

RINAMALAYAN

CAPACITY DEVELOPMENT AGENDA 2024





Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

MUNICIPAL CAPACITY DEVELOPMENT AGENDA 2024
PROOF OF RECEIPT



OFFICE/AGENCY/DIVISION	RECEIVED				SIGNATURE
	ON:		BY:		
	Date	Time	Printed Name	Position/Designation	
Municipal Mayor's Office	6-5-23	8:00	Mac Memorial	AM	
Municipal Vice Mayor's Office and the Sangguniang Bayan	5-31-2023	4:55	JASMIN G. TUGADI	A.A. 1	
Municipal Administrator's Office	6-7-23	2:37	MELODY P. MENDEZA	A.A. III	
Municipal Planning and Development Office	5-31-23	4:50	GERALD DULATRE	ITA	
Municipal Budget Office	6-7-23	3:00	MAMA ANNA AGUILAR	AAIV	
Municipal Accounting Office	6/8/23	11:15	MJ FUENTES	COI	
Municipal Treasury Office	6-7-23	4:00	BABYLYN L. SENIO	A-A-11	
Human Resource Management Office	6/9/2023	8:34	ARUENE M. PUGAWAN	AAI	
Municipal Local Government Operations Office	6-9-23	9:57	CARRON OYAN	AAI	
Provincial Budget Office	6-7-23	3:00	MAMA ANNA AGUILAR	AAW	
Commission on Audit (COA)	6/8/23	11:15	MJ FUENTES	COI	



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OFFICE OF THE MUNICIPAL MAYOR



MESSAGE




The Local Government Unit of Pinamalayan under our leadership, remains focus, steady and firm to our sworn commitment to Pinamaleños. We have utilized our funds and resources in achieving our noble commitment to people. Programs, projects and activities are well aligned and attuned to the demands of the public. We have remained committed to our mission of reaching out to the most vulnerable members of society. As a result, we must level up, improve, and modify all of our initial activities in order to satisfy the unique requirements of our people while also adapting to the demands of a changing world.

My fellow Pinamaleños, it is with great pride and honor to present and dedicate this compilation of Thematic Plans and Programs 2024, a navigational plan towards the Local Government's developmental framework and program intervention for the Fiscal Year 2024.

This plan of action reflects our expectations for conquering challenges and moving forward. It contains the programs/projects/activities streamlined for the coming year from a long master list of projects generated through sectoral consultation. Furthermore, with the unwavering support and active participation of all stakeholders, we can vouch that no sector is being left behind and guarantee the inclusivity of all programs.

Also, our heartfelt gratitude goes to the dedicated men and women of these municipality who place their best efforts to come up with this plan.

Hail Pinamalayan and all its people- ang Bayan ng Bahaghari, Bayang Pinagpala. Pilipinas, Pinamalayan Naman!


HON. ARISTEO APASAN BALDOS, JR.
MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL VICE MAYOR



MESSAGE




HON. RODOLFO M. MAGSINO
MUNICIPAL VICE MAYOR

Warmest greeting!

Success is no accident. It takes a lot of hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing or learning to do.

The municipality of Pinamalayan aims to become a sustainable place to live for every Pinamaleños. Planning and implementation are the best tool in making success. Thematic planning is an important activity of the Local Government Unit with the objective of building a more progressive municipality.

In this activity, the Local Chief Executive together with the Vice Mayor, Sangguniang Bayan Members, Department Heads, Chief of offices, and the representatives from different sectors joined together in a group discussion and identifying different programs, projects and activities that we believe needed to be implemented and can make an impact in the society.

Through inquiries, careful studies, researches and workshops, we will be able to sustain and meet the demands of the ever-changing time. Long term solutions, programs, projects and activities to be implemented are relevant and beneficial to the people. We cannot stop the passing time, but we have the power to define it.

With our collaborative efforts we can make Pinamalayan a sustainable place to live in. Let us work together and win as one. With the help of the Almighty, hand in hand, we can achieve what we are dreaming for our beloved Pinamalayan.

"Today's progress was yesterday's plan" - Anonymous

ACKNOWLEDGEMENT



In the spirit of unity towards progress, deepest appreciation is hereby conveyed to the various stakeholders and institutions in our municipality such as the National Government Agencies, Barangay Government Units, Private Sector, Civil Society/Non-Governmental Organizations, the Legislative Department and the Executive Department of the Municipal Government of Pinamalayan for the unqualified support and participation in the preparation of CAPACITY DEVELOPMENT AGENDA 2024 which was completed and packaged by the:

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

GENERAL PUBLIC SERVICES

ROMEL T. MARAYAN *Development Management Officer II*

Sector Coordinator

JAN-NEIL H. EVANGELISTA *Senior Administrative Assistant II*

Sector Coordinator

PRINCESS EUNICE L. DEL VALLE *Project Development Officer I*

Sector Coordinator

SOCIAL SERVICES

EnP VIRGILIO M. KING *Project Development Officer III*

Sector Coordinator

JOHN ERIC G. MONDOÑEDO *Planning Assistant*

Sector Coordinator

MA. LORRAINE F. FESTIN *Project Evaluation Assistant*

Sector Coordinator

ECONOMIC SERVICES

EnP. ORLEX H. MARAYAN *Development Management Officer IV / Asst. to the MPDC*

Sector Coordinator

FREDELINO A. TORIANO, JR. *Planning Officer II*

Sector Coordinator

MARIANNE L. LUARCA *Administrative Aide II*

Sector Coordinator

OTHER SERVICES

EnP. ORLEX H. MARAYAN *Development Management Officer IV / Asst. to the MPDC*

Sector Coordinator

JAYSON M. MAUPAY *Administrative Assistant I*

Sector Coordinator

ADMINISTRATIVE AND TECHNICAL SUPPORT SERVICES

RUTH D. MALING

Administrative Officer IV

PHIL JOSEPH L. GALANG

Logistic In-Charge

Information Technology Assistant

GERALD M. DULATRE

Technical Support Staff

Information Technology Assistant

MARY JOY R. SALENDREZ

Administrative Support Staff

Administrative Aide III

ROSELLE H. LABRADOR

Administrative Support Staff

Administrative Aide III

EDEN M. HERNANDEZ

Administrative Support Staff

Administrative Aide II

Administrative Support Staff

We are truly grateful as we commend the invaluable involvement of all concerned functionaries and Elective Officials by way of sharing their time, efforts and knowledge. As such, we are very thankful to the Municipal Development Council (MDC) Officials and Members, especially to the Chairpersons and Members of the Functional/Sectoral Working Committees for exerting tireless and selfless efforts that made possible the successful completion of the formulation process.

Above all, let us praise and thank the Almighty for His guidance as we are all His stewards in bringing about excellence in local governance.

THANK YOU AND GOD BLESS!!!

ROSENIO A. TORIANO, EnP

Municipal Planning and Development Coordinator



The Municipal Planning and Development Office

Telefax: (043) 738 - 4632

E-mail Address: mpdo.pin@gmail.com / mpdo@pinamalayan.gov.ph

Our Website: www.pinamalayan.gov.ph



MUNICIPAL APPROVAL INSTRUMENTS

- **THEMATIC PLANS AND PROGRAMS (TPP) 2024**
 - **SANGGUNIANG BAYAN (SB) RESOLUTION NO. 128-2023**
 - **MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 02-2023**



OFFICE OF THE SANGGUNIANG BAYAN

Office of the Vice Mayor/Sangguniang Bayan, 2nd Flr. Municipal Bldg. Madrid Blvd. Zone III, Pinamalayan, Oriental Mindoro
Email Address: ucsbaybayan@pinamalayan.gov.ph Tel Nos: (043) 738-1432 (043) 284-3147

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN HELD ON MAY 22, 2023 AT SANGGUNIANG BAYAN SESSION HALL, PINAMALAYAN, ORIENTAL MINDORO.

PRESENT:

HON. RODOLFO M. MAGSINO,	Municipal Vice Mayor, Presiding officer
HON. RIO S. MERCENE,	SB Member
HON. DUNHILL MARCELO M. DELMO V,	SB Member
HON. ANGELO MARLO D. MADRID,	SB Member
HON. MAURO P. HELERA,	SB Member
HON. ANJUNE A. ZAMORA,	SB Member
HON. EDWIN G. HERNANDEZ,	SB Member
HON. JEOFFREY PAUL A. UMBAO,	SB Member
HON. NAPOLEON M. MANGARING,	SB Member
HON. JOVEN S. VELASCO,	SKMF President, SB Member
HON. ANTONIO VICTOR R. OLYMPIA,	ABC President, SB Member

RESOLUTION NO. 128-2023

A RESOLUTION APPROVING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2024 OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO.

WHEREAS, Section 114 of the Local Government Code provides that the policies, programs and projects proposed by the Local Development Council shall be submitted to the Sanggunian concerned for appropriate action;

WHEREAS, the thirty-seven (37) various Thematic Plans and Programs (TPP) 2024 of the Municipality of Pinamalayan were formulated after thorough researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral presentation, to wit:

1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Capacity Development Agenda
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Public Financial Management Improvement Plan
- Municipal Information and Communication Technology Plan
- Municipal Information Strategic Management Plan
- Municipal People's Plan
- Municipal Public Service Continuity Plan

2. SOCIAL DEVELOPMENT SECTOR

- DILG-Endorsed Municipal Gender and Development Plan and Budget
- Municipal Annual Cultural Development Plan
- Municipal Plan for the Protection of Children
- Municipal Senior Citizens and Persons with Disability Plan
- Municipal Nutrition Action Plan
- Municipal Acquired Immune Deficiency Syndrome Plan
- Municipal Youth Development Plan
- Municipal Housing/Shelter Plan
- Municipal Ancestral Domains Sustainable Development and Protection Plan
- Municipal Plan for Health and Family Planning



OFFICE OF THE SANGGUNIANG BAYAN

Office of the Vice Mayor/Sangguniang Bayan 2nd Flr., Municipal Bldg., Madro Blvd., Zone III, Pinamalayan, Oriental Mindoro
Email Address: vicemayoroffice@pinamalayan.gov.ph Tel Nos: (043) 738-1432 / (043) 284-3147

3. ECONOMIC DEVELOPMENT SECTOR

- Municipal Climate Change Action Plan
- Municipal Poverty Reduction Action Plan
- Municipal Solid Waste Management Plan
- Municipal Forest Land Use Plan
- Municipal Watershed Management Plan
- Municipal Sustainable Area Development Plan
- Municipal Foreshore Management Plan
- Municipal Food Sufficiency Plan
- Municipal Strategic Agriculture and Fisheries Development Zone Plan
- Municipal Coconut Development Plan
- Municipal Coastal Resources Management Plan
- Municipal Commodity Investment Plan
- Municipal Tourism Development Plan
- Municipal Entrepreneurship Development Plan
- Municipal Transportation Management Plan

4. OTHER SERVICES SECTOR

- PDRRMO-Reviewed Municipal Disaster Risk Reduction and Management Plan

WHEREAS, the aforementioned TPPs were adopted on the 19th day of May 2023 by virtue of MDC Resolution No. 02-2023 and were subsequently indorsed to the Sangguniang Bayan pursuant to the Local Government Code;


WHEREAS, this august body entirely recognizes the significance of the different TPPs for 2024 in providing operational guidance and effective solution in the attainment of a progressive, self-reliant, resilient and sustainable municipality.

NOW THEREFORE, BE IT RESOLVED by the Sangguniang Bayan of Pinamalayan, Oriental Mindoro to approve different Thematic Plans and Programs (TPP) 2024 of the Municipality of Pinamalayan, Oriental Mindoro.

UNANIMOUSLY APPROVED this 22nd day of May 2023 on motion of Hon. Rio S. Mercene seconded by all Sangguniang Bayan members present.

I hereby certify to the veracity and correctness of the foregoing quoted resolution.

Certified Correct:


ATTY. MIRASOL J. SANTOS
Secretary to the Sangguniang Bayan

Attested by:


HON. RODOLFO M. MAGSINO
Municipal Vice Mayor, Presiding Officer

Approved:


HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

MAY 31 2023



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No. 043-284-7146

MUNICIPAL DEVELOPMENT COUNCIL RESOLUTION NO.02-2023

A RESOLUTION ADOPTING THE DIFFERENT THEMATIC PLANS AND PROGRAMS (TPP) 2024 OF THE MUNICIPALITY OF PINAMALAYAN AND FAVORABLY INDORSING THE SAME TO THE SANGGUNIANG BAYAN, THIS MUNICIPALITY FOR APPROVAL.

WHEREAS, thematic planning is a prescriptive planning tool that seeks the most effective and efficient technical solution to a generic development problem;

WHEREAS, the strategic value of thematic plans is that they provide guidance on the application of techniques and in drawing on best practices and experiences which have evolved into a benchmark standard;

WHEREAS, thematic plans provide a cost-benefit analysis of the technology against conventional techniques, define the role and responsibilities of the agency in relation to other stakeholders, identifying resource requirements and seek to outline a course of action, thereby defining a framework providing a problem-based analysis of techniques that helps ensure the relevance, sustainability and impact of technical cooperation;

WHEREAS, in order to validate priority areas for cooperation and strengthening public-private partnership, different thematic plans and programs were formulated through researches, series of consultations, workshops, focus group discussions and other activities involving multi-sectoral representation;

WHEREAS, the thematic plans and programs herein referred to include the following:

1. GENERAL PUBLIC SERVICES SECTOR

- Municipal Peace and Order and Public Safety Plan
- Municipal Capacity Development Agenda
- Municipal Anti-Drug Abuse Action Plan
- Municipal Indicative Annual Procurement Plan
- Municipal Human Resource/Capacity Development Plan
- Municipal Revenue Generation and Mobilization Plan
- Municipal Public Financial Management Improvement Plan
- Municipal Information and Communication Technology Plan
- Municipal Information Strategic and Management Plan
- Municipal People's Plan
- Municipal Public Service Continuity Plan



#FullDevolution #LocalAutonomy #LocalEmpowerment





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2. SOCIAL DEVELOPMENT SECTOR

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- Municipal Tourism Development Plan
- Municipal Entrepreneurship Development Plan
- Municipal Transportation Management Plan

4. OTHER SERVICES SECTOR

- PDRRMO-Reviewed Municipal Disaster Risk Reduction and Management Plan

WHEREAS, the Municipal Development Council in full council meeting has thoroughly reviewed and objectively considered the contents and linkages of the above-named TPPs;

NOW, THEREFORE, on motion of Punong Barangay Gilbert A. Seño of Pili and duly seconded by all members present, be it . . .

RESOLVED, AS IT IS HEREBY RESOLVED, to adopt the different THEMATIC PLANS AND PROGRAMS (TPP) 2024 of the Municipality of Pinamalayan, and favourably indorsing the same to the Sangguniang Bayan for appropriate action.

UNANIMOUSLY ADOPTED this 19th day of May 2023.

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Telephone No. 043-284-7146


THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:



HON. RANDY H. MOREDO
Barangay Captain, Anoling
Member

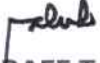

HON. EDNA L. RANILLO
Barangay Captain, Bangbang
Member


HON. ANDRES M. GANIBO
Barangay Captain, Buli
Member



HON. EUGENIO M. MANTARING
Barangay Captain, Calingag
Member

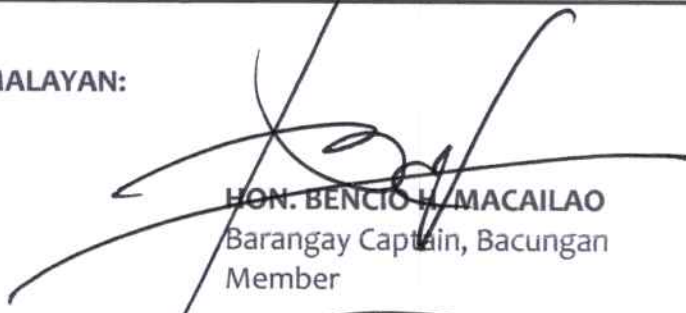

HON. JOEY C. JAMINOLA
Barangay Captain, Guinhawa
Member



HON. RICO M. BONIFACIO
Barangay Captain, Lumambayan
Member



HON. MERAPE T. ALUB
Barangay Captain, Maliangcog
Member


HON. ENRICO M. CAUNCERAN
Barangay Captain, Marayos
Member


HON. ANTONIO S. MOGOL
Barangay Captain, Nabuslot
Member


HON. BENCIO H. MACAILAO
Barangay Captain, Bacungan
Member

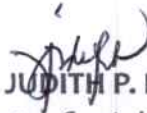

HON. JOELITO J. PERLAS
Barangay Captain, Banilad
Member


HON. NORVEN M. ARELLANO
Barangay Captain, Cacawan
Member



HON. DANTE H. MAZON
Barangay Captain, Del Razon
Member


HON. JOHNY A. LOLONG
Barangay Captain, Inclanay
Member


HON. TEOFILO P. SAPUSAO
Barangay Captain, Malaya
Member


HON. JUDITH P. DE BELEN
Barangay Captain, Maningcol
Member

HON. ROMEO M. DIMAANO
Barangay Captain, Marfrancisco
Member


HON. LERMA M. MANRIQUE
Barangay Captain, Pagalagala
Member





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Email: mayoroffice@pinamalayan.gov.ph


Telephone No. 043-284-7146


THE 37 BARANGAY CAPTAINS OF PINAMALAYAN:



HON. NOLITO A. DELA CRUZ
Barangay Captain, Palayan
Member

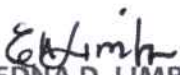

HON. AMADEO Q. MAGTIBAY
Barangay Captain, Pambisan Munti
Member

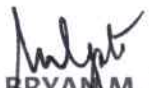

HON. RAUL M. MICIANO
Barangay Captain, Papandayan
Member


HON. CELSO V. MONDOÑEDO JR.
Barangay Captain, Quinabigan
Member



HON. HIPOLITO D. ONDOY
Barangay Captain, Rosario
Member


HON. MERLITA M. PANGANIBAN
Barangay Captain, Sta. Isabel
Member

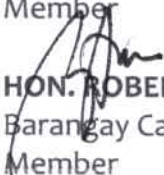

HON. EDNA D. LIMBO
Barangay Captain, Sto. Niño
Member



HON. ROY BRYAN M. MALAPOTE
Barangay Captain, Zone I
Member



HON. FERNANDO T. RODIL
Barangay Captain, Zone III
Member

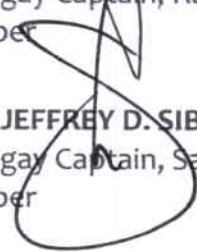

HON. ANTONIO VICTOR R. OLYMPIA
ABC President
Liga ng mga Barangay
Barangay Captain, Sta. Rita
Member


HON. LORETO E. FLORES
Barangay Captain, Pambisan Malaki
Member

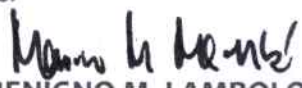

HON. ROBERTO A. MICIANO
Barangay Captain, Panggulayan
Member



HON. GILBERT A. SEÑO
Barangay Captain, Pili
Member



HON. ARNEL F. NAMBIO
Barangay Captain, Ranzo
Member


HON. JEFFREY D. SIBOBO
Barangay Captain, Sabang
Member


HON. RUFINO S. DIMAPILIS
Barangay Captain, Sta. Maria
Member


HON. BENIGNO M. LAMBOFOTO
Barangay Captain, Wawa
Member


HON. MARY FRANCIS DEOCORA M. FABIE
Barangay Captain, Zone II
Member


HON. VICTOR J. LINGON
Barangay Captain, Zone IV
Member





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Email: mayorsoffice@pinamalayan.gov.ph

Telephone No. 043-284-7146

REPRESENTATIVES OF NON-GOVERNMENT ORGANIZATION (NGOs)

RICARDO B. DELA CRUZ

President, Bahaghari Pinamalayan, Oriental Mindoro
Federation of Tricycle Operators and Driver's
Association, Inc. (BPOMFEDTODA)
Representative to the Executive Committee


LEA S. FIEDALAN

President, Ranzo Farmer's Association
Member



EDWIN C. ANDAL

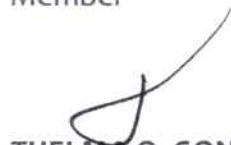
President, Kapulungan ng Sandigang Magkakarne
(KASAMA)
Member

ESTELITA M. FIEDALAN

President, Samahan ng Lingap Pamilyang
Pinamaleño (SLNPP)
Member


CECILIA L. KASILAG

President, Local Council for Women
Member



THELMA O. GONZALES

President, Kaagapay Tungo sa Maunlad na
Pamumuhay
Association of Barangay Buli
Member

GORGONIO SUMBAD

President, Samahan Kaligtangan Tadyawan
Member



LORENZA R. LOLONG

President, Young Progressive Vendors and
Vegetable Dealers and Retailers
Association of Pinamalayan Market, Inc.
(YPVVDRAPMI)
Member

BERNIE P. SEÑORIN

President, Samahang Mandaragat ng
Banilad (SAMBA)
Member



FELIX M. MAGBOO

Vice President, Pinamalayan Bahaghari
Farmer's Federation
Member

FE G. MERCENE

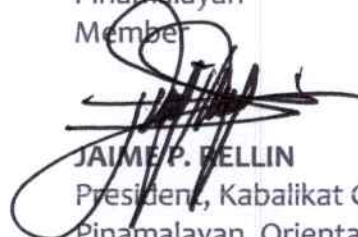
President, Federation of Senior Citizens of
Pinamalayan
Member

DIVINA D. MADRID

President, Pinamalayan Retired Teachers
Organization
Member

GERALD F. LUHA

President, Sandugo Rescue and Radio
Communication Group-Lima Chapter
Pinamalayan
Member



JAIME P. BELLIN

President, Kabalikat Civicom 843 Chapter
Pinamalayan, Oriental Mindoro
Member



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Email: mayoroffice@pinamalayan.gov.ph

Telephone No.043-284-7146

HON. RIO S. MERCENE

SB Member

Chairperson, Committee on Finance & Appropriations

HON. ALFONSO V. UMALI, JR.

Congressman

2nd District, Oriental Mindoro

Attested by:

ORLEX H. MARAYAN, EnP.

Development Management Officer IV
Secretary, MDC Secretariat

Certified Correct:

ROSENIO A. TORIANO, EnP.

MPDC - MGDH I
Head, MDC Secretariat

Approved:

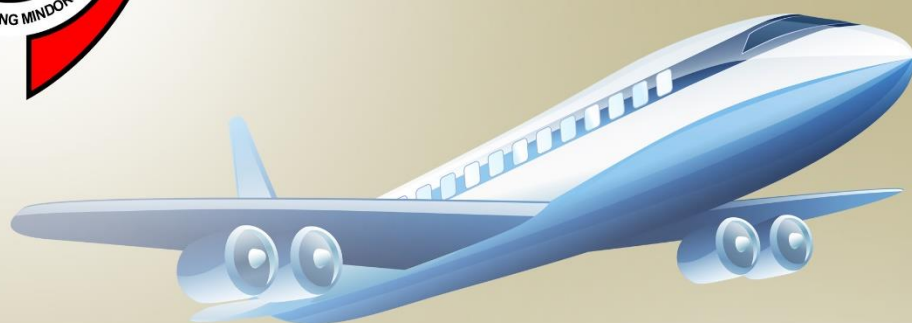
HON. ARISTEO APASAN BALDOS, JR.

Municipal Mayor
Chairperson, Municipal Development Council





VISION



PINAMALAYAN CITY,
the Central Trading Hub of Oriental Mindoro
and the rest of MIMAROPA
demonstrating a robust investor- and
tourist-centered economy
with diversified agro-industrial activities
anchored on sustainable growth
and social equity.



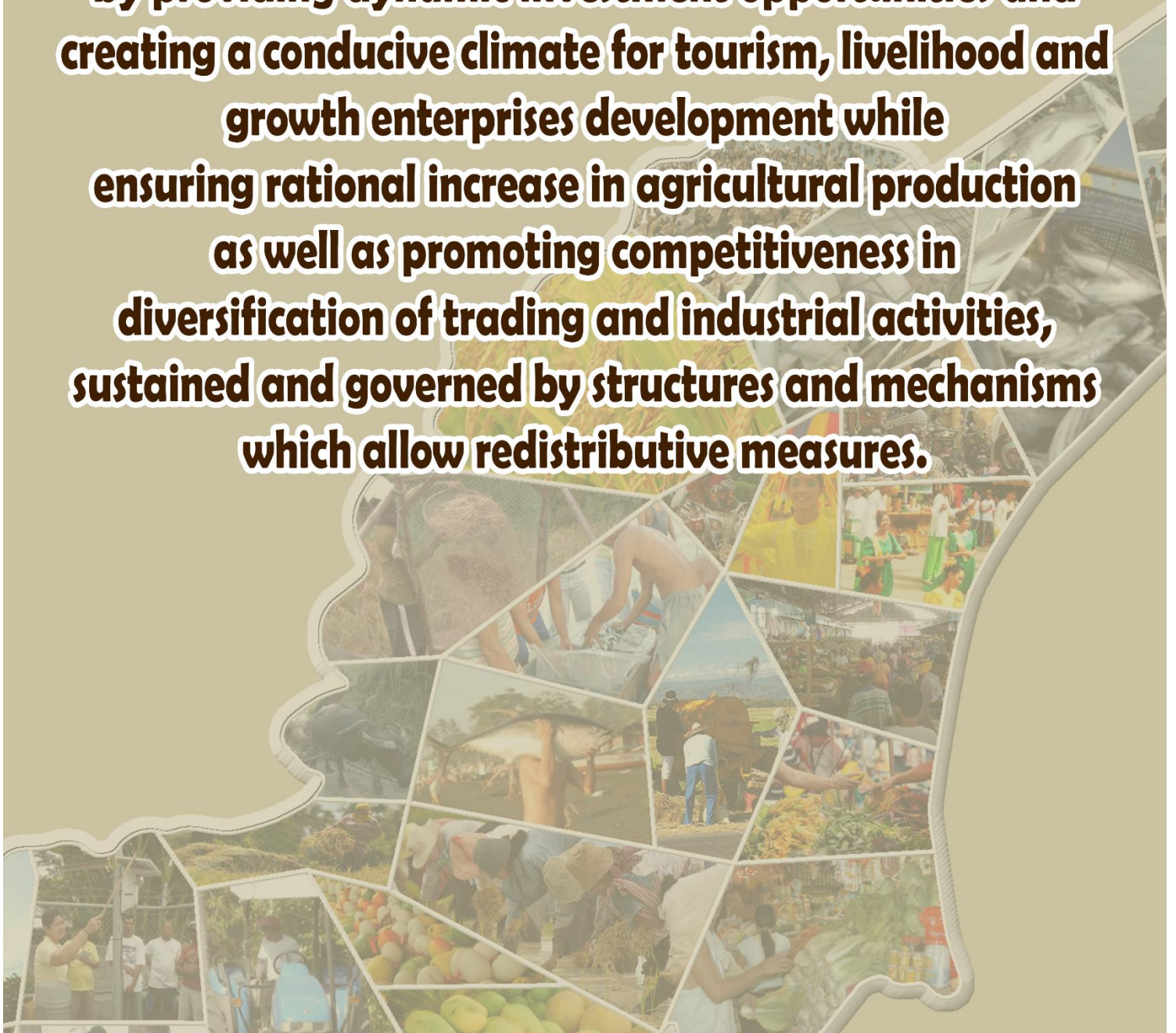


MISSION



To boost local economy

by providing dynamic investment opportunities and creating a conducive climate for tourism, livelihood and growth enterprises development while ensuring rational increase in agricultural production as well as promoting competitiveness in diversification of trading and industrial activities, sustained and governed by structures and mechanisms which allow redistributive measures.





STRATEGIC THRUSTS AND DEVELOPMENT PRIORITIES

T

TRANSPARENCY, ACCOUNTABILITY AND GOOD GOVERNANCE

O

ORGANIZATIONAL DEVELOPMENT AND EMPOWERMENT

P

PEACE AND ORDER AND PUBLIC SAFETY

C

COMMUNITY INVOLVEMENT AND INTEGRATION

A

AGRICULTURE, TOURISM, HISTORY, CULTURE & ARTS AND ENVIRONMENTAL PROTECTION

R

REVENUE GENERATION AND LIVELIHOOD PROGRAMS

E

EDUCATIONAL AND TECHNICAL SKILLS DEVELOPMENT

S

SOCIAL PROGRAMS





CORE VALUES

Recognizing the vision of becoming the **CENTRAL TRADING HUB OF ORIENTAL MINDORO AND THE REST OF MIMAROPA** demonstrating a robust investor-and-tourist-centered economy, with diversified agro-industrial activities anchored on sustainable growth and social equity,

WE, public servants, commit ourselves to attain the vision of the **MUNICIPAL GOVERNMENT OF PINAMALAYAN** by living by the tenets of the following **CORE VALUES:**

RESPONSIBLE LEADERSHIP

ACCOUNTABILITY AND TRANSPARENCY IN GOVERNANCE

INNOVATIVE AND EXCELLENT SERVICE

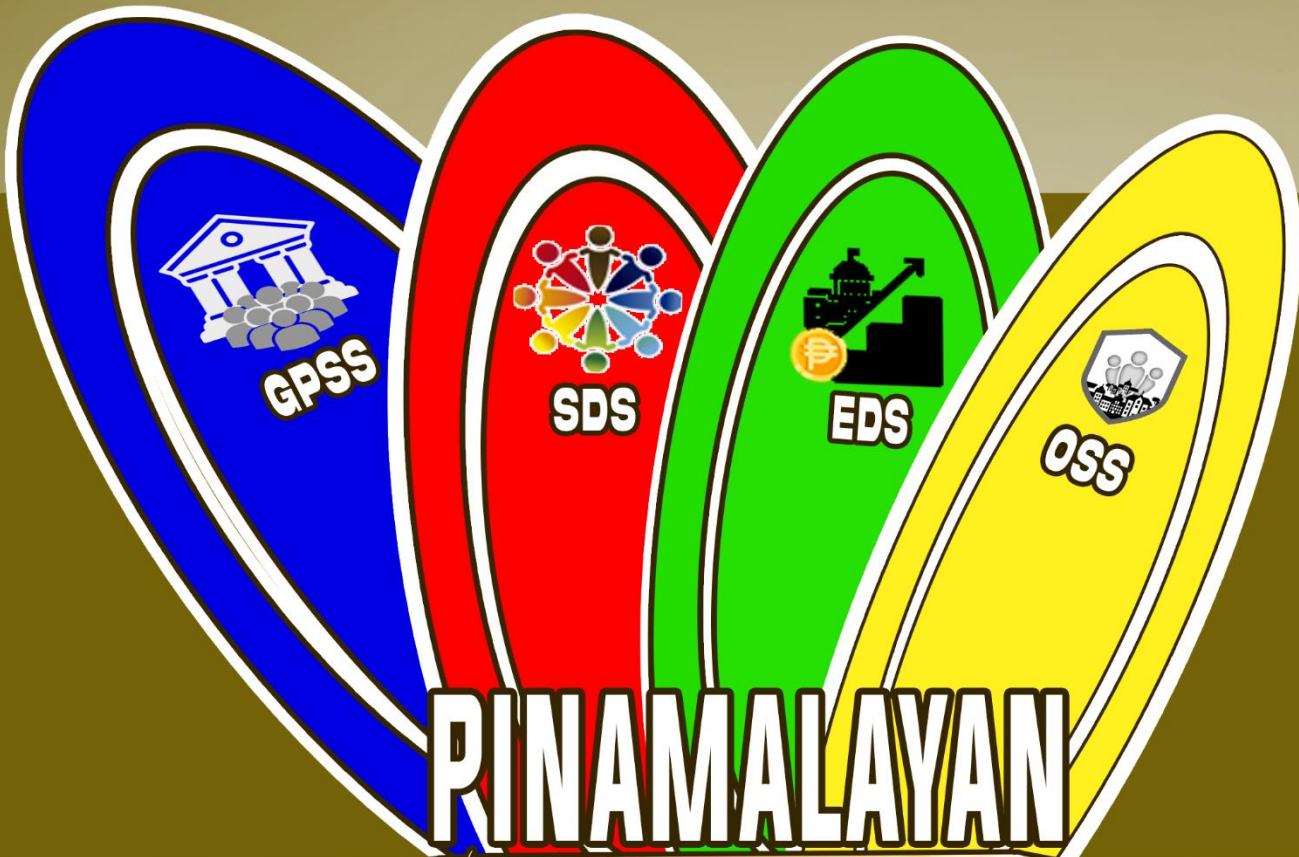
NURTURERS OF FAITH AND PATRIOTIC IDEALS

BUILDERS OF POSITIVITY AND TEAM SPIRIT

OBJECTIVITY AND INTEGRITY OF PURPOSE

WELL-BALANCED ECOLOGY ADVOCATES





RINAMALAYAN

BRIEF PROFILE



MUNICIPAL OFFICIAL LOGO



**NATIONAL HISTORICAL INSTITUTE
MONUMENTS and HERALDRY DIVISION**

RISING SUN

Represents the glowing/bright future of the town.

RAINBOW

Symbolizes hope and prospect for progress and its discovery.

YELLOW DOT

Describes the geographical location of the Municipality of Pinamalayan

MAP AND TAMARAW

Denote Strength

COLOR GREEN

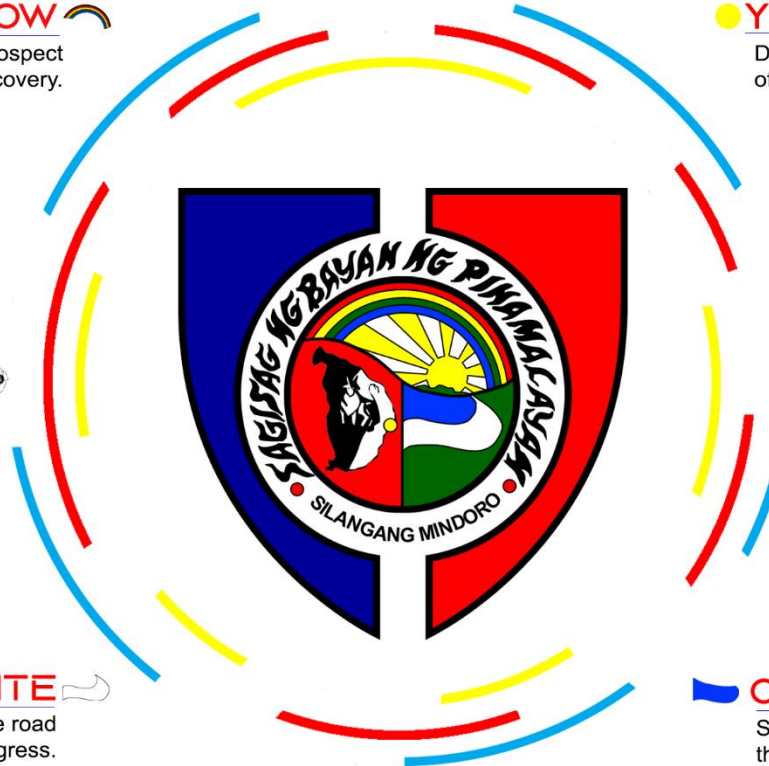
Stands for the youth; rich farmland

COLOR WHITE

Stands for justice and the road to progress.

COLOR BLUE

Stands for peace, calmness and the abundance of sea products.




SHIELD

Derived from the provincial seal of Mindoro Oriental where the town is located; stylized caring/loving hands of its local executives; it also represents that Pinamalayan is a free and peaceful municipality.

Recommending Approval:


SERAFIN D. QUIASON
Chairman

OFFICE OF THE PRESIDENT
Approved by Authority of the
President :


LUIS C. LIWANAG II
Deputy Executive Secretary

March _____, 1993 File No. _____ Date _____

HISTORICAL BACKGROUND

The name of the town was said to be taken from the word “ipinamalay” which means to make aware or to show the way. According to an old story, early settlers of this town came from a group of adventurous transmigrants who encountered turbulent weather in the sea. They prayed to God Almighty for deliverance and guidance, whereupon, the weather cleared and a rainbow appeared on the horizon. The crew shouted “ipinamalay na” which means it was made known. They followed the direction of the rainbow believing that at its end lies a pot of gold and good fortune. They finally landed at what is now barangay Lumambayan and established the first settlement which they named Pinamalayan. They found good fortune in the new land which brought them prosperity because of the good soil and abundant resources.



LEGEND

On the other hand, some sources state that the name Pinamalayan came from the word “Pinagpalayan” which means “planted with rice”, for it was once a vast area planted with rice. Rice farming is an important source of livelihood of the municipality, up to this day. Since then, the place grew and became a town. However, during the entire 18th century, Pinamalayan was one of the coastal areas frequently attacked by Moro pirates. People were decimated and many fled to the interior for safety.

1800

Pinamalayan is one of the oldest towns in the province of Oriental Mindoro. Its territory once went as far as the old settlements of Sumagui and Anilao which are now part of the municipalities of Bansud and Bongabong, respectively. The towns of Pola and Gloria, now separate municipalities, were also former parts of the old domain. This was then organized as a permanent settlement in 1800's under the leadership of a gobernadorcillo.

APRIL 29, 1904

Under the American government, the towns of Pola and Bongabong were consolidated with Pinamalayan by virtue of Act 1155.



CREATION OF THE MUNICIPALITY

1888

In the year 1888, the territory of Pinamalayan included the settlements of Pola, Sumagui, and Anilao. At that time, the gobernadorcillo was Juan Morente, Jr., who assumed position until 1898 when the uprising against the Spanish government broke out. Morente Jr. joined the revolutionary forces as a captain then Juan Medina replaced him as the town head. When the Spaniards surrendered, Morente Jr. became governor of the province of Mindoro while Cornelio Nable was appointed as the municipal president.

JANUARY 12, 1912

Pola became an independent town. A major political change brought about by the American occupation was that the Municipal Council acted on the selection of a new town site through viva-voce voting in 1914.

1916

The seat of the Municipal Government was officially transferred from barangay Lumambayan to its present site.

HISTORICAL BACKGROUND

1919

Bongabong likewise regained its township status in March 1919 under Act 2824. The American planners made sure that the town is properly laid out according to a planning system that included wide, symmetrical roads with appropriate drainage facilities. It was also during this time that a big plaza was constructed adjacent to the municipal building. These turns of events made Pinamalayan as a model in town planning to all the municipalities in Oriental Mindoro. Moreover, the repeated territorial reorganizations signify the role of Pinamalayan as a major political and economic center in the southern part of Oriental Mindoro way back in the latter years of the Spanish regime up to the American rule. Administrative orders regulating secular activities in the settlements of neighboring towns were once sent from Pinamalayan. Thus, this gives the municipality considerable advantages in terms of trade, infrastructure development, social facilities, and even political accommodations at the onset of the century.



1942

When the Japanese occupied Mindoro in 1942, Dr. Abelardo Bunag, then mayor, joined the underground movement. The Japanese then appointed Carlos Aguilucho as mayor, followed by Manuel Medina. Then, the Americans returned around January 15, 1945.



1964

In 1964, Gloria became an independent town. From 1947 to 1990 under various administrations, Pinamalayan grew steadily to become the progressive town that it is today.

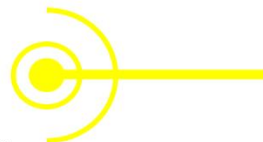


Table HB-1 presents the local chief executives from year 1901 to present. Throughout history, the municipality had 32 municipal mayors.



Table HB-1. Local Chief Executives of Municipality of Pinamalayan, Oriental Mindoro, Year 1901-2019

	Name of LCE	Term of Office		Name of LCE	Term of Office
1	Cornelio Nable	1901-1902	17	Manuel Medina	1943-1945
2	Juan Aguilucho	1902-1903	18	Tomas Villamin	1946-1947
3	Vicente Dominguez	1903-1904	19	Dominador Madrid	1948-1951
4	Florencio Morente	1905-1906	20	Remegio Pio Baldos	1952-1955
5	Juan Morente, Jr.	1907-1912	21	Dominador Madrid	1956-1967
6	Jesus Dominguez	1913-1915	22	Santos Frane (OIC)	1967-1968
7	Jose Benitez	1915-1916	23	Jose Reynaldo Morente, Jr.	1968-1972
8	Elias Semilla	1916-1919	24	Crispulo La Rosa	1973-1979
9	Carlos Aguilucho and Francisco Luarca	1925-1928	25	Emilina Baldoz	1980-1986
26			Reynaldo Mambil	1986-1987	
11	Anaceto Villamin	1928-1929	27	Lydia Olea (OIC)	1988
12	Conrado Morente	1929-1934	28	Manuel O. Morente, Sr.	1988-1995
13	Felipe Venturanza	1934-1938	29	Wilfredo L. Hernandez, Sr.	1995-2004
14	Carlos Aguilucho	1938-1940	30	Aristeo V. Baldos, Sr.	2004-2007
15	Abelardo Buñag	1941-1942	31	Wilfredo L. Hernandez, Sr.	2007-2016
16	Carlos Aguilucho	1942-1943	32	Aristeo A. Baldos, Jr.	2016-present

Source: Municipal Planning and Development Office

SIGNIFICANT DEVELOPMENTS IN THE MUNICIPALITY




































PINAMALAYAN FIRST CLASS MUNICIPALITY

BY VIRTUE OF DOF DEPARTMENT ORDER NO. 20-05
IMPLEMENTED BY BILG MEMORANDUM CIRCULAR NO. 01-M (43)-05
ISSUED ON JANUARY 31, 2006



GEO-PHYSICAL ENVIRONMENT

URBAN BARANGAYS				RURAL BARANGAYS						
COASTAL BARANGAYS	 WAWA	 MARFRANCISCO	 ZONE I	 PAPANDAYAN	 LUMAMBAYAN	 GUINHAWA	 BANILAD	 RANZO	 QUINABIGAN	 PILI
	 ZONE II	 ZONE III	 ZONE IV	 CACAWAN	 ANOLING	 BACUNGAN	 BANGBANG	 BULI	 CALINGAG	 DEL RAZON
	 STA. RITA				 INCLANAY	 MALAYA	 MALIANGCOG	 MANINGCOL	 MARAYOS	 NABUSLOT
					 PAGALAGALA	 PALAYAN	 PAMBISAN MALAKI	 PAMBISAN MUNTI	 PANGGULAYAN	 ROSARIO
				 SABANG	 STA. ISABEL	 STA. MARIA	 STO. NIÑO			

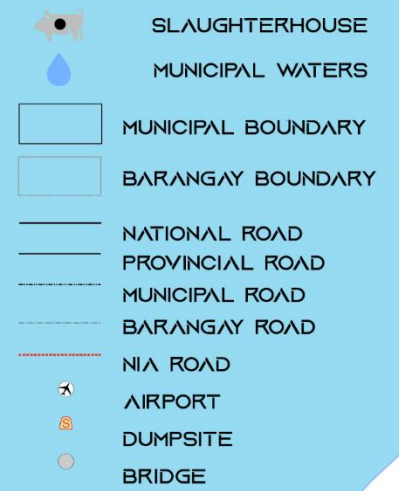
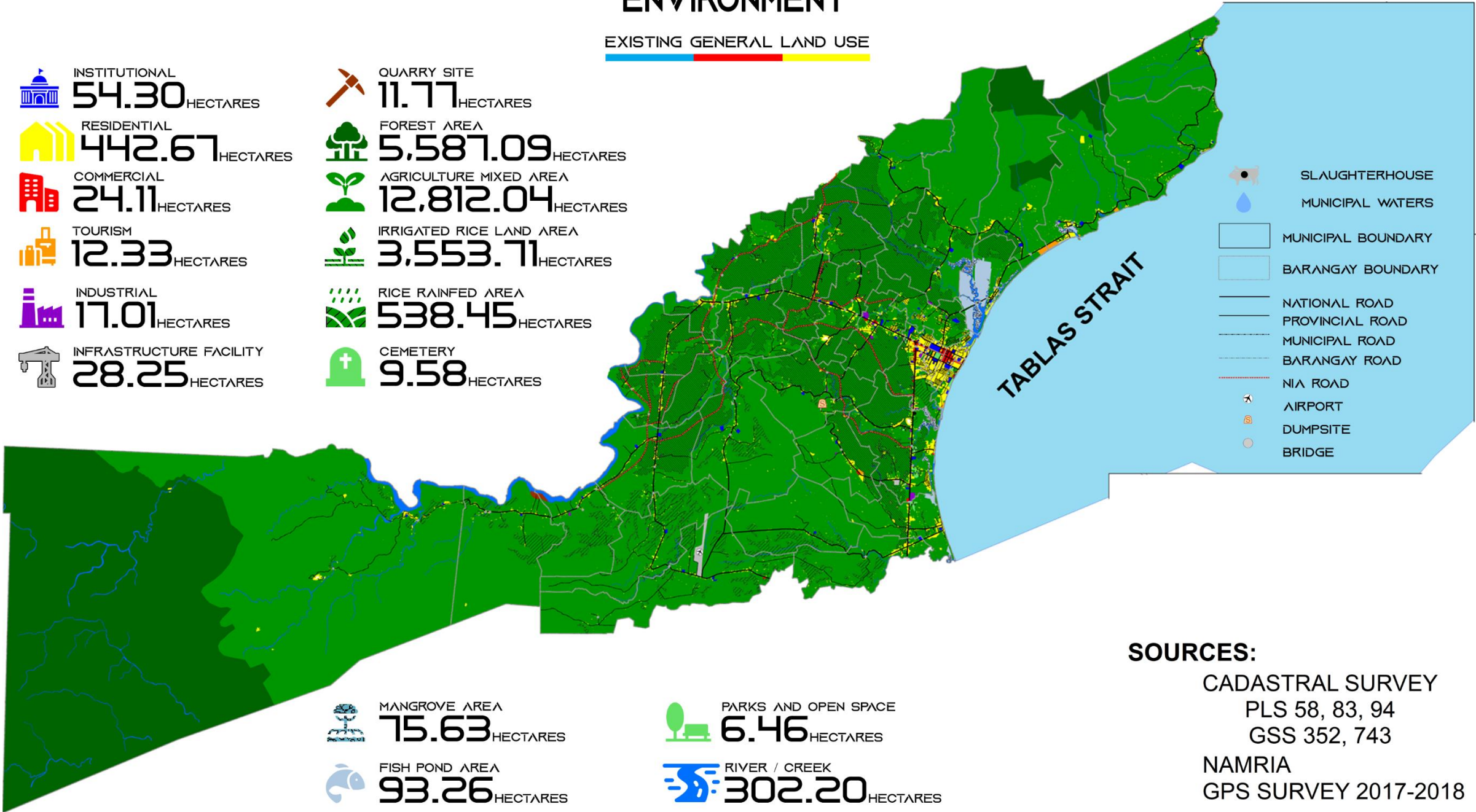
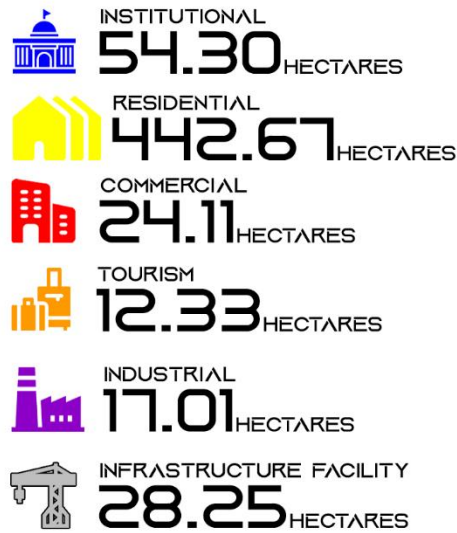


PINAMALAYAN 37 BARANGAYS



GEO-PHYSICAL ENVIRONMENT

EXISTING GENERAL LAND USE



SOURCES:
 CADASTRAL SURVEY
 PLS 58, 83, 94
 GSS 352, 743
 NAMRIA
 GPS SURVEY 2017-2018

DEMOGRAPHY

DEMOGRAPHIC SIZE

TOTAL POPULATION
90,383
SOURCE: 2020 CPH PSA



CRUDE BIRTH RATE
6.35
SOURCE: 2021 MHO



GROWTH RATE
1.01
SOURCE: 2020 CPH PSA



CRUDE DEATH RATE
4.20
SOURCE: 2021 MHO

DEMOGRAPHIC DISTRIBUTION



NUMBER OF HOUSEHOLDS
21,322
SOURCE: 2020 CPH PSA



HOUSEHOLD SIZE
4 PERSONS
IN EVERY HOUSEHOLD
SOURCE: 2020 CPH PSA



POPULATION DENSITY
3 PERSONS
PER HECTARE
SOURCE: 2020 CPH PSA & MAAssO

POPULATION
PROJECTION



97,949 YEAR
2028
116,197 YEAR
2045

HOUSEHOLD
PROJECTION



22,779
27,023

POPULATION COMPOSITION

SCHOOL GOING POPULATION
32,710
SOURCE: 2018 CBMS 3RD ROUND SURVEY



WORKING AGE
48,863
SOURCE: 2018 CBMS 3RD ROUND SURVEY

LABOR FORCE
26,280
SOURCE: 2018 CBMS 3RD ROUND SURVEY



YOUNG DEPENDENT POPULATION
24,394
SOURCE: 2018 CBMS 3RD ROUND SURVEY

OLD DEPENDENT POPULATION
4,701
SOURCE: 2018 CBMS 3RD ROUND SURVEY



OVERSEAS FILIPINO WORKERS
1,446
SOURCE: 2018 CBMS 3RD ROUND SURVEY

POPULATION CHARACTERISTICS

REGISTERED VOTERS
50,248
SOURCE: 2021 COMELEC



MANGYAN POPULATION
1,033
SOURCE: 2018 CBMS 3RD ROUND SURVEY

MOTHER TONGUE
98.84%
TAGALOG



RELIGION
90.02%
ROMAN CATHOLIC

4.16%
OTHER LANGUAGE
SOURCE: 2018 CBMS 3RD ROUND SURVEY

9.98%
OTHER RELIGIONS
SOURCE: 2018 CBMS 3RD ROUND SURVEY

POVERTY SITUATION



POVERTY THRESHOLD
42.90%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

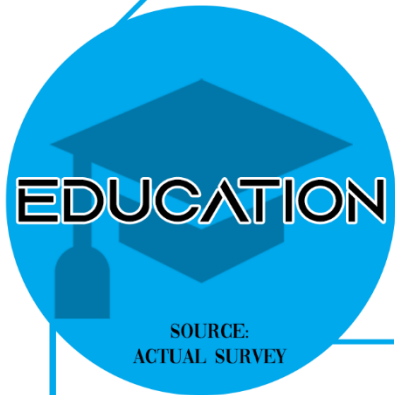


FOOD THRESHOLD
29.99%
SOURCE: 2018 CBMS 3RD ROUND SURVEY



FOOD SHORTAGE
1.61%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

SOCIAL SECTOR



TOTAL NUMBER OF SCHOOLS		TOTAL NUMBER OF ENROLMENT	
KINDERGARTEN	40	KINDERGARTEN	5,343
ELEMENTARY	40	ELEMENTARY	8,074
JUNIOR HIGH SCHOOL	18	JUNIOR HIGH SCHOOL	7,805
SENIOR HIGH SCHOOL	15	SENIOR HIGH SCHOOL	5,622
TERTIARY	5	TERTIARY	6,462

STUDENT - TEACHER RATIO		STUDENT - CLASSROOM RATIO	
ELEMENTARY	25:1	ELEMENTARY	27:1
JUNIOR HIGH SCHOOL	23:1	JUNIOR HIGH SCHOOL	40:1
SENIOR HIGH SCHOOL	17:1	SENIOR HIGH SCHOOL	29:1

LITERACY RATE
96.83%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

NUMBER OF HOSPITALS
4
SOURCE: 2022 MHO

NUMBER OF HEALTH CENTERS
38
SOURCE: 2022 MHO

NUMBER OF PUBLIC DOCTORS
17
SOURCE: 2022 MHO

HIGHEST LEADING CAUSES OF MORTALITY
CARDIO VASCULAR ARREST
SOURCE: 2022 MHO

HIGHEST LEADING CAUSES OF MORBIDITY
ACUTE RESPIRATORY INFECTION
SOURCE: 2022 MHO

MALNOURISHED CHILDREN
1,783
SOURCE: 2018 MHO

HOUSEHOLDS WITHOUT ACCESS TO SANITARY TOILET FACILITY
10.08%
SOURCE: 2018 CBMS 3RD ROUND SURVEY



COVID DATA
SOURCE: 2021 MHO

CASES RECOVERED
310

DEATH
4

SOCIAL SECTOR

HOUSEHOLDS WHO ARE INFORMAL SETTLERS

7.2%

SOURCE: 2018 CBMS 3RD ROUND SURVEY

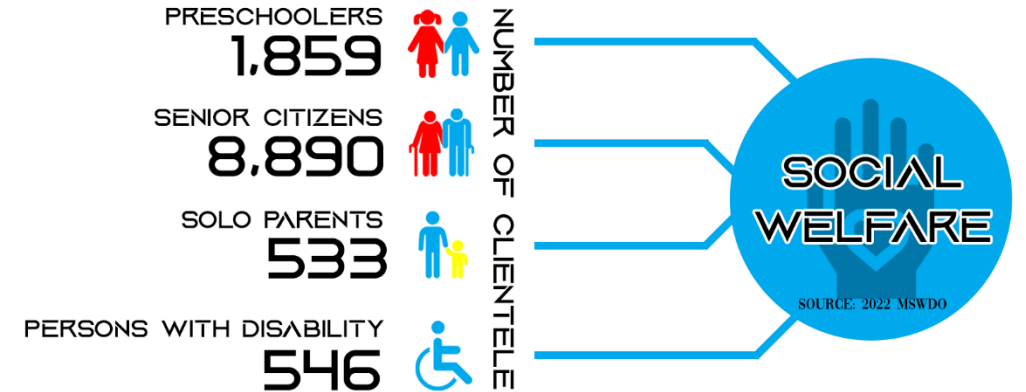
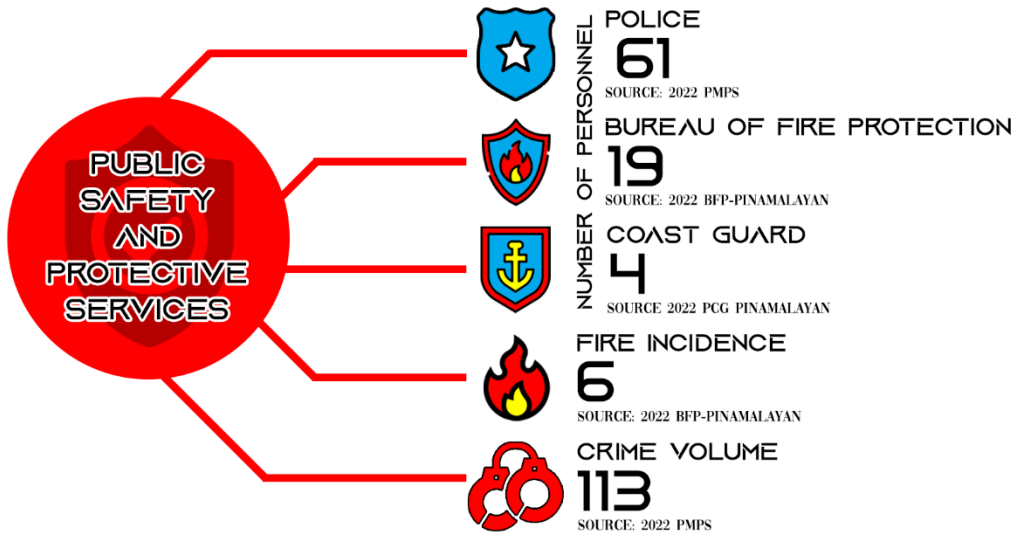


HOUSEHOLDS WHO ARE LIVING IN MAKESHIFT HOUSING

1.67%

SOURCE: 2018 CBMS 3RD ROUND SURVEY

HOUSING



ECONOMIC SECTOR

AGRICULTURE

SOURCE: 2022 MAGO



TOTAL AGRICULTURAL AREAS

9,009 HECTARES



LIVESTOCK

37,711



NUMBER OF FARMERS

7,682



NO. OF LIVESTOCK FARMERS

3,305

COMMERCE AND TRADE

SOURCE: 2021 BPLO



PRIMARY ACTIVITIES

25
Agriculture/Hunting/Forestry
Fishing
Mining/Quarrying



SECONDARY ACTIVITIES

156
Manufacturing
Electricity, Gas, & Water Supply
Construction



TERTIARY ACTIVITIES

2,273
Wholesale/Retail
Hotel/Lodging
House & Restaurants
Transport/Storage & Communications
Financial Intermediation, Real Estate, Renting
Educational Institution, Hospital/Clinic



REVENUE FROM BUSINESS ESTABLISHMENT

PHP 17,765,478.53

TOURISM

SOURCE: 2022 THCAU



NUMBER OF EXISTING TOURISM ESTABLISHMENTS

34



VISITOR ARRIVAL

35,087

INFRASTRUCTURE AND UTILITIES SECTOR

TRANSPORTATION

NUMBER OF PUBLIC LAND TRANSPORT VEHICLES
SOURCE: 2022 BPL0

TRICYCLE
2,708

MULTICAB
44

VAN
62

TOTAL ROAD LENGTH
289 KM
SOURCE: 2022 MEO

NUMBER OF BRIDGES
20
SOURCE: 2022 MEO

NUMBER OF TRANSPORT TERMINALS
6
SOURCE: 2022 MEO

NUMBER OF TODA ASSOCIATION
29
SOURCE: 2022 BPL0

OTHER TRANSPORT FACILITIES

AIRPORT
1

SEAPORT
1

POWER

POWER PLANT
9.7 MW DIESEL POWERED (1)

HOUSEHOLDS WITH ACCESS TO ELECTRICITY
91.06%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

HOUSEHOLDS WITH ACCESS TO IMPROVED WATER SOURCE
20.83%
SOURCE: 2018 CBMS 3RD ROUND SURVEY

INFORMATION AND COMMUNICATION

RADIO STATION
2

TELEPHONE SERVICES PROVIDER
2

POSTAL SERVICES
2

COMMUNICATION TOWERS
17

INTERNET SERVICES PROVIDER
3

INSTITUTIONAL SECTOR

ORGANIZATION AND MANAGEMENT

SOURCE: 2022 HRMO

ELECTIVE OFFICIALS
12

PERMANENT
235

TEMPORARY
3

CO-TERMINUS
4

JOB ORDERS
303

CONTRACT OF SERVICE
27

FISCAL MANAGEMENT

SOURCE: 2022 MBO

TOTAL INCOME
PHP 410,934,174.66

TOTAL EXPENDITURE
PHP 370,819,021.00

DEVELOPMENT LEGISLATION

SOURCE: 2022 VMO-SB

ORDINANCES
142

RESOLUTIONS
1,162

NARRATIVE DESCRIPTION:

Capacity development, as defined, refers to the process whereby people, organizations and society as a whole unleash, strengthen, create, adapt, and maintain capacity over time, in order to achieve development results.

Capacity and performance are closely linked together. Capacity is the “ability” of the LGU (organization and individuals) to perform functions to fulfill their accountabilities and produce desired results and Performance is the “effectiveness” of the LGU in achieving its mission or what its mandate says, and in producing desired results. (Draft DILG Capacity Development Framework for LGUs, LGA, 2013.)

Capacity is the “means” by which the LGU is able to perform and achieve its desired “end” results. It includes the resources and enabling mechanisms (**inputs**) to run processes and systems (**through-put**) to produce/deliver products and services (**outputs**). **Performance** has to do with the effectiveness of products and services in meeting the needs of constituents (**outcomes**) and in the long run improving their lives and their communities (**development impact**).

Effective performance is the main purpose of capacity development. Improvements in capacity should lead to improvements in performance. Before assessing the capacity and planning for its development, it is important that the performance goals and objectives to which capacity should contribute are clearly established. Capacity building is therefore concerned with human resource development (**people**), institutional development (**local government system**) and the overall policy environment within which the local governments (**as public service organizations**) operate and interact. It is the harmonization of these three vital components that could ensure a holistic capacity development strategy.

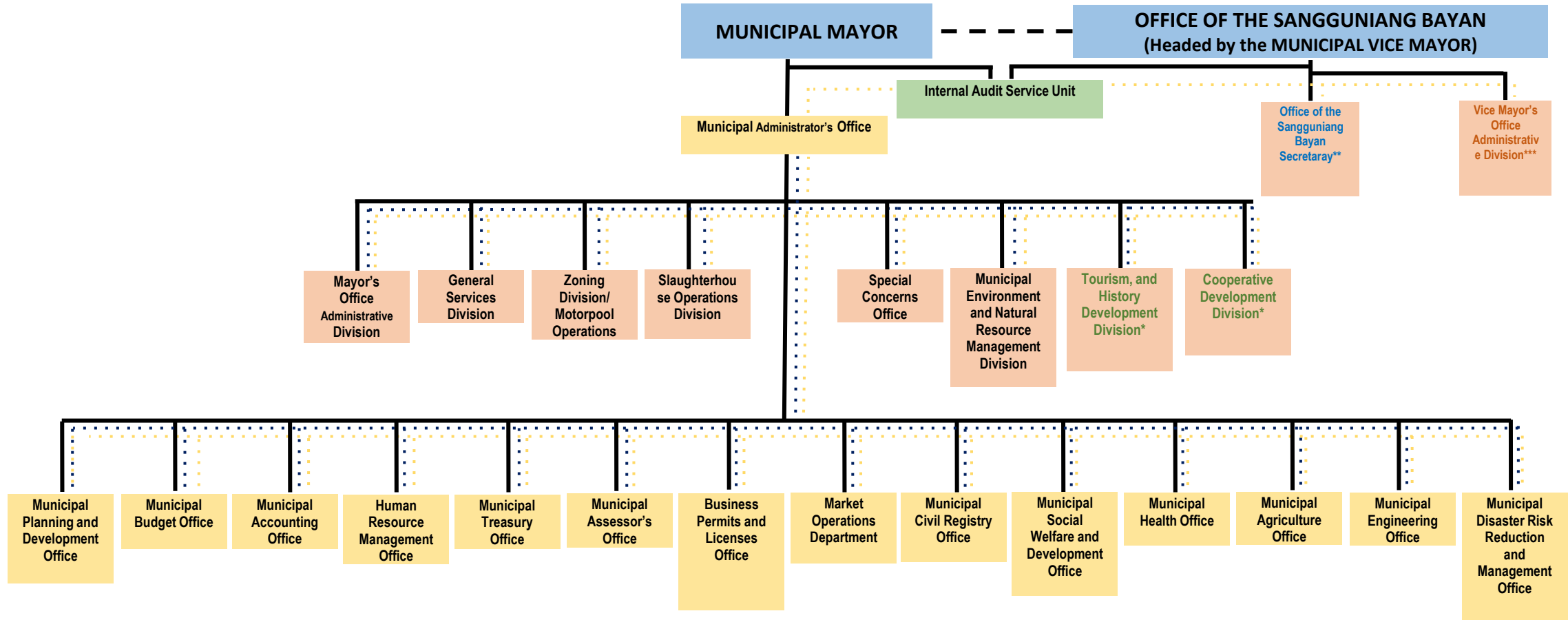
Improved local governance is essential for the accountable, transparent, and effective delivery of public services at the local level. Since the enactment of the **Local Government Code of 1991**, the Local Government Units (LGUs) have been at the forefront of delivering basic services and supporting the attainment of national development agenda. Recently, the **Supreme Court’s decision of the Mandanas-Garcia petition** mandates the full devolution of functions and services stipulated in **Section 17 of the Local Government Code of 1991** to the LGUs. With this, every LGU must strengthen its capacities and adopt a more holistic approach to local governance and public administration.

In the light of these developments, the Municipal Government of Pinamalayan managed to come up with the required planning documents, such as the Municipal Devolution Transition Plan (MDTP) covering the period 2022-2024 and the Capacity Development (CapDev) Agenda for 2023-2025, that will articulate the LGU’s initiatives to adhere to the call of the national government for the implementation of the full devolution and decentralization of power as stipulated in the Supreme Court’s ruling on the Mandanas-Garcia petition. However, limitations in terms of resources had been pre-conceived to become a major constraint. Also, the varied interpretation of CapDev in the agency has been a major challenge as most of the municipal functionaries view CapDev as a tool for establishment of new departments and work units, creation of new plantilla items, and capability building such as trainings and seminars. Other equally vital components of the CapDev are being left behind in the picture. To meet this end, the Municipal Planning and Development Office (MPDO) introduced the use of the Capacity Development Framework as formulated by the Department of Interior and Local Government (DILG) and cascaded to the LGU’s through the issuance of DILG Memorandum Circular No. 2021-067 dated June 23, 2021. This framework served as guide in the formulation of the Capacity Development (CapDev) Agenda for 2023-2025, done alongside the formulation of the Executive-Legislative Agenda (ELA) for 2023-2025 of the new set of elective officials, which later became an integral part of the ELA covering the three-year term of the current administration.

Generally, plans are formulated using the top-down approach or deductive method. With the long list of proposals from the various offices, local leaders, municipal functionaries and sector representatives would have to deduce those that are urgent, prudent, cost-effective and aligned with the development direction of the agency to come up with a short-listed priorities for fund appropriation. While it is true that those proposals are reflective of the current and prevailing needs of various offices and work units, it is inherent for the administration to have these screened, analyzed and prioritized accordingly and allocated judiciously based on the limitations of the fiscal resources of the agency. Needless to say, plan-budget linkage calls for a massive and effective revenue mobilization and generation schemes to be able to allocate considerable amount for organizational development and empowerment which is among the eight top priority agenda of the current administration, otherwise, the proposals in the CapDev will have to be deferred until such time that sufficient funds become available.

Anchored on the Capacity Development (CapDev) Agenda, a comprehensive three-year plan that will guide the local government in implementing capacity development initiatives, this agency’s Capacity Development Plan for CY 2024 has been prepared by each office by culling out the priority PPA’s for the incoming year 2024, based on the phasing in the implementation of the Municipal Devolution Transition Plan. It specifies the following information: Targeted Outcome Area/ ELA Priority and Performance Goals, Identified Capability Gaps, Current State of Capacity, Proposed Interventions and Implementation Details. This document focuses on capacity building based on the six CapDev pillars, all of which are considered essential components in ensuring that an adequate and competent workforce, a conducive and permissive work environment, and enabling systems and mechanisms are in place so that prevailing gaps in service delivery will be properly addressed. This CapDev Plan captures the complementation of the physical, fiscal, technical, technological and institutional reforms coupled with the policies, legal issuances and other enabling mechanisms vital to the continuing enhancement in local governance. This document also is deemed to serve as a reference and guide for the local leaders and municipal functionaries in decision-making and in setting priorities, and in identifying programs, projects and activities that will help in empowering and strengthening the internal capacity, capabilities and competencies of the LGU’s personnel in a judicious and sustainable manner. It can also be used to identify needed resources (manpower, fiscal, physical, and technology) in order to achieve the municipality’s development thrust towards organizational development and empowerment. It likewise acknowledges the capacity challenge for a sustainable human resource management. Incorporated therefore in this CapDev Plan are identified issues, problems and concerns, and other service delivery gaps categorized and presented based on the pillars for capacity development such as Structure, Competency, Management Systems, Enabling Policies, Knowledge and Learning, and Leadership. Arising issues that are considered as capacity gaps are matched with the corresponding executive actions as well as the appropriate legislative measures. This CapDev Plan has been prepared as a collaboration of the Executive and Legislative level of this LGU, in consultation with the local functionaries from the various offices and work units and other external stakeholders.

Existing Organizational Structure



- Direct supervision
- - - Indirect supervision of the Municipal Mayor
- ⋯ Indirect supervision of the Municipal Administrator
- ⋯ Audit jurisdiction of the Internal Audit Unit

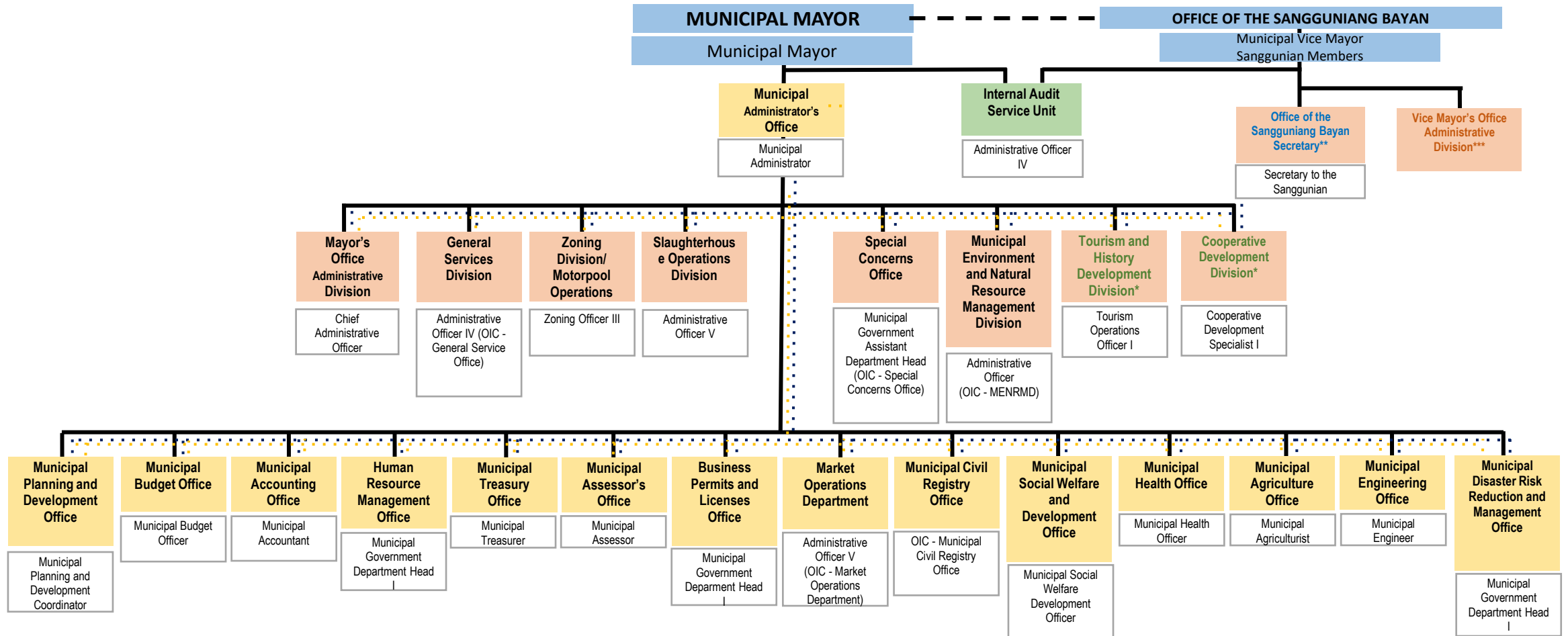
UNIT

DIVISION

DEPARTMENT

Organizational Structure

(based on Civil Service Commission MC#19 and Local Government Code of 1991)

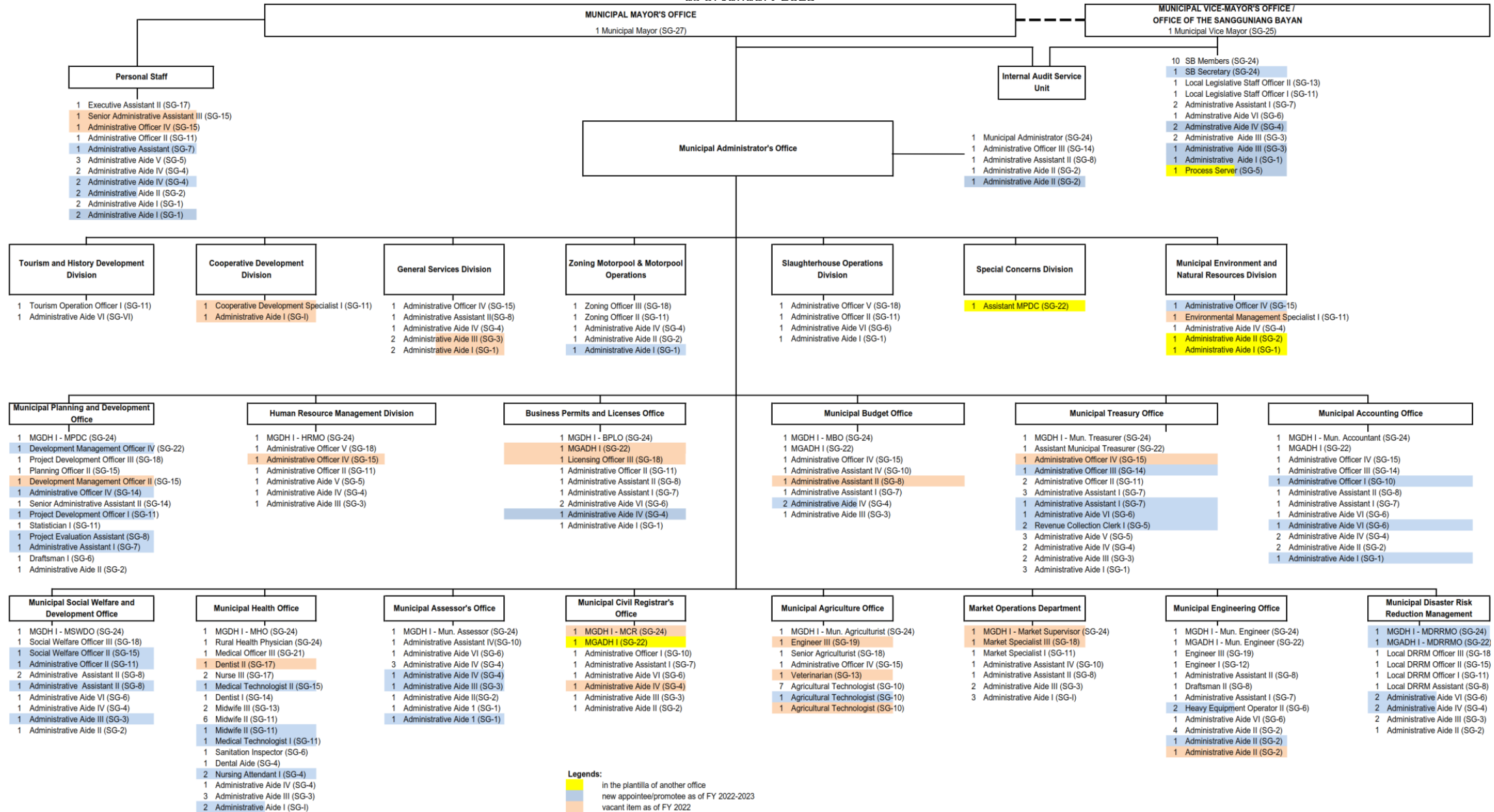


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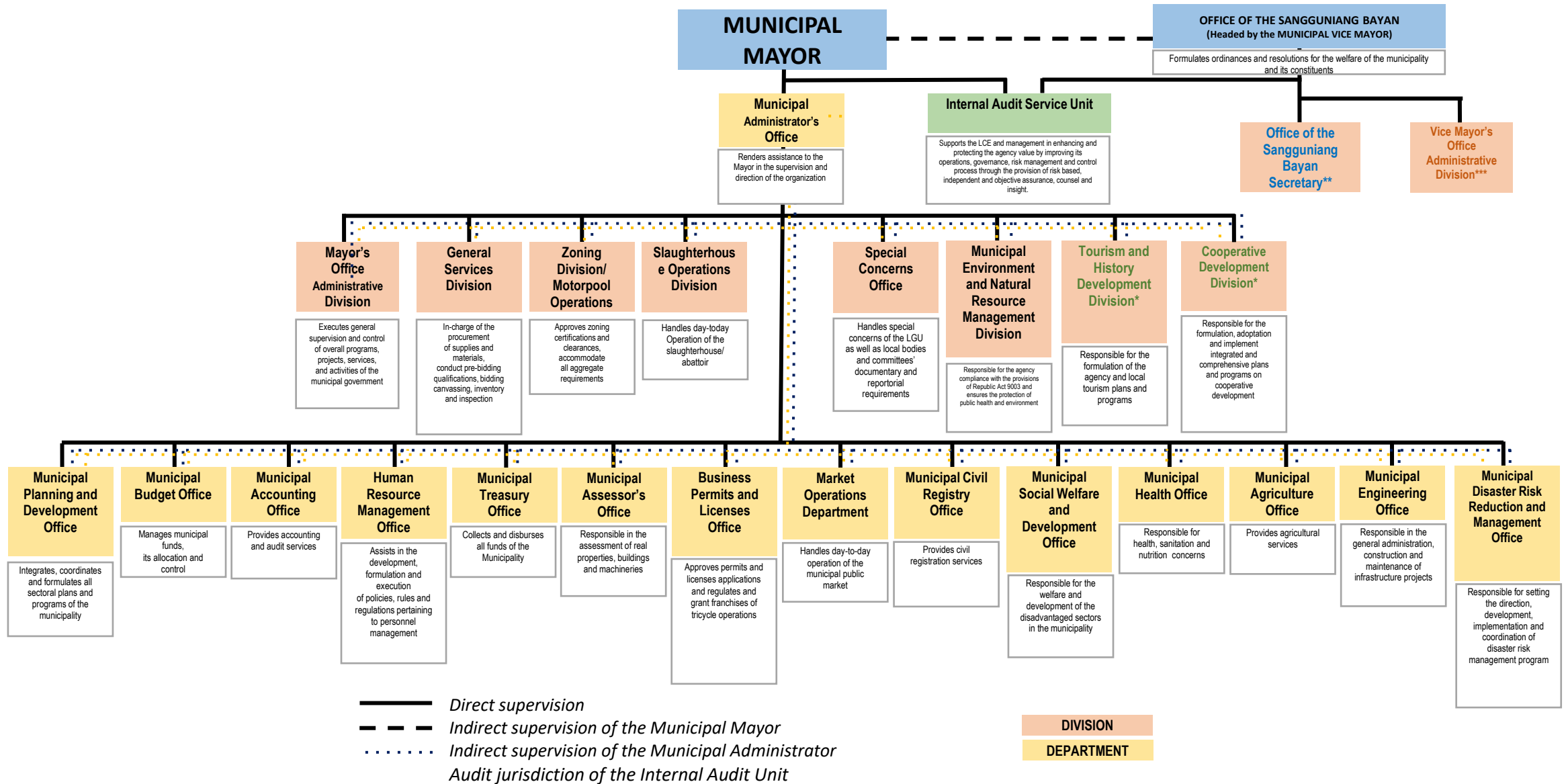
DIVISION
 DEPARTMENT

Organizational Structure

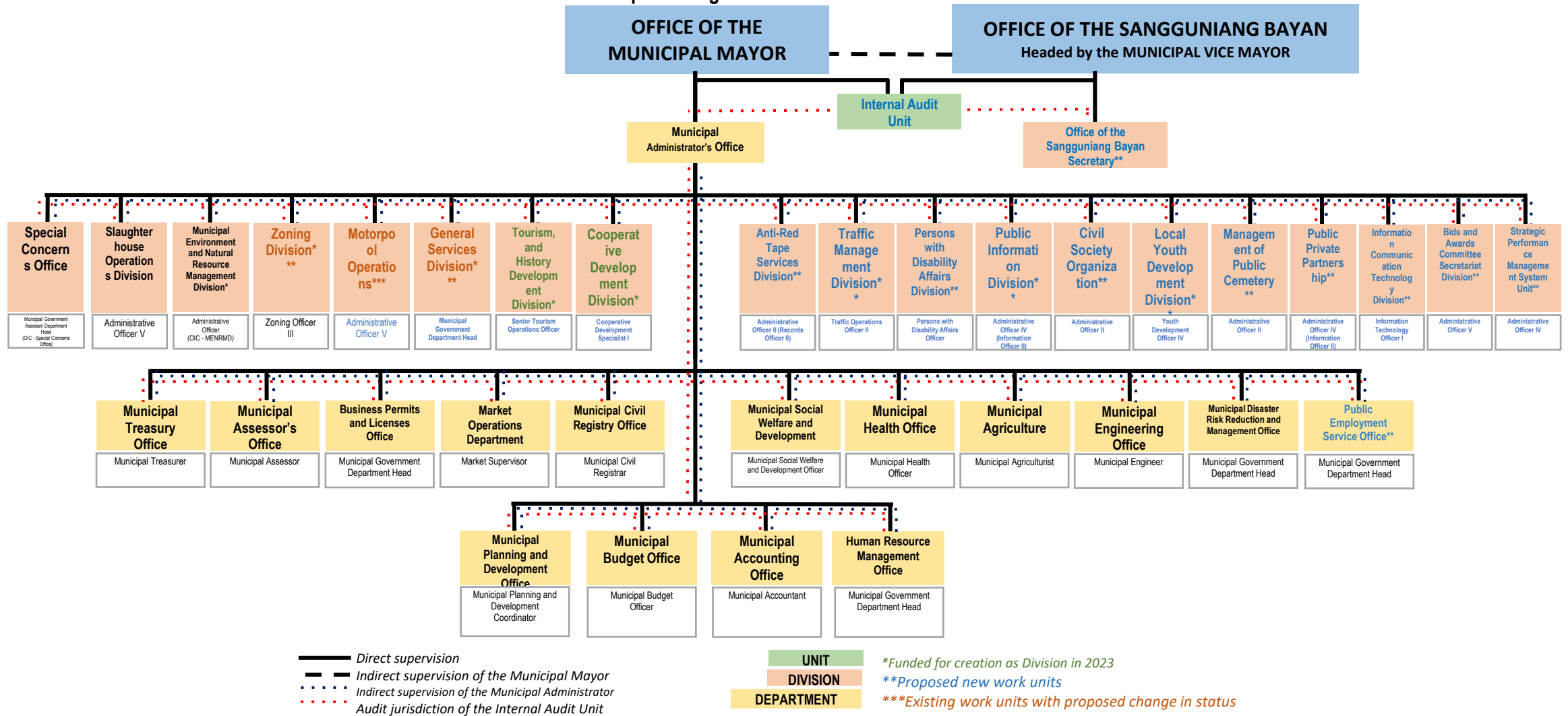
as of January 2023



Existing Functional Structure



Proposed Organizational Structure FY 2024



Total Number of Employees by Department, Type, Position Level and Tenure Status, Year 2022

DEPARTMENT/OFFICE/ DIVISION	REGULAR EMPLOYEES																					JOB ORDER			CONTRACT OF SERVICE			GRAND TOTAL
	Position Level						Tenure Status												Total									
	1st Level			2nd Level			Elective			Permanent			Temporary			Coterminous												
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
OFFICE OF THE MUNICIPAL MAYOR	9	5	14	2	1	3	1		1	8	6	14	1	0	1	2	0	2	12	6	18	16	12	28	1		1	47
a. General Services Division	4	2	6	1	0	1			0	5	2	7	0	0	0	0	0	0	5	2	7	7	8	15			0	22
b. Zoning Division/Motorpool Operations	2	2	4	2	0	2			0	4	2	6	0	0	0	0	0	0	4	2	6	10	2	12	1		1	19
c. Slaughterhouse Operations Division	2	0	2	1	1	2			0	3	1	4	0	0	0	0	0	0	3	1	4	5	1	6			0	10
d. Special Concerns Division	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3			0	3
e. Municipal Environment and Natural Resources Management Division	1	0	1	0	1	1			0	1	1	2	0	0	0	0	0	0	1	1	2	13	15	28			0	30
f. MO - Tourism History Culture & Arts Units	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	4			0	4
g. MO - Office of the DAC Secretariat (Special Dept)	0	0	0	0	0	0			0	0	0	0	0	0	0	0	0	0	0	0	0	1	6	7			0	7
BUSINESS PERMITS AND LICENSES OFFICE	3	3	6	2	0	2			0	5	3	8	0	0	0	0	0	0	5	3	8	3	3	6			0	14
OFFICE OF THE MUNICIPAL VICE-MAYOR	7	2	9	0	2	2	11		11	6	4	10	0	0	0	1	0	1	18	4	22	19	10	29	1		1	52
MUNICIPAL ADMINISTRATOR'S OFFICE	1	3	4	0	2	2			0	1	4	5	0	0	0	0	1	1	1	5	6	1	2	3			0	9
HUMAN RESOURCE MANAGEMENT OFFICE	0	3	3	1	2	3			0	1	5	6	0	0	0	0	0	0	1	5	6	1	4	5		1	1	12
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	3	2	5	6	2	8			0	9	4	13	0	0	0	0	0	0	9	4	13	2	2	4	2	1	3	20
MUNICIPAL CIVIL REGISTRAR OFFICE	0	5	5	0	1	1			0	0	6	6	0	0	0	0	0	0	0	6	6	3	9	12			0	18
MUNICIPAL BUDGET OFFICE	1	5	6	0	3	3			0	1	8	9	0	0	0	0	0	0	1	8	9	2	5	7	2		2	18
MUNICIPAL ACCOUNTING OFFICE	3	6	9	1	4	5			0	4	10	14	0	0	0	0	0	0	4	10	14	1	10	11	1		1	26
MUNICIPAL TREASURY OFFICE	6	9	15	3	3	6			0	9	12	21	0	0	0	0	0	0	9	12	21	4	5	9	2		2	32
MUNICIPAL ASSESSOR'S OFFICE	4	4	8	2	0	2			0	6	4	10	0	0	0	0	0	0	6	4	10	4	6	10			0	20
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	5	2	7	3	0	3			0	8	1	9	0	1	1	0	0	0	8	2	10	27	0	27			0	37
MUNICIPAL HEALTH OFFICE	5	13	18	5	3	8			0	10	16	26	0	0	0	0	0	0	10	16	26	8	10	18	1	9	10	54
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	1	6	7	1	3	4			0	2	9	11	0	0	0	0	0	0	2	9	11	3	5	8	1	1	2	21
MUNICIPAL AGRICULTURE OFFICE	0	0	0	4	7	11			0	4	7	11	0	0	0	0	0	0	4	7	11	11	6	17			0	28
MUNICIPAL ENGINEERING OFFICE	10	2	12	3	1	4			0	12	3	15	1	0	1	0	0	0	13	3	16	6	6	12	2	1	3	31
MARKET OPERATIONS DEPARTMENT	3	4	7	0	2	2			0	3	6	9	0	0	0	0	0	0	3	6	9	17	5	22			0	31
TOTAL	70	78	148	37	38	75	12	0	12	102	114	216	2	1	3	3	1	4	119	116	235	168	135	303	14	13	27	565

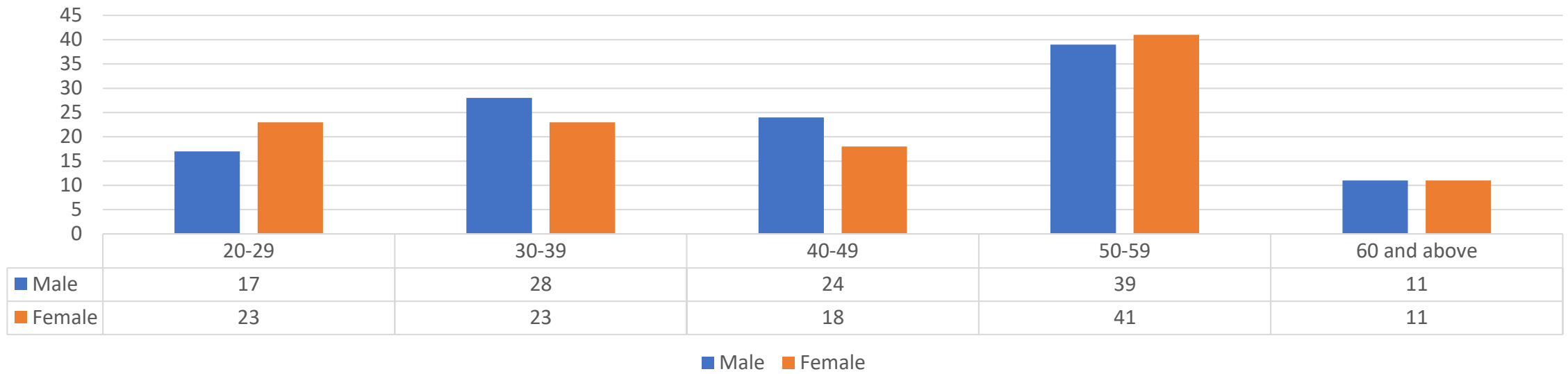
*as of December 31, 2022

with personnel designated in other office

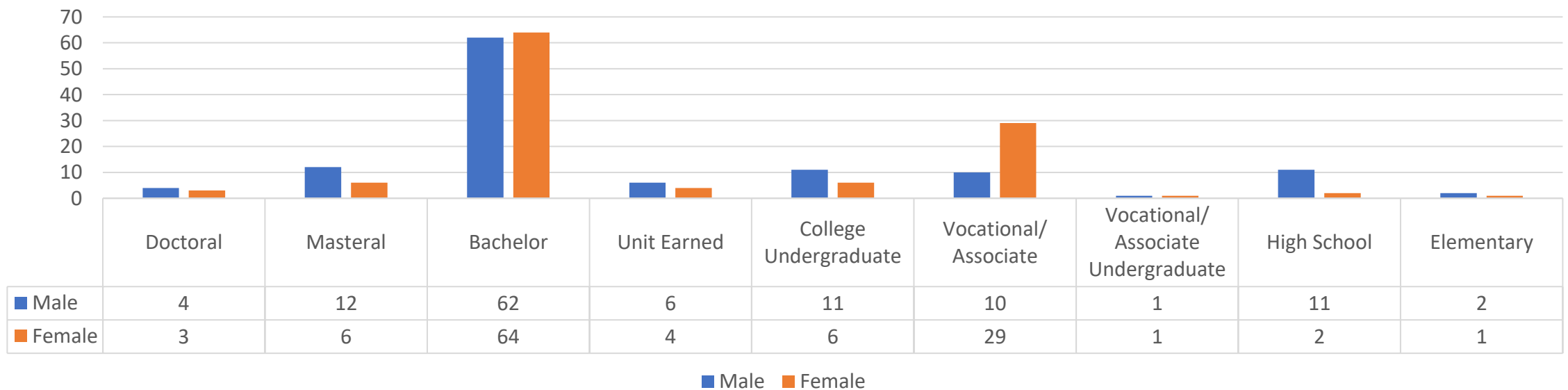
with reassigned personnel

with personnel appointed tempory in a Category II position

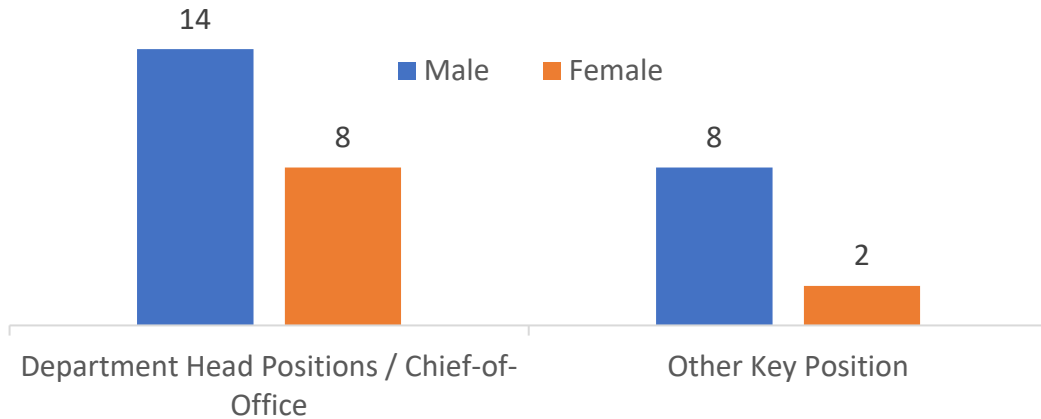
Sex Disaggregated Number of Employees by Age Group



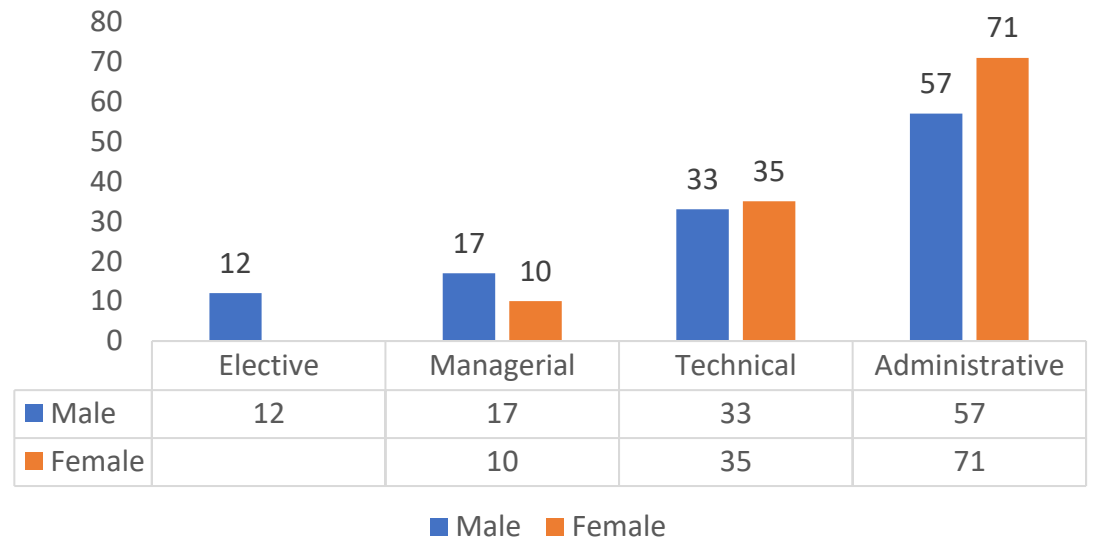
Sex Disaggregated Number of Employees by Educational Attainment



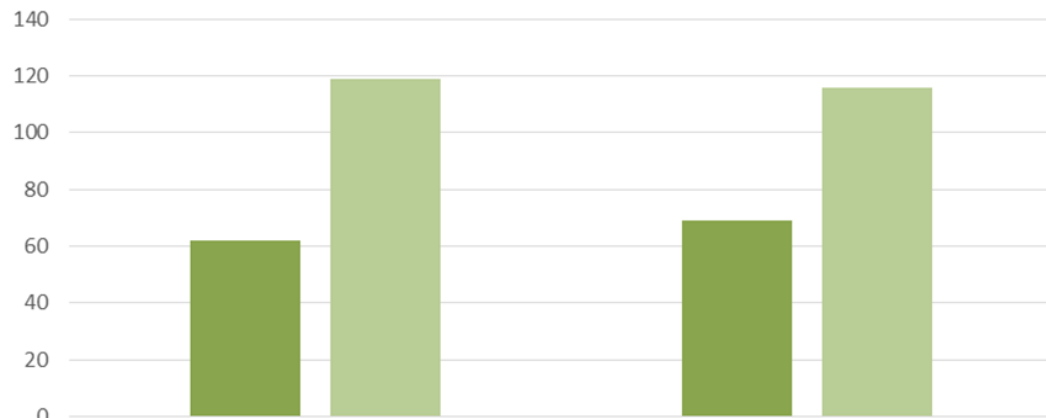
Sex Disaggregated Number of Employees of Executive/ Managerial Position Holders in FY 2022



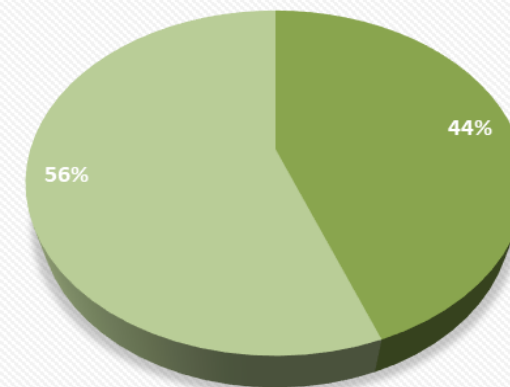
Sex Disaggregated Number of Employees by Functional Classification



NO. OF PERMANENT EMPLOYEES (Presented by Sex)



PERCENTAGE OF PERMANENT EMPLOYEES WITH AND WITHOUT L&D



ANALYSIS MATRIX:

One of the most crucial factors that affect performance of any organization is its human resource. With its personnel being considered as its most important asset, any organization striving for excellence and productivity must be able to employ the most qualified and manage to retain high performing personnel in its roster, hence, an effective human resource management and development system is a must. Investing ample fiscal resources on recruitment, capacity-building, rewarding and career planning for its human resource is indeed rewarding both for the individual employees and the agency as well. Such investments in capacity-building of human capital and organizational development are expected to redound to a more efficient and effective service delivery, hence, thorough analysis of agency needs and current realities is a must to be able to come up with a comprehensive and responsive plan.

As of December 31, 2022, the total workforce of the municipality accounts to 565 personnel. Of the total, more than half (58%) are employed as Job Order and Contract of Service, followed by permanent, temporary and co-terminus positions at 40%. The remaining 2% is composed of elective officials. In total, there are only 235 regular employees, with 6 more positions that remain vacant as of this date. It is worthy to note that the number of non-regular personnel exceeds the number of regular employees by 16%. In terms of education, majority of the workforce are bachelor's degree graduates (54%), followed by vocational/associate/short-term courses graduates (17%), master's degree graduates (8%), bachelor's degree undergraduates (7%), high school graduates (5%), bachelor's degree graduates with earned masteral units (4%), doctoral degree graduates (3%), elementary graduates (1%) and vocational/associate/short-term course undergraduates (1%).

There are three generations comprising the current workforce of the agency: the Baby Boomers who were born 1946 to 1964; the Generation X who were born 1965 to 1980; and the millennials who were born 1981 to 2000. The generational workforce differences pose a challenge to the organizational set up, as each generation's traits, beliefs, and life experiences influence how they work, communicate, and respond to change. For instance, the baby boomers are said to be optimistic, competitive, workaholic and team-oriented; the generation x are labeled as flexible, informal, skeptical and independent; and the millennials are observed to be competitive, civic- and open-minded, and achievement-oriented. To ensure seamless rapport between the generations present in the workforce, the agency has to strengthen its capacity development efforts to level the competencies and orientations of the age groups.

As to age, a majority of the regular employees fall within the 50-59 age group at 34% or a total of 80 employees, followed by 51 employees aged 30-39 at 22%; the population of 42 employees aged 40-49 comes third which sits at 18%, followed by the youngest group or the employees aged 20-29 at 17%. The minority among the age group is the bracket where employees aged 60 and above fall under, which sits at 9%. There are 22 employees belonging to the age group 60 and above, which are eligible and may opt for retirement in the next year or two. While this group comprises only 9% of the total population of employees, again it is a critical factor considering that there are three of them holding executive/managerial positions. This may again leave a vacuum in their respective offices as they are tenured and thus, are considered to be more experienced employees. One of the concerns raised in relation to organization and management is the continuity of leadership in various departments. There is a gap in positions between the head of offices and rank-and-file; hence leaving accountability and responsibilities to the latter in the absence of the former. This scenario poses problems in capability of personnel in case of ascension. Also, it becomes unhealthy to the limited staff shouldering heavy workload. One of the measures for this matter is to continually train employees who are next in line, which based on records, posted a great improvement due to the number of employees who had been sent to trainings.

In addition to this concern, most of the offices are either understaffed or has unhealthy staffing pattern. What worsens the situation is the fact that in most offices plantilla items are mostly in the first level leaving very little opportunity for career progression that prompts high potential employees to look for better career opportunities outside the agency. Creating additional plantilla items for technical and second level positions, particularly for middle management, is imperative to improve organizational set up. And to better aid the current administration in addressing this organization and management concerns and enhance the institutional capability of this agency, pushing forward the formulation of an Organization Improvement Plan would be a strategic action to take.

As to years in service, data reveal that majority of the workforce (49%) are new in government service, as they belong to the 1-10 year bracket. This figure is followed by the employees who have been recently employed whose service is below 1 year, which sits at 16%; followed by employees who have been in the service from 21-30 years which sits at 14%; followed by employees who have been in the service from 11-20 years which sits at 11%; and finally, the employees who have been employed as regular employees for 31-40 years come last, occupying 10% of regular employees. It can be surmised then that the population of employees of the LGU is somewhat young in terms of experience and orientation in local government operations. This would mean providing more learning opportunities for these employees to imbibe deeply the very core of public service and be more acclimatized with the principles of local governance.

However, from the data presented under Learning and Development (L&D) system, it reveals that for the year 2022, a mere 56% of permanent employees have been sent to training, seminars, workshops, conferences, fora and the like, while there remains 44% that has not received any L&D intervention at all. This indicates that the agency was not able to meet the requirement that the workforce should have been provided with at least a minimum of eight (8) hours of trainings per year which is a requirement in maintaining the Maturity Level II in PRIME-HRM. Though a system has already been in place in regulating the individuals sent to trainings, and that ample fund is allocated for Training Expenses for each office, it is observed that the opportunity to attend L&D interventions are not properly and judiciously practiced in some offices. Another significant observation is that those personnel discharging functions that require technical skills and competencies are not even obliged to attend trainings and take technical courses offered in technical-vocational schools that may help them upgrade their know-how and competencies in keeping up with the times and in discharging their functions more effectively. For the last four years since the Local Scholarship Program for Employees had been implemented, no one has ever availed of the Scholarship for Skilled Workers in the Government (SWG), while there is a declining interest of employees for the Scholarship for Baccalaureate and Graduate Courses as evident in the last two years where there was not a single applicant for the program despite continuous notifications and prodding for employees to avail of the program. Apparently, since there is no solid basis as what could possibly be the reason for non-availment of the program, it can only be surmised that employees may be apprehensive of taking another responsibility while juggling with their respective functions in the office which they might feel more accountable of.

Another significant aspect of human resource management and development that needs attention for capacity development is performance management. As performance is closely linked to capacity, one cannot expect or worst, demand, a good performance without having to invest in the employees' capacity-building and development. Though employees are hired based on merit and fitness, meaning they are expected to possess the required knowledge, skills, values and competencies required for the job, enhancing their potentials and grooming future leaders in the agency is a long-term undertaking and investment. Over the last six years since Strategic Performance Management System (SPMS) has been in place and institutionalized in this LGU, the proposition of establishing a separate unit to focus on its implementation is becoming inevitable, now that the establishment of an ARTA Unit and Internal Audit Unit has been made mandatory. It is believed that the establishment of a Performance Management Unit will most likely make the functions of both work units (ARTA and IAU) become harmonized and more practicable since the focus of said offices are all engaged with audit on

While benchmarking and itinerant observations have slowly becoming a popular capacity development activity in most offices as a way of information-gathering on the best practices of other agencies that has significant impact in governance and institutional accomplishments, most of the results of these field or off-site activities cannot be guaranteed to be replicated or adapted locally due to a lot of factors, with fiscal resources being mostly a major constraint while others may not be among the current priorities of the administration.

Another significant concern that beset this local government is its capacity to embrace completely the challenge of digitization as an offshoot of the digital revolution as we are now gearing towards the fourth industrial revolution or the generation of computers, robotics and artificial intelligence in the workplace. But even in the presence of such technologies, the human resource cannot be set aside as still there are more to them that can be relied upon as compared to the computers. However, in the challenge of efficiency in service delivery and in keeping with the times, our workforce needs to be armed with the latest technology such as the presence of mechanisms for data management and analysis and the employment of information systems that will facilitate on-line transactions for a more efficient and harmonized service delivery to the transacting public internally and externally. As observed in the agencies visited for benchmarking of several offices, it can be noted that most of them were able to create and customize their locally-developed information systems which had greatly impacted their productivity, efficiency and connectivity within and outside the agency. The initial steps commonly taken by

To summarize the concerns and issues pertaining to capacity development, the presentation below is the synopsis of the observations from all offices and their impact to service delivery as well as the proposed interventions culled out from their respective CapDev Plans, for information, deliberation and appropriate action of the proper authorities and concerned functionaries.

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
STRUCTURE		
<p>Gap in the staffing pattern in most offices; imbalanced manpower complement</p> <p>*Downloaded programs from the Department of Agriculture both Provincial and National</p>	<p>Understaffed office; work overload for employees; creates undue stress, errors and backlogs;</p> <p>Nonregular personnel are assigned to focal assignments due to lack of regular personnel to take in the responsibility for other collateral services of the office</p> <p>Lack of opportunities in the office for career progression resulting to transfer to another office or another agency;</p> <p>Decline in employee retention and engagement</p> <p>Inability of the LGU to implement vital programs and basic services that have been devolved from the national agency</p>	<p>Formulation of the Organizational Improvement Plan with Manual of Operations and Revision of the Organizational Structure and Staffing Pattern</p> <p>SB Resolution approving the OIP</p> <p>SB Resolution authorizing the agency to hire technical personnel for the formulation of the OIP</p> <p>SB Appropriation Ordinance creating additional plantilla items, preferably for technical and middle management positions, ICT-related positions, and for other administrative tasks like Driver, Mechanic, Electrician and other skilled workers in the municipal government offices</p>
<p>Absence of department/work units (Cooperative Dept, PESO, PIO, IAS, ARTA, BAC, LYDO, TMD, Bio-engineering Unit) and the corresponding Officers especially those that are considered mandatory (Population Officer, Public Information Officer, PESO Manager, Youth Development Officer, Statistician)</p>	<p>Non-implementation of other programs and policies in the municipality</p> <p>No one to be held accountable for the non-implementation of the required services that had been devolved</p> <p>Non-implementation of Internal Audit Services</p> <p>Low compliance to Audit Observation Memoranda (AOM) recommendations</p>	<p>SB Appropriation Ordinance creating additional work units/divisions in the municipal government</p>
<p>Absence of ICT physical structure</p>	<p>Construction of ICT building for ICT council</p>	<p>P.D. 1096 National Building Code of the Philippines; Executive Order for creating Municipal Information and Communication Technology Council (MICTC)</p>
<p>Low compliance to Audit Observation Memoranda (AOM) recommendations / Overloaded job assignment</p>	<p>Risk of issuance from Commission on Audit (COA) of notice of suspension (NS) and disallowance (ND)/ Incomplete financial records/ Unattended tasks.</p>	<p>Creation of positions to attend and focus on compliance to COA recommendations and other unattended tasks</p>
<p>Varied interpretations of SPMS Guidelines caused by absence of separate SPMS Unit to ensure uniformity in the implementation of the system</p> <p>Poor observance of quality, efficiency and timeliness as to components of required document for submission</p>	<p>Varied interpretations cast room for doubts in the integrity of the procedures</p>	<p>Establishment of a Performance Management Unit under the direct supervision of the Office of the Municipal Mayor;</p>
<p>Quick turnover among nonregular employees due to outdated compensation package for JOs, lack of opportunity for permanent employment and lack of security of tenure</p>	<p>Multitasking for key employees; work overload;</p> <p>Time lost in training new ones;</p> <p>Decreased productivity</p>	<p>SB Resolution approving the revised compensation package</p>

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
STRUCTURE		
Recurring office process miscommunication and misinformation; No standard office guidelines to be followed	Job error, miscommunication and confusion	Procurement, installation and maintenance of equipment and software for process improvement.
Non-uniform policies and procedures among offices in the agency	Misinformed personnel; dissatisfied clients	Establishment of written guidelines for common information and standardization of practices Formulation of Agency Manual of Operations Promote open communication and feedback system for continuous improvement
Absence of Veterinarian	No technical person to identify animal diseases with regards to the issuance of animal certificate	The need to upgrade Veterinarian I to Veterinarian III (Immediate Hiring)
COMPETENCIES		
Limited skills and competencies of employees to perform functions, and the need to upgrade competencies on the most recent trends/innovations in the offices' respective fields	Inefficient performance leads to slow delivery of services Issues of multiple load of work hinders staff to attend development training. It hampers the capacity to adaptation to new knowledge and technology that can help the efficiency of projects.	Capacitation of employees through trainings, seminars, workshops, benchmarking activities, team buildings, coaching and mentoring sessions, team assessments and evaluations, short courses, continuing education programs, and other HRD interventions Upgrading of skills for technical employee by attending seminars for standardization of processes.
Lack of budget for technical trainings for mapping and other required technical skills required for land use management	Lack of technical knowledge in mapping and land use management	Request for additional funds to be utilized for technical trainings for mapping and other required technical skills required for land use management
Poor observance of quality, efficiency and timeliness as to components of required document for submission	Late or non-implementation of programs and projects as per approved implementation period to the detriment of the project beneficiaries and in violation of pertinent government policies, rules and regulations	Strengthening of Barangay Development Councils Re-orientation on the role, duties, functions, and accountabilities of barangay officials Capacity Enhancement of MDC Sectoral/Functional Committees Conduct of Leadership Institute and/or Teambuilding/Benchmarking Activity
Irregular access to relevant data/information on land use regulations and occurring physical resource utilization in the municipality from concerned offices with regulatory functions	Limitations in the prompt formulation of policies and recommendations in addressing urgent concerns, and in substantial updating of long-term, medium-term and short-term development plans and investment programs	Timely submission of relevant data/information regarding land use regulations, real property units, agricultural and commercial activities, and other occurring physical resource utilization as included in their respective OPCR

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
STRUCTURE		
<ul style="list-style-type: none"> ▫ Some interventions to address emerging issues and concerns based on available data are not considered for immediate implementation as priority PPAs during regular planning period ▫ Poor analysis of existing situation and lack of foresight leading to undesirable conditions 	<ul style="list-style-type: none"> ▫ Preparation of multiple Supplemental Investment Programs within a year ▫ Late or non-implementation of programs and projects as per approved implementation period to the detriment of the project beneficiaries and in violation of pertinent government policies, rules and regulations 	<p>Timely generation and utilization of relevant data/information during all stages of management cycle, and in forecasting future conditions and relevant interventions</p> <p>Capacity Enhancement of MDC Regular Members and Sectoral/Functional Committees</p>
Limited skills/technical know-how of permanent personnel to perform highly technical functions.	Reduced chances to improve process and adapt to advancements in technology	Enhancement of competency thru attending trainings and seminars. If possible, measure the effectiveness of the training to support continuous development
MANAGEMENT SYSTEMS		
<p>Inconducive workplace, most of the offices lacks proper ventilation, safety and security of personnel and office equipment and has no comfort room for employees;</p> <p>Insufficiency of office equipment, furniture and fixtures for administrative use</p>	<p>Inconvenience to employees and clients; Lack of security of the office;</p> <p>Insufficient storage space for vital records, office documents and equipment</p>	<p>Office expansion and renovation to ensure a convenient, secure, and equipped work environment for staff and clients</p> <p>SB Appropriation Ordinance</p> <p>Additional fund allocation for capital outlay for the procurement of additional ICT equipment</p>
Lack of necessary office facilities	Inconvenience and discomfort to employees and clients;	Construction of buildings to house additional work units/divisions that discharge essential services in the municipal government
	No well-built, well-organized and secured storage for surrendered materials and equipment's	Construction of storage facility for Property, Equipment and Materials
In-house databank system with limited contents and indicators	Limited disaggregated data in diagnosing the extent of poverty, formulating appropriate policies and programs, identification of eligible beneficiaries, and assessment of impact of policies and programs	Establishment of a centralized databank information system
Systems in Municipal Offices is not uniform	Centralization of data	Executive Order for Centralization of Data
Insufficient E-Government System	Slow paced in tracking legislative documents	Installation and Implementation of Legislative Information Management System
	Inefficiency of the research facility	Installation and Implementation of eLibrary Management System
Manual recording and posting of financial transactions	Onerous recording of financial transaction and reports preparation, incomplete financial records	Implementation of Electronic New Government Accounting System
Need to establish Financial Management Information System	Unreliable financial documents, some generated reports between financial offices were not in conformity	Adoption and installation of e-Budget System that is offered by the Department of Budget and Management

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
STRUCTURE		
Lack of agency-initiated health and social benefits for employees	Financial incapacity of employees for their own health and well-being may lead to serious health problems, if not attended to for early detection Employees resort to loans in times of health emergencies causing a decreased net take home pay Low morale among employees and low productivity	Approval and funding of E-CARE Program and other Health and Wellness Program for Employees Provision of other allowances like Cost of Living Allowance, Economic Relief Allowance and other forms of benefits to augment the financial capacity of employees in keeping up with the rising cost of living
Inadequate area to display tourism products, promotional materials and accommodate visiting tourists	Limited utilization of produced digital tourism promotional contents and materials; Poor awareness of the public with regards to tourism products and services available in the municipality; Less income for tourism stakeholders	Funding for the renovation of Tourism Information Offices' Ground Floor to be converted as Tourists Lounge and Pasalubong Center
Need for service vehicle	Delayed implementation/monitoring of programs/projects	Procurement of service vehicle to effectively implement programs, and for efficient and productive monitoring and evaluation, and validation of projects
Inadequate no. of service vehicle	It deferred the primary process of implementing various infrastructure project which is the site visit and inspection of the team.	Request for additional service vehicle.
Lack of Engineering Testing Machine, Equipment and Tools	Difficulty to do the process of quality control and material testing of projects which affects quality of our projects. Additional Engineering Staff and availability of Testing Machine, Equipment Tools.	Request for Engineering Testing Machine, Equipment , Tool and laboratory
Limited construction tools and equipment's	It hinders the ability to act on the request for repair and maintenance immediately. Additional construction tools and equipment's	Request for additional construction tools and equipment
Insufficient fund for implementation of HRD Programs Lack of fund for the procurement of IT equipment necessary in the provision of secretariat services to the PRIME-HRM committees	Limitations in the implementation of HRD Programs that could enhance employee engagement	Request for additional fund for the implementation of HRD Programs and allocation of fund for the conduct of activities of the PRIME-HRM committees
ENABLING POLICIES		
No existing IRR for Municipal Traffic Code	Inability to implement Traffic rules and regulations	Formulation of IRR
Outdated Revenue Code of the Municipality	Minimal revenue collection	Revise and amend Revenue Code
KNOWLEDGE AND LEARNING		
Insufficient government information system	Not fully functional information system	Availment/Procurement/ Development/Maintenance of government information systems
Absence of Guidelines and Policies on Records and Archives Management	No guidelines/basis on what data to store and where/when to dispose to avoid volume of files	Formulation of Guidelines and Policies on Records and Archives Management SB Resolution approving the Guidelines and Policies on Records and Archives Management
Absence of a central point of control or management	No interconnection between offices to transmit and receive information immediately	Centralization of Local Area Network (LAN)

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION								
STRUCTURE								
Absence of MENRO position as head of office who will provide technical assistance and support to the mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources.	Filled up Municipal Environment and Natural Resources Officer position who will serve as head of office and pledge to properly manage the delivery of basic services and provision of adequate facilities and programs relative to environment and natural resources.	Creation of MENRO SG-24 plantilla position	MENRO plantilla position created and filled up	MENRO/head	2024	1,359,684.00	MENRMD	MO/SB/HRMO
Lack of plantilla positions who will be responsible in the proposed divisions (Forest and Water Resources; Mineral and Land Resources; Waste Management and Pollution Control; Research and Development; and Administrative and Support Services) as mandated on Pinamalayan Environment Code	All proposed units/divisions are functional and with adequate personnel who will be responsible in effective provision of technical services and implementation of programs, plans and activities in all the areas of environment and natural resources	Creation of additional plantilla positions	Plantilla positions created and filled up	MENRMD Personnel	2024		MENRMD	MO/SB/HRMO
		Forester II (SG-15)	1 Forester II plantilla position created	MENRMD Personnel	2024	573,518.00	MENRMD	MO/SB/HRMO
		Environmental Management Specialist II (SG-15)	1 Environmental Management Specialist II plantilla position created	MENRMD Personnel	2024	573,518.00	MENRMD	MO/SB/HRMO
		Project Development Officer II (SG-15)	1 Project and Development Officer II plantilla position created	MENRMD Personnel	2024	573,518.00	MENRMD	MO/SB/HRMO
		Ecosystems Management Specialist II (SG-15)	1 Ecosystems Management Specialist II plantilla position created	MENRMD Personnel	2024	573,518.00	MENRMD	MO/SB/HRMO
		Environmental Management Specialist I (SG-11)	2 Environmental Management Specialist I plantilla positions created	MENRMD Personnel	2024	864,124.00	MENRMD	MO/SB/HRMO
		Forester I (SG-11)	1 Forester I plantilla position created	MENRMD Personnel	2024	432,062.00	MENRMD	MO/SB/HRMO

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of plantilla positions who will be responsible in the proposed divisions (Forest and Water Resources; Mineral and Land Resources; Waste Management and Pollution Control; Research and Development; and Administrative and Support Services) as mandated on Pinamalayan Environment Code	All proposed units/divisions are functional and with adequate personnel who will be responsible in effective provision of technical services and implementation of programs, plans and activities in all the areas of environment and natural resources	Ecosystems Management Specialist I (SG-11)	2 Ecosystem Management Specialist I plantilla position created	MENRMD Personnel	2024	864,124.00	MENRMD	MO/SB/HRMO
		Environmental Management Researcher (SG-9)	1 Environmental Management Researcher plantilla position created	MENRMD Personnel	2024	346,932.00	MENRMD	MO/SB/HRMO
		Administrative Assistant III (Computer Operator II) (SG-9)	1 Administrative Assistant III (Computer Operator II) plantilla position created	MENRMD Personnel	2024	346,932.00	MENRMD	MO/SB/HRMO
		Administrative Assistant I (Bookbinder III) (SG-7)	1 Administrative Assistant I (Bookbinder III)(SG-7) plantilla position created	MENRMD Personnel	2024	308,826.00	MENRMD	MO/SB/HRMO
		Laboratory Technician I (SG-6)	1 Laboratory Technician I plantilla position created	MENRMD Personnel	2024	293,140.00	MENRMD	MO/SB/HRMO
		Administrative Aide VI (Utility Foreman) (SG-6)	2 Administrative Aide VI (Utility Foreman) plantilla positions created	MENRMD Personnel	2024	586,280.00	MENRMD	MO/SB/HRMO
		Forest Ranger (SG-4)	1 Forest Ranger plantilla position created	MENRMD Personnel	2024	264,201.00	MENRMD	MO/SB/HRMO
		Administrative Aide III (Clerk I) (SG-3)	2 Administrative Aide III (Clerk I) plantilla positions created	MENRMD Personnel	2024	501,700.00	MENRMD	MO/SB/HRMO
		Administrative Aide I (Utility Worker I) (SG-1)	1 Administrative Aide I plantilla position created	MENRMD Personnel	2024	226,178.00	MENRMD	MO/SB/HRMO
Lack of MENRO personnel (Solid Waste Management Operations Foreman, Garbage Inspectors and additional Garbage Collectors) for enforcement of Proper Solid	Effective implementation of Solid Waste Management with smooth operations from Garbage Collection to Disposal or Waste Diversion	Hiring of additional Job Order Personnel	Additional Job Order Personnel hired	MENRMD Job Order Personnel	2024		MENRMD	MO/HRMO
		Inspectors for Air Quality Management	2 inspectors for Air Quality Management	MENRMD Job Order Personnel	2024	365,000.00	MENRMD	MO/HRMO
		Inspectors for Water Quality Management	2 inspectors for Water Quality Management	MENRMD Job Order Personnel	2024	365,000.00	MENRMD	MO/HRMO

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Waste Management and implementation of proper waste segregation and collection	Effective implementation of Solid Waste Management with smooth operations from Garbage Collection to Disposal or Waste Diversion	Garbage Inspectors	4 Garbage Inspectors	MENRMD Job Order Personnel	2024	730,000.00	MENRMD	MO/HRMO
		Garbage Collectors	4 Garbage Collectors	MENRMD Job Order Personnel	2024	730,000.00	MENRMD	MO/HRMO
		Machine Operators/Segregators	6 Machine Operators/Segregators	MENRMD Job Order Personnel	2024	1,095,000.00	MENRMD	MO/HRMO
		Street Sweepers	2 Street Sweepers	MENRMD Job Order Personnel	2024	365,000.00	MENRMD	MO/HRMO
Lack of security and protection in sanitary landfill and Material Recovery Facility especially during night time	Assurance of security and closed monitoring within the premises of Landfill Site from possible trespassers and strayed animals that may cause damage inside the landfill site. Also, landfill is categorized as restricted area due to health hazards that waste may cause so security would be beneficial for nearby residents	Hiring of Landfill Security Guard	3 Landfill Security Guards hired	MENRMD Job Order Personnel	2024	547,500.00	MENRMD	MO/HRMO
COMPETENCIES								
Lack of familiarization on new environmental and forestry programs and activities from DENR/other NGAs of newly hired MENRO	Well-oriented and knowledgeable MENRO as head of office	Attendance to trainings and seminars related to environmental and natural resources management	All necessary trainings and seminars related to environmental and natural resources management attended	MENRO/head	2024	100,000.00	MENRMD	DENR and other NGAs
Need to capacitate and orient newly hired Forester II on proper management of Community Based Forestry Projects and other programs related to forestry and watershed	Well-oriented and knowledgeable staff for Forestry Management Services	Attendance to consultation, orientation-workshop and capacity building on proper management of Community Based Forestry Projects and other programs related to forestry	All necessary consultation, orientation-workshop and capacity building on proper management of Community Based Forestry Projects and other programs related to forestry	Forester	2024	200,000.00	MENRMD	DENR/FMB/ CENRO/PG-ENRO
Need to capacitate and orient newly hired EMS II and EMS I on proper management and delivery of Projects and Activities related to Air and Water Quality	Well-oriented and knowledgeable staff on Environmental Management Services specially Air and Water Quality Management sections	Attendance to orientation and training on proper management and delivery of Projects and Activities related to Air and Water Quality	All necessary orientation and trainings on proper management and delivery of Projects and Activities related to Air and Water Quality attended	Environmental Management Specialists	2024	220,000.00	MENRMD	DENR/EMB CENRO/PG-ENRO

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Need to train and orient deputized Bantay Gubat on enforcing forestry laws and ordinances and proper mechanism for monitoring and inspection	Strict implementation and enforcement of forestry laws and ordinances; Conservation and protection of forest lands, watersheds and natural resources	Conduct orientation to Bantay Gubat regarding strict implementation and enforcement of forestry laws and ordinances as well as proper mechanism for monitoring and inspection	Orientation to Bantay Gubat regarding strict implementation and enforcement of forestry laws and ordinances as well as proper mechanism for monitoring and inspection conducted	Bantay Gubat	2024	250,000.00	MENRMD	DENR/FMB CENRO/PG-ENRO
Need to capacitate, train and orient newly hired EMS II, EMS I, Laboratory Technician I for proper management of laboratory and mechanism for water sampling test-physicochemical parameters analysis	Well-trained and knowledgeable personnel in handling and operating laboratory and its equipment and knowledgeable enough in conducting water sampling test-physicochemical parameters analysis	Attendance to orientation and training on how to conduct water quality sampling test - physicochemical parameters analysis and proper management of laboratory	All necessary orientation and trainings on how to conduct water quality sampling test - physicochemical parameters analysis and proper management and operation of laboratory	Environmental Management Specialists	2024	200,000.00	MENRMD	DENR/EMB CENRO/PG-ENRO/DOST
Need to train and orient newly hired EMS I and Inspectors on enforcing environmental laws and ordinances and proper mechanism for monitoring and inspection of establishments or businesses that contributes to air/water pollution	Strict implementation and enforcement of environmental laws and ordinances; Knowledgeable in mechanism for monitoring and inspection of establishments or businesses that contributes to air/water pollution	Conduct orientation and training to Inspectors on enforcing environmental laws and ordinances and proper mechanism for monitoring and inspection of establishments or businesses that contributes to air/water pollution	Orientation and training to Inspectors on enforcing environmental laws and ordinances and proper mechanism for monitoring and inspection of establishments or businesses that contributes to air/water pollution conducted	Environmental Management Specialists	2024	150,000.00	MENRMD	DENR/EMB CENRO/PG-ENRO
Need to train and orient newly hired segregators, operators and checkers at MRF on proper utilization and maintenance of machineries and equipment on MRF and Sanitary Landfill	Well trained and oriented personnel in proper utilization and maintenance of machineries and equipment on MRF and Sanitary Landfill	Conduct orientation and training to segregators, operators and checker at MRF on proper utilization and maintenance of machineries and equipment on MRF and Sanitary Landfill	Orientation and training to segregators, operators and checker at MRF on proper utilization and maintenance of machineries and equipment on MRF and Sanitary Landfill conducted	Segregators, Checker and Operators of MRF	2024	100,000.00	MENRMD	DENR/EMB/DO ST

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Lack of office equipment for additional personnel	Adequate office equipment for all MENRMD personnel are provided for daily work functions	Procurement of additional office equipment						
		Office Table	21 units of Office Table procured	MENRMD	2024	210,000.00	MENRMD	
		Office Chair	21 units of Office Chair procured	MENRMD	2024	105,000.00	MENRMD	
		Desktop Computer	6 units of Desktop Computer procured	MENRMD	2024	360,000.00	MENRMD	
		Laptop	8 units of laptop procured	MENRMD	2024	640,000.00	MENRMD	
		Printer	6 units of Printer procured	MENRMD	2024	180,000.00	MENRMD	
Limited capacity on delivery of services and preparation of reports and other office documents	Adequate technical equipment for inspection and monitoring provided	Procurement of technical equipment	1 unit of DSLR Camera with warranty procured	MENRMD	2024	100,000.00	MENRMD	
	Adequate service vehicle for immediate response on assistance needing inspection provided	Procurement of additional service vehicle	1 unit of motorcycle vehicle, with LTO registration, warranty and necessary permits procured	MENRMD	2024	100,000.00	MENRMD	
No existing laboratory for the physicochemical parameters analysis as mandated on Mandanas-Garcia Ruling	Adequate facility for water quality testing which will be used as reference on formulation of planning and measures in maintaining good water quality	Establishment of own laboratory for the physicochemical parameters analysis	Laboratory for water sampling test - physicochemical parameters analysis with complete equipment constructed	MENRMD	2024	3,000,000.00	MENRMD	DENR/EMB/PG-ENRO
ENABLING POLICIES								
Lack of municipal ordinance to implement and enforce conservation and protection of forest and watershed	Municipal ordinance for conservation and protection of forest and watershed	Enactment of municipal ordinance on Conservation and Protection of forest and watershed; Implementation and enforcement of ordinance	Municipal ordinance on Conservation and Protection of forest and watershed enacted and implemented	MENRMD	2024	5,000.00	MENRMD	DENR/FMB/CE NRO/PG-ENRO
Lack of surveillance and monitoring to ensure protection of forest areas and watershed within Pinamalayan	Closed monitored forests and watersheds and protected from illegal logging	Creation of Local Ordinance for Organizing and Deputization of Bantay Gubat Volunteers	Created Local Ordinance and deputized Bantay Gubat Volunteers	MENRMD/Bantay Gubat	2024	250,000.00	MENRMD	DENR/FMB/CE NRO/PENRO
KNOWLEDGE AND LEARNING								
No database for apprehension related to violation forestry laws such as charcoal apprehension and unpermitted cutting of trees	Strictly enforcement and implementation of forestry laws; Access on updated data through consistent surveillance monitoring on forest lands and protected areas and coordinating with MPS on apprehension of violators	Create database for violations committed against laws and ordinances related to forestry through consistently monitoring and inspection on forest and protected areas	Database for violations committed against laws and ordinances about forestry were gathered through consistently monitoring and inspection on forest and protected areas created	MENRMD	2024	200,000.00	MENRMD	DENR/FMB/CE NRO/PG-ENRO

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
No database for gas emissions from establishments contributing to air pollution	Controlled monitoring of gaseous compounds emitted from establishments	Create database for gathered information and gas emissions from establishments contributing to air pollution from survey and monitoring	Database for information and gas emissions from establishments contributing to air pollution created	MENRMD	2024	200,000.00	MENRMD	DENR/EMB/CE NRO/PG-ENRO
No database for result of physicochemical parameters analysis of water sampling from all waterbodies and establishments that consumes water for their operation	Controlled monitoring of water sampling test data from all waterbodies and establishments that consumes water for their operation	Create database for gathered information on establishments that consumes water for their operation from survey and monitoring and for waster sampling result through physicochemical parameters analysis	Database for gathered information on establishments that consumes water for their operation from survey and monitoring and for waster sampling result through physicochemical parameters analysis created	MENRMD	2024	200,000.00	MENRMD	DENR/EMB/CE NRO/PG-ENRO

SUB-SECTOR/OFFICE: MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

STRUCTURE

Administrative and Training Division									
Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	All key position headed by respective officers	Creation of Plantilla Position for Administrative Officer II (SG-15)	Plantilla items created and filled up	MDRRMO staff	2024	573,518.00	MDRRMO	MO, HRMO, SB, COUNCIL	
		Creation of Plantilla Position for Administrative Officer I (SG-11)				432,062.00			
		Creation of Plantilla Position for Administrative Assistant II (SG 8)				325,362.00			
		Creation of Plantilla Position for Administrative Aide IV (Bookbinder II) (SG 4)				264,201.00			
	Research and Planning Division								
	All key position headed by respective officers	Creation of Plantilla Position for Information Technology Officer I (SG 19)	Plantilla items created and filled up	MDRRMO staff	2024	790,251.00	MDRRMO	MO, HRMO, SB, COUNCIL	
		Creation of Plantilla Position for Planning Officer II (SG 15)				573,518.00			
		Creation of Plantilla Position for Planning Officer I (SG 11)				432,062.00			
		Creation of Plantilla Position for Planning Assistant (SG 8)				325,362.00			
		Creation of Plantilla Position for Information Systems Researcher I (SG 10)				375,820.00			

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	Operation and Warning Division							
	All key position headed by respective officers	Creation of Plantilla Position for (2) Administrative Officer IV (Local DRRMO II) (SG-15)	Plantilla items created and filled up	MDRRMO staff	2024	1,147,036.00	MDRRMO	MO, HRMO, SB, COUNCIL
	All key position headed by respective officers	Creation of Plantilla Position for (2) Nurse I (SG 15)	Plantilla items created and filled up	MDRRMO staff	2024	1,147,036.00	MDRRMO	MO, HRMO, SB, COUNCIL
		Creation of Plantilla Position for Special Operations Officer II (SG 14)				532,700.00		
		Creation of Plantilla Position for Senior Administrative Assistant I (Communication Equipment Operator V) (SG 13)				495,593.00		
		Creation of Plantilla Position for (2) Administrative Officer II (Electrician General Foreman (SG 11)				864,124.00		
		Creation of Plantilla Position for Administrative Assistant V(Communication Equipment Operator IV) (SG 11)				432,062.00		
		Creation of Plantilla Position for Heavy Equipment Operator III (SG 9)				346,932.00		
		Creation of Plantilla Position for Heavy Equipment Operator II (SG 6)				293,140.00		
		Creation of Plantilla Position for (2) Nursing Attendant I (SG 4)				528,402.00		
		Creation of Plantilla Position for Heavy Equipment Operator I (SG 4)				264,201.00		
		Creation of Plantilla Position for (5) Administrative Aide III (Driver I) (SG 3)				1,254,250.00		

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
General Administrative Division								
Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	All key position headed by respective officers	Creation of Plantilla Position for Administrative Officer II (SG 15)	Plantilla items created and filled up	MDRRMO staff	2024	573,518.00	MDRRMO	MO, HRMO, SB, COUNCIL
		Creation of Plantilla Position for Administrative Officer I (Bookbinder IV) (SG 10)				375,820.00		
		Creation of Plantilla Position for (2) Administrative Assistant I (Bookbinder III) (SG 7)				617,652.00		
		Creation of Plantilla Position for Administrative Aide IV (Bookbinder II) (SG 4)				264,201.00		
		Creation of Plantilla Position for Administrative Aide III (Driver I)(SG 3)				250,850.00		
		Creation of Plantilla Position for Administrative Aide II (Messenger) (SG 2)				238,220.00		
		Creation of Plantilla Position for(2) Administrative Aide I (Utility Worker I) (SG 1)				452,356.00		
		Traffic Management Office						
No plantilla positions for the full activation of traffic management office and other units	All key position headed by respective officers	Creation of Plantilla Position for Traffic Operations Officer V (SG 24)	Traffic Management Office positions created	TMO staff	2024	1,359,684.00	MDRRMO	MO, HRMO, SB, COUNCIL
		Creation of Plantilla Position for Traffic Operations Officer IV (SG 22)				1,086,641.00		
		Creation of Plantilla Position for Traffic Aide III,(SG 7)				308,826.00		
		Creation of Plantilla Position for Traffic Aide II (SG 5)				264,201.00		
COMPETENCIES								
Lack of skills and trainings of rescuer, volunteers and community	Well trained and capacitated rescuer, volunteers and community	Trainings on SFAT-BLS, WASAR, HARR, MOSAR, USAR and other related trainings	All available trainings and seminars are attended	MDRRMO staff	2024	1,000,000.00	MDRRMO	OCD, PDRRMO and other NGA's

ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Old Operations Center Building located at Brgy. Sta. Rita	Renovation of Operations Center and expansion	Allocation of budget for the renovation and expansion of Operations Center	Operations Center has been expanded and renovated	MDRRMO / LGU	2024	3,000,000.00	MDRRMO	MEO, MO, MBO
Community Monitoring system with integrated information dissemination	Centralized CCTV monitoring system and Public Announcement system with Command Center	Allocation of budget for the community monitoring system	Establishment of fully-equipped command center	Community	2024	15,000,000.00	MDRRMO	MO, SB
ENABLING POLICIES								
No existing IRR for Municipal traffic Code	Municipal Traffic code implemented	Creation of Implementing Rules and regulation (IRR) for Traffic code	Implementing Rules and Regulation (IRR) for traffic code already created	MDRRMO/TMO	2024	N / A	MDRRMO	MO, SB
No presence of certified and trained safety officers for each business establishment	All business establishments have trained safety officers as required by an ordinance	Ordinance requiring all business establishments to have a trained safety officer	All business establishments have trained safety officers (trained by MDRRMO)	Community	2024	Income Generating	MDRRMO	MO, SB
KNOWLEDGE AND LEARNING								
Lack of feedback mechanism of the community towards the LGU	Integrated LGU Online Feedback Management System (OFMS) with working committee	Establishment of Online Feedback Management System (OFMS) with trained working committee to handle grievances	Well established Online Feedback Management System (OFMS)	Community	2024	1,000,000.00	MDRRMO	E-CENTER, MPDO, MO, SB
LEADERSHIP								
Absence of online website for MDRRMO	Developed a website of MDRRMO for public access and transparency	Creation of website design for MDRRMO's accomplishments, services offered, hotlines, etc.	Online website of MDRRMO reestablished and accessible	Community	2024	1,000,000.00	MDRRMO	E-CENTER, MPDO, MO, SB

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL HEALTH OFFICE								
STRUCTURE								
The office's current staffing model is unsustainable, resulting in few chances for future employment overall	More productive and efficient delivery of public health care services	Creation of additional permanent plantilla positions:	All additional permanent plantilla positions created and filled-up				MHO	HRMO, MO and OVM
		1 Medical Officer III (SG-21)	1 Medical Officer III (SG-21) created and filled-up	MHO Staff	2024	1,292,502.00		
		2 Nurse I (SG-15)	2 Nurse I (SG-15) created and filled-up	MHO Staff	2024	1,526,022.00		
		1 Health Education and Promotion Officer I (SG-10)	1 Health Education and Promotion Officer I (SG-10) created and filled-up	MHO Staff	2024	503,023.00		
		1 Administrative Officer II (SG-11)	1 Administrative Officer II (SG-11) created and filled-up	MHO Staff	2024	576,980.00		
		6 Midwife II (SG-11)	6 Midwife II (SG-11) created and filled-up	MHO Staff	2024	3,461,880.00		
		1 Pharmacist I (SG-11)	1 Pharmacist I (SG-11) created and filled-up	MHO Staff	2024	576,980.00		
		1 Sanitation Inspector II (SG-8)	1 Sanitation Inspector II (SG-8) created and filled-up	MHO Staff	2024	436,649.00		
		2 Nursing Attendant I (SG-4)	2 Nursing Attendant I (SG-4) created and filled-up	MHO Staff	2024	712,466.00		
		1 Administrative Assistant I (Computer Operator I) (SG-7)	1 Administrative Assistant I (Computer Operator I) (SG-7) created and filled-up	MHO Staff	2024	414,911.00		
		4 Administrative Aide VI (Data Controller I) (SG-6)	4 Administrative Aide VI (Data Controller I) (SG-6) created and filled-up	MHO Staff	2024	1,577,100.00		
1 Administrative Aide II (Messenger) (SG-2)	1 Administrative Aide II (Messenger) (SG-2) created and filled-up	MHO Staff	2024	322,059.00				
COMPETENCIES								
Staff competency needs to be improved	Trained and competent health care personnel	Attendance to trainings, seminars, forums	All trainings, seminars, forums attended	MHO Staff	2024	300,000.00	MHO	MO
	Well organized plan for Disaster Risk Reduction and Management in Health	Training on Disaster Risk Reduction and Management in Health	All necessary Training on Disaster Risk Reduction and Management in Health attended	MHO Staff	2024	100,000.00	MHO	MO

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Staff competency needs to be improved	Capacitated and equipped staff on the Clinical Management of Health Conditions, Medicolegal and Postmortem Examination	Training on Clinical Management of Health Conditions, Medicolegal and Postmortem Examination	All necessary Clinical Management of Health Conditions, Medicolegal and Postmortem Examination attended	MHO Doctors	2024	100,000.00	MHO	MO/DOH
	Capacitated and competent key personnel	Training on Water Sanitation and Licensing of Food Establishment	All necessary Training on Water Sanitation and Licensing of Food Establishment attended	Sanitary Inspector	2024	50,000.00	MHO	MO/DOH
Limited vital and technical information, knowledge and capacity about other health care institutions best practices		Benchmarking activity attended	Benchmarking activity attended and conducted	MHO Staff	2024	500,000.00	MHO	MO/DOH
•Lack of motivation and ineffective methods for overcoming weaknesses •Limited knowledge and skills on Enhancing Performance Management and Functional Roles	Well motivated and Equipped personnel	Conduct of Mid-year Assessment and Monitoring and Year-end Performance Assessment for MHO Staff	Mid-year Assessment and Monitoring and Year-end Performance Assessment for MHO Staff conducted	HRMO Staff	2024	150,000.00	MHO	MO
MANAGEMENT SYSTEM								
Limited favorable workplace conditions that should improve to meet the mounting demands of a health department	An environment at work that is flexible and anchored in the requirements of primary care facilities	Improvement and completion of Municipal Health Office extension building	Municipal Health Office extension building improved and completed	Municipal Health Office extension building	2024	5,000,000.00	MHO	MO, MEO
Limited functional capacity on the implementation of E-Field Health Services Information System and Integrated Clinic Information System needed for the implementation in Konsulta	Fully implemented E-Field Health Services Information System and Integrated Clinic Information System	Procurement of Desktop with complete peripherals intended for e-FHSIS and Integrated Clinic Information System only	Desktop with complete peripherals intended for e-FHSIS and Integrated Clinic Information System only procured	MHO Staff	2024	100,000.00	MHO	

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE								
STRUCTURE								
Lack of permanent plantilla position for the operation of Drop-In Center	Functional 24/7 operation of Drop-In Center	Creation and hiring of plantilla positions						
		1 Social Welfare Officer I (SG-11)	1 Social Welfare Officer I created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	508,382.00	MSWDO	MO/HRMO
		1 Psychologist II (SG-15)	1 Psychologist II created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	508,382.00	MSWDO	MO/HRMO
		1 Administrative Assistant II (SG-8)	1 Administrative Assistant II created and filled-up	Qualified Applicant	Jan-Dec	386,010.00	MSWDO	MO/HRMO
		1 Nurse I (SG-15)	1 Nurse I created and filled-up	Qualified Applicant	Jan-Dec	670,615.00	MSWDO	MO/HRMO
		1 Nursing Attendant I (SG-4)	1 Nursing Attendant I created and filled-up	Qualified Applicant	Jan-Dec	315,866.00	MSWDO	MO/HRMO
		2 Social Welfare Assistant (SG-8)	2 Social Welfare Assistant created and filled-up	Qualified Applicant	Jan-Dec	772,020.00		
		2 Midwife I (SG-9)	2 Midwife I created and filled-up	Qualified Applicant	Jan-Dec	821,496.00	MSWDO	MO/HRMO
		3 Administrative Aide IV (Houseparent I) (SG-4)	3 Administrative Aide IV (Houseparent I) created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	947,598.00	MSWDO	MO/HRMO
		2 Security Guard I (SG-3)	2 Security Guard I created and filled-up	Qualified Applicant	Jan-Dec	601,108.00	MSWDO	MO/HRMO
		2 Administrative Aide III (Driver I) (SG-3)	2 Administrative Aide III (Driver I) created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	601,108.00	MSWDO	MO/HRMO
	2 Administrative Aide I (Utility Worker I) (SG-2)	2 Administrative Aide I (Utility Worker I) created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	572,138.00	MSWDO	MO/HRMO	
Gap in the current staffing pattern of the office	Effective and efficient delivery of MSWDO services	1 MGADH (SG-22)	1 MGADH created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	1,259,105.00	MSWDO	MO/HRMO
		1 Psychologist II (SG-15)	1 Psychologist II created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	508,382.00	MSWDO	MO/HRMO
		1 Social Welfare Officer I (SG-11)	1 Social Welfare Officer I created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	508,382.00	MSWDO	MO/HRMO
		5 Administrative Officer I (SG-10)	5 Administrative Officer I created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	2,219,395.00	MSWDO	MO/HRMO
		2 Administrative Assistant II (SG-8)	2 Administrative Assistant II created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	772,020.00	MSWDO	MO/HRMO

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Gap in the current staffing pattern of the office	Effective and efficient delivery of MSWDO services	2 Social Welfare Assistant (SG-8)	2 Social Welfare Assistant created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	772,020.00	MSWDO	MO/HRMO
		1 Administrative Assistant I (Bookbinder III) (SG-7)	1 Administrative Assistant I (Bookbinder III) created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	367,045.00	MSWDO	MO/HRMO
		2 Administrative Aide III (SG-3)	2 Administrative Aide III created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	601,108.00	MSWDO	MO/HRMO
		3 Administrative Aide II (SG-2)	3 Administrative Aide II created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	572,138.00	MSWDO	MO/HRMO
		1 Administrative Aide I (SG-1)	1 Administrative Aide I created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	272,258.00	MSWDO	MO/HRMO
		2 Administrative Aide I (SG-2) (Utility Worker)	2 Administrative Aide I (Utility Worker) created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	601,108.00	MSWDO	MO/HRMO
		1 Administrative Aide III (SG-3) Driver	1 Administrative Aide III (Driver) created and filled-up	MSWDO Personnel/ Qualified Applicant	Jan-Dec	300,554.00	MSWDO	MO/HRMO
COMPETENCIES								
Limited capacity for the newly hired personnel to perform assigned task or functions	Competent staff	Attendance to various trainings/seminars	PDAO personnel capacitated on the following trainings: 1. Training on Development and Management inclusive program and services for Persons with Disability 2. Training on the implementation of RA 9442 and RA 10754 regarding the benefits and privileges for persons with disabilities MSWDO staff specifically social workers capacitated on the following 1. Trainings/Capacity Building Activities on Psychological First Aid 2. Gender Responsive Case Management	PDAO personnel	Jan-Dec	500,000.00	MSWDO	DSWD
					Jan-Dec		MSWDO	DSWD
					Jan-Dec	500,000.00	MSWDO	DSWD
ENABLING POLICIES								
Persons with Disability Affairs Office (PDAO) is temporarily attached to MSWDO	PDAO will be operating as a separate unit under the Office of the Municipal Mayor	Amendment of existinf ordinance	Existing ordinance amended; PDAO under the operations of Mayor's Office				MSWDO	OVM/SB

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL CIVIL REGISTRY OFFICE								
STRUCTURE								
Gap in the current staffing pattern of the office	Need additional permanent staff that will supplement the current staffing pattern of the office to improve the service delivery.	Creation of additional plantilla	plantilla items created and filled up				MCRO	MO, OVM
		Registration Officer II (SG-14)	Registration Officer II (SG-14) created and filled-up	MCRO Staff	2024	532,700.00		
		Administrative Assistant IV (Bookbinder IV) (SG-10)	Administrative Assistant IV (Bookbinder IV) (SG-10) created and filled-up	MCRO Staff	2024	375,820.00		
		Administrative Aide IV (Bookbinder II) (SG-4)	Administrative Aide IV (Bookbinder II) (SG-4) created and filled-up	MCRO Staff	2024	264,201.00		
		Computer Programmer II (SG-15)	Computer Programmer II (SG-15) created and filled-up	MCRO Staff	2024	573,518.00		
COMPETENCIES								
Need to enhance the competency and efficiency of all MCRO personnel	To become more competent and efficient MCRO Personnel	Attendance to training, seminars, convention and conference relevant to the Civil Registration Laws and processes	All training, seminars, convention and conference attended	MCRO Staff	2024	300,000.00	MCRO	MO
Lack of knowledge on Technical Capacity on Database / Information System Development and Administration	To be trained and be knowledgeable personnel in e Records and Archiving System	Attendance to training/benchmarking related to e Records and Archiving System	All training/benchmarking related to e Recording Archiving System attended	MCRO Staff	2024	300,000.00	MCRO	MO
Lack of technical information, knowledge and capacity about the best practices of other Local Civil Registry Office (LCRO)	To improve the capacity of all MCRO Personnel and to learn new practices that can help the work performance of the office	Benchmarking	Benchmarking conducted	MCRO Staff	2024	500,000.00	MCRO	MO
MANAGEMENT SYSTEMS								
The office have a congested space for its personnel and documents that resulted to the destruction and missing of files	Renovation/Relocation of office with storage room for the safekeeping of files	Renovation / Relocation of MCR Office	MCR Office renovated. Relocated	MCRO	2024	2,000,000.00	MCRO	MO

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
KNOWLEDGE AND LEARNING								
Lack of Electronic Records and Archiving System	Quick searching and tracking of records	Creation of e Records and Archiving System	eRecords and Archiving System created	MCRO	2024	2,000,000.00	MCRO	MO
Lack of Service Vehicle for Mobile Registration	Service Vehicle procured	Purchase of Service Vehicle	Service Vehicle procured	MCRO	2024	2,000,000.00	MCRO	MO
SUB-SECTOR/OFFICE: LOCAL YOUTH DEVELOPMENT OFFICE								
STRUCTURE								
Overlapping of duties and responsibility	Efficient and effective output from the youth sector	Creation of additional plantilla	plantilla items created and filled up				LYDO	MO, OVM
		Youth Development Officer IV (SG-22)	Youth Development Officer IV (SG-22) created and filled-up	LYDD Staff	2024	1,086,641.00		
		Youth Development Officer III (SG-18)	Youth Development Officer III (SG-18) created and filled-up	LYDD Staff	2024	722,146.00		
		Youth Development Officer II (SG-14)	Youth Development Officer II (SG-14) created and filled-up	LYDD Staff	2024	532,700.00		
		Administrative Assistant II (Assistant Officer) (SG-8)	Administrative Assistant II (Assistant Officer) (SG-8) created and filled-up	LYDD Staff	2024	325,362.00		
		Administrative Asst. I (Computer Operator I) (SG-7)	Administrative Asst. I (Computer Operator I) (SG-7) created and filled-up	LYDD Staff	2024	308,826.00		
Overlapping of duties and responsibility	Efficient and effective output from the youth sector	Administrative Aide V (Photographer I) (SG-5)	Administrative Aide V (Photographer I) (SG 5) created and filled-up	LYDD Staff	2024	278,286.00		
		Process Server (SG-5)	Process Server (SG-5) created and filled-up	LYDD Staff	2024	278,286.00		
		Administrative Aide IV (Bookbinder II) (SG-4)	Administrative Aide IV (Bookbinder II) (SG-4) created and filled-up	LYDD Staff	2024	264,201.00		
		Administrative Aide II (Messenger) (SG-2)	Administrative Aide II (Messenger) (SG-2) created and filled-up	LYDD Staff	2024	238,220.00		
		Administrative Aide II (Messenger) (SG-2)	Administrative Aide II (Messenger) (SG-2) created and filled-up	LYDD Staff	2024	238,220.00		

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCIES								
Insufficient capacity about Youth Sector	Performance dynamism; enhanced knowledge management	Attendance of LYDD staff to trainings, seminars, benchmarking activities, and other L&D interventions	All L&D interventions attended	LYDD Staff				
		Attendance to trainings, seminars, webinars and forums of all LYDD personnel	LYDD personnel was sent to trainings, seminars, webinars and forums	LYDD Staff	2024	500,000.00	LYDD	MO
		Conduct of Benchmarking activity for LYDD staff	Benchmarking Activity for LYDD staff conducted	LYDD Staff	2024	200,000.00	LYDD	MO
		Conduct of Mid-year Assessment and Monitoring and Year-end Performance Assessment for LYDD Staff	Mid-year Assessment and Monitoring and Year-end Performance Assessment for LYDD Staff conducted	LYDD Staff	2024	200,000.00	LYDD	MO
MANAGEMENT SYSTEM								
Lack of facilities for office management	Convenient in office management	Efficient discharge of mandated function in the LYDD	Youth Office established	LYDD Staff	2024	5,000,000.00	LYDD	MO
Insufficient Fund for sports activities	Promoting sports for all	Additional Sports Events in school Youth and OSY	Additional Funding for PSCAA approved	Youth Sector	2024	500,000.00	LYDD	MO
Insufficient support fund for the athletes/Players		Incentives for Athlete/Players	Incentives for Athlete/Players funded	Youth Sector	2024	200,000.00	LYDD	MO
Inconvenient facilities in holding sports-related events	Convenient venue for sports activities	Establish a permanent venue for the sports activity	Materials for the Improvement of Pinamalayan Gymnasium funded	Youth Sector	2024	35,000,000.00	LYDD	MO
Lack of facilities in holding Big sports events			Pinamalayan Sports Complex constructed	Youth Sector	2024	200,000,000.00	LYDD	MO
ENABLING POLICIES								
Lack of facilities for office management	Convenient in office management	Efficient discharge of mandated function in the LYDD	Municipal Ordinance for Local Youth Development Division created	LYDD Staff	2024		LYDD	MO
LEADERSHIP								
Lack of partners in conducting sports events	Connections in different institution	Sports linkages	Develop people-to-people connection that promote partnership of value.	LYDD	2024		LYDD	MO/Other NGAs

SOCIAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: ENHANCED PINAMALAYAN SCHOLARSHIP PROGRAM								
STRUCTURE								
Lack of available plantilla item	All key units of the office headed by a second level employee	Creation of additional plantilla	Plantilla items created and filled up					
		Administrative Assistant II (SG-8)	Administrative Assistant II (SG-8) created and filled up	HRMO Staff	2024	325,362	HRMO	MO, OVM
MANAGEMENT SYSTEMS								
Absence of Public Tertiary Institution/ school within the area of the LGU	Public Tertiary Institution/ School established/ Free quality tertiary education provided	Establishment of Community College	Community College established	Intellectually capable high school graduates who are residents of Pinamalayan that cannot afford college education or technical and vocational courses	2024	90,000,000	MGOP	MO, OVM, HRMO
Insufficient Fund for Capital Outlay	Increased efficiency	Procurement of the needed ICT equipment	ICT equipment procured					
		1 unit laptop Intel Core i7 with licensed software	1 unit laptop Intel Core i7 with licensed software procured	MSC Secretariat	2024	100,000	HRMO	MO, OVM
		1 unit lapel with 2 transmitter, 1 receiver and 1 portable charging case	1 unit lapel with 2 transmitter, 1 receiver and 1 portable charging case procured	MSC Secretariat	2024	20,000	HRMO	MO, OVM
		1 unit portable duplex scanner	1 unit portable duplex scanner procured	MSC Secretariat	2024	45,000	HRMO	MO, OVM

INFRASTRUCTURE/PHYSICAL AND LAND USE DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL ENGINEERING OFFICE								
STRUCTURE								
Gap in the current staffing pattern of the office and lack of opportunities in the office for career progression	All key units of the office headed by a second level employee;	Creation of additional plantilla items	plantilla items created				MEO	MO, OVM
		Engineer III (SG-19) - Civil Engineer for the Planning, Programing and Survey Division	Engineer III (SG-19) - Civil Engineer for the Planning, Programing and Survey Division created and filled-up	MEO Staff	2024	790,251.00		
		Surveyman (SG-06)Planning, Programing and Survey Division	Surveyman (SG-06) Planning, Programing and Survey Division created and filled-up	MEO Staff	2024	293,140.00		
		Engineer II (SG-15) - Civil Engineer for the Construction and Maintenance Division	Engineer II (SG-15) - Civil Engineer for the Construction and Maintenance Division created and filled-up	MEO Staff	2024	573,518.00		
		Engineer II (SG-15)- Civil Engineer for the Materials Testing and Quality Control Division	Engineer II (SG-15)- Civil Engineer for the Materials Testing and Quality Control Division created and filled-up	MEO Staff	2024	573,518.00		
		Engineer I (SG-12)- Civil Engineer for the Materials Testing and Quality Control Division	Engineer I (SG-12)- Civil Engineer for the Materials Testing and Quality Control Division created and filled-up	MEO Staff	2024	463,909.00		
		Engineer II (SG-15)- Building Inspector for the Regulatory Division	Engineer II (SG-15)- Building Inspector for the Regulatory Division created and filled-up	MEO Staff	2024	573,518.00		
		Engineer I (SG-12) - Electrical Engineer for the Regulatory Division	Engineer I (SG-12) - Electrical Engineer for the Regulatory Division created and filled-up	MEO Staff	2024	463,909.00		
		Engineer I (SG-12) - Electrical Engineer for the Electrical Division	Engineer I (SG-12) - Electrical Engineer for the Electrical Division created and filled-up	MEO Staff	2024	463,909.00		
		Administrative Officer II (SG-11) - Administrative Division	Administrative Officer II (SG-11) - Administrative Division created and filled-up	MEO Staff	2024	432,062.00		

INFRASTRUCTURE/PHYSICAL AND LAND USE DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCIES								
Need for improvement of competency of staff	Competent MEO staff	Attendance of MEO staff to trainings, seminars, benchmarking activities, and other L&D interventions	All L&D interventions attended	MEO Staff	2024	150,000.00	MEO	MO
		Conduct of Benchmarking activity for MEO staff	Benchmarking Activity for MEO staff conducted	MEO Staff	2024	200,000.00	MEO	MO
		Conduct of Mid-year Assessment and Monitoring and Year-end Performance Assessment for MEO Staff	Mid-year Assessment and Monitoring and Year-end Performance Assessment for MEO Staff conducted	MEO Staff	2024	100,000.00	MEO	MO
KNOWLEDGE AND LEARNING								
Limited training on the ARC GIS system	Configuration and utilization of the system for geospatial view, edit, manage and analyze geographic data for mapping.	Attendance to training for the use of the system and creation of plantilla technical position	Maximize the utilization of the system for data gathering.	MEO Staff	2024		MEO	MO
SUB-SECTOR/OFFICE: ZONING/MOTORPOOL DIVISION								
STRUCTURE								
Gaps in the staffing pattern of the office and lack of opportunities in the office for career progression	Addition of second level plantilla position to provide supervisory services and supervisory support services	Creation of additional plantilla items:	plantilla items created					
		Zoning Officer II (SG-15)	Zoning Officer II (SG-15) created and filled-up	Zoning Division staff	2024	573,518.00	ZAD	
	Addition of technical personnel	Creation of additional plantilla items:						
		Zoning Inspector II (SG-8)	Zoning Inspector II (SG-8) created and filled-up	Zoning Division staff	2024	325,362.00	ZAD	
	Addition of Administrative Services personnel	Creation of additional plantilla items:						
		Administrative Assistant II/Clerk 4 (SG-8)	Administrative Assistant II/Clerk 4 (SG-8) created and filled-up	Zoning Division staff	2024	325,362.00	ZAD	
Administrative Aide V (Process Server) (SG-5)		Administrative Aide V (Process Server) (SG-5) created and filled-up	Zoning Division staff	2024	278,286.00	ZAD		
	Administrative Aide IV (Bookbinder II) (SG 4)	Administrative Aide IV (Bookbinder II) (SG 4) created and filled-up	Zoning Division staff	2024	264,201.00	ZAD		
COMPETENCIES								
Need for improvement of competency of staff	Competent Zoning Division staff	Attendance of Zoning Division personnel to trainings, seminars and other L&D activities		Zoning Division staff	2024	300,000.00	ZAD	

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL AGRICULTURE OFFICE								
STRUCTURE								
Organizational Development	The capacity to cope up the overlapping of duties and responsibilities .	Creation of Additional Plantilla Items	Plantilla items created and filled up				MAgO	HRMO,M.O and O.V.M
		Veterinarian III (SG-19)	Veterinarian III (SG-19) created and filled up	MAgO Staff	2024	790,251.00		
		Administrative Officer V (Administrative Officer III) (SG-18)	Administrative Officer V (Administrative Officer III) (SG-18) created and filled up	MAgO Staff	2024	722,146.00		
		Aquaculturist II (SG-15)	Aquaculturist II (SG-15) created and filled up	MAgO Staff	2024	573,518.00		
		Agriculturist II (SG-15)	Agriculturist II (SG-15) created and filled up	MAgO Staff	2024	573,518.00		
		Engineer I (SG-12)	Engineer I (SG-12) created and filled up	MAgO Staff	2024	463,909.00		
		Agriculturist I (SG-11)	Agriculturist I (SG-11) created and filled up	MAgO Staff	2024	432,062.00		
		Aquaculturist I (SG-11)	Aquaculturist I (SG-11) created and filled up	MAgO Staff	2024	432,062.00		
		Administrative Assistant III (Secretary II) (SG-9)	Administrative Assistant III (Secretary II) (SG-9)	MAgO Staff	2024	346,932.00		
Farm Worker II (SG-4)	Farm Worker II (SG-4) created and filled up	MAgO Staff	2024	264,201.00				
COMPETENCIES								
Need to Improve Capacity of the Staff and Capacity Development	Competent MAgO Technical Staff	Attendance to meetings, trainings, seminars, webinars, convention and forums of all MAgO personnel	Mago staff was sent to trainings, seminars, webinars and forums	MAgO Staff	2024	350,000.00	MAgO	M.O O.V.M
KNOWLEDGE AND LEARNING								
Limited knowledge on GIS, GEO tagging and drone Operation	Immediate gathering of Data and recordings	Procurement of drone, geo tagging and other high-tech equipments .	Accurate data information gathered	MAgO Staff	2024	500,000.00	MAgO	HRMO,MO/Other NGAs

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: COMMERCE, TRADE AND INDUSTRY (LOCAL ECONOMIC ENTERPRISE)								
STRUCTURE								
Insuficinet number of personnel and staff to cater manpower requirements for Mandanas-Garcia Ruling	Compliant Office Structure and Manpower requirements as mandated by Mandanas-Garcia Ruling	Creation of additional plantilla items	plantilla items created and filled up				BPLO	MO, OVM, SB
		Data Controller (Senior Administrative Assistant I) (SG-13)	Data Controller (Senior Administrative Assistant I) (SG-13) created and filled-up	BPLO Staff	2024	495,593.00		
		Administrative Aide III (Driver I) (SG-3)	Administrative Aider III (Driver I) (SG -3) created and filled-up	BPLO Staff	2024	250,850.00		
		Administrative Aide III (Utility Worker II) (SG-3)	Administrative Aide III (Utility Worker II) (SG-3) created and filled-up	BPLO Staff	2024	250,850.00		
		Administrative Aide II (Bookbinder 1) (SG-2)	Administrative Aide II (Bookbinder I) (SG-2) created and filled-up	BPLO Staff	2024	238,220.00		
Need for the creation of ICT Division for the upgrading of eBOSS	Plantilla position for the ICT Division for the upgrading of eBOSS	Creation of plantilla position for automated payroll administration	plantilla items created and filled up					
		Computer Programmer II (SG-15)	Computer Programmer II (SG-15) created and filled-up	BPLO Staff	2024	573,518.00		
		Administrative Assistant VI (Computer Operator III) (SG-12)	Administrative Assistant VI (Computer Operator III) (SG-12) created and filled-up	BPLO Staff	2024	463,909.00		
		Administrative Assistant III (Computer Operator II) (SG-9)	Administrative Assistant III (Computer Operator II) (SG-9) created and filled-up	BPLO Staff	2024	346,932.00		
		Assessment Clerk I (SG-4)	Assessment Clerk (SG-4) created and filled-up	BPLO Staff	2024	264,201.00		

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Absence of personnel to manned the proposed Commercial Complex	The proposed Commercial Complex is properly managed, cleanliness maintained and the building is secured	Creation of additional plantilla items	Plantilla items created and filled-up and smooth operation of the Commercial Complex				MOD	HRMO, MO,OVM
		Administrative Aide VI (Clerk III) (SG-6)	Administrative Aide VI (Clerk III) (SG-6) created and filled-up	MOD Staff	2024	293,140.00		
		Security Guard I (SG-3)	Security Guard I (SG-3) created and filled-up	MOD Staff	2024	250,850.00		
		Security Guard I (SG-3)	Security Guard I (SG-3) created and filled-up	MOD Staff	2024	250,850.00		
		Security Guard I (SG-3)	Security Guard I (SG-3) created and filled-up	MOD Staff	2024	250,850.00		
		Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	MOD Staff	2024	226,178.00		
		Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	MOD Staff	2024	226,178.00		
		Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	MOD Staff	2024	226,178.00		
		Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	MOD Staff	Jan-Dec	226,178.00		
COMPETENCIES								
Need for improvement of staff competencies	Competent BPLO staff	Attendance of BPLO staff to trainings, seminars, benchmarking activities, and other L&D interventions	All L&D interventions attended	BPLO Staff				
		Attendance to trainings, seminars, webinars and forums of all BPLO personnel	BPLO personnel was sent to trainings, seminars, webinars and forums	BPLO Staff	2024	150,000.00	BPLO	MO
		Conduct of Local Learning Exchange activity for BPLO staff and all personnel involved in BOSS operation	Local Learning Exchange Activity for BPLO staff and all personnel involved in BOSS operation conducted	BPLO Staff/BOSS Participants	2024	700,000.00	BPLO	MO
Some employees are incapable of using technology like laptop/desktop computer	All employees are capacitated to use modern technologies	Required incapacitated employees to take tutorial sessions on using of computer and the like	Successful and productive workplace	Market Personnel (middle age)	2024	0.00	MOD	E-center

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Three employees are not qualified to apply for a higher position because of educational attainment	Satisfied and motivated individuals with more promotion opportunities await	Finish vocational or bachelor's degree courses thru municipal scholarship	Satisfied and motivated individuals with more promotion opportunities await	Market Personnel (College Undergrad)	2024	0.00	MOD	HRMO
MANAGEMENT SYSTEMS								
Lot of project proposals but not funded	Office project proposals be funded	Utilized the income generating projects of the office	A developed and equipped market	Head of Office and all Regular Employees(MOD)	Jan-Dec	0.00	MOD	
KNOWLEDGE AND LEARNING								
Limited knowledge concerning office, personnel and record management activities	Highly competent manpower that will develop the system	Attendance to various trainings and seminar	Trainings on office , personnel and Records Management attended	BPLO Staff	2024	150,000.00	BPLO	MO
Limited knowledge in system development	More competent and knowledgeable workforce	Attendance to various trainings and seminar	Training on Computer Programming, Electronic Tricycle Franchise System and e-Working/Occupational Permit attended	BPLO Staff	2024	150,000.00	BPLO	MO
ENABLING POLICIES								
Low income collection due to outdated revenue code	Update the revenue and market code	Make a recommendation letter to the Sanggunian Members to call a session for proper process of updating the revenue code	Updated revenue and market code	Sanggunian Bayan Members	Jan-Dec	0.00	OVM	MOD

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: TOURISM								
STRUCTURE								
Multi-tasking of employees, mostly job orders to act on the mandated/devolved functions and services	Establishment of focal system, each manned and supervised by a 1st level regular employee	Creation of plantilla items	Established focal sections with well-versed and highly capacitated staff	THDD Staff	2024		THDD	MO, THDD
		Senior Tourism Operations Officer (SG-18)		THDD Staff	2024	722,146.00		
		Tourism Operations Officer (SG-11)		THDD Staff	2024	432,062.00		
		Administrative Aide IV (Bookbinder II) (SG-4)		THDD Staff	2024	264,201.00		
		Administrative Asst. II (Audio-Visual Aids Tech. II) (SG-8)		THDD Staff	2024	325,362.00		
		Administrative Asst. I (Photographer II) (SG-7)		THDD Staff	2024	308,826.00		
		Administrative Officer II (SG-11)		THDD Staff	2024	432,062.00		
		Administrative Assistant I (Computer Operator I) (SG-7)		THDD Staff	2024	308,826.00		
		Administrative Aide III (Driver I) (SG-3)		THDD Staff	2024	250,850.00		
		Administrative Aide II (Bookbinder I) (SG-2)		THDD Staff	2024	238,220.00		
COMPETENCIES								
Need for improvement of competency of staff	Competent THDD Staff	Attendance to trainings, workshops and seminars related to the the advancement of learnings beneficial to the improved delivery of services and functions	All trainings, workshops and seminars related to the advancement of learnings attended	THDD Staff	2024	150,000.00	THDD	THDD
		Conduct of benchmarking activities of all THDD staff	Benchmarking activities conducted	THDD Staff	2024	100,000.00		
		Conduct of mid-year and year-end assessment, monitoring and planning	Mid-year and Year Assessment, Monitoring and Planning conducted	THDD Staff	2024	150,000.00		

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
KNOWLEDGE AND LEARNING								
No specific ITC Equipment to be used solely for real time tourism data gathering, consolidation and submission	Full utilization of TOURLISTA Web-based Statistics Application	Procurement of 1 laptop computer solely for statistical gathering, consolidation and submission to national offices	1 Laptop computer procured	THDD Staff	2024	100,000.00	THDD	THDD
SUB-SECTOR/OFFICE: LABOR AND EMPLOYMENT SERVICES								
STRUCTURE								
Creation of Plantilla Positions	Basic plantilla positions stated in RA#8759 as amended by RA#10691 created PESO Institutionalized	Creation of Municipal Government Department Head (with Parenthetical Position Title PESO Manager)	1Municipal Government Department Head SG-24 created and filled-up	PESO Personnel		1,359,684.00	PESO	MBO/HRMO/MO
		Creation of Labor and Employment Officer II (SG-13)	1 Labor and Employment Officer II (SG-13) created and filled-up			495,593.00		
		Creation of Labor and Employment Officer I (SG-11)	1 Labor and Employment Officer I (SG-11) created and filled-up			432,062.00		
		Creation of Administrative Aide III (Utility worker II) (SG-3)	1 Administrative Aide III (Utility worker II) (SG-3) created and filled-up			250,850.00		
		Creation of Administrative Aide II (Bookbinder I) (SG-2)	1 Administrative Aide II (Bookbinder I) (SG-2) created and filled-up			238,220.00		
		Creation of Administrative Aide I (Utility Worker I) (SG-1)	1Administrative Aide I (Utility Worker I) (SG-1) created and filled-up			226,178.00		
COMPETENCIES								
Limited training of staff	Competent staff	Trainings and skills Development Activities	All personnel trained	PESO Personnel	2024	200,000.00	PESO/SCO	MBO/HRMO/MO
MANAGEMENT SYSTEMS								
Limited Operational Information System	Fully functional information system	Trainings and skills development activities	PEIS and PhilJobnet fully operational	PESO Prsonnel	2024	100,000.00	PESO/SCO	MBO/DOLE/MO

ECONOMIC DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
ENABLING POLICIES								
DOLE policies and regulations not strictly observed	Enhanced policy support and coordination	Equip personnel with needed tools and equipment	Better implementation of Programs and delivery of services	PESO Personnel	2024	100,000.00	PESO	MBO/DOLE/MO
KNOWLEDGE AND LEARNING								
Limited access to learning and training programs among permanent employees only	Open access to Development Program for all staff	Training Programs	Better knowledge and training	PESO Personnel	2024	100,000.00	PESO	MBO/DOLE/MO
LEADERSHIP								
Limited Basic Leadership practices	Institutionalized leadership and mechanism	Trainings and Development Course	Improved Leadership and management	PESO Personnel	2024	100,000.00	PESO	MBO/DOLE/MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: OFFICE OF THE MUNICIPAL MAYOR								
STRUCTURE:								
Overlapping of duties and responsibilities	The Capacity to cope with the overlapping of duties and responsibilities	Creation of additional plantilla items	plantilla items created and filled up				MO	SB/HRMO
		•Administrative Assistant I (Bookbinder III) (SG-7)	•Administrative Assistant I (Bookbinder III) (SG-7) created and filled-up	MO Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Assistant I (Photographer II) (SG-7)	•Administrative Assistant I (Photographer II) (SG-7) created and filled-up	MO Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Aide VI (Air Conditioning Technician I) (SG-6)	•Administrative Aide VI (Air Conditioning Technician I) (SG-6) created and filled-up	MO Staff	2024	189,576.00	MO	SB/HRMO
		•Administrative Aide IV (Bookbinder II) (SG-4)	•Administrative Aide IV (Bookbinder II) (SG-4) created and filled-up	MO Staff	2024	168,324.00	MO	SB/HRMO
		•Administrative Aide IV (Driver II) (SG-4)	•Administrative Aide IV (Driver II) (SG-4) created and filled-up	MO Staff	2024	168,324.00	MO	SB/HRMO
		•2 Administrative Aide II (Messenger) (SG-2)	•2 Administrative Aide II (Messenger) (SG-2) created and filled-up	MO Staff	2024	149,244.00	MO	SB/HRMO
	•3 Administrative Aide I (Utility Worker I) (SG-1)	•3 Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	MO Staff	2024	140,400.00	MO	SB/HRMO	
Overlapping of duties and responsibilities	Managed and Supervised the Public Cemetery	•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	MO Staff	2024	395,484.00	MO	SB/HRMO
		•2 Administrative Aide II (Cemetery Caretaker) (SG-2)	•2 Administrative Aide II (Cemetery Caretaker) (SG-2) created and filled-up	MO Staff	2024	298,488.00	MO	SB/HRMO
Absence of Office that will implement Information Communication Technology (ICT) programs and concerns	Supervised for the development policy and legislation to support, modernize and improve the ICT sector.	•Creation of ICT Division	•Information ICT Division created	ICD Staff	2024		MO	SB/HRMO
		•Information Technology Officer I (SG-19)	•Information Technology Officer I (SG-19) created and filled-up	ICD Staff	2024	790,251.00	MO	SB/HRMO
		•Information Systems Analyst I (SG-12)	•Information Systems Analyst I (SG-12) created and filled-up	ICD Staff	2024	463,909.00	MO	SB/HRMO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Absence of office to handle CSO-related concerns	Active participation of CSO/NGOs/Pos in development planning and decision making ensured	•Creation of Civil Society Organization Desk	•Civil Society Organization Desk created	CSO Staff	2024		MO	SB/HRMO
Lack of plantilla position to handle CSO-related concerns	CSO-related issues and concerns properly addressed	•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	CSO Staff	2024	395,484.00	MO	SB/HRMO
Absence of Office that will implement Public Information programs and activities.	Provision of relevant, adequate and timely information to the local government units and its constituents	•Creation of Public Information Division	•Public Information Division created	CSO Staff	2024		MO	SB/HRMO
Lack of plantilla position to handle Public Information programs and activities	Efficient delivery of Public Information services	•Administrative Officer V (Information Officer III) (SG-18)	•Administrative Officer V (Information Officer III) (SG-18) created and filled-up	PIO Staff	2024	504,636.00	MO	SB/HRMO
		•Administrative Officer IV (Information Officer II) (SG-15)	•Administrative Officer IV (Information Officer II) (SG-15) created and filled-up	PIO Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Assistant I (Photographer II) (SG-7)	•Administrative Assistant I (Photographer II) (SG-7) created and filled-up	PIO Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Aide VI (Audio-Visual Aids Technician I) (SG-6)	•Administrative Aide VI (Audio-Visual Aids Technician I) (SG-6) created and filled-up	PIO Staff	2024	189,576.00	MO	SB/HRMO
		•Administrative Aide III (Utility Worker II) (SG-3)	•Administrative Aide III (Utility Worker II) (SG-3) created and filled-up	PIO Staff	2024	158,520.00	MO	SB/HRMO
Absence of Office that will implement programs, promotion and advocacy for cooperative sector	Effective Implementation of programs and services for cooperative organization	•Creation of Cooperative Development Division	•Cooperative Development Division created	CDD Staff	2024		MO	SB/HRMO
		•Chief Cooperatives Development Specialist (SG-24)	•Chief Cooperatives Development Specialist (SG-24) created and filled-up	CDD Staff	2024	972,840.00	MO	SB/HRMO
		•Supervising Cooperatives Development Specialist (SG-22)	•Supervising Cooperatives Development Specialist (SG-22) created and filled-up	CDD Staff	2024	772,320.00	MO	SB/HRMO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Absence of Office that will implement programs, promotion and advocacy for cooperative sector	Effective Implementation of programs and services for cooperative organization	•Senior Cooperatives Development Specialist (SG-18)	•Senior Cooperatives Development Specialist (SG-18) created and filled-up	CDD Staff	2024	504,636.00	MO	SB/HRMO
		•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	CDD Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Assistant I (Bookbinder III) (SG-7)	•Administrative Assistant I (Bookbinder III) created and filled-up	CDD Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Aide IV (Bookbinder II) (SG-4)	•Administrative Aide IV (Bookbinder II) (SG-4) created and filled-up	CDD Staff	2024	168,324.00	MO	SB/HRMO
		•Administrative Aide II (Messenger) (SG-2)	•Administrative Aide II (Messenger) (SG-2) created and filled-up	CDD Staff	2024	149,244.00	MO	SB/HRMO
		•Administrative Aide I (Utility Worker I) (SG-1)	•Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	CDD Staff	2024	140,400.00	MO	SB/HRMO
Absence of Specific Unit that will implement Anti Red Tape Act (ARTA) related concerns	Effective Implementation of ARTA related concerns	•Creation of Anti-Red Tape Division	•Creation of Anti-Red Tape Division created	ARTD Staff	2024		MO	SB/HRMO
Lack of plantilla position to handle ARTA related concerns	Efficient delivery of ARTA services	•Administrative Officer III (Records Officer II) (SG-14)	•Administrative Officer III (SG-14) created and filled-up	ARTD Staff	2024	504,636.00	MO	SB/HRMO
		•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	ARTD Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Assistant III (Computer Operator II) (SG-9)	•Administrative Assistant III (Computer Operator II) (SG-9) created and filled-up	ARTD Staff	2024	229,080.00	MO	SB/HRMO
		•Administrative Assistant I (Bookbinder III) (SG-7)	•Administrative Assistant I (Bookbinder III) (SG-7) created and filled-up	ARTD Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Aide III (SG-3)	•Administrative Aide III (SG-3) created and filled-up	ARTD Staff	2024	158,520.00	MO	SB/HRMO
		•Administrative Aide II (Messenger) (SG-2)	•Administrative Aide II (Messenger) (SG-2) created and filled-up	ARTD Staff	2024	149,244.00	MO	SB/HRMO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Absence of Office to handle the Traffic Management Division	Supervise, manage and administer the implementation of numerous traffic	•Creation of Traffic Management Division	•Traffic Management Division created	TMD Staff	2024		MO	SB/HRMO
Overlapping of duties and responsibilities	Empowered employee and efficient delivery of services	•Traffic Operations Officer III (SG-18)	•Traffic Operations Officer III (SG-18) created and filled-up	TMD Staff	2024	504,636.00	MO	SB/HRMO
		•Traffic Operations Officer II (SG-15)	•Traffic Operations Officer II (SG-15) created and filled-up	TMD Staff	2024	395,484.00	MO	SB/HRMO
		•Traffic Operations Officer I (SG-11)	•Traffic Operations Officer I (SG-11) created and filled-up	TMD Staff	2024	291,600.00	MO	SB/HRMO
		• 3 Traffic Aide II (SG-5)	• 3 Traffic Aide II (SG-5) created and filled-up	TMD Staff	2024	536,004.00	MO	SB/HRMO
		• 5 Traffic Aide I (SG-3)	• 5 Traffic Aide I (SG-3) created and filled-up	TMD Staff	2024	792,600.00	MO	SB/HRMO
Absence of Office to handle the operation of LGU Vehicle, dump trucks and heavy equipment	Established guidelines/mechanism for the operation of LGU vehicles, dump trucks and heavy equipment	•Creation of Motorpool Division	•Motorpool Division created	MD Staff	2024		MO	SB/HRMO
		•Administrative Officer V (SG-18)	•Administrative Officer V (SG-18) created and filled-up	MD Staff	2024	504,636.00	MO	SB/HRMO
		•Administrative Officer IV (Administrative Officer II) (SG-15)	•Administrative Officer IV (Administrative Officer II) (SG-15)	MD Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11)	MD Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Aide II (Messenger) (SG-2)	•Administrative Aide II (Messenger) (SG-2) created and filled-up	MD Staff	2024	149,244.00	MO	SB/HRMO
Absence of Office to handle the Bids and Awards Committee	Effective Implementation of BACSD related concerns	•Creation of Bids and Awards Committee Secretariat Division	•Bids and Awards Committee Secretariat Division Created	BACSD Staff	2024		MO	SB/HRMO
Lack of plantilla position to handle Bids and Awards Committee Secretariat Division related concerns	Efficient delivery of BACSD services	•Administrative Officer V (Administrative Officer III) (SG-18)	•Administrative Officer V (Administrative Officer III) (SG-18) created and filled-up	BACSD Staff	2024	504,636.00	MO	SB/HRMO
		•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	BACSD Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Assistant I (Bookbinder III) (SG-7)	•Administrative Assistant I (Bookbinder III) (SG-7) created and filled-up	BACSD Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Aide II (Messenger) (SG-2)	•Administrative Aide II (Messenger) (SG-2) created and filled-up	BACSD Staff	2024	149,244.00	MO	SB/HRMO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Absence of Office to handle the Public Private Partnership Division	Effective Implementation of PPP Division related concerns	•Creation of Public Private Partnership Division		PPP Staff				SB/HRMO
Lack of plantilla position to handle Public Private Partnership related concerns	Efficient delivery of PPP services	•Administrative Officer V (Administrative Officer III) (SG-18)	•Administrative Officer V (Administrative Officer III) (SG-18) created and filled-up	PPP Staff	2024	504,636.00	MO	SB/HRMO
		•Administrative Officer II (Administrative Officer I) (SG-11)	•Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	PPP Staff	2024	395,484.00	MO	SB/HRMO
		•Administrative Assistant I (Bookbinder III) (SG-7)	•Administrative Assistant I (Bookbinder III) (SG-7) created and filled-up	PPP Staff	2024	201,096.00	MO	SB/HRMO
		•Administrative Aide II (Messenger) (SG-2)	•Administrative Aide II (Messenger) (SG-2) created and filled-up	PPP Staff	2024	149,244.00	MO	SB/HRMO
COMPETENCIES								
Insufficient knowledge that lead to low performance	Reliable, Competent and Improved Staff	Conduct and Attend on Seminars/Trainings/Workshops	Seminars/Trainings/Workshops conducted/attended	MO Staff	2024	200,000.00	MO	SB/HRMO
		Conduct Benchmarking for MO Staff	Benchmarking for MO staff conducted	MO Staff	2024			
Lack of cooperation/Low colleague support system	Harmonious and strengthened relationships among staff	Conduct of Team Building/Capacity Building	Team Building/Capacity Building conducted	MO Staff	2024	500,000.00	MO	SB/HRMO
ENABLING POLICIES								
Lack of facilities for office management	Convenient in office management	Efficient discharged of mandated function in Cooperative Development Division	Municipal Ordinance for Cooperative Development Division created	CDD Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Anti-Red Tape Division	Municipal Ordinance for Anti-Red Tape Division created	ARTD Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Management of Public Cemetery	Municipal Ordinance for Management of Public Cemetery created	MPC Staff	2025		MO	SB/HRMO
		Efficient discharged of mandated function in Traffic Management Division	Municipal Ordinance for Traffic Management Division created	TMD Staff	2024		MO	SB/HRMO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of facilities for office management	Convenient in office management	Efficient discharged of mandated function in Public Information Division	Municipal Ordinance for Public Information Division created	PIO Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Motorpool Division	Municipal Ordinance for Motorpool Division created	MD Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Civil Society Organization Desk	Municipal Ordinance for Civil Society Organization Desk created	CSOD Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Information Communication Division	Municipal Ordinance for Information Communication Division created	ICD Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Bids and Awards Committee Secretariat Division	Municipal Ordinance for I Bids and Awards Committee Secretariat Division created	BACSD Staff	2024		MO	SB/HRMO
		Efficient discharged of mandated function in Public Private Partnership Division	Municipal Ordinance for Public Private Partnership Division created	PPP Staff	2024		MO	SB/HRMO
SUB-SECTOR/OFFICE: Tech4ED								
STRUCTURE								
Lack of manpower that will maintain and update hardware and software systems, providing technical support and troubleshooting, and ensuring the security and integrity of the unit's network and data	Permanent plantilla position in ICT Division	Creation of permanent plantilla position in ICT Division	Permanent plantilla items created for ICT Division				Pinamalayan Tech4ED Center	MO, OVM, HR, MBO
		Information Technology Officer I (SG-19)	Information Technology I Officer (SG-19) created and filled-up		2024	790,251.00		
		Computer Maintenance Technologist II (SG-15)	Computer Maintenance Technologist II (SG-15) created and filled up		2024	573,518.00		
		Computer Programmer I (SG-11)	Computer Programmer I (SG-11) created and filled up		2024	432,062.00		
		Administrative Assistant III (Computer Operator II) (SG-9)	Administrative Assistant III (Computer Operator II) (SG-9) created and filled up		2024	346,932.00		
		Administrative Assistant I (Book Binder III) (SG-7)	Administrative Assistant I (Book Binder III) (SG-7) created and filled up		2024	308,826.00		

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCIES								
Improvement in overall performance and effectiveness of an organization	Training and Development	Attendance of required DICT trainings, seminars, and webinars for Tech4ED / ICT Staff	All required DICT trainings, seminars, and webinars for Tech4ED / ICT Staff attended		2024		Pinamalayan Tech4ED Center	MO
		Conduct Benchmarking activity for ICT Staff	Benchmarking activity for ICT staff conducted		2024	100,000.00	Pinamalayan Tech4ED Center	MO
	Skill Assessments	Evaluate the staff member's knowledge and abilities in specific areas	Skill assessment conducted		2024	100,000.00	Pinamalayan Tech4ED Center	MO
	Job Performance Evaluation	Measure the staff member's performance against specific job-related criteria	Job Performance Evaluation conducted		2024	50,000.00	Pinamalayan Tech4ED Center	MO
MANAGEMENT SYSTEMS								
Lack of physical structure for the ICT office to ensure the safety and security of both the personnel and all the ICT equipment	ICT physical structure to house the servers, storage systems, networking equipment, and other computer systems that are required for data processing, storage, and communication	Establishment of ICT Office	ICT Building established		2024	7,000,000.00	Pinamalayan Tech4ED Center	MO, OVM, MEO
		• ICT Equipment	• ICT Equipment procured		2024	3,000,000.00		
		• Office Equipment	• Office Equipment Acquired		2024			
		• Furniture and Fixtures	• Furniture and Fixtures Acquired		2024			
		• Transportation Vehicles	• Transportation Vehicles Acquired		2024			
ENABLING POLICIES								
Lack of data security and privacy awareness	Data Security and Privacy awareness in compliance with R.A. Data Privacy Act of 2012	Strong implementation of the R.A Data Privacy Act of 2012	R.A. Data Privacy Act of 2012 implemented					MO, OVM
Absence of cloud computing solutions for government agencies	Create a more modern and efficient government that can better serve the needs of the people; Improve public services delivery and increase government efficiency	Implementation of Circular No. 2017-002 and 2020-010 - Philippine Government's Cloud First Policy	Circular No. 2017-002 and 2020-010 - Philippine Government's Cloud First Policy implemented					MO, OVM
A standardized set of building regulations	Buildings that will be constructed with safety measures	Implementation of P.D. 1096 National Building Code of the Philippines	P.D. 1096 National Building Code of the Philippines Implemented					MO, OVM

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance	
KNOWLEDGE AND LEARNING									
Absence of a central point of control or management	Centralized Local Area Network (LAN) so all data and user access can be managed and monitored from a single location, making it easier to implement and enforce security measures.	Centralization of Local Area Network (LAN)	Centralized Local Area Network (LAN) established		2024	2,500,000.00		MO, OVM, MEO	
Absence of central respiratory for system for storing and managing information within an organization	Centralized Information System to improve coordination and communication among different departments or locations	Centralization of Information System	Centralized Information System established	2024	2024	14,000,000.00		MO, OVM, MEO	
Inaccuracies and incompleteness of the information provided	Development of Information Database Kiosk to provide a self-service kiosk.	Information Database Kiosk Development	Information Database Kiosk Developed	2024	2024	2,500,000.00		MO, OVM, MEO	
Need outdoor electronic displays for advertising and other types of outdoor communication	Proposal for Outdoor Digital Billboard to allow real-time updates and changes to content being displayed	Procurement and installment of Digital Billboard	Outdoor Digital Billboard procured and installed	2024	2024	5,000,000.00		MO, OVM	
LEADERSHIP									
Lack of knowledge about Tech4ED	Familiarize the different platforms and target sectors of Tech4ED	Request Center Management Training to orient newly hired Tech4ED staff	Center Management Training attended			100,000.00	Pinamalayan Tech4ED Center	MO	
SUB-SECTOR/OFFICE: BIDS AND AWARDS COMMITTEE									
STRUCTURE									
Creation of BAC Division	Increase BAC operation responsibility	Creation of BAC Division under Mayor's Office	BAC Division created under Executive Department	BAC Staff	2024		BAC Division under MO created	BAC, SB and MO	
Lack of permanent personnel to handle and focus on the Procurement Services of the LGU	Operationalized BAC Division with appropriate staffing pattern. Enhanced organizational structure and professionalized services.	Enactment of Ordinance for the creation and hiring of:	BAC Division created under Executive Department	BAC Staff	2024	General Fund	BAC Division under MO created	BAC, SB and MO	
		Supervising Administrative Officer (Administrative Officer V) (SG 18)	Supervising Administrative Officer (Administrative Officer V) (SG 18)						504,636.00
		Administrative Assistant II - (SG 8)	Administrative Assistant II - (SG 8)						291,600.00
		Administrative Aide IV (Book Binder II) (SG 4)	Administrative Aide IV (Book Binder II) (SG 4)						241,008.00

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of permanent personnel to handle and focus on the Procurement Services of the LGU	Operationalized BAC Division with appropriate staffing pattern. Enhanced organizational structure and professionalized services.	Administrative Aide IV (Book Binder II) (SG4)	Administrative Aide IV (Book Binder II) (SG4)	BAC Staff	2024	241,008.00	BAC Division under MO created	BAC, SB and MO
		Administrative Aide III (Clerk I) (SG3)	Administrative Aide III (Clerk I) (SG3)			160,000.00		
		Administrative Aide II (Book Binder I) (SG2)	Administrative Aide II (Book Binder I) (SG2)			120,696.00		
		Administrative Aide I (Utility Worker I) (SG1)	Administrative Aide I (Utility Worker I) (SG1)			108,000.00		
COMPETENCIES								
Need of competency of personnel involved in the procurement.	Training and seminar on R.A 9184	All BAC Members and regular personnel involved in procurement process to participate.	Enhancement of organizational structure and professionalize services	BAC Staff	2024	General Fund 300,00.00	BAC	Appropriation Ordinance
	Conduct study tour/benchmarking to other agency regarding best practices in procurement process.			BAC Staff	2024			
	PhilGeps Training Procurement Management Training			BAC Staff	2024			
MANAGEMENT SYSTEMS								
Lack of Office Equipment	Office equipment procured and being utilized by the BAC staff.	Allocation for the procurement of needed office equipment. Photocopying Machine Floor Mounted Aircondition Water Dispenser	To effectively implement the period of procurement process	BAC Staff	2024	150,000.00		Appropriation Ordinance
						100,000.00		
						20,000.00		
						270,000.00		
Temporary Office	Operates in permanent office.	New office provided.	To have more space for safekeeping of records and files and more convenient working area	BAC Staff	2024	General Fund 1,500,000.00		

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: GENERAL SERVICES DIVISION								
STRUCTURE								
<ul style="list-style-type: none"> •Gap in the current staffing pattern of the office and lack of opportunities in the office for career progression. •Limited staff to handle major function. •Unorganized staffing pattern, multi tasking, work overload 	All major final output in the mandated task must be headed by the Key personnel	Creation of additional plantilla items	plantilla items created				GSO	MO
		Municipal Government Department Head-I (SG-24)	Municipal Government Department Head-I (SG-24) created and filled up	GSO Head	2024	1,359,684.00		
		Municipal Government Assistant Department Head (SG-22)	Municipal Government Assistant Department Head (SG-22) created and filled-up	GSO Staff	2024	1,086,641.00		
		Administrative Officer V (Supply Officer III) (SG-18)	Administrative Officer V (Supply Officer III) (SG-18) created and filled-up	GSO Staff	2024	722,146.00		
		Senior Administrative Assistant I (Buyer V) (SG-13)	Senior Administrative Assistant I (Buyer V) (SG-13) created and filled-up	GSO Staff	2024	495,593.00		
Need a skilled personnel to improve and develop municipal park	Municipal park improved and developed	Landscaping Supervisor (SG-12)	Landscaping Supervisor (SG-12) created and filled-up	GSO Staff	2024	463,909.00		
		Park Maintenance Foreman (SG-8)	Park Maintenance Foreman (SG-8) created and filled-up	GSO Staff	2024	325,362.00		
		Park Attendant I (SG-2)	Park Attendant I (SG-2) created and filled-up	GSO Staff	2024	238,220.00		
		Administrative Assistant V (Electrician General Foreman) (SG - 11)	Administrative Assistant V (Electrician General Foreman) (SG - 11) created and filled-up	GSO Staff	2024	432,062.00		
Lack of personnel to manage the pertinent records of property	Efficient and effective records & property management established	Administrative Officer I (Records Officer I) (SG-10)	Administrative Officer I (Records Officer I) (SG-10) created and filled-up	GSO Staff	2024	375,820.00		
		Administrative Assistant II (Property Custodian) (SG-8)	Administrative Assistant II (Property Custodian) (SG-8) created and filled-up	GSO Staff	2024	325,362.00		
		Administrative Aide VI (Data Controller I) (SG-6)	Administrative Aide VI (Data Controller I) (SG-6) created and filled-up	GSO Staff	2024	293,140.00		

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of personnel to manage the pertinent records of property	Efficient and effective records & property management established	Warehouseman 1 (SG-6) created and filled-up	Warehouseman 1 (SG-6) created and filled-up	GSO Staff	2024	293,140.00	GSO	MO
		Administrative Aide IV (Bookbinder II) (SG-4)	Administrative Aide IV (Bookbinder II) (SG-4) created and filled-up	GSO Staff	2024	264,201.00		
		Administrative Aide II (Messenger) (SG-2)	Messenger (SG-2) created and filled-up	GSO Staff	2024	238,220.00		
		Administrative Aide II (Reproduction Machine Operator I (SG-2)	Administrative Aide II (Reproduction Machine Operator I (SG-2) created and filled-up	GSO Staff	2024	238,220.00		
		Security Guard I (SG-2)	Security Guard I (SG-2) created and filled-up	GSO Staff	2024	238,220.00		
Construction of General Services Office with stock room & warehouse Congested work space, unsafe for Property Equipment and Materials in custody. Waste and surrendered materials becomes eye sore in the premises	Lack of conducive and comfortable working office . Lack of stockroom and warehouse for storage of supply materials and Equipment and for proper inventory of property	Construction of General Services Office with stockroom and warehouse	General Services Office with stockroom and warehouse constructed	GSO	DEC	5,000,000.00		EO/OVM/MO
COMPETENCIES								
Need for improvement of competency of staff	Competent GSO staff	Attendance of GSO staff to trainings, seminars, benchmarking activities, and other L&D interventions	All L&D interventions attended	GSO Staff	2024	200,000.00	GSO	MO
		Conduct of Benchmarking activity for GSO staff	Benchmarking Activity for GSO staff conducted	GSO Staff	2024	150,000.00		
		Conduct of Year-end Assessment and Monitoring and Year-end Performance Assessment for GSO Staff	Year-end Assessment and Monitoring and Year-end Performance Assessment for GSO HRMO Staff conducted	GSO Staff	2024	150,000.00		
KNOWLEDGE AND LEARNING								
Limited knowledge on proper Archiving and preservation of records	Electronic System Records and Archives established	Procurement of commercialized information system with features that are fit for government set-up	Commercialized Information system procured	GSO Staff	2024	500,000.00	GSO	MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: HUMAN RESOURCE MANAGEMENT OFFICE								
STRUCTURE								
Gap in the current staffing pattern of the office and lack of opportunities in the office for career progression	All key units of the office headed by a second level employee, and with enough administrative positions to perform HR administrative functions	Creation of additional plantilla items	plantilla items created and filled up	Qualified applicant			HRMO	MO, OVM
		Administrative Officer IV (HRMO II) (SG-15)	Administrative Officer IV (HRMO II) (SG-15) created and filled-up		2024	573,518.00		
		Administrative Officer IV (HRMO II) (SG-15)	Administrative Officer IV (HRMO II) (SG-15) created and filled-up		2024	573,518.00		
		Administrative Officer II (HRMO I) (SG 11)	•Administrative Officer II (HRMO I) created and filled-up		2024	432,062.00		
		Administrative Officer II (HRMO I) (SG 11)	Administrative Officer II (HRMO I) created and filled-up		2024	432,062.00		
		Statistician I (SG-11)	Statistician I (SG-11) created and filled-up		2024	432,062.00		
		Administrative Officer II (HRMO I) (SG 11)	Administrative Officer II (HRMO I) (SG 11) created and filled-up		2024	432,062.00		
		Administrative Aide II (Bookbinder I) (SG-2)	Administrative Aide II (Bookbinder I) (SG-2) created and filled-up	Qualified applicant	2024	238,220.00		
		Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created and filled-up		2024	226,178.00		
Lack of plantilla position for Information System Administration and other technical positions	Functional Information System	Computer Programmer II (SG-15)	Computer Programmer II (SG-15) created and filled-up	Qualified applicant	2024	573,518.00	HRMO	MO, OVM
		Administrative Assistant I (Computer Operator I) (SG-7)	Administrative Assistant I (Computer Operator I) (SG-7) created and filled-up		2024	308,826.00		
Quick turnover rate among nonregular employees	Nonregular personnel retained and their productivity increased	Revision of compensation package	Compensation package revised	MGOP Nonregular Employees	2024		HRMO	MO, OVM
Gap in the staffing pattern in most offices	Balanced manpower complement	Formulation of Organizational Improvement Plan; Hiring of technical personnel/ consultant for the formulation of the OIP	Organizational Improvement Plan formulated; Technical Personnel/ Consultants hired	MGOP Offices	2024	1,000,000.00	HRMO	MO, MAdO, MPDO
Non-uniform policies and procedures among offices in the agency	Uniformed, standardized and improved delivery of service and functions: Satisfied clients.	Formulation of Manual of Operations and Employee Handbook	Manual of Operations and Employee Handbook formulated					

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCIES								
Need to enhance the proficiency and mastery of HR Committee Members and key officials on the civil service rules, laws and other issuances	Highly-competent HR Committee Members	Attendance of the members of the 4 HR Committees and key officials to trainings, seminars, forums, and conferences	4 HR Committees and key officials sent to trainings, seminars, forums, and conferences	HRMPSB Members and MGOP officials	2024	1,000,000.00	HRMO	MO
		Conduct of Benchmarking Activity for the members of the 4 HR Committees and key officials	Benchmarking Activity for the members of the 4 HR Committees and key officials conducted	HRMPSB Members and MGOP officials	2024	1,000,000.00	HRMO	MO
Need for improvement of competency of staff	Competent HRMO staff	Attendance of HRMO staff to trainings, seminars, benchmarking activities, and other L&D interventions	All L&D interventions attended	HRMO Staff				
		Attendance to trainings, seminars, webinars and forums of all HRMO personnel	HRMO personnel was sent to trainings, seminars, webinars and forums	HRMO Staff	2024	200,000.00	HRMO	MO
		Conduct of Benchmarking activity for HRMO staff	Benchmarking Activity for HRMO staff conducted	HRMO Staff	2024	150,000.00	HRMO	MO
Need for improvement of competency of staff	Competent HRMO staff	Conduct of Mid-year Assessment and Monitoring and Year-end Performance Assessment for HRMO Staff	Mid-year Assessment and Monitoring and Year-end Performance Assessment for HRMO Staff conducted	HRMO Staff	2024	150,000.00	HRMO	MO
Insufficient technical knowledge and competence in Information System Administration	More competent HRMIS Administrator	Training of the existing personnel in database establishment, maintenance and data analysis, and knowledge management	All relevant trainings attended	HRMO	2024	50,000.00	HRMO	MO, OVM

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Lack of sufficient office space to hold the number of HRMO personnel and the office and IT equipment necessary for day-to-day transactions including space to hold and accommodate the volume of walk-in clients, both internal and external, that needs to be attended with utmost confidentiality, a conference area for meetings with special bodies under PRIME-HRM	Convenience for both office personnel and clients	Improvement and Renovation of HRMO	HRMO improved and renovated	HRMO Staff	2024	1,000,000.00	HRMO	MO,OVM
KNOWLEDGE AND LEARNING								
Limited access to the government-aided information system (HRMIS is not fully functional)	Automated HR systems and records	Procurement of commercialized information system with features that are fit for government set-up	Commercialized Information system procured	HRMO	2024	15,000,000.00	HRMO	MO/Other NGAs
Risk of data loss in case of unforeseen catastrophes (flood, fire outbreak, typhoon, etc.)	Secured records	Procurement of cloud-based storage (2 TB)	Cloud-based storage (2 TB) procured	HRMO	2024	10,000.00	HRMO	MO
EMPLOYEE RECRUITMENT AND PLACEMENT SERVICES								
STRUCTURE								
No official updating on the Executive Order on the Composition of the HRMPSB due to the vacancy of the Municipal Administrator position	Updated Composition of the HRMPSB	Designation of a Chairperson for HRMPSB (for positions in the Executive Department)	Chairperson for HRMPSB (for positions in the Executive Department) designated	HRMPSB, HRDC	2024		HRMO	MO, MAdO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Lack of dedicated fund for the HRMPSB to be used for procurement of supplies, other supplies and ICT equipment to ensure smooth and efficient conduct of the committees' regular activities	Efficient conduct of regular activities of the HRMPSB	Allocation of fund for HRMPSB	Fund allocated for HRMPSB	HRMPSB	2024	545,000.00	HRMO	MO
ENABLING POLICIES								
Lack of agency customized Qualification Standards Manual which causes invalidation of some appointments due to outdated QS reference book	Customized QS Manual	Formulation of Agency QS Manual	Agency QS Manual Formulated	MGOP Offices	2024	1,000,000.00	HRMO	OVM, TWG
EMPLOYEE PERFORMANCE MANAGEMENT SERVICES								
STRUCTURE								
Absence of a separate unit responsible with the implementation of SPMS that result to varied interpretation of SPMS Guidelines	Uniformed, standardized, and effectively implemented PM processes.	Establishment of a SPMS unit	SPMS unit under the direct supervision of the Office of the Municipal Mayor established	MGOP	2024		MO/OVM	MO/OVM/HRMO
		Creation of Administrative Officer IV (SG-15)	Administrative Officer IV (Administrative Officer II) (SG-15) created	Qualified applicant	2024	573,518.00	MO	MO/OVM/HRMO
ENABLING POLICIES								
Need for enhancement of current agency Performance Management System Specific Guidelines	More effective implementation of Strategic Performance Management System in the agency	Enhancement of agency Performance Management System Specific Guidelines	Enhanced agency Performance Management System Specific Guidelines	MGOP Offices	2024		HRMO	PMT
EMPLOYEE DEVELOPMENT SERVICES								
STRUCTURE								
No official updating on the Executive Order on the Composition of the HRDC due to the vacancy of the Municipal Administrator position	Updated Composition of the HRMPSB	Designation of a Chairperson for HRDC	Chairperson for HRDC designated	HRDC , HRMPSB	2024		HRMO	MO, MAdO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCIES								
Need for improvement of competency of the employees	Developed agency workforce	Conduct of in-house trainings	All employees was provided with at least 8 hours of trainings, seminars, and workshops					
		*Orientation on Agency General Policies and Guidelines	Orientation on Agency General Policies and Guidelines conducted	All MGOP employees	2024	100,000.00	HRMO	MO
		*Onboarding Program for new appointees	Onboarding Program for new appointees conducted	New Appointees	2024	100,000.00	HRMO	MO
		*Orientation on Government Procurement Law	Orientation on Government Procurement Law attended by Extended BAC Secretariat	Extended BAC Secretariat	2024	50,000.00	BAC	MO, BAC
		*Computer Literacy Training	Computer Literacy Training facilitated	MGOP employees	2024	100,000.00	HRMO	MO, Tech4Ed
		*Training/Workshop on Technical Writing Skills and Effective Communication Skills	Training/Workshop on Technical Writing Skills and Effective Communication Skills facilitated	MGOP employees	2024	100,000.00	HRMO	CSC, MO
		*Orientation on the use of Gender-Fair Language in the Workplace	Orientation on the use of Gender-Fair Language in the Workplace facilitated	MGOP employees	2024	50,000.00	MSWDO	MSWDO, MO
Need for improvement of competency of the employees	Developed agency workforce	*Orientation on Sexual Harassment Law	Orientation on Sexual Harassment Law facilitated	MGOP employees	2024	50,000.00	MSWDO	MSWDO, MO
		*Gender Sensitivity Training	Gender Sensitivity Training facilitated	All employees of the MGOP	2024	100,000.00	MSWDO	HRMO, MO
		*Seminar-Workshop on Coaching and Mentoring	*Seminar-Workshop on Coaching and Mentoring facilitated	Heads and Chief of Offices	2024	100,000.00	HRMO	CSC, MO
		Other trainings offered by CSC and other external agency	Employees was sent to external trainings offered by the Civil Commission and other agency	MGOP employees	2024	Allotment of budget per office for training expenses	All offices in the MGOP	HRMO, HRDC, MO
Need for an activity for LGU employees that will expose them to recent developments, best practices and innovations in other agencies	Acquired data and information valuable in the continues development and improvement of the agency's policies and procedures	Benchmarking Activity for Employees	Benchmarking Activity for Employees conducted	MGOP employees	2024	1,000,000.00	HRMO	MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Lack of venue for learning and development activities and municipal functions	Engaged employees; Income-generating facility	Construction of the Human Resource Learning and Development Center	Human Resource Learning and Development Center constructed	MGOP employees	2024	10,000,000.00	HRMO/MO	MO,OVM
Lack of dedicated fund for the HRDC to be used for procurement of supplies, other supplies and ICT equipment to ensure smooth and efficient conduct of meetings and other HRDC activities	Efficient conduct of regular activities of the HRDC	Allocation of fund for HRDC	Fund allocated for HRDC	HRDC	2024	187,400.00	HRMO	MO
Insufficient budget for learning & development programs essential to employees personal and professional growth	All HRD Programs implemented	Implementation of the HRD Program	All HRD Programs implemented		2024		HRMO	MO
		*Employees' Day Celebration		MGOP employees	2024	500,000.00	HRMO	MO
		*Civil Service Month Celebration		MGOP employees	2024	400,000.00	HRMO	MO
		*Employees' Team Building		MGOP employees	2024	600,000.00	HRMO	MO
Insufficient budget for learning & development programs essential to employees personal and professional growth	All HRD Programs implemented	*Local Scholarship Program for Employees		MGOP employees	2024	200,000.00	HRMO	MO
		*Sports Olympics		MGOP employees	2024	600,000.00	HRMO	MO
		*Annual PRAISE Recognition Rites with Cash Incentives		MGOP employees	2024	2,000,000.00	HRMO	MO
		*Retirement Program •Salamat-Mabuhay w/ Cash Incentives •Send-Off Program		MGOP employees	2024	1,000,000.00	HRMO	MO
ENABLING POLICIES								
Need for review of Ordinance for the implementation of Drug-Free Workplace Program	Well- established guidelines in the implementation of Drug-Free Workplace Program	Amendment in the Drug-Free Workplace Ordinance	Amendment in the Drug-Free Workplace Ordinance amended	MGOP employees	2024		DFWC	MO/OVM/SB

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
LEADERSHIP								
Need for skills upgrading of employees under the 1st level positions in the clerical, trades and crafts	Equipped employees with working knowledge of new developments and innovations in their areas of work	Enter MOA with TESDA for the capacity development of skilled worker	Memorandum of Agreement with Technical Education And Skills Development Authority (TESDA)	Skilled worker in the MGOP	2024		HRMO	MO,OVM, TESDA
EMPLOYEE WELFARE SERVICES								
MANAGEMENT SYSTEMS								
Lack of dedicated fund for the PRAISE Committee to be used for procurement of supplies, other supplies and ICT equipment to ensure smooth and efficient conduct of the committees' regular activities	Efficient conduct of regular activities of the PRAISE Committee	Allocation of fund for PRAISE Committee	Fund allocated for PRAISE Committee	PRAISE Committee	2024	415,000.00	HRMO	MO
Lack of appropriate facilities for Child minding in ensuring the responsibilities of working parents in rearing their children while at work and; breastfeeding area for the lactation period of nursing employees of municipal employees and personnel	Establishment of a facility that shall serve as a nursery for young children of working and lactating mothers currently employed in the municipal government	Establishment of Child-Minding Station	Establishment of Child-Minding Station constructed	All female employees of the MGOP	2024	1,500,000.00	MO/MSWDO/HRMO	MO,OVM
Absence of a gender-sensitive general comfort room with an all-gender restroom that shall be accessible to clients, guests and employees in the municipal compound	Establishment of a comfort room for clients and employees that shall promote health and sanitation in the municipal compound, and that fits the needs of individual of various gender identities, as well as of individuals with special needs	Rehabilitation of existing general comfort room into a gender-sensitive comfort room with Male, Female and all-gender restrooms with features for PWDs that shall be accessible to clients, guests and employees in the municipal compound	Existing general comfort room rehabilitated into a gender-sensitive comfort room with Male, Female and all-gender restrooms with features for PWDs	All employees of the MGOP	2024	1,000,000.00	HRMO/MEO	MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of health and social benefits for employees	Uplifted employee morale	E-CARE Program (Hospitalization and Burial Assistance to employees)	E-CARE Program funded and implemented	MGOP Employees	2024	1,000,000.00	HRMO	MO, OVM
	Engaged employees; Well-balanced emotional and mental conditions of employees	Health and Wellness Program •Mental Health Program •Women's Health Program	Health and Wellness Programs implemented	MGOP Employees	2024	1,500,000.00	HRMO	MO, OVM
ENABLING POLICIES								
Lack of ordinance that will add support the funding and grant of monetary and non-monetary incentives to regular employees and non-regular personnel under the Program on Awards and Incentive for Service Excellence (PRAISE)	Established and formulate firm guidelines and funding for awarding monetary and non-monetary incentives for both regular and non-regular employees of the Municipal Government of Pinamalayan	An Ordinance creating the Program on Awards and Incentives for Service Excellence (PRAISE) and providing funds thereof of the Municipal Government of Pinamalayan.	Created Ordinance on the Program on Awards and Incentives for Service Excellence (PRAISE) and providing funds thereof of the Municipal Government of Pinamalayan	MGOP employees	2024	3000000.00	HRMO	MO/OVM/SB
KNOWLEDGE AND LEARNING								
Lack of Rewards and Recognition Information and Rating/Voting System	Developed in-house Information System that provides database of the nominee, awardee, retiree, loyalty, and others and support automated rating/voting system for the selection process.	Development of the Rewards and Recognition Information and Rating/Voting System	Developed Rewards and Recognition Information and Rating/Voting System	MGOP employees	2024	--	HRMO	MO/OVM/SB
SUB-SECTOR/OFFICE: OFFICE OF THE VICE MAYOR AND SANGGUNIANG BAYAN								
STRUCTURE								
Lack of Permanent Plantilla Positions	Improved Organizational Structure with clear delineation of duties and responsibilities	Creation of Local Legislative Staff Officer III (SG-16)	Local Legislative Staff Officer III (SG-16) created & filled up	OVM Personnel & Staff	2024	618,420.00		
		Creation of Information Systems Analyst (SG-12)	Information Systems Analyst (SG-12) created & filled up		2024	463,909.00		
		Creation of Administrative Assistant IV (Bookbinder IV) (SG-10)	Administrative Assistant IV (Bookbinder IV) (SG-10) created & filled up		2024	375,820.00		
		Creation of Local Legislative Staff Assistant I (SG-6)	Local Legislative Staff Assistant I (SG-6) created & filled up		2024	293,140.00		
		Creation of Local Legislative Staff Assistant I (SG-6)	Local Legislative Staff Assistant I (SG-6) created & filled up		2024	293,140.00		

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of Permanent Plantilla Positions	Improved Organizational Structure with clear delineation of duties and responsibilities	Creation of Process Server (SG-5)	Process Server (SG-5) created & filled up	OVM Personnel & Staff	2024	278,286.00		
		Creation of Administrative Aide IV (Bookbinder II) (SG-4)	Administrative Aide IV (Bookbinder II) (SG-4) created & filled up		2024	264,201.00		
		Creation of Administrative Aide III (Driver I) (SG 3)	Administrative Aide III (Driver I) (SG 3) created & filled up		2024	250,850.00		
		Creation of Security Guard I (SG-3)	Security Guard I (SG-3) created & filled up		2024	250,850.00		
		Creation of Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created & filled up		2024	226,178.00		
COMPETENCIES								
Limited knowledge of staff in legal procedures and writing	Well-trained and competent employees	Attendance to Trainings and Seminars/forums	Training, seminars/forums attended and conducted.	11 Officials 13 Regular Personnel 31 Job Order Workers	2024	200,000.00		
Limited motivation and strategies of staff	Empowered/improved productivity and efficiency	Conduct of assessment and team building activity	Office assessment and Team building activity conducted	11 Officials 13 Regular Personnel 31 Job Order Workers	2024	150,000.00		
		Benchmarking/cross visit activity to other LGUs/NGAs	Benchmarking/cross visit activity to other LGUs/NGAs conducted	11 Officials 13 Regular Personnel 31 Job Order Workers	2024	150,000.00		
MANAGEMENT SYSTEMS								
Lack of sufficient office space for the official and employees	More conducive working environment for officials and employees	Construction of Legislative Building for construction of 10 individual rooms for SB officials, provision for board room and session hall	Legislative Building Constructed	11 Officials 13 Regular Personnel 31 Job Order Workers	2024	20,000,000.00		
	Convenience to clientele	Improvement of office space for employees						

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of office equipment and furniture	Enhanced productivity	Provision and procurement of necessary office equipment and furniture	All necessary office equipment and furniture procured and provided	11 Officials 13 Regular Personnel 31 Job Order Workers	2024	400,000.00		
ENABLING POLICIES								
Absence of Identified Codes and ordinances	Sound and responsive local legislations that complement with executive agenda	Conduct researches, hearing and consultation for the formulation of mandated codes and ordinances	All needed researches, hearing and consultation conducted	11 Officials 9 OVM Personnel & 10 JO	2024	500,000.00		
		Coordination with municipal functionaries, barangay officials & stakeholders for the legislative analysis	Identified codes and ordinances enacted/amended and/or Published					
KNOWLEDGE AND LEARNING								
Insufficient eGovernment Services	Enhanced, speed and efficiency in tracking legislative records	Establishment of Legislative Information Management System (LIMS)	LIMS established & implemented	13 OVM Personnel & 10 JO	2024	1,500,000.00		
	Paperless legislative process to keep up with the pace of digital world							
	Fast and efficient mode of research through establishment of a system	Establishment of eLibrary Management System	Established & Functional e-Library Management System	13 OVM Personnel & 10 JOI	2024	1,000,000.00		
LEADERSHIP								
Limited programs in promoting and supporting education and literacy to children and youth	Capacitated children, out of school youth, & street children in the 37 barangays	Conduct Literacy and Reading Program through eLibrary Mobile in various barangay in the municipality	Literacy and Reading Program implemented	General public, Students, Street Children & Out of School Youth	2024	300,000.00		
	Capacitated and competent public servant	Conduct of Leadership Training/Team Building/Benchmarking Activity	Leadership Training/Team Building/Benchmarking Activity/ Cross Visit to other LGUs conducted	13 OVM Personnel & 10 JO				

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL ACCOUNTING OFFICE								
STRUCTURE								
Overloaded job assignment / restrained enthusiasm and commitment, and under compensation	Productive, well-utilized and properly compensated employees	Creation of additional plantilla items	plantilla items created					
		Administrative Officer IV (Management and Audit Analyst II) (SG-15)	Administrative Officer IV (Management and Audit Analyst II) (SG-15) created and filled-up	MAccO Staff	2024	573,518.00	MAccO	MO, OVM
		Information Systems Analyst I (SG-12)	Information Systems Analyst I (SG-12) created and filled-up	MAccO Staff	2024	436,909.00		
Overloaded job assignment / restrained enthusiasm and commitment, and under compensation	Productive, well-utilized and properly compensated employees	Administrative Officer II (Management and Audit Analyst I) (SG-11)	Administrative Officer II (Management and Audit Analyst I) (SG-11) created and filled-up	MAccO Staff	2024	432,062.00	MAccO	MO, OVM
		Administrative Assistant II (Bookkeeper I) (SG-8)	Administrative Assistant II (Bookkeeper I) (SG-8) created and filled-up	MAccO Staff	2024	325,362.00		
		Administrative Assistant II (Accounting Clerk III) (SG-8)	Administrative Assistant II (Accounting Clerk III) (SG-8) created and filled-up	MAccO Staff	2024	325,362.00		
		Administrative Assistant I (Bookbinder III) (SG-7)	Administrative Assistant I (Bookbinder III) (SG-7) created and filled-up	MAccO Staff	2024	308,826.00		
		Administrative Aide III (Driver I) (SG-3)	Administrative Aide III (Driver I) (SG-3) created and filled-up	MAccO Staff	2024	250,850.00		
		Administrative Aide III (Utility Worker II) (SG-3)	Administrative Aide III (Utility Worker II) (SG-3) created and filled-up	MAccO Staff	2024	250,850.00		
COMPETENCIES								
Need for improvement of competence	Competent MAccO staff	Attendance of Laws and Rules on Government Expenditures, Internal Control, Financial Management Information System, and Records Management Seminar	All L&D interventions attended	MAccO Staff	2024	500,000.00	MAccO	MO, COA, CSC, GAS

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Insufficient space for clientele and personnel along with financial documents	Comfortable working environment with enough work space for MAccO staff	Construction of Municipal Accounting Office (MAccO) Building	1 MAccO Building constructed	MAccO	2024	8,000,000.00	MAccO	MEO, MO, BAC
		Construction of Municipal Accounting Office (MAccO) and Commission on Audit (COA) stockroom	1 MAccO and COA stockroom constructed	MAccO	2024	4,000,000.00	MAccO	MEO, MO, BAC
Manual recording and onerous gathering of data for reporting	Centralized recording and storage of database and ease in retrieval of records	Procurement of one (1) unit computer server for FMIS	1 server computer procured	MAccO	2024	150,000.00	MAccO	MEO, MO, BAC
KNOWLEDGE AND LEARNING								
Manual recording and onerous gathering of data for reporting	Centralized recording and storage of database and ease in retrieval of records	Installation of FMIS	1 FMIS installed	MAccO	2024	150,000.00	MAccO	MO, GAS, COA
SUB-SECTOR/OFFICE: MUNICIPAL ASSESSOR'S OFFICE								
STRUCTURE								
Lack of competent permanent personnel assigned to handle the following responsibilities:	Increased manpower to ensure timely and efficient delivery of services	Creation of additional plantilla items	plantilla items created					
a/b. Performance of general office supervision, administrative clerical and general services needed to carry out leadership and development of the office.	Efficient administrative functions including planning, directing, supervising, personnel administration, general services, supply/asset/records management and budgeting.	Administrative Officer V(Administrative Officer III)- SG 18	1 Administrative Officer V(Administrative Officer III)- SG 18 created and filled-up	MAssO Staff	Jan-24	504,636.00	MAssO	MO/HRMO
		Administrative Officer IV (Administrative Officer II)- SG 15	1 Administrative Officer IV (Administrative Officer II)- SG 15 created and filled-up	MAssO Staff	Jan-24	395,484.00	MAssO	MO/HRMO
c. Preparation and updating of barangay section index maps and tax maps.	Updated and accurate tax map showing graphically all properties subject to assessment.	Tax mapper I - SG 11	1 Tax mapper I - SG 11 created and filled-up	MAssO Staff	Jan-24	291,600.00	MAssO	MO/HRMO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
d. Periodic inspection of real properties with a thorough exterior inspection for the purpose of data verification and creating appraisal reports based on their findings as inspected	Accurate and reliable appraisal and assessment data.	Property Appraiser I- SG 11	1 Property Appraiser I- SG 11 created and filled-up	MAssO Staff	Jan-24	291,600.00	MAssO	MO/HRMO
e. Assessment document and records management.	Controlled, identified and traceable appraisal and assessment related documents and records	Assessment Records Officer I - SG 11	1 Assessment Records Officer I- SG 11 created and filled-up	MAssO Staff	Jan-24	291,600.00	MAssO	MO/HRMO
f. Diagnoses hardware and software malfunctions and takes remedial action.	Monitored and maintained computer system and database performance	Administrative Assistant I (Computer Operator I) - SG 7	1 Administrative Assistant I (Computer Operator I) - SG 7 created and filled-up	MAssO Staff	Jan-24	201,096.00	MAssO	MO/HRMO
g. Assist on the preparation and updating of barangay section index maps and tax maps.	Updated and accurate tax map showing graphically all properties subject to assessment.	Tax Mapping Aide - SG 4	1 Tax Mapping Aide - SG 4 created and filled-up	MAssO Staff	Jan-24	168,324.00	MAssO	MO/HRMO
h. Conduct routine administrative function, document and record safekeeping	Systematic and efficient document and records management.	Administrative Assistant I (Bookbinder III)- SG 7	1 Administrative Assistant I (Bookbinder III)- SG 7 created and filled-up	MAssO Staff	Jun-24	201,096.00	MAssO	MO/HRMO
i. Operation of reproduction machine and other related equipment. Provide support on general services and fieldwork.	Efficient operation of reproduction machine and other related equipment. Extensive assistance and support on general services and fieldwork.	Administrative Aide II (Reproduction Machine Operator)- SG 2	1 Administrative Aide II (Reproduction Machine Operator) - SG 2 created and filled-up	MAssO Staff	Jun-24	149,244.00	MAssO	MO/HRMO
j. General and messengerial services	Timely delivery of necessary documents and reports.	Administrative Aide I (Messenger)- SG 2	1 Administrative Aide I (Messenger)- SG 2 created and filled-up	MAssO Staff	Jun-24	149,244.00	MAssO	MO/HRMO
COMPETENCIES								
Slow-paced organizational performance build-up	Trained and strategically competent key personnel	Mid-Year Evaluation and Assessment – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding	Mid-Year Office and Staff Efficiency – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding conducted	All MAssO personnel	June/July	150,000.00	MAssO	MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Limited motivation, strategies and commitment on converting weaknesses into strengths	Trained and strategically competent key personnel	Year-End Evaluation and Assessment – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding	Year-End Office and Staff Efficiency – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding conducted	All MAssO personnel	Nov/Dec	150,000.00	MAssO	MO
Limited information and knowledge about strategic and best practices of other LGUs	Trained and strategically competent key personnel	Conduction of benchmarking activities	All necessary benchmarking activities conducted	All MAssO personnel	Jan. - Dec.	300,000.00	MAssO	MO
Lack of knowledge/Limited Technical Capacity on the following areas	Technically capacitated and equipped personnel							
a. Real Property Assessment and Tax mapping	Capacitated and equipped staff on real property assessment and tax mapping	Training on assessment and tax mapping	2 trainings on assessment and tax mapping	All Appraisal and Assessment and Tax mapping personnel	Jan - Dec.	200,000.00	MAssO	MO ./ HRMO
b. Document and Records Management and Control	Systematic and efficient document and records management.	Training and awareness on documents and records control including handling, safekeeping and retrieval of office archives	Extensive training and awareness on document and records control	All Administrative and records division personnel	Jan - Dec.	150,000.00	MAssO	MO ./ HRMO
.c. Managerial Responsibilities	Capacitated and competent key personnel	Organizational efficiency and Career Development Program	All necessary Career Development Program attended	Mun. Assessor and technical support staff	Jan-Dec	225,000.00	MAssO	MO ./ HRMO
MANAGEMENT SYSTEMS								
Missing/Lost Documents damaged by fire	Updated and reliable/accurate information readily available	Total implementation of Documents and Records Management System	Document and Records Management System established and implemented and maintained	MAssO	Jan - Dec.	150,000.00	MAssO	MO
Manual tax map plotting system still being practiced in the office		Upgrading of ARCGIS Mapping System	ARCGIS Mapping System upgraded	MAssO	Jan - Dec.	400,000.00	MAssO	MO
		Improvement and enhancement of tax map	Tax map enhanced and improved	MAssO	Jan - Dec.	400,000.00	MAssO	MO
Discrepancy on RPU classification:		Real Property Assessment Data Cleansing	Reliable real property assessment information provided	MAssO	Jan - Dec.	400,000.00	MAssO	MO
MAssO Records against MTO records		Upgrading and maintenance of Integrated Tax Management System(iTAX)	Integrated Tax Management System (iTAX) upgraded and maintained	MAssO	Jan - Dec.	150,000.00	MAssO	MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
No available equipment for the implementation of MAssO Online Portal	MAssO Online Portal implemented	Procurement of equipment (laptop/tablet) for MAssO Online Portal	Equipment for MAssO Online Portal procured	MAssO	Jan - Dec.	60,000.00	MAssO	MO
ENABLING POLICIES								
No documented and standard office guidelines or policies on general office/process administration.	Availability of standard office policies, guidelines and work instructions.	Establishment of standard office /divisional policies, guidelines and work instructions for common awareness and standard practice.	Standard office/divisional policies, guidelines and work instructions established.	MAssO	Jan - Dec.	100,000.00	MAssO	MO
			Competent and aware MAssO employees	MAssO	Jan - Dec.		MAssO	MO
KNOWLEDGE AND LEARNING								
No installed Standard valuation system from the BLGF	Updated and reliable/accurate information on valuation readily available	Acquisition and installation of Valuation Database Management System	Valuation Database Management System acquired and installed	MAssO	Jan - Dec.	150,000.00	MAssO	MO /PAO/ BLGF
LEADERSHIP								
Increasing assessed value target from the PAO for taxation purposes	Increased real property assessment	Extensive fieldwork to discover and update RPUs	Increased revenue generation	MAssO	Jan - Dec.	200,000.00	MAssO	MO / MTO
		Collaboration with MTO for revenue generation	Increased revenue generation	MAssO	Jan - Dec.	200,000.00	MAssO	MO / MTO
SUB-SECTOR/OFFICE: MUNICIPAL TREASURY OFFICE								
STRUCTURE								
Insufficient number of personnel and staff to cater manpower requirements as mandated Mandanas-Garcia Ruling	Compliant Office Structure and manpower requirements as mandated by Mandanas-Garcia Ruling	Creation of permanent plantilla positions	permanent plantilla position created and filled up					
		- Local Treasury Operations Officer III, SG 18	- Local Treasury Operations Officer III, SG 18 created and filled up	MTO Staff	2024	724,669.00	MTO	MO, HRMO, OVM/SB
		- Local Revenue Collection Officer II, SG 15	- Local Revenue Collection Officer II, SG 15 created and filled up	MTO Staff	2024	575,495.00	MTO	MO, HRMO, OVM/SB
Personnel handling complex responsibility not within his position descriptions	Upgrading of plantilla position	- Administrative Officer V (Cashier III), SG 18)	- Administrative Officer V (Cashier III), SG 18) created and filled up	MTO Staff	2024	724,669.00	MTO	MO, HRMO, OVM/SB

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Lack of permanent personnel that will hold accountability of the most complex data base system of the Office (i-TAX, e-SRE, e-BPLS, ePayment via linkBiz.Portal)	Personnel that will hold accountability of MTO complex data base system	- 2 Administrative Assistant I(Computer Operator)	- 2 Administrative Assistant I(Computer Operator), SG 7 created and filled up	MTO Staff	2024	619,664.00	MTO	MO, HRMO, OVM/SB
Lack of permanent personnel that will assist in record management of the office	Personnel that will assist in record management	- Administrative Aide IV (Bookbinder II), SG 4	- Administrative Aide IV (Bookbinder II), SG 4 created and filled up	MTO Staff	2024	265,042.00	MTO	MO, HRMO, OVM/SB
Lack of permanent personnel that will assist in the field administration of the office	Personnel that will assist in prompt mobilization of field work management	- Administrative Aide III (Driver I), SG 3	- Administrative Aide III (Driver I), SG 3 created and filled up	MTO Staff	2024	251,643.00	MTO	MO, HRMO, OVM/SB
COMPETENCIES								
Need to improve staff competencies	Competent MTO Staff	Attendance to various learning and development interventions, trainings and seminars, and benchmarking	All necessary capacity development attended	MTO Staff	2024	300,000.00	MTO	MO, OVM/SB
MANAGEMENT SYSTEMS								
Need to procure high-end Information and Communication Technology Equipment	Secured data base management system	Procurement of high-end ICT equipment	High-end ICT Equipment procured	MTO Staff	2024	500,000.00	MTO	MO, OVM/SB
ENABLING POLICIES								
Outdated Revenue Collection Code of Pinamalayan	Increased local revenue generation and collection	Revision of Local Revenue Collection Code	Local Revenue Collection Code revised and amended	LGU	2024	100,000.00	MTO	MO.MAssO, OVM/SB
KNOWLEDGE AND LEARNING								
Limited knowledge on record and data management system of the Office	Highly competent personnel	Attendance to various trainings and Seminars	Training and seminars attended on record and data management attended	MTO Staff	2024	300,000.00	MTO	MO, OVM/SB

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
SUB-SECTOR/OFFICE: MUNICIPAL BUDGET OFFICE								
STRUCTURE								
Lack of personnel responsible in budget evaluation, interpretation, management and control, in performance evaluation, research, custodian of vital official documents and reports, personnel responsible in handling ICT, budget database monitoring and reporting system and personnel responsible in processing management and control of all documents	Additional permanent employees that will oversee the budget preparation and defense to budget execution services	Creation of additional plantilla positions	Plantilla positions created and filled up					
		Budget Officer III (SG-18)	Administrative Officer V (SG-18) Budget Officer III created and filled-up	MBO Staff	2024	848,305.00	MBO	MO, OVM, HRMO
		Budget Officer II (SG-15)	Administrative Officer IV (SG-15) (Budget Officer II) created and filled-up	MBO Staff	2024	573,518.00	MBO	MO, OVM, HRMO
		Administrative Assistant I (SG-07) (Computer Operator I)	Administrative Assistant I (SG-07) (Computer Operator I) created and filled-up	MBO Staff	2024	308,826.00	MBO	MO, OVM, HRMO
		Process Server (SG-05)	Process Server (SG-05) created and filled-up	MBO Staff	2024	278,286.00	MBO	MO, OVM, HRMO
		Messenger II (SG-02)	Administrative Aide II (SG-02) (Messenger II) created and filled-up	MBO Staff	2024	238,221.00	MBO	MO, OVM, HRMO
COMPETENCIES								
Limited knowledge and skills to perform assigned functions	Highly competent employee to perform efficiently with the budget process	Training on Budget and Financial Management	All necessary trainings attended	MBO Staff	2024	500,000.00	MBO	MO
Limited knowledge on office archiving	Capacitated and equipped personnel on office archiving	Training on Office Archiving	All necessary trainings attended	MBO Staff	2024	100,000.00	MBO	MO
Limited knowledge on the review of Barangay and SK Budgets	Capacitated and competent key personnel	Training on Barangay Fiscal Management participated in	All necessary trainings attended	MBO Staff	2024	100,000.00	MBO	MO
Limited capacity on technical writing	Capacitated and equipped personnel on technical writing	Training on Barangay Fiscal Management participated in	All necessary trainings attended	MBO Staff	2024	75,000.00	MBO	MO
Need for more motivations and strategies	Enhanced competency of personnel	Conduct of System & Staff Performance Assessment and Target Setting Activity	System & Staff Performance Assessment and Target Setting Activity conducted	MBO Staff	2024	130,000.00	MBO	MO
Need for more motivations and strategies	Enhanced competency of personnel	Conduct of System & Staff Efficiency Enhancement Activity/Benchmarking	System & Staff Efficiency Enhancement Activity/Benchmarking conducted	MBO Staff	2024	100,000.00	MBO	MO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
KNOWLEDGE AND LEARNING								
Absence of automated FMIS	Computerized transaction that will link the Budget to the Accounting Office	Training on e-Budget System offered by DBM and COA	Automated FMIS installed and maintained Reconciled financial data	MBO Staff and Accounting Staff	2024	200,000.00	MBO	DBM, COA
SUB-SECTOR/OFFICE: MUNICIPAL PLANNING AND DEVELOPMENT OFFICE								
STATISTICAL PRODUCTS AND DATABASE SERVICES								
STRUCTURE								
Lack of competent permanent personnel assigned to handle the system	Increased manpower to ensure proper management of system and data	Creation of Additional Permanent Plantilla Positions	1 Statistician II SG-15 created and filled-up	MPDO personnel/ Qualified Applicant	2024	573,518.00	MPDO	MO/SB/HRMO
			1 Precision Instrument Technician II SG-08 created and filled-up	MPDO personnel/ Qualified Applicant	2024	325,362.00	MPDO	MO/SB/HRMO
			1 Information Systems Analyst I SG-12 created and filled-up	MPDO personnel/ Qualified Applicant	2024	463,909.00	MPDO	MO/SB/HRMO
COMPETENCY								
Limited Knowledge, Technical Capacity and Skills on:								
1. Development and Maintenance of Centralized Databank Information System	Competent personnel capable in the development and maintenance of Centralized Databank Information System	Training on Development and Maintenance of Centralized Databank Information System	Training on Development and Maintenance of Centralized Databank Information System attended	ISA I	2024	30,000.00	MPDO	DICT
2. Data Security and Management	Competent personnel capable of data security and management	Training on Data Security and Management	Training on Data Security and Management attended	ISA I, Stat II and Stat I	2024	90,000.00	MPDO	DICT
3. Data Analysis and Interpretation	Competent personnel capable of data analysis and interpretation	Training Data Analysis and Interpretation	Training Data Analysis and Interpretation attended	Stat II and Stat I	2024	60,000.00	MPDO	PSRTI
4. Advanced GIS	Competent personnel capable of mapping and digitizing functions	Training on Advanced GIS	Training on Advanced GIS attended	PDO III, PIT II, Stat I	2024	150,000.00	MPDO	NAMRIA
5. Community-Based Monitoring System (CBMS)	Timely implementation of the program; Additional permanent employees that will oversee the CBMS implementation	Training on Community-Based Monitoring System (CBMS) Modules	All necessary Community-Based Monitoring System (CBMS) Modules attended	Stat II and Stat I, PIT II	2024	180,000.00	MPDO	PSA
6. Registry of Barangay Inhabitants and Migrants (RBIM)	Competent personnel capable of conducting Registry of Barangay Inhabitants and Migrants (RBIM)	Training on Registry of Barangay Inhabitants and Migrants (RBIM)	Training on Registry of Barangay Inhabitants and Migrants (RBIM) attended	Stat II and Stat I	2024	60,000.00	MPDO	DILG/POPCOM

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Absence of manual and protocols on data management, privacy, and security.	Established manual and protocols on data management, privacy, and security.	Develop a Standard Operating Procedure (SOP) for effective management and data security	Standard Operating Procedure (SOP) developed	MPDO, Data providers and users	2024	N/A	MPDO	DICT
ENABLING POLICIES								
Absence of local legislation enjoining the mandatory submission of required sectoral inventory of data for informed decision-making	Organized, updated and complete databank system	Passage and Enactment of Ordinance Establishing the Centralized Databank System of the Municipality of Pinamalayan	An Ordinance Establishing the Centralized Databank System of the Municipality of Pinamalayan passed and enacted	MPDO, Data providers and users	2024	N/A	SB	MPDO
KNOWLEDGE AND LEARNING								
Infant stage in-house databank developed and administered using incompatible programs	Fully-developed databank systems being administered by ICT professional	Development of Centralized Databank System	Centralized Databank System developed	MPDO	2024	1,000,000.00	MPDO	DICT/Third-party ICT provider
		Community-Based Monitoring System (CBMS) 4th Round Census	Community-Based Monitoring System (CBMS) 4th Round Census conducted	MPDO	2024	11,000,000.00	MPDO	PSA
		Establishment of Registry of Barangay Inhabitants and Migrants (RBIM)	Registry of Barangay Inhabitants and Migrants (RBIM) established	MPDO	2024	2,000,000.00	MPDO	DILG/Barangay
LEADERSHIP								
Need for innovative strategies to energize conventional partnership and collaboration	Strengthened partnership and collaboration with Barangays, CSOs, National Agencies, other stakeholders and partners in development	Establishment of Communication Channel	Communication Channel established through social media	MPDO, Barangays, CSOs, National Agencies, other stakeholders and partners in development	2024	N/A	MPDO	DILG/Barangay
		Conduct of Leadership Institute and/or Teambuilding/ Benchmarking Activity	Leadership Institute and/or Teambuilding/Benchmarking Activity conducted		2024	1,000,000.00		
POLICY ADVICE AND TECHNICAL ASSISTANCE								
STRUCTURE								
Absence of a responsible unit for Performance Management and Assessment	Fully-functional Performance Management and Assessment; Reduction of responsibilities of the current composition of the PMT	Creation of Separate Unit under the Municipal Mayor for Performance Management and Assessment	Performance Management and Assessment Unit under Municipal Mayor created	PMT	2024	300,000.00	PMT	MO/HRMO/MPDO

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCY								
Limited knowledge on Strategic Performance Management System	MDC Sectoral/Functional Committees capacitated; Improved organizational and individual performance	Capacity Enhancement of MDC Sectoral/Functional Committees	Reorientation of SPMS Guidelines conducted	Local Functionaries	2024	100,000.00	PMT	CSC/HRMO/MPDO
Limited Capacity of Barangay Development Councils (BDC) on the harmonized planning and budgeting process	Capacitated BDCs; Prompt submission of required plans, programs and budgets	Strengthening of Barangay Development Councils	Orientation on Barangay Development Planning and Investment Programming conducted	BDCs	2024	740,000.00	MPDO	DILG
MANAGEMENT SYSTEMS								
Absence of Performance Measures (quality, efficiency, timeliness) Checklist Assessment for compliance submission	Full compliance of submission as to quality, efficiency and timeliness	Inclusion of Performance Measures (quality, efficiency, timeliness) Checklist Assessment in the Issuances requiring submission of documents	Performance Measures (quality, efficiency, timeliness) Checklist Assessment in the Issuances requiring submission of documents included	All Departments / Offices, Barangays	2024	N/A	All Imposing Departments/ Offices	MO/PMT
ENABLING POLICIES								
Non-observance of rules and regulations governing barangay development planning and budgeting process	Full compliance to existing rules and regulations governing barangay development planning and budgeting process	Re-orientation on the appropriate enforcement and administrative accountabilities on neglect to observe existing rules and regulations governing barangay development planning and budgeting process	Re-orientation on the appropriate enforcement and administrative accountabilities on neglect to observe existing rules and regulations governing barangay development planning and budgeting process conducted	Barangays, MLGOO	2024	N/A	MLGOO	DILG
KNOWLEDGE AND LEARNING								
Dispersed sources of compliance tracking during validation sessions	Organized, updated, complete and centralized compliance tracking system	Development of Centralized Compliance Tracking System	Centralized Compliance Tracking System developed	MPDO, PMT	2024	N/A	MPDO	PMT
LEADERSHIP								
Need for innovative strategies to energize conventional partnership and collaboration	Strengthened partnership and collaboration with Local Offices, Barangays, CSOs, National Agencies, other stakeholders and partners in development	Establishment of Communication Channel	Communication Channel established through social media	MPDO, Local Offices, Barangays, CSOs, National Agencies, other stakeholders and partners in development	2024	N/A	MPDO	Local Offices, Barangays, CSOs, National Agencies, other stakeholders
		Conduct of Leadership Institute and/or Teambuilding/Benchmarking Activity	Leadership Institute and/or Teambuilding/Benchmarking Activity conducted		2024			

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
DEVELOPMENT MANAGEMENT AND COORDINATION								
COMPETENCY								
Lack of knowledge on the Investigative Analysis on land use regulations and occurring physical resource utilization	Competent personnel capable on analyzing land use regulations and occurring physical resource utilization	Training on Investigative Analysis	Training on Investigative Analysis attended	MPDC, DMO IV, PDO III, PO II, DMO II, PDO I	2024	180,000.00	MPDO	NEDA/DHSUD/ DAP
MANAGEMENT SYSTEMS								
Less responsive regulatory functionaries in sharing relevant data/information regarding land use regulations, real property units, agricultural and commercial activities, and other occurring physical resource utilization	Availability of data and information for policy recommendation and reference for updating long-term development plans	Timely submission of relevant data/information regarding land use regulations, real property units, agricultural and commercial activities, and other occurring physical resource utilization as included in their respective OPCR	Timely submission of relevant data/information regarding land use regulations, real property units, agricultural and commercial activities, and other occurring physical resource utilization as included in their respective OPCR complied	Concerned regulatory functionaries	2024	N/A	Concerned regulatory functionaries	MO/MPDO
LEADERSHIP								
Need for innovative strategies to energize conventional partnership and collaboration	Strengthened partnership and collaboration with Local Offices, Barangays, CSOs, National Agencies, other stakeholders and partners in development	Establishment of Communication Channel	Communication Channel established through social media	MPDO, Local Offices, Barangays, CSOs, National Agencies, other stakeholders and partners in development	2024	N/A	MPDO	Local Offices, Barangays, CSOs, National Agencies, other stakeholders
		Conduct of Leadership Institute and/or Teambuilding/Benchmarking Activity	Leadership Institute and/or Teambuilding/Benchmarking Activity conducted		2024			
DEVELOPMENT PLANNING AND INVESTMENT PROGRAMMING								
STRUCTURE								
Absence of regular forum of MDC Sectoral/Functional Committees	MDC Sectoral/Functional Committees conduct meeting regularly producing required outputs	Conduct of Regular Forum	Regular Forum conducted	MDC Sectoral/Functional Committees	2024	N/A	MDC Sectoral/Functional Committees	MPDO
Absence of designated working area for MDC Sectoral/Functional Committees activities	With Designated Working Area for MDC Sectoral/Functional Committees activities	Working Area for MDC Sectoral/Functional Committees designated	Working Area for MDC Sectoral/Functional Committees designated	MDC Sectoral/Functional Committees	2024	N/A	MO	Sector Chairpersons

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
COMPETENCY								
Lack of technical competencies in the different stages of development planning and investment programming	Technical competencies upgraded in the different stages of development planning and investment programming; Quality development plans produced	Capacity Enhancement of MDC Regular Members and Sectoral/Functional Committees	Capacity Enhancement of MDC Regular Members and Sectoral/Functional Committees conducted; MDC Regular Members and Sectoral/ Functional Committees gained relevant knowledge after attending the activity	MDC Regular Members and Sectoral/Functional Committees	2024	500,000.00	MPDO	DILG
MANAGEMENT SYSTEMS								
Less responsive regulatory functionaries in sharing relevant data/information regarding land use regulations and occurring physical resource utilization	Availability of data and information for policy recommendation and reference for updating long-term development plans	Inclusion of data/information and analysis matrix in the submission of office plans	Data/information and analysis matrix in the submission of office plans included	MDC Sectoral/Functional Committees	2024	N/A	MDC Sectoral/Functional Committees	MPDO
ENABLING POLICIES								
Absence of executive issuances enjoining the MDC Sectoral/Functional Committees to conduct regular forum and designation of working area	High functional MDC Sectoral/Functional Committees	Issuance of executive order enjoining the MDC Sectoral/Functional Committees to conduct regular forum and designation of working area	Executive Order enjoining the MDC Sectoral/Functional Committees to conduct regular forum and designation of working area issued	MDC Sectoral/Functional Committees	2024	N/A	MO	MPDO
LEADERSHIP								
Need for innovative strategies to energize conventional partnership and collaboration	Strengthened partnership and collaboration with Local Offices, Barangays, CSOs, National Agencies, other stakeholders and partners in development	Establishment of Communication Channel	Communication Channel established through social media	MPDO, Local Offices, Barangays, CSOs, National Agencies, other stakeholders and partners in development	2024	N/A	MPDO	Local Offices, Barangays, CSOs, National Agencies, other stakeholders
		Conduct of Leadership Institute and/or Teambuilding/Benchmarking Activity	Leadership Institute and/or Teambuilding/Benchmarking Activity conducted		2024			

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
DEVELOPMENT MONITORING AND EVALUATION								
STRUCTURE								
Lack of competent permanent personnel assigned to handle the monitoring and evaluation system	Increased manpower in handling project monitoring and evaluation	Creation of Permanent Plantilla Positions	1 Project Evaluation Officer II SG-15 created and filled-up	MPDO personnel/ Qualified Applicant	2024	573,518.00	MPDO	MO/SB/HRMO
			1 Information Systems Analyst I SG-12 created and filled-up	Additional function as Information System Developer as proposed in Performance Area 1				
COMPETENCY								
Limited Knowledge, Technical Capacity and Skills on:								
1. Project Monitoring	Competent personnel capable in discharging Project Monitoring duties	Training on Project Monitoring	Training on Project Monitoring attended	MPDO Sector Coordinators	2024	300,000.00	MPDO	DILG/DAP
2. Project Evaluation	Competent personnel capable in discharging Project Evaluation duties	Training on Project Evaluation	Training on Project Evaluation attended	Project Evaluation Officer II, PEA	2024	60,000.00	MPDO	DILG/DAP
3. Project Monitoring and Evaluation Information System	Competent personnel capable in discharging duties for the development, management, and maintenance of information system	Training on Project Monitoring and Evaluation Information System	Training on Project Monitoring and Evaluation Information System attended	ISA I	2024	30,000.00	MPDO	DICT
MANAGEMENT SYSTEMS								
Lack of reporting mechanism for wide dissemination of monitoring and evaluation reports	Well-informed citizenry about the results of monitoring and evaluation	Develop a reporting mechanism for wide dissemination of monitoring and evaluation reports	Effective reporting mechanism developed	MPDO, Implementing Offices, Community	2024	N/A	MPDO	Designated PIO
ENABLING POLICIES								
Absence of executive issuances enjoining the mandatory submission of office's PPA implementation status	Availability of documents as basis of Monitoring and Evaluation of PPAs	Issuance of memorandum enjoining the mandatory submission of office's PPA implementation status	Memorandum enjoining the mandatory submission of office's PPA implementation status issued	MPDO, Implementing Offices	2024	N/A	MO	MPDO
KNOWLEDGE AND LEARNING								
Computer-aided state of existing project monitoring and evaluation system	Fully-established Project Monitoring and Evaluation Information system	Development of Project Monitoring and Evaluation Information system	Project Monitoring and Evaluation Information system developed	MPDO	2024	1,000,000.00	MPDO	DICT/Third-party ICT provider

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
LEADERSHIP								
Need for innovative strategies to energize conventional partnership and collaboration	Strengthened partnership and collaboration with Implementing Offices/Agencies, Barangays, CSOs, National Agencies, other stakeholders and partners in development	Establishment of Communication Channel	Communication Channel established through social media	MPDO, Implementing Offices/Agencies, Barangays, CSOs, National Agencies, other stakeholders and partners in development	2024	N/A	MPDO	DILG/Barangay/Implementing Offices/Agencies
		Conduct of Leadership Institute and/or Teambuilding/Benchmarking Activity	Leadership Institute and/or Teambuilding/Benchmarking Activity conducted		2024	Funding Requirements is included in Performance Area 1 under Leadership pillar		
ADMINISTRATIVE AND SUPPORT SERVICES								
STRUCTURE								
Lack of permanent personnel assigned to handle administrative duties particularly in records archiving, messengerial tasks, and household chores and utility works	Organized and well-secured archiving system	Creation of Permanent Plantilla Positions	1 Administrative Assistant II (Administrative Assistant) SG-08 created and filled-up	MPDO personnel/ Qualified Applicant	2024	325,362.00	MPDO	MO/SB/HRMO
			1 Administrative Aide II (Messenger) SG-02 created and filled-up	MPDO personnel/ Qualified Applicant	2024	238,220.00	MPDO	MO/SB/HRMO
			1 Administrative Aide I (Utility Worker I) SG-01 created and filled-up	MPDO personnel/ Qualified Applicant	2024	226,178.00	MPDO	MO/SB/HRMO
			1 Information Systems Analyst I SG-12 created and filled-up	Additional function as Information System Developer as proposed in Performance Area 1				
Limited office space for large number of files and documents		Construction of MPDO Stock Room	MPDO Stock Room Constructed	MPDO	2024	1,000,000.00	MPDO	MEO
COMPETENCY								
Limited Knowledge, Technical Capacity and Skills on:								
1. Office Archiving	Competent personnel capable in discharging Office Archiving duties	Training on Office Archiving	Training on Office Archiving attended	AO IV, AA I, AAide II	2024	90,000.00	MPDO	PAROA
2. Records Management Information System	Competent personnel capable in discharging Records Management Information System functions	Training on Records Management Information System	Training on Records Management Information System attended	SAA II, Computer Programmer III	2024	60,000.00	MPDO	DICT

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
MANAGEMENT SYSTEMS								
Lack of procedures in the proper disposal of pertinent government files, records, and data	Prevention of unnecessary disposition of confidential and important files	Develop proper procedures of proper disposition of insignificant files and safekeeping of confidential files	Proper procedures of proper disposition of insignificant files and safekeeping of confidential files developed	AO IV, AA I, AAide II	2024	N/A	MPDO	GSO
ENABLING POLICIES								
Absence of executive issuances on the proper disposal of pertinent government files, records, and data	Decongested office space and security of confidential government files, records, and data	Issuance of executive issuance on the proper disposal of pertinent government files, records, and data	Executive order on the proper disposal of pertinent government files, records, and data issued	MPDO	2024	N/A	MO	MPDO/GSO
KNOWLEDGE AND LEARNING								
In-house records and management system with basic features	Fully-established Records and Management Information System	Development of Records and Management Information System	Records and Management information System developed	MPDO	2024	1,000,000.00	MPDO	DICT/Third-party ICT provider
SUB-SECTOR/OFFICE: MUNICIPAL ADMINISTRATOR'S OFFICE								
STRUCTURE								
Overlapping roles and functions of LGU personnel	Properly delineated and well-defined roles	Formulation and Updating of Organizational Structure and Staffing Pattern (OSSP)	1 Organizational OSSP updated	All MGOP Personnel	2024	1,000,000.00	MO, Mado and HRMO	CSC
Work overload among office personnel	More productive and efficient office personnel	Creation of platilla positions	Platilla positions created and filled-up	MAdO Staff	2024			
		Administrative Officer V (Records Officer III) (SG-18)	Administrative Officer V (Records Officer III) (SG-18) created and filled-up	MAdO Staff	2024	504,636.00	MAdO	MO, OVM/SB
		Administrative Officer II (Administrative Officer I) (SG-11)	Administrative Officer II (Administrative Officer I) (SG-11) created and filled-up	MAdO Staff	2024	291,600.00	MAdO	MO, OVM/SB
Work overload among office personnel	More productive and efficient office personnel	Administrative Assistant I (Bookbinder III) (SG-7)	Administrative Assistant I (Bookbinder III) (SG-7) created and filled-up	MAdO Staff	2024	201,096.00	MAdO	MO, OVM/SB
		Administrative Assistant I (Computer Operator I) (SG-7)	Administrative Assistant I (Computer Operator I) (SG-7) created and filled-up	MAdO Staff	2024	201,096.00	MAdO	MO, OVM/SB

INSTITUTIONAL DEVELOPMENT SECTOR

Current State of Capacity	Desired State of Capacity	Capacity Development Intervention	Expected Output	Target of CapDev	Time Frame	Funding Requirements	Process Owner/ Office Responsible	Source of Support / Technical Assistance
Work overload among office personnel	More productive and efficient office personnel	Administrative Aide II (Messenger) (SG-2)	Administrative Aide II (Messenger)(SG-2) created and filled-up	MAdO Staff	2024	149,244.00	MAdO	MO, OVM/SB
		Administrative Aide I (Utility Worker I) (SG-1)	Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	MAdO Staff	2024	140,400.00	MAdO	MO, OVM/SB
Increase in number of Audit Observation Memorandum (AOM) received by the MGOP	Improved internal audit services	Creation of Internal Audit Services (IAS) Unit and plantilla positions						
		Internal Auditor III (SG-18)	Internal Auditor III (SG-18) created and filled-up	MAdO Staff	2024	504,636.00	MAdO	MO, OVM/SB
		Internal Auditor III (SG-18)	Internal Auditor III (SG-18) created and filled-up	MAdO Staff	2024	504,636.00	MAdO	MO, OVM/SB
		Internal Auditor III (SG-18)	Internal Auditor III (SG-18) created and filled-up	MAdO Staff	2024	504,636.00	MAdO	MO, OVM/SB
		Internal Auditor II (SG-15)	Internal Auditor II (SG-15) created and filled-up	MAdO Staff	2024	395,484.00	MAdO	MO, OVM/SB
		Internal Auditor I (SG-11)	Internal Auditor I (SG-11) created and filled-up	MAdO Staff	2024	291,600.00	MAdO	MO, OVM/SB
COMPETENCIES								
Need for a high level of competence on basic workplace skills	Trained and competent key personnel	Attendance of MAdO personnel to trainings, seminars, benchmarking activities, and other L&D interventions	All trainings, seminars, benchmarking activities, and other L&D interventions attended	MAdO Staff	2024	300,000.00	MAdO	MO
		Conduct of Benchmarking activity for MAdO personnel	Benchmarking Activity MAdO personnel staff conducted	MAdO Staff	2024	200,000.00	MAdO	MO
Need for a high level of competence on basic workplace skills	Trained and competent key personnel	Conduct of Mid-year Assessment and Monitoring and Year-end Performance Assessment for MAdO personnel	Mid-year Assessment and Monitoring and Year-end Performance Assessment MAdO personnel Staff conducted	MAdO Staff	2024	400,000.00	MAdO	MO
ENABLING POLICIES								
Lack of Executive Order for the creation of Technical Working Group (TWG) and SB Ordinance for the adoption of OSSP	Well-established Implementing Mechanism	Issuance of Executive Order creating TWG and OSSP implementing mechanism	All necessary and appropriate guidelines formulated and implemented	Heads and Chiefs of Offices and technical team	2022	None	MO and MAdO	SB

ANALYSIS MATRIX

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
SECTOR: ENVIRONMENT AND NATURAL RESOURCES DEVELOPMENT SECTOR		
Municipal Environment and Natural Resources Management Division		
Limited knowledge and capacity to implement the technical services of five (5) divisions of MENRMD as per mandated on Pinamalayan Environment Code	Delayed technical services delivery to the client since MENRMD personnel is always coordinating first to DENR to know the appropriate actions for specific concern of the client. Also, limited number of existing MENRMD personnel affects the service delivery.	Creation of plantilla positions who will be responsible on following divisions: Forest and Water Resources Management; Mineral and Land Resources Management; Waste and Pollution Control Management; Research and Development; and Administrative and Support Services
Lack of personnel who will be responsible in working in field operations such as Garbage Collection, Street Sweeping and Sanitary Landfill and Material Recovery Facility operations	Personnel are overloaded of work assignments which may affect their health. Slow operation rate on Material Recovery Facility since MRF workers are also working as Garbage Collectors	Hiring of additional MENRO personnel (Solid Waste Management Operations Foreman, Garbage Inspectors and additional Garbage Collectors) for enforcement of Proper Solid Waste Management and implementation of proper waste segregation and collection
Lack of necessary personnel to handle and manage forestry projects/programs as well as lacking of knowledge and capacity in carrying out the functions and responsibilities in this field	Impeding implementation of Forest Land Use Plan and lack of monitoring and management on Forestry programs	Creation of plantilla position for Forester II who will manage and handle projects/programs/activity under forestry management specially FLUP Provision of training to capacitate the forestry management skills of the hired Forester II
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE		
Limited skills and capacity of personnel's	not properly equip with knowledge and skills resulting to less productivity, not confident and poor performance	Personnel's sent to trainings and seminars to capacitate
No existing IRR for Municipal traffic Code	Inability to implement Traffic rules and regulation	Creation of IRR
Insufficient lightings along Nautical Highway	High percentage of Accident	Additional Streetlight programs or projects along Nautical Highway
SECTOR: SOCIAL DEVELOPMENT SECTOR		
MUNICIPAL HEALTH OFFICE		
Lack of plantilla positions	Poor performance and productivity Some employees needed to double their work and even worked outside of their job description to compensate for the lacking	Hiring and creation of permanent positions
Lack of trainings and seminar on some programs	Poor work performance	Attendance to Trainings/Seminars/Forums
Limited conducive working environment	Poor work performance and fulfillment of duties and responsibilities	Construction/Rehabilitation of Municipal Health Office Extension Building
Lack of initiative, engagement and confidence on some work	Decrease in work outcome and services	Conduct of Benchmarking Activity
MUNICIPAL CIVIL REGISTRY OFFICE		
Vacancy of Municipal Government Department Head I (Municipal Civil Registrar)	To be filled up	Appointment of MGDH I
Huge gap in the staffing pattern of the office	Creation of new plantilla positions	Approval of the LCE for the new plantilla positions
The Office have a congested space for its personnel and for its voluminous number of documents that resulted to the destruction and missing of files	Renovation / Relocation of Municipal Civil Registry Office with storage room for safekeeping of files/documents	Provides funds for the renovation / relocation of the MCR Office.
Lack of Service Vehicle for mobile registration activity	Acquisition of Service Vehicle	Service Vehicle procured

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
Lack of Electronic Records and Archiving System resulted to the manual searching of information of a person / love ones about their birth, marriage and death that cause inconvenience both to the personnel and clients.	Creation of Electronic Records and Archiving System	Creation of Computer Programmer II (SG-15)
LOCAL YOUTH DEVELOPMENT OFFICE		
Lack of facilities for office management	Creation of Municipal Ordinance for Local Youth Development Division Establishment of Youth Office	Executive Order for the establishment of Local Youth Development Division. Appropriation Ordinance
Overlapping of duties and responsibility	Creation of plantilla positions	Ordinance allowing the propose creation
Insufficient capacity about Youth Sector	Attendance/Conduct trainings, seminars, workshops, assemblies, exposure/immersion activities	Appropriation Ordinance
Insufficient Fund for sports activities	Additional Funding for PSCAA	Ordinance allowing the propose budget
Insufficient support fund for the athletes/Players	Incentives for Athlete/Players	Ordinance allowing the propose budget
ENHANCED PINAMALAYAN SCHOLARSHIP PROGRAM		
Lack of available plantilla item;		
Absence of Public Tertiary Institution/ school within the area of the LGU		
Insufficient Fund for Capital Outlay		
SECTOR: INFRASTRUCTURE/PHYSICAL AND LAND USE DEVELOPMENT SECTOR		
MUNICIPAL ENGINEERING OFFICE		
Limited no. of permanent plantilla position in planning, implementing and monitoring of projects	Difficulty in accommodating all the Program of Works request and complying on the deadline of submission. Issues in the multiple load of work and the efficiency of the output. Additional technical staff for staff for planning, implementing and monitoring of projects.	Request for Additional plantilla position.
Limited no. of Maintenance Personnel for maintaining municipal facilities	Delayed on responding to all request for maintenance and repair of municipal facilities immediately. Additional staff and crew in delivering service output.	Request for additional staff and crew.
Limited no. of regulatory services technical Personnel for the implementation of National Building Code processes.	Process of inspection have a risk of accommodating as there are bulk of request coming, monitoring is also been waive as limited technical personnel handle the whole process of services. Additional technical staff is requested to deliver efficient services.	Request for additional technical staff
Limited technical skills and knowledge.	Issues of multiple load of work hinders staff to attend development training. It hampers the capacity to adaptation to new knowledge and technology that can help the efficiency of projects. Upgrading of skills for technical employee by attending seminars for standardization of processes.	Attends related engineering Trainings/Seminars/Workshops/Conventions/Symposium
Lack of Engineering Testing Machine, Equipment and Tools	Difficulty to do the process of quality control and material testing of projects which affects quality of our projects. Additional Engineering Staff and availability of Testing Machine, Equipment Tools.	Request for Engineering Testing Machine, Equipment ,Tool and laboratory

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
Limited of construction tools and equipment's	It hinders to do the request for repair and maintenance immediately. Additional construction tools and equipment's	Request for additional construction tools and equipment's
Inadequate no. of service vehicle for conduct of inspection	It deferred the primary process of implementing various infrastructure project which is the site visit and inspection of the team. Additional no. of service vehicle for the conduct of site visit and inspection. Additional service vehicle.	Request for additional service vehicle.
ZONING/MOTORPOOL DIVISION		
Lack of personnel in the Zoning Division Personnel	Overtasked Zoning Division personnel	Creation of plantilla position for Zoning Division personnel
Lack of budget for technical trainings for mapping and other required technical skills required for land use management	Lack of technical knowledge in mapping and land use management	Request for additional funds to be utilized for technical trainings for mapping and other required technical skills required for land use management
SECTOR: ECONOMIC DEVELOPMENT SECTOR		
MUNICIPAL AGRICULTURE OFFICE		
Un-Filled up Vacant Positions and Heavy workloads. Devolution (Mandanas)	Uncertainty, Overlapping and overloading of Tasked and Duties - Additional tasks from national government that will bring heavy workloads,	Immediate hiring of Vacant Positions -Creation of Administrative Officer V SG18, Aquaculturist II SG15, Agriculturist II SG15, Engineer I SG12, Agriculturist I SG11, Aquaculturist I SG11, Administrative Assistant III (SG 9) (Secretary II), Farm Worker II (SG4).
Downloaded programs from the Department of Agriculture both Provincial and National	Additional Task to the limited number of personnel	The need for Additional workforce
Lack of Veterinarian	No technical person to identify animal diseases with regards to the issuance of animal certificate no Interested applicant for veterinarian I due to its low salary	The need to upgrade Veterinarian I to Veterinarian III (Immediate Hiring)
COMMERCE, TRADE AND INDUSTRY (LOCAL ECONOMIC ENTERPRISE)		
Increase in workload of personnel and complex transactions of Business Permits and Licensing Office	Highly competent manpower that will cater the needs of the office and will perform the assigned task	Upgrading of the system and other equipment
Lack of commitment of employees towards their work assignments	Employees must understand and know their duties including their commitments	Continue to attend more trainings and seminars for professional and personal growth
Absence of personnel to manned the proposed Commercial Complex	Disorderliness and complicated operations of the Commercial Complex	Creation of 1 Administrative Aide VI (Clerk III) (SG-6), 3 Security Guard I (SG-3), and 4 Administrative Aide I (Utility Worker I) (SG-1)
Some employees are incapacitated of using technology	Work overload for those capacitated employees and develop a sense of dependence for those incapacitated employees	Required incapacitated employees to take tutorial sessions on using of computer and the like
Out of 8 regular personnel, there were three good-performing employees with potential but not qualified to apply for a higher position	Unmotivated employees	Finish vocational or bachelor's degree courses thru municipal scholarship and amendment of the listed requirements to give due consideration to other applicants
No fund to materialized the office project proposals	No improvement at all	Utilized the income-generating projects of the office
Limited competencies on various areas	Capacity of personnel is not maximized	Attendance to trainings and seminars of SOD personnel

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
TOURISM		
Lack of regular manpower to establish the ideal structure of the office with focal system to handle complex tasks of the division	Multi-tasking among employees resulting to poor quality and delivery of tourism-related functions and services	Creation of plantilla positions and hiring of personnel that strictly complies with the requirements set by the Civil Service Commission based on the proposed plantilla positions
THCAU personnel needs capacitation through seminars, trainings and workshop with regards to the devolved functions from the National and Provincial Tourism Office	Poor quality of work and less productivity	Increased budget allocation for attend various trainings, seminars. Workshops
Inadequate area to display tourism products, promotional materials and accommodate visiting tourists	Limited utilization of produced digital tourism promotional contents and materials; Poor awareness of the public with regards to tourism products and services available in the municipality; Less income for tourism stakeholders	Funding for the renovation of Tourism Information Offices' Ground Floor to be converted as Tourists Lounge and Pasalubong Center
LABOR AND EMPLOYMENT SERVICES		
Limited Plantilla Positions	Creation of Plantilla Positions	Ordinance on PESO Institutionalization
Constant changes on Coordinated National Program/Projects	Creation of Plantilla Positions	
SECTOR: ECONOMIC DEVELOPMENT SECTOR		
OFFICE OF THE MUNICIPAL MAYOR		
Lack of facilities for Office Management	Creation of Motorpool Division	SB Ordinance for the establishment of Motorpool Division
	Creation of Traffic Management Division	SB Ordinance for the establishment of Traffic Management Division
	Creation of Management of Public Cemetery	SB Ordinance for the establishment of Management of Public Cemetery
	Creation of Anti-Red Tape Division	SB Ordinance for the establishment of Anti-Red Tape Division
	Creation of Information Communication Division	SB Ordinance for the establishment of Information Communication Division
	Creation of Cooperative Development Division	SB Ordinance for the establishment of Cooperative Development Division
	Creation of Public Information Division	SB Ordinance for the establishment of Public Information Division
	Creation of Civil Society Organization Desk	SB Ordinance for the establishment of Civil Society Organization Desk
	Creation of Bids and Awards Committee Secretariat Division	SB Ordinance for the establishment of Bids and Awards Committee Secretariat Division
	Creation of Public Private Partnership Division	SB Ordinance for the establishment of Public Private Partnership Division
Overlapping of duties and responsibilities	Creation of plantilla position	SB Ordinance allowing the propose creation
Tech4ED		
Absence of ICT physical structure	Construction of ICT building for ICT council	P.D. 1096 National Building Code of the Philippines; Executive Order for creating Municipal Information and Communication Technology Council (MICTC)
Lack of ICT Equipment's	Complete ICT equipment's	
Lack of Manpower	Additional Permanent Plantilla for ICT Division	
Systems in Municipal Offices is not uniform	Centralization of data	Executive Order for Centralization of Data

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
BIDS AND AWARDS COMMITTEE		
Lack of Permanent Positions	Enactment of Ordinance for the creation of BAC Division and permanent positions.	
Lack of Equipment'	Procurement of necessary equipment, furniture's and fixtures	SB Appropriation Ordinance
Lack of space for bidding documents submitted by suppliers and copy of vouchers	Inclusion in the PPAs and fund allocation for office expansion/renovation	SB Appropriation Ordinance
Creation of BAC Division	Enactment of Ordinance for the creation of BAC Division and permanent positions.	Ordinance Creating Procurement Division /BAC under Executive
GENERAL SERVICES DIVISION		
Lack of skilled personnel to carry some functions of General Services Division	Continue to attend more seminar and trainings for professional growth, like Capacity Building Seminar and Basic Customer Skills Training Hiring and filling up of created plantilla position	HRDC & LCE Approval
Congested ,narrow office and working space	To construct 2 storey GSO building with stockroom and warehouse	SB Appropriation Ordinance
Manual and computer-aided property management system	To establish centralized record system	SB Appropriation Ordinance
HUMAN RESOURCE MANAGEMENT OFFICE		
Non-uniform policies and procedures among offices in the agency	Inconsistent manner of delivery of services and functions; Possibility that the operation of the office shall be compromised in case of an unforeseen vacancy in the office; Work overload to some personnel; Misinformed personnel; Dissatisfied clients:	SB Resolution approving the Manual of Operations
Gap in the staffing pattern in most offices	Understaffed office; work overload for employees; creates undue stress, errors and backlogs; Nonregular personnel are assigned to focal assignments due to lack of regular personnel to take in the responsibility for other collateral services of the office	SB Resolution approving the OIP SB Resolution authorizing the agency to hire technical personnel for the formulation of the OIP SB Appropriation Ordinance creating technical and administrative plantilla positions in the municipal government offices
Lack of opportunity for career progression due to lack of available plantilla items in the second level position	Low morale among employees; Transfer of office or agency for better opportunities outside; Decline in employee retention and engagement	SB Appropriation Ordinance creating second level plantilla positions in HRMO
Quick turnover among nonregular employees due to outdated compensation package for JOs, lack of opportunity for permanent employment and lack of security of tenure	Multitasking for key employees; work overload; Time lost in training new ones; Decreased productivity	SB Resolution approving the revised compensation package
Lack of agency-initiated health and social benefits for employees	Employees resort to loans in times of health emergencies causing a decreased net take home pay	Approval and funding of E-CARE Program and the Health and Wellness Program for Employees
Limited access to the government-aided information system caused by limited assistance and support from DOST-CO due to unavailability of the development team	The current HR information system is not fully functional	Procurement of commercialized information system with features that are fit for government set-up or development of an in-house information system

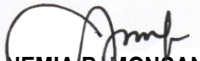
ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
Inconducive workplace, as the current office lacks proper ventilation, safety features and a comfort room for staff/clients, and has insufficient office equipment, furniture's and fixtures for administrative use	Inconvenience to employees and clients; Lack of security of the office; Insufficient storage space for office documents and equipment	Office expansion, repair and maintenance; Procurement of necessary office equipment, furniture's and fixtures
Varied interpretations of SPMS Guidelines caused by absence of separate SPMS Unit to ensure uniformity in the implementation of the system	Varied interpretations cast room for doubts in the integrity of the procedures	Establishment of a SPMS Unit under the direct supervision of the Office of the Municipal Mayor;
Limitations in the implementation of HRD Programs and in the conduct of activities of the HR Committees	Resorting to rental of required equipment, incurring additional expenses	Procurement of necessary equipment for HRD Programs; Allocation of fund for all HR Committees
Risk of data loss in case of unforeseen catastrophes (flood, fire outbreak, typhoon, etc.) due to absence of storage to serve as repository of vital official documents and records	Unsecured public documents; Delay in the delivery of services	Subscription to online virtual storage
OFFICE OF THE VICE MAYOR AND SANGGUNIANG BAYAN		
Insufficient E-Government System	Slow paced in tracking legislative documents	Installation and Implementation of Legislative Information Management System
	Inefficiency of the research facility	Installation and Implementation of eLibrary Management System
Lack of Permanent Plantilla Positions	No clear delineation of responsibilities	Creation and hiring of additional permanent plantilla positions
Lack of sufficient office space for the officials and employees	Conflict of schedule in the utilization of session hall as an alternative venue for committee meetings, public hearing and other activities of the Sangguniang Bayan	Construction of Legislative Building to provide individual Office for SB Members, Board Room and Session hall
	Inconvenience on the part of employees and clientele	Improvement of office for the employees and clientele
Lack of office equipment and furniture	Impaired provision of legislative services	Procurement of all needed office equipment and furniture
Limited technical knowledge of staff in legal writing and procedures	Low productivity adversely affecting organizational performance target	Attendance to various capability development activities
Limited motivation and strategies of staff	Weak commitment and restrained enthusiasm among employees and officials consequently affecting organizational performance	Conduct of assessment and team building activity Conduct of benchmarking and cross visit to other LGUs for adoption of best practices and innovation
MUNICIPAL ACCOUNTING OFFICE		
Manual recording and posting of financial transactions	Onerous recording of financial transaction and reports preparation, incomplete financial records	Implementation of Electronic New Government Accounting System
Insufficient space for clientele and twenty-six (26) personnel along with financial documents in the current office	Unconducive working environment, unsecured financial documents and high maintenance cost for rent expense of storage facility	Construction of Municipal Accounting Office (MAccO) Building and Stockroom for COA and MAccO
Low compliance to Audit Observation Memoranda (AOM) recommendations / Overloaded job assignment	Risk of issuance from Commission on Audit (COA) of notice of suspension (NS) and disallowance (ND)/ Incomplete financial records/ Unattended tasks.	Creation of positions to attend and focus on compliance to COA recommendations and other unattended tasks
MUNICIPAL ASSESSOR'S OFFICE		
Large gap on organizational structure; lacking sufficient middle management; Key functions headed by second level plantilla positions	Limited arm to implement, monitor and maintain potential improvements, programs, policies and processes in the office	Recommend prioritization of proposed relevant plantilla positions
Limited number of skilled/technical permanent personnel to be responsible and accountable on highly technical functions. E.g 1 permanent for tax mapping, 2 assessment personnel in nearly retireable age	Limited to No accountable person to perform highly technical functions	

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
Limited number of permanent employee; limited available plantilla position for chances for career growth and opportunities	Low employee morale, commitment, quality on output and sense of accountability	
Limited skills/technical know-how of permanent personnel to perform highly technical functions.	Reduced chances to improve process and adapt to advancements in technology	Enhancement of competency thru attending trainings and seminars. If possible, measure the effectiveness of the training to support continuous development
Limited equipment and software's to adapt to the advanced practices	Reduced chances to improve process and adapt to advancements in technology	Development of skills thru adaptation of best practices from benchmarking activities
Recurrent office process miscommunication and misinformation; No standard office guidelines to be followed	Job error, miscommunication and confusion	Procurement, installation and maintenance of equipment and software for process improvement.
		Establish of written guidelines for common information and standardization of practices
		Promote open communication and feedback system for continuous improvement
MUNICIPAL TREASURY OFFICE		
Existing plantilla position holding higher accountability and responsibility	Increase of Cash Accountability and other treasury operations' responsibility	Upgrading of existing Cahier II SG 14 position to Cashier Iis SG 18
	Increase of Treasury Operations' responsibility	Creation of Plantilla Positions
No permanent employee to handle and administer the iTAX system, iBPLS, and ePayment via linkBiz.Portal	Permanent employee accountable and responsible in the operation of iTAX system, iBPLS, and ePayment via linkBiz.Portal and eSRE	
No permanent Driver	Prompt mobilization of field work management	Hiring of 1 Administrative Aide I (Driver I)
Outdated Revenue Collection Code of the Municipality		Revised and amended Revenue Collection Code
Outdated and worn-out ICT equipment's	Unsecure data base systems and electronic files	Procurement of high-end ICT equipment's
MUNICIPAL BUDGET OFFICE		
Enhance Capacity and skills toward efficiency performance	Inefficient performance leads to slow delivery of services	MBO personnel sent to trainings, seminars, webinars and forums
Need to establish Financial Management Information System	Unreliable financial documents, some generated reports between financial offices were not in conformity	Adoption and installation of e-Budget System that offered by the Department of Budget and Management
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE		
In-house databank system with limited contents and indicators	Limited disaggregated data in diagnosing the extent of poverty, formulating appropriate policies and programs, identification of eligible beneficiaries, and assessment of impact of policies and programs	<ul style="list-style-type: none"> ▣ Establishment of a centralized databank information system ▣ Creation of ICT plantilla positions and Municipal Statistician (Statistician II)
Poor observance of quality, efficiency and timeliness as to components of required document for submission	Late or non-implementation of programs and projects as per approved implementation period to the detriment of the project beneficiaries and in violation of pertinent government policies, rules and regulations	<ul style="list-style-type: none"> ▣ Creation of Performance Management Unit under the Office of the Municipal Mayor ▣ Strengthening of Barangay Development Councils ▣ Re-orientation on the role, duties, functions, and accountabilities of barangay officials ▣ Capacity Enhancement of MDC Sectoral/Functional Committees ▣ Conduct of Leadership Institute and/or Teambuilding/Benchmarking Activity

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
Irregular access to relevant data/information on land use regulations and occurring physical resource utilization in the municipality from concerned offices with regulatory functions	Limitations in the prompt formulation of policies and recommendations in addressing urgent concerns, and in substantial updating of long-term, medium-term and short-term development plans and investment programs	Timely submission of relevant data/information regarding land use regulations, real property units, agricultural and commercial activities, and other occurring physical resource utilization as included in their respective OPCR
<ul style="list-style-type: none"> ▫ Some interventions to address emerging issues and concerns based on available data are not considered for immediate implementation as priority PPAs during regular planning period ▫ Poor analysis of existing situation and lack of foresight leading to undesirable conditions 	<ul style="list-style-type: none"> ▫ Preparation of multiple Supplemental Investment Programs within a year ▫ Late or non-implementation of programs and projects as per approved implementation period to the detriment of the project beneficiaries and in violation of pertinent government policies, rules and regulations 	<ul style="list-style-type: none"> ▫ Timely generation and utilization of relevant data/information during all stages of management cycle, and in forecasting future conditions and relevant interventions ▫ Capacity Enhancement of MDC Regular Members and Sectoral/Functional Committees
<ul style="list-style-type: none"> ▫ Timely generation and utilization of relevant data/information during all stages of management cycle, and in forecasting future conditions and relevant interventions ▫ Capacity Enhancement of MDC Regular Members and Sectoral/Functional Committees 	Wanting in structure, policies	<ul style="list-style-type: none"> ▫ Creation of Permanent Plantilla Position ▫ Development of Project Monitoring and Evaluation Information system ▫ Formulate and adopt localized structure, policies and procedures, and guidelines as to results presentation consistent with national issuances
Congested office space affecting the smooth flow of transaction and safekeeping of pertinent documents	<ul style="list-style-type: none"> ▫ Unconducive working environment for smooth flow of transactions and public service delivery ▫ Absence of adequate stock room leading to unsafe and unsecured improvised storage of official documents and records 	<ul style="list-style-type: none"> ▫ Construction of Office Stock Room ▫ Attend trainings on Records Management, Archiving, and Disposal, and application/practice of learning for official purpose ▫ Development of In-house Records and Management Information System
MUNICIPAL ADMINISTRATOR'S OFFICE		
Outdated Organizational Structure and Staffing Pattern of the agency	Work overload among office personnel	<ul style="list-style-type: none"> Creation of Management Study Group Improvement of Organizational Structure and Staffing Pattern (OSSP) Hiring of consultants Conduct of Knowledge Enhancement Activity
Non-implementation of Internal Audit Services	Number of Audit Observation Memorandum received by the office increased	<ul style="list-style-type: none"> Strict Compliance on Citizen's Charter Internal Audit Services (IAS) Unit created Creation of additional plantilla positions
Lack of opportunities for self-improvement or professional development	Low morale/lack of confidence among employees	Conduct of Continuing Education Program
Lack of incentives for employees welfare	Lack of motivation among employees	<ul style="list-style-type: none"> Provision of adequate capability building activities Provision of Rainbow Healthcard Establishment of Fitness Center Establishment of Child Minding Center
Non-implementation of ordinances/laws/policies	Hamper development of municipality	<ul style="list-style-type: none"> Hiring of municipal law enforcers Conduct trainings to municipal law enforcers

ISSUES/CONCERNS/OBSERVATIONS/TECHNICAL FINDINGS	IMPLICATIONS/EFFECTS	POLICY OPTIONS/PROPOSED INTERVENTIONS
HUMAN RESOURCE MANAGEENT OFFICE		
Non-uniform policies and procedures among offices in the agency	Inconsistent manner of delivery of services and functions; Possibility that the operation of the office shall be compromised in case of an unforeseen vacancy in the office; Work overload to some personnel; Misinformed personnel; Dissatisfied clients:	SB Resolution approving the Manual of Operations
Gap in the staffing pattern in most offices	Understaffed office; work overload for employees; creates undue stress, errors and backlogs; Nonregular personnel are assigned to focal assignments due to lack of regular personnel to take in the responsibility for other collateral services of the office	SB Resolution approving the OIP SB Resolution authorizing the agency to hire technical personnel for the formulation of the OIP SB Appropriation Ordinance creating technical and administrative plantilla positions in the municipal government offices
Lack of opportunity for career progression due to lack of available plantilla items in the second level position	Low morale among employees; Transfer of office or agency for better opportunities outside; Decline in employee retention and engagement	SB Appropriation Ordinance creating second level plantilla positions in HRMO
Quick turnover among nonregular employees due to outdated compensation package for JOs, lack of opportunity for permanent employment and lack of security of tenure	Multitasking for key employees; work overload; Time lost in training new ones; Decreased productivity	SB Resolution approving the revised compensation package
Lack of agency-initiated health and social benefits for employees	Employees resort to loans in times of health emergencies causing a decreased net take home pay	Approval and funding of E-CARE Program and the Health and Wellness Program for Employees
Limited access to the government-aided information system caused by limited assistance and support from DOST-CO due to unavailability of the development team	The current HR information system is not fully functional	Procurement of commercialized information system with features that are fit for government set-up or development of an in-house information system
Inconducive workplace, as the current office lacks proper ventilation, safety features and a comfort room for staff/clients, and has insufficient office equipment, furniture's and fixtures for administrative use	Inconvenience to employees and clients; Lack of security of the office; Insufficient storage space for office documents and equipment	Office expansion, repair and maintenance; Procurement of necessary office equipment, furniture's and fixtures
Varied interpretations of SPMS Guidelines caused by absence of separate SPMS Unit to ensure uniformity in the implementation of the system	Varied interpretations cast room for doubts in the integrity of the procedures	Establishment of a SPMS Unit under the direct supervision of the Office of the Municipal Mayor;
Limitations in the implementation of HRD Programs and in the conduct of activities of the HR Committees	Resorting to rental of required equipment, incurring additional expenses	Procurement of necessary equipment for HRD Programs; Allocation of fund for all HR Committees
Risk of data loss in case of unforeseen catastrophes (flood, fire outbreak, typhoon, etc.) due to absence of storage to serve as repository of vital official documents and records	Unsecured public documents; Delay in the delivery of services	Subscription to online virtual storage

Prepared by:


NEMIA B. MONSANTO
MGDH-I

Reviewed by:


ROSENIO A. TORIANO, JR.
Municipal Planning & Development Coordinator

Approved by:


ZAJA D. MICIANO
Municipal Budget Officer


HON. ARISTEO A. BALDOS, JR
Municipal Mayor