerns/feedbacks/affecting the attainment of the agency performance targets are enforced within 3 working days after issuance of the resolutions</p> <p>Target per Semester: 100%</p>		OED	<p>For CY2019, the following MANCOM resolutions were enforced within 2 working days after the meeting:</p> <ul style="list-style-type: none"> <li>- 3 NAM Staff</li> <li>- MOA Amendments</li> <li>- Flexi-time</li> <li>- Revocation of the memo for the 3 NAM Staff</li> <li>- TWC Guidelines on Cases</li> <li>- 8am-7pm work schedule</li> <li>- Approving the Proposed for Hiring Personnel of NCCA Secretariat</li> <li>- Strict Observance on Serving Healthy Food during NCCA Activities</li> <li>- Request for Approval of External Providers</li> </ul>		4		4	<p>6 MANCOM Resolutions were enforced within 2 working days</p> <p>Percentage rate of accomplishments: 100%</p>

				Performance Evaluation (NCCA-OED/PS-001) Procedure thru Ad Referendum					
	90% of the Agency targets attained and reported to the BOC by December 2019  Target: one (1) report per semester indicating 45% attainment of the agency targets		OED	125% of the Agency targets attained	5		2	3.5	Percentage rate of accomplishments: 125%
B. Maintenance of ISO certification	Passed the surveillance audit with minimum significant NCs by the end of December 2019		OED	The NCCA Passed the surveillance audit with minimum significant NCs on December 3 and 11, 2019	5	5		5	Target for the second semester  Percentage rate of accomplishments: 100%

C. Formulation of agency plans to support strategic priorities	100% of the targeted plans for 2009 and 2020 formulated by December 2019  Annual Target: 4  First Semester- 2 Second Semester- 2		OED, MISS	The DED with the Planning Unit facilitated the formulation of the following: 1. 2019 Target Setting 2. Division Planning 3. Mid-Year Assessment Workshop 4. NCCA Strategic Plan for CY 2020-2022 under the Board Resolution 2019-360. 5. ISSP 2020	5	5		5	Percentage rate of accomplishments: 125%
D. Management and Information Systems Services	Developed information systems with satisfactory rating by its users at the end of December 2019  Annual Target: 2		ADMF-MIS	The MIS has developed 2 IT Programs on Library System and Enhancement of Cultural Data Bank.	4		4.5	4.25	Percentage rate of accomplishments: 100%



	Maintained existing information systems with satisfactory rating by its users at the end of December 2019  Annual Target: 8 First Semester- 4 Second Semester- 4		ADMF-MIS	MISS maintained 8 IT program and database with satisfactory rating by its users	4		5	4.5	1. NCCA Website 2. Timekeeping-HRS 3. eNGAS and eBudget 4. PIS 5. Supply and Management System (SMS); 5. Cultural Statistics Portal 6. ICT Equipment Monitoring System 7. Cashier-LDDAP/RADAI reporting 8. Cashier- LDDAP/RADAI reporting  Percentage rate of accomplishments: 100%
	100% of maintenance requests acted upon within 4 hours upon receipt with satisfactory rating by its users		ADMF-MIS	100% or 124 maintenance request acted upon within an average of 3 hours upon receipt with VS rating from clients	4		4	4	Percentage rate of Accomplishments: 100%
E. Research services	100% of CDB framework indicators is recategorized in accordance to PCS framework by the end of 2019  Annual Target: 1		ODED – PPS Research Unit-PPS	100% of the targeted CDB framework indicators were recategorized		5		5	Percentage rate of Accomplishments: 100%
	Training of data providers of cultural statistics was done with satisfactory rating from participants  Second Semester Target: 1		ODED – PPS Research Unit-PPS	The PPS-ODED conducted the Basic Statistics Training for Cultural Workers on August 27-30, 2019 at the UP School of Statistics with a total of 28 participant from cultural agencies	5		5	5	Percentage rate of Accomplishments: 100%
	Conduct of International Cultural Statistics Conference by October 2019 with satisfactory rating from the		ODED – PPS Research Unit-	The PPS-ODED conducted ICCSE conference with a theme of Cultural Statistics and Creative Economy as	5		5	5	Percentage rate of Accomplishments: 100%

	<p>participants</p> <p>Second Semester Target:1</p>		PPS	Driver of Cultural Development. The event held in Cebu city on October 14 and 15,2019.					
	<p>100 % of targeted activities for the formulation of cultural indicators conducted on time with satisfactory rating from the participants.</p> <p>Annual Target: 2 consultative meeting</p> <p>First Semester- 1</p> <p>Second Semester - 1</p>		ODED – PPS Research Unit- PPS	Last June 27, 2019, the Research Unit facilitated the conduct of 2 inter-agency consultative meetings on cultural indicators.	5	5		5	<p>Already done during the first semester.</p> <p><b>Percentage rate of accomplishments: 100%</b></p>
F. Program/project monitoring and evaluation services	<p>100% of the 269 projects regularly monitored with 2 minor PME-related deficiencies, through the submission of Monthly Project Status Matrix to PPO/Budget within seven (7) working days from the last day of the month covered by the report</p>		PMED	<p>2019 Project Status Matrices updated and submitted monthly to PPO and Budget Section in the last 12 months.</p> <p>All competitive, Inter-agency and institutional projects monitored in close coordination with PPFPD, AGPS, and Finance counterparts. Information/document request to NCCA by the grantees addressed timely. Committee members and other experts were also engaged in monitoring projects in the regions.</p>	5		5	5	<b>Percentage of Accomplishments: 100%</b>
	<p>90% of the 269 projects assessed with evaluation reports prepared after monitoring of implementation or receipt of outputs</p> <p>Annual Target: 243 projects assessed</p>		PMED	<p>A total of 378 projects versus target of 243 (or 64% more), have been assessed and presented to various stakeholders through the conduct of the following activities:</p> <ul style="list-style-type: none"> <li>- Output review</li> </ul>		5		5	<b>Percentage rate of Accomplishments: 155%</b>



	First semester- 109 Second Semester- 133			<ul style="list-style-type: none"> <li>- Field monitoring</li> <li>- Preparation of M&amp;E measurement tools using LMF</li> <li>- Data gathering using any or a combination of appropriate methodologies such as: observation, survey, Random or Key Informant Interviews, FGD, and/or content analysis;</li> <li>- Polite and professional conduct of one's self while dealing with stakeholders</li> <li>- Photo and video documentation</li> <li>- Drafting of assessment report</li> <li>- Preparation of visual arts</li> </ul>					
	90% of 38 Summary Reports on Project Monitoring and Evaluation results presented to stakeholders by the end of 2019  Annual Target: 34 Summary Reports  First Semester- 17 Second Semester – 17		PMED	46 evaluation reports cascaded to various stakeholders during Subcommission and National Committee meetings, RDC meetings, and the NCCA Secretariat Assembly/Flag ceremonies		5	5	5	Percentage rate of accomplishments: 121%
G. Dissemination and promotion on NCCA arts and culture programs	5% increase in the number of audiences for NCCA programs and events by the end of 2019  Target: increase by 4,800,936 (baseline:		ODED,PPFPD, PMED OC, ADMF	The NCCA has registered a total 112,518,631 audience count .		5		5	<b>Grand Total: 112,518,631</b> <b>Direct Audience: 3,883,090</b> ODED –1,309,896 (Institutional) OC –400,000

	96,018,718 [2018 accomplishments])  Annual Target: 100,819,654  First Semester Target: 39,223,767 + competitive grants  Second Semester Target: 39,825,099 + competitive grants							(Institutional) PPFPD- <b>1,962,474</b> PMED - <b>610,320</b> (Competitive Grants)  Typology of participants: a. Direct beneficiaries: Artists and cultural workers involved in the implementation of the project b. Direct audience: Immediate audience to performances, exhibitions, shows, film productions, readers, and viewers c. Secondary audience: Audience of documented projects (video documentation, coverage)  <b>Indirect Audience (quad media): 108,635,541</b> PAIS -100,221,182 MIS- 8,414,359  <b>Percentage rate of Accomplishments: 122%</b>	
	100% of the targeted activities/events to promote programs and projects conducted by the end of 2019 with satisfactory rating from clients  First Semester Target:  12 press conference, 44 press releases,		ADMF-PAIS	PAIS spearheaded the following promotional activities in the first semester of 2019: 33 press conferences 109 press releases 47 TV/Radio guesting 250 social media posts		5		5	Percentage rate of accomplishments: 257.18%

Page 14 of 19



	<p>15 media coverages, 24,000 publication materials produced, 15 radio guesting, 13 social media post, 14 participations in book trades</p> <p>Second Semester Target:</p> <p>12 press conference, 44 press releases, 15 media coverages, 24,000 publication materials produced, 15 radio guesting, 13 social media post, 14 participation in book trades, 138 books donations</p>			<p>37 book/trade fairs 47 media coverages 64,020 information materials 1,663 book recipients</p>					
H. NCCA Management/Operation Systems	Enhancement NCCA SPMS Manual Approved by the BOC by the end of December 2019		PMT, PMT Secretariat, TWG on Enhancement of NCCA SPMS Manual						The PMT and the PMT Secretariat agreed to extend the revision on the NCCA SPS Manual until the first quarter of 2020.
	100% of SPMS Process Cycle conducted [in accordance with the set NCCA SPMS timeline/calendar for CY 2019] implemented within CY 2019.		PMT, All Divisions	The NCCA thru the ODED conducted planning and commitment setting workshops last January 15-17 and February 8-9, 2019, while mentoring to different sections, units, and individuals are being done regularly by the Division Chiefs, and Section/Unit Heads		5		5	<p>SPMS Process Cycle: Stage 1: Planning Commitment Stage 2: Monitoring and Coaching Stage 3: Review and Evaluation Stage 4: Reward and Development (Usually being done every first month of the following year)</p> <p><b>Percentage rate of accomplishments: 100%</b></p>

	100 % of the Targeted NCCA front line Services streamlined by the end of CY 2019  Annual Target: 4 frontline services		PPFPD, NEFCA, ODED	In compliance with the directive of the President on ease of doing business, the NCCA started the streamlining and process improvement of its critical services by reducing the documentary requirements, turnaround time and the number of signatories.		5		5	Percentage rate of 100% accomplished
	100% of the activities under the implementation of the Quality Management System implemented within CY 2019  Annual Targets:  1. Conduct of Internal Quality Audit (at least 1) 2. Conduct of Management Review (at least 1) 3. Conduct Client Feedback (at least 1) 4. Regular updating of general documents		QMS Core Team. QMR	Conducted the following IQA activities: 1. Management Review on November 26, 2019 2. Monitoring Submission of QMS General Documents – August-October 2019 3. 12 relevant QMS training for 2019 5. New Employees orientation on QMS 6. Surveillance Audit (Dec 3 and 11, 2019) 6. Internal Audit (August to November)	5	5		5	Percentage rate of 100% accomplished
● GENERAL ADMINISTRATION AND SUPPORT – GENERAL MANAGEMENT AND SUPERVISION									
A. Management of Human Resources	100% of request for recruitment services provided on time .		ADMF-HRMS	87 approved PRFs processes with an average of 21.89 days (215 received applications- 76CS/15JO/104 PH and 20 plantilla)		5		5	Percentage rate of accomplishments: 100%
	100% of targets for training services provided on time with satisfactory rating from the clients.			Provided 28 trainings with satisfactory rating from the client.	5	4		4.5	Percentage rate of accomplishments: 100%


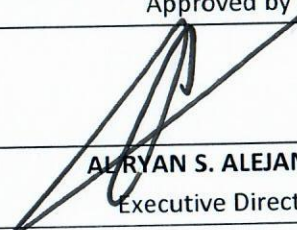
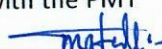


	100 % of the Targeted NCCA front line Services streamlined by the end of CY 2019  Annual Target: 4 frontline services		PPFPD, NEFCA, ODED	In compliance with the directive of the President on ease of doing business, the NCCA started the streamlining and process improvement of its critical services by reducing the documentary requirements, turnaround time and the number of signatories.		5		5	Percentage rate of 100% accomplished
	100% of the activities under the implementation of the Quality Management System implemented within CY 2019  Annual Targets:  1. Conduct of Internal Quality Audit (at least 1) 2. Conduct of Management Review (at least 1) 3. Conduct Client Feedback (at least 1) 4. Regular updating of general documents		QMS Core Team. QMR	Conducted the following IQA activities: 1. Management Review on November 26, 2019 2. Monitoring Submission of QMS General Documents – August-October 2019 3. 12 relevant QMS training for 2019 5. New Employees orientation on QMS 6. Surveillance Audit (Dec 3 and 11, 2019) 6. Internal Audit (August to November)	5	5		5	Percentage rate of 100% accomplished
● GENERAL ADMINISTRATION AND SUPPORT – GENERAL MANAGEMENT AND SUPERVISION									
A. Management of Human Resources	100% of request for recruitment services provided on time with satisfactory rating from the clients.		ADMF-HRMS	87 approved PRFs processes with an average of 21.89 days (215 received applications-76CS/15JO/104 PH and 20 plantilla)		5		5	Percentage rate of accomplishments: 100%
	100% of targets for training services provided on time with satisfactory rating from the clients.			Facilitated the ff. with very satisfactory feedback from clients -1TNA conducted; 1Training Plan prepared; Training Facilitated-5	5	4		4.5	Percentage rate of accomplishments: 100%

				invitational trainings; 3- in-house; 11QMS; 2 GAD 2 Orientation/on –boarding conducted of 45 new employees					
	100% of targets for payroll and benefits services provided on time with satisfactory rating from the clients			165 general payroll processed and submitted to Finance with an average of 3.96 days turn-around time/before pay date; 274 separate payroll, benefits and incentives processed	5	4		4.5	<b>Percentage rate of accomplishments: 100%</b>
B. Provision of General Services	100 % of targets for supply management services provided on time with satisfactory rating from the clients		OED, ADMF-SMS, RMS, LSS. GSS	100% targets for supply management services provided on time with satisfactory rating from the clients.	5		5	5	PPMP for CUS submitted to BACV and posted in the NCCA and PhilGEPS website per DBM requirement. <b>Percentage rate of accomplishments: 100%</b>
	100 % of targets for records management services provided on time with satisfactory rating from the clients			100 % or 12,595 documents for dispatch were routed/delivered & scanned in the database	5		5	5	<b>Percentage rate of accomplishments: 100%</b>
	100 % of targets for library management services provided on time with satisfactory rating from the clients			1,296 materials accessioned Accessioned on time with 90% accuracy and very satisfactory rating from the clients 201 clients served with VS feedback	5		5	5	Include updating of accession using new Library System; Labeling Organization, Inventory and Weeding of collections <b>Percentage rate of accomplishments: 100%</b>
	100 % of targets for general services provided on time with satisfactory rating from the clients			100% of targets provided on time with very satisfactory rating from clients  100% Insurance permits processed	4		4	4	Implementation of Preventive Maintenance including renewal of licenses and permits/inspection implemented and



				100% preventive maintenance and housekeeping requirements implemented  Average of 200 calls/day transferred immediately					monitored; Coordination with Service Providers; facilitation of various requests for repair and payment of services- (P/LW/Communication)  <b>Percentage rate of accomplishments: 100 %</b>
C. Management of Financial Resources	80% utilization of GAA funds by the end of 2019  Target: Admin Fund- Php 21,806,151 (80%)		All Divisions	GAA  Total Utilization:  Admin Fund- 99.72 % amounting to PhP27,181,624.59		5		5	<b>Percentage rate of accomplishments: 99.72%</b>
	LFP- Php 258,800,000 (80%)			Locally Funded Projects- 58.96 % amounting to PhP190,741,859.76		2		2	<b>Percentage rate of accomplishments: 58.96%</b>
	80% utilization of NEFCA funds by the end of 2019  Target: Admin Fund- Php 163,826,000 (80%)			NEFCA  Total Utilization:  Admin Fund- 99.60 % amounting to PhP 202,946,063		5		5	<b>Percentage rate of accomplishments: 99.60%</b>
	LFP- Php 388,369,000 (80%)			LFP- 99.90 % PhP388,369,000		5		5	<b>Percentage rate of accomplishments: 99.90%</b>

	100% of the financial and budget accountability reports are prepared and submitted to COA and DBM within the mandated time Target: COA – February 14, 2019 DBM – Monthly Reports – on the 10 <sup>th</sup> day of the following month Quarterly Reports – on the 15 <sup>th</sup> day of the following month		NEFCA, ADMF-GAA	The ADMF-GAA accomplished the following: • 36 Schedule of remittances to other Government Agencies within 2 days after the end of each month; • 237 Financial reports submitted 43 days/45 days to COA; • 39 W@ schedules prepared 5 days after the end of each month; • 5 budget utilization reports • 33 Budget Reports submitted to DBM (13 days/15 days)	5	4		4.5	Includes online submission or as required by regulatory bodies (COA/DBM/GPPB/DAP) such as budget reports to DBM; schedule of remittances to GSIS/Phil-health/Pag-ibig; JEVS prepared; Monthly/Quarterly/Annual Financial Reports prepared and submitted; and Schedules of remittances to BIR  <b>Percentage rate of accomplishment: 100%</b>
<b>FINAL AVERAGE RATING</b>								<b>4.59</b>	
<b>Adjectival Rating</b>								<b>VS</b>	
Comments and Recommendation for Development Purposes									
Prepared and Consolidated by	Date	Endorsed by	Date		Approved by	Date			
 CAROLINE B. MIZAL PDO III, Secretariat		I certify that I discussed my assessment of the performance with the PMT			 ALRYAN S. ALEJANDRE Executive Director				
		 Marichu G. Tellano PMT CHAIR/Deputy Executive Director							
Legend: 1-Quality    2- Efficiency    3- Timeliness    4- Average									