



THE MUNICIPAL GOVERNMENT OF

PINAMALAYAN

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE



7 RENEWABLE ENERGY	3 GOOD HEALTH	1 NO POVERTY
13 CLIMATE ACTION	4 QUALITY EDUCATION	8 GOOD JOBS AND ECONOMIC GROWTH
17 PARTNERSHIPS FOR THE GOALS	9 INNOVATION AND INFRASTRUCTURE	14 LIFE BELOW WATER

PINAMALAYAN CITY,
THE CENTRAL TRADING HUB OF
ORIENTAL MINDORO AND THE REST OF MIMAROPA



TERMINAL

REPORT

2 NO HUNGER	6 CLEAN WATER AND SANITATION
5 GENDER EQUALITY	11 SUSTAINABLE CITIES AND COMMUNITIES
10 REDUCED INEQUALITIES	12 RESPONSIBLE CONSUMPTION
SUSTAINABLE DEVELOPMENT GOALS	15 LIFE ON LAND
16 PEACE AND JUSTICE	

PINAMALAYAN CITY,
THE CENTRAL TRADING HUB OF
ORIENTAL MINDORO AND THE REST OF MIMAROPA



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

**TERMINAL REPORT
2023 ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**

PROOF OF RECEIPT



OFFICE/AGENCY/DIVISION	RECEIVED				SIGNATURE
	ON:		BY:		
	Date	Time	Printed Name	Designation	
Municipal Mayor's Office	3-22-23	10:36	CRISTINE MAE G. MENDOZA	AA I	<i>[Signature]</i>
Municipal Vice Mayor's Office and the Sangguniang Bayan	3-22-23	10:40	JERAMIN TUGADI	AA I	<i>[Signature]</i>
Municipal Planning and Development Office	3-22-23	8:40	GERALD M. DULATRE	ITA	<i>[Signature]</i>
Municipal Budget Office	3-22-23	1:39	MILBERTA L. MORILLO	AA-III	<i>[Signature]</i>
Municipal Treasury Office	3-22-23	3:20	VILLAN T. RAMOS	Admin - Asst - I	<i>[Signature]</i>
Municipal Accounting Office	3-22-23	10:33	Mayleen	AA III	<i>[Signature]</i>
Municipal Administrator's Office	3-22-23	10:38	MELORY MENDOTA	AA III	<i>[Signature]</i>
Municipal Social Welfare and Development Office	3-22-23	3:20	MONICA MARIANO	AA II	<i>[Signature]</i>
Municipal Engineering Office	3-22-23	04:42	MARIE LETA	AA II	<i>[Signature]</i>
Municipal Local Government Operations Office	3-22-23	1:14	AILEEN M. UAVE	AA II	<i>[Signature]</i>
DILG Provincial Office	3-22-23	1:14	AILEEN M. UAVE	AA III	<i>[Signature]</i>
Commission on Audit (COA)	3-22-23	10:33	Mayleen	AA III	<i>[Signature]</i>
Human Resource Management Office	3-22-23	10:41	Affene M. Bugawan	AA II	<i>[Signature]</i>



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17 PARTNERSHIPS FOR THE GOALS 	PINAMALAYAN CITY, THE CENTRAL TRADING HUB OF ORIENTAL MINDORO AND THE REST OF MIMAROPA	



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SUSTAINABLE DEVELOPMENT GOALS 	PINAMALAYAN CITY, THE CENTRAL TRADING HUB OF ORIENTAL MINDORO AND THE REST OF MIMAROPA	





MUNICIPAL GOVERNMENT OF PINAMALAYAN



ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE



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MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



EXECUTIVE SUMMARY

RACING TOWARDS A SUSTAINABLE FUTURE



ANNUAL AGENCY PERFORMANCE APPRAISAL (AAPA) ANNUAL AGENCY EXIT/UTILIZATION CONFERENCE

EXECUTIVE SUMMARY

The Municipal Government of Pinamalayan conducted the Plenary Session of the annual performance evaluation highlighting the Annual Agency Performance Appraisal (AAPA) and the Exit/Utilization Conference for CY 2022. The main goal of the activity is to gauge the satisfaction of the people with how the municipal government has provided its services over the relevant performance periods.

Held at the Filipiniana Hotel, Calapan City, Province of Oriental Mindoro on March 14-17, 2023, it was attended by both elective and appointive municipal officials, functionaries from both local and national offices, representatives of Civil Society Organizations and the Activity Management Team (AMT), with a total of sixty-eight (68) participants recognizing this twin activity (Annual Agency Performance Appraisal (AAPA) and the Exit/Utilization Conference) as a crucial component of the integral initiatives toward effective public administration, responsible management of public resources, and good governance.



HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

Split into two parts, the primary objective of the activity is to encourage a transparent appraisal-discernment process for all concerned elective and appointive officials and functionaries of the municipal government, national agencies operating within the municipality, including Civil Society Organizations' representatives, to uphold accountability and transparency in governance, using pertinent provisions of Republic Act 7160 and other relevant issuances as its groundwork.



HON. RODOLFO M. MAGSINO
Municipal Vice-Mayor

For the performance appraisal (performance review and evaluation), the primary bases are the mandatory development and thematic plans, investment programs, budget and other pertinent documents which are sources of policies and regulatory actions as against the actual physical and financial accomplishments of the entire agency and of the different national agencies operating within the municipality. These shall serve as comparative references including that of the accomplishments

and identified gaps in the recent past years to measure the level of our agency's (Municipal Government of Pinamalayan) performance.

Apart from the aforementioned, upon the presentation, discussion, assessment, and deliberation, it is reckoned vital to bring about the identified existing and emerging major management challenges the agency has encountered and to realize its implications on the agency's public service delivery and long-term goals as an organization working toward a sustainable society and empowered citizenry.





As an exit/utilization forum, the activity seeks to validate issues and details regarding the current state of local governance and to bring out specific actions and interventions as offshoots of management process the performance results' analysis and which are calculated to address organizational weaknesses towards maximizing to the fullest the resources and capabilities available to the municipal government. Coming up with the synthesis of these findings and observations, the agency will be able to craft and prepare an action plan through the recommendations put forward by concerned sectors which shall serve as a source of documents and references in interventions and detailed preparation of future plans.

This year, a few changes have been introduced, especially in the manner of activating and engaging participants to express their observations and findings through sectoral and cross-sectoral approaches by way of a fair assessment of office performances concerning their budget allocation and resource utilization and then the incorporation of these findings and recommendations in the respective offices' action plans.



Through this discourse, the gaps, issues, and concerns were evaluated in a multi-perspective approach bringing forth the interconnected facets of each discipline in public service. This opens up that in resolving and addressing the gaps, issues, and concerns, the recourse actions should take into consideration the inference and correlation of each action to other service areas, thus further underscoring the importance of each sector's participation in this germane performance appraisal and exit/utilization conference to ultimately, agree on the courses of actions that shall address such challenges, to reach the best way of securing the commitment of the concerned functionaries responsible for resolving such challenges; and ensure the full support of the entire organization to promote the general welfare of our constituents.





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



PLENARY SESSION: DAILY PROCEEDINGS

RACING TOWARDS A SUSTAINABLE FUTURE



ANNUAL AGENCY PERFORMANCE APPRAISAL (AAPA) ANNUAL AGENCY EXIT/UTILIZATION CONFERENCE

PLENARY SESSION: ACCOUNT OF PROCEEDINGS

DAY 1 / March 14, 2023 (Tuesday)

PART I: PRELIMINARIES (10:00AM)

Host: Ms. Princess Eunice L. Del Valle Project Development Officer I (PDO I)

The preliminaries composed of Invocation, singing of the National Anthem and Municipal Hymn. Immediately afterwards, conducted was the roll call and acknowledgment of participants, starting from the elective officials, followed by department heads, chiefs-of-office, national agency heads, NGOs/CSOs representatives, executive and legislative staff, additional participants and the Activity Management Team (AMT).



Ms. Princess Eunice L. Del Valle
Project Development Officer I
Master of Ceremony

✚ Opening Remarks: Hon. Rodolfo M. Magsino, Municipal Vice Mayor

An Opening Remarks was delivered by Municipal Vice-Mayor, Hon. Rodolfo M. Magsino. He warmly welcomed everyone present. He encouraged that may the shortcomings that occurred during the previous years be addressed during the activity accompanied with the identification of appropriate action plan in cooperation of all participants with the support of the Local Chief Executive, Hon. Aristeo A. Baldos Jr., all of the Sangguniang Bayan members, department heads, and chiefs-of-office. In addition, he expressed his appreciation to the complete attendance of all expected participants vital in the successful conduct of the activity, all for the welfare of Pinamaleños.



Hon. Rodolfo M. Magsino
Municipal Vice Mayor
For his Opening Remarks

✚ Keynote Message: Mr. Daniel Q. Fruelda, MGADH I/OIC-Municipal Administrator



Mr. Daniel Q. Fruelda
MGADH I/OIC- Municipal Administrator
For His Keynote Message

A keynote message was then delivered by MGADH I/OIC-Municipal Administrator, Mr. Daniel Q. Fruelda.

He emphasized that AAPA is conducted yearly during month of March to appraise the programs funded from the previous year but were not implemented. He stated that status of funded programs is crucial in the utilization of funds of the agency subject to different assessments indicators, where the agency unfortunately failed to comply. With the current situation, he strongly encouraged all offices in taking early actions to prevent another failure, resulting to a better delivery service for the benefit of the public.

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✦ Motivational Video: Big Change

Setting the tone of the activity, a motivational video entitled “Big Change” was played, followed by Ms. Del Valles’s sharing of the take-away and reflections emphasizing the importance of change through the conduct of the activity in the attainment of the municipality’s vision of being the “Central trading hub of Oriental Mindoro and the Rest of MIMAROPA”.

✦ Inspirational Message: Hon. Aristeo A. Baldos Jr, Municipal Mayor

The Municipal Mayor extended his appreciation for the participation and cooperation of the Municipal Vice-Mayor and the Sanggunian Bayan, the department heads, chiefs of office, national agency heads, civil society organizations representatives and the activity management team. Through the seven-year conduct of the program, he stated that the activity is not only to appraise but to capacitate the whole agency since appraisal without proper action and implementation would result to nothing. He conveyed that the activity is an avenue in improving the performance of the agency and the right time to appraise its system for the betterment of its future.



Hon. Aristeo A. Baldos, Jr.
Municipal Mayor
For His Inspirational Message

✦ Activity Overview: EnP. Rosenio A. Toriano, Municipal Planning and Development Coordinator (MPDC) and Activity Management Head

The MPDC laid out the house rules set by the hotel management for compliance of the activity participants. With the current oil spill affecting the entire province of Oriental Mindoro, he asked the permission of the participants if they will allow dried seafood in their menu, considering that those were already preserved before the oil spill. The participants allowed its inclusion. Proceeding to the activity overview, the MPDC emphasized the following:



EnP. Rosenio A. Toriano
Municipal Planning & Development
Coordinator/AMT Head
For the Activity Overview: Process Flow,
Mechanics and House Rules

- That it was twin-activity being the Annual Agency Performance Appraisal focused to look into the organizational competencies to address issues causing non-compliance of the agency to different requirements, while Exit/Utilization Conference was in compliance to the requirement of Department of Interior and Local Government before the submission of the Agency Annual Report.
- As output after each presentation, sector members will accomplish reports for their cross sectoral observations since performance of one sector affect the other sectors. This will serve as contribution and participation of sector members in identifying interventions in addressing problems to have holistic approach
- The implementation period of Action Plan is on April-December however it was emphasized that by the beginning of 4th quarter all plans are already implemented since

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implementation during the said quarter is already impossible taking into account the closing of books in the month of December.

- Significance of the activity to elective officials ending their term of office for their State of Local Governance Performance Report and effective transition for the benefit of their constituents.

PART II: ACTIVITY PROPER (1:00PM)

Host: Ms. Eunice P. Magculang, Administrative Officer IV, General Public Services Sector Member

GOVERNANCE PERFORMANCE REPORTS/STATUS

Local Governance Performance Management System (LGPMS) LGU Profile

Presenter: Ms. Amelia L. Ramos, MLGOO VI

- Ms. Ramos noted the great help of different Assessment Tools like CFLGA, SPMS and others as for institutional change and technicalities in the provision of service.

Seal of Good Local Governance (SGLG)

- Financial Administration and Sustainability (*Did not meet the compliance*)

- Potential Indicators for CY 2024 and CY 2025

- Year-On-Year growth in social and economic services expenditures maintained above baseline of 10%
- Submission of the Public Financial Management and Improvement Plan (PFMIP) Monitoring Table to DBM-RO
- 100% timely filing of withholding tax returns per taxable year
- 100% timely remittance of taxes withheld per taxable year

- Disaster Preparedness (*Meet the criteria*)

- Social Protection and Sensitivity (*Meet the criteria*)

- Ms. Ramos emphasized the amendments of GAD code adopted not earlier than 2011
- On the 75% utilization of PPAs of GAD Budget 2022, Ms. Grace Eunice F. Fabella, MSWD Officer, informed that status of its implementation was not yet provided by the Engineering Office
- Engr. Manolito E. Masculino, Municipal Engineer, informed that the delay was due to barangay's problem regarding the deed of donation and conflict of the project title in the AIP. In addition, he informed that said project was already included in the SIP No. 01-2023
- Given the situation, Ms. Fabella informed that it will not be included in the GAD Accomplishment Report for 2022
- Further coordination of MSWDO with the Engineering Office regarding status of Drainage Canal and Streetlights will be facilitated to determine if it can be included in the GAD Accomplishment Report.
- With regards to compliance to Accessibility Law, Ms. Fabella informed that signages for PWD were complied with the assistance of Engineering Office, however other employees of the agency still use those designated spaces due to lack of parking space, with this, she requested additional parking space for the employees of the LGU.



Ms. Amelia L. Ramos
MLGOO VI

Presenter of Local Governance Performance Management System (LGPMS), LGU Profile and Updates of Seal of Good Local Governance (SGLG)



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- Ms. Ramos inquired if the MSWDO have submitted the Social Protection Development Report
- Ms. Fabella replied that what they submitted was the Service Delivery Assessment.
- Supplementary consultation will be facilitated to establish whether the two documents were similar.
- Health Compliance and Responsiveness (*Did not meet the criteria*)
 - Indicators subject for assessment were supported with national data.
 - The municipality failed to comply with the required stunting rate of children exceeding the 8.93% standard rate for 1st – 2nd class municipalities
- Sustainable Education (*Meet the criteria*)
 - Potential Indicators for CY 2024 and CY 2025
 - Improvement in Pupils' Performance Indicators (current year versus previous year's data) i.e., participation rate, cohort survival rate, completion rate, literacy rate, net intake rate, and dropout rate
 - Current year's data is lower than previous year's data on the presence of Out-Of-School Youth (OSY) and incidence of bullying
- Business-Friendliness and Competitiveness (*Meet the criteria*)
- Safety, Peace and Order (*Meet the criteria*)
 - Potential Indicators for CY 2024 and CY 2025
 - Crime Index, Crime Solution Efficiency Rate (Data source: PNP)
 - Functionality of BADACs (at least 60% of moderate functional BADACs) (Data source: NBOO)
 - Functionality of BPOCs (at least 60% of moderate functional BPOCs) (Data source: NBOO)
 - At least 50% of Component Barangays with High Functional Lupong Tagapamayapa (Data source: NBOO)
 - Formulation of Local Public Transport Route Plan
 - Support to local jail and fire unit / operations and community reintegration LGUs with BJMP and BFP (Data source: BJMP)
- Environmental Management (*Did not meet the criteria*)
 - Potential Indicators for CY 2024 and CY 2025
 - Presence of Permanent City Environment and Natural Resources Officer
 - Strengthened Wildlife Law Enforcement
 - Compliance with Waste Diversion Targets
- Tourism, Heritage Development, Culture and Arts (*Did not meet the criteria*)
 - Compliance with the mandatory representation of Indigenous People to the Sangguniang Bayan was recommended by Ms. Ramos due to the presence of ancestral domain in the municipality and inventory of identified cultural property
- Youth Development (*Meet the criteria*)
- Ms. Ramos proposed the establishment of SGLG for barangays and provide incentives and awards system for top-performers.

Public Policies and Measure

Presenters: Mr. Daniel Q. Fruelda, MGADH I/OIC-
Municipal Administrator
Ms. Mirasol J. Santos, Secretary to the Sangguniang Bayan

- Executive Issuances for 2022
 - 516 resolutions
 - 48 executive orders



Mr. Daniel Q. Fruelda
MGADH I / OIC – Municipal Administrator
Presenter of Executive Issuances

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- Legislative Outputs
 - Enactment/Passage – 564
 - Functional Activity/Activity/Other Services – 230
 - Library Services
 - Researchers – 248
 - Internet Users – 205

➤ Municipal Organization, Composition, Structure and Personnel Complement

Presenter: Ms. Nemia B. Mosanto, MGDH – I

- Organizational Structure
- Existing Organizational Structure
- Proposed Changes to the Existing Organizational Structure
- Existing Functional Structure
- Proposed Organizational Structure
- Agency Personnel Complement - 565
 - Regular Employees
 - 1st Level – 148
 - 2nd Level – 75
 - Electives – 12
 - Job Order – 303
 - Contract of Service – 27
 - Total Number of Workforce
 - Non-Regular 58%
 - Regular - 42%
 - Sex Composition of the Workforce
 - Male – 53%
 - Female - 47%
 - Age Composition in the Workforce
 - Largest percentage of workforce are ages 50-59, smallest percentage was 60 years old and above
 - Educational Attainment
 - Majority of the workforce were graduates of bachelor degrees
 - Years in Service
 - LGU workgroup with highest number was those serving for 1-10 years in service, followed by those with 1 year in service
 - Equal Opportunity Principle for PWD, LGBTQIA++, Solo Parents and PWD Groups
 - LGBTQA+ - 4%
 - Solo Parents – 5%
 - PWDs – 6%



Ms. Mirasol J. Santos
Secretary to the Sanggunian
Presenter of Legislative Enactments



Ms. Nemia B. Mosanto
MGDH I - HRMO
Presenter of Municipal Organization Composition,
Structure & Personnel Complement, PRIME-HRM
Maturity Level, and Municipal Government
Scholarship Programs.

➤ Prime HRM Maturity Level

- Staffing and Recruitment Services
 - Recruitment, Selection and Placement (RSP)
 - 9 Request for publication and posting of vacancies
 - 53 items deliberated
 - 12 Sets CSC Monthly Reports
 - Oathtaking Ceremonies
 - Send-Off Ceremonies
 - Assistance to OJT and Work Immersion

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- Performance Management Services
 - 97 Performance Management Activities Conducted
 - 592 Comprehensively Reviewed IPCRs
- Training and Development Services
 - 49 Personnel sent to Trainings and Other L&D Activities
 - HRD Programs
 - Initiatives for Capacity Enhancement
- Personnel Welfare Services
 - Rewards and Recognition (R&R)
 - Employee Recognition
 - 8th Annual PRAISE Recognition Rites
 - PRAISE Committee Activities
- Administrative Services
- Compensation, Benefits and Liaison Services
- Other HR Services

✚ Municipal Government Scholarship Program

- Information System Management Collateral Services
 - Enhanced Pinamalayan Scholarship Program
 -

✚ Public Financial Management

Presenter: Ms. Zaida D. Miciano, Municipal Budget Officer, Mr. Ace Brian A. Alimurong, MAGDH I, Mr. Plaridel S. Cupiado, Municipal Treasurer

- Appropriation and Allotment Services
 - Appropriation by Sector
 - General Services – Php 191,255,274.00
 - Economic – Php 107,815,487
 - Social – Php 25,351,764
 - Health, Nutrition – Php 27,654,388
 - Aids to Barangay – 148,000
 - Appropriation by Expense Class
 - PS – Php 137,939,389.00
 - MOOE – Php 90,599,950
 - 20% Development Fund – Php 67,813,445
 - SPA – Php 31,209,768
 - PPE – 19,364,500
 - MDRRF – Php 18,772,108
 - 2% Discretionary Fund – Php 118,652
 - Ms. Ramos informed that 2% discretionary fund shall be deducted from the 30% Budget of POPS Plan under the Peace and Order Budget.
 - Guidelines to be sought from DILG
 - Fund Utilization for 2022
 - PS Allotment – Php 142,762,738.97
 - Obligation – Php 138,034,960.38
 - MOOE
 - Allotment – Php 160,824,477.27
 - Obligation – Php 134,545,525.59



Ms. Zaida D. Miciano
Municipal Budget Officer
Presenter of Appropriation and Allotment Services





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- PPE
 - Allotment – Php 63,380,662.61
 - Obligation – Php 24,460,125.51
- Accounting and Internal Auditing Services
 - SAAOB Utilization
 - Offices with Top Utilization
 - MBO
 - MPDO
 - ADMIN
 - MASSO
 - Supplemental Budget Implementation
 - No projects under Approved Supplemental Budgets through SIP No. 01 to 04-2023 was yet implemented
 - Trust Fund Utilization
 - Mayor Baldos inquired about the potential of continuing the Water System Project of Buli and Del Razon through the trust fund.
 - Mr. Fruelda stated that its continuation is contingent on the DBM's response to the municipality's request.
 - Engr. Masculino expressed his concern over the project's late implementation once it was approved for continuation.
 - Mr. Fruelda recommended the suspension of the project status and ensured that valid justification is available upon inquiry of concerned agencies
- Compliance to COA Audit Observation Memorandum
 - List of AOM received by the LGU and concerned office responsible for compliance was presented.
- Collection and Disbursement Services
 - Financial Administration
 - Cash Local Treasury
 - Total Collection – Php 47,354,830.09
 - Cash in Bank - Current Account
 - Deposit/Collection - Php 675,455,999.30
 - Cash in Bank – High Yield Savings Account
 - Deposit/Collection – Php 86,657.60
 - Revenue Generation – Php 410,934,174.66
 - Total Locally Source Revenue – Php 50,474,671.66
 - Internal Revenue Allotment -Php 360,459,503.00
 - Zonal/Location Permit fees have an over collection of 192.86%
 - No Police Clearance Fee was collected for 2022 due to release of National Police Clearance facilitated by the Philippine National Police
 - Mr. Cupiado inquired Pltcol. Calaluan if they will allow the Treasury Office to collect Fees for Local Police Clearance.
Pltcol Calaluan replied that local clearances don't exist anymore, all clearances were now national.
 - Collection Efficiency – 7.67%



Mr. Ace Bryan A. Alimurong
MGADH I
Presenter of Accounting and Internal Auditing Services, Compliance to COA AOM



Mr. Plaridel S. Cupiado
Municipal Treasurer
Presenter of Collection and Disbursement Services.





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- Comparative 5 Year collection
 - 2018 – Php 49,715,824.77
 - 2019 – Php 52,569,766.80
 - 2020 – Php 51,578,499.90
 - 2021 – Php 47,207,629.86
 - 2022 – Php 50,474,671.66
- Local Revenue Income Growth
 - 2019 – 5.74% increase
 - 2020 – 1.89% decrease
 - 2021 – 8.47% decrease
 - 2022 – 6.92% increase
- Revenue Generation Program
 - Enhanced Integrated Taxation System (Enhanced iTAX System)
 - Launching of LandBank Link.Biz Portal
 - Tax on Wheels
 - Serbisyo Caravan
 - Enhanced Revenue Generation Program
 - Field Administration
 - Notice of Delinquencies Distribution
 - Registration and Branding of Large Cattle
 - Inspection of Fuel Machine
 - Verification and Closing of Business Establishment

CMCI Ranking and Ease of Doing Business

Presenter: Mr. Edwin C. Miciano

➤ Pinamalayan Ranking (CMCI)

2020 – Rank 98

2021 – Rank 126

2022 – Rank 127

No. of Establishment Owned by Women

2021 – 1,261

2022 – 1,301

Business Tax Collection

2021 – Php 21,80,812.48

2022 – Php 23,412,555.27

- #### ➤ BPLO Pinamalayan was the sole nominee in Oriental Mindoro for best ICT practices for having the one-stop shop through-out the year.



Mr. Edwin C. Miciano
MGDH I - BPLO
Presenter of Cities and Municipalities
Competitiveness Index (CMCI) Ranking and Ease
of Doing Business

Inventory of LGU Properties

Presenter: Mr. Rone B. Madrid, Administrative Officer IV/OIC-GSO

➤ Properties as of December 2022

- Buildings – 26
 - Total Number of Buildings Insured – 8
 - With Assessment – 1
 - For inspection and assessment – 17
- Motor Vehicles – 77
 - Insured - 74
- Heavy Equipment – 23
 - Insured – 22

- Mr. Madrid requested funding for One-Time Cleansing of the LGU properties.



Mr. Rone B. Madrid
Administrative Officer IV / OIC-GSO
Presenter of Inventory of LGU Properties

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Local Government Procurement Process and Civil Registration Process, Records and System

Presenter: Mr. Enrique N. Mocling, MGADH I/OIC MCR/BAC Secretariat

- Suppliers Registered in the List of Registry of Qualified Suppliers – 97
- Approved Purchase Requests – 2,031
- Projects successfully bidden – 65
- Resolutions Prepared – 190
- Meeting Conducted – 85
- Registered Supplier – 149



Mr. Enrique N. Mocling
MGADH-I / OIC- MCR / BAC Secretariat
Presenter of Local Government Procurement
Process and Civil Registration Process,
Records, and System.

Civil Registration Process, Records and System FY 2022

- Registered Certificate of Live Birth – 2,926
- Registered Certificate of Death – 734
- Registered Certificate of Marriage – 352
- Registered Legal Instruments – 1,663
- Registered Application for Marriage License - 268
- Registered Court Order Decree - 32
- Processed Petitions – 126
- PhilSys Birth Registration Assistance Program (PBRAP)
- PhilSys Registered – 21,224



Engr. Roy C. Lucban
Zoning Officer III
Presenter of Zoning Administration

Zoning Administration

Presenter: Engr. Roy C. Lucban, Zoning Officer III

- Number of Documents Issued – 2,120
- Revenue Generated – Php 445,18.05
- Existing Land Use 28,226.00 ha
- Status of Light and Heavy Equipment
 - Serviceable – 9
 - Under Repair – 2

Real Property Appraisal and Municipal Land banking Project

Presenter: Mr. Carlito M. Mejico, Municipal Assessor

- Real Property Assessed Value
 - RP Assessed Value as of Dec. 31, 2022 – Php 1,551,112,020.00
- Comparative Performance Against the Target
 - RP Assessed Value as of Dec. 2022 - Php 1,551, 112.020.00
 - Rating of Achievement against the Target – 97.38%
 - Total Deficiency against the target - Php (41,670,080.00)
 - Rating of Deficiency against the target - (2.62%)
- Activities for 2022
 - Ocular Inspection for Landbanking



Mr. Carlito M. Mejico
Municipal Assessor
Presenter of Real Property Appraisal and
Assessment Operations and Municipal Land
banking Project

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- Ocular Inspection for Proposed Brgy. Project
- Appraisal Committee Meeting
- Land Titling Brgy. Wawa
- Property Verification

✚ Development Planning and Coordination Services

Presenter: EnP. Orlex H. Marayan, Development Management Officer IV/ Asst. to the MPDC

➤ Outcome A:

- Statistical Products and Database Services
- Policy Advice and Technical Assistance
- Development Management and Coordination
- Development Planning and Investment Programming
- Development Monitoring and Evaluation
- Special Project: Community eCenter

➤ Outcome B:

- Empowered Management – Support Organization Through Leadership, Strategic Linkages, Capacity Building and Innovation



EnP. Orlex H. Marayan
Development Management Officer IV
Presenter of Development Planning and
Coordination Services

✚ Tech4Ed Center/Community eCenter Project

Presenter: Mr. Edcel M. Marmol, Administrative Aide IV

- Transition to Tech4ED Program
- Tech4ED Pinamalayan
- Existing Organizational Chart
- Offered Services
 - Digital/ Computer Services
 - Hardware Servicing
 - Software Servicing
 - Local Area Network (LAN) Installation
 - eTechnology Education
 - Other eServices
 - SIM Card Registration



Mr. Edcel M. Marmol
Tech4ED Center Manager
Presenter of Tech4ED Center / Community
eCenter Project

✚ Functionality of Local Special Bodies

Presenter: MR. Daniel Q. Fruelda, MGADH I/OIC-Municipal Administrator

- Peace and Order Council Performance Audit Profile
 - 2019 – 93.00% (Functional)
 - 2021 – 102.00% (Functional)
- Anti-Drug Abuse Council Performance Audit
 - 2021 – 95.50% (High Functional)
- Council on Anti-Trafficking and Violence Against Women and Children Functionality Assessment
 - 2021- 51.5%
- Local Council for the Protection of Children Functionality Assessment
 - 2022- 58.69% (Mature)



Mr. Daniel Q. Fruelda
MGADH I / OIC – Municipal Administrator
Presenter of Functionality of Local Special
Bodies





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CSO'S Accreditation, and Institutionalizing of People's Council

Presenter: Ms. Amelia L. Ramos, MLGOO VI

- DILG MC No. 2022-083
 - Subject: Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies
- Executive Order No.17-2022
 - Establishment of People's Council of Pinamalayan
 - Establishment of Civil Society Organization (CSO) Desk and designation of CSO Desk Officer in the Municipality of Pinamalayan
 - The CSO Desk shall co-locate at Business One-Stop Shop (BOSS) Office.
 - Mr. Aaron Achilles A. Abel is designated as the Civil Society Organization (CSO) Desk Officer



Ms. Amelia L. Ramos
MLGOO VI

Presenter of Functionality of Local Special Bodies and CSOs Accreditation, and Institutionalization of People's Council

DAY 1 Activities Ended (8:00PM)

DAY 2 / March 15, 2023 (Wednesday)

Host: Ms. Cecilia L. Kasilag, President of Local Council of Women, Social Development Sector Member.

Day 2 started with a Prayer, Energizer and Order of Business facilitated by followed by the recapitulation of previous day activities delivered by Dr. Ammafe D. Jarabe, Ed.D.

CONTINUATION OF PRESENTATION OF GOVERNANCE PERFORMANCE ASSESSMENT REPORTS/ STATUS (8:00AM)



Ms. Cecilia L. Kasilag
President, Local Council of Women
Host: Social Development Sector

Child-Friendly Local Government Audit (CFLGA) Report 2021

Presenter: Ms. Maricel M. Rodil, Social Welfare Officer III

- Child Friendly Local Government Audit Summary
 - Survival – 14.00
 - Development – 15.00
 - Protection -15.00
 - Participation – 15.00
 - Governance – 32.30
 - Total: 91.30
- Budget Allocation- 10% was required by the CFLGA, while the DILG only required 1%.



Ms. Maricel M. Rodil
Social Welfare Officer III

Presenter of Child-Friendly Local Governance Audit (CFLGA), Gender and Development (GAD) Plan, Budget, Monitoring System, Accomplishment Report and Database, Social Welfare Program, and DHSUD-Required Local Shelter Plan

Gad Plan, Budget, Monitoring System, Accomplishment Report and Database

- GAD Accomplishment Report
 - LGU Budget – Php 293,846,107.00
 - GAD Plan – Php 54,303,850.00
 - Accomplishment - Php 5,793,929.00

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Percentage – 1.06685%

- Gender Issue /GAD Mandates
Not funded - 16
- Attributed Programs
With Supplemental Budget – 1
Not Funded – 16

✚ Social Welfare Programs and Services

- Aids to Individual in Crisis Situation (AICS) – 1,215 cases
- Certifications – 130
- Issuance of Identification Cards – 107
 - Influx in the number of issued solo parent cards occurred during the 3rd quarter due to the signing of the Expanded Solo Parent Welfare Act.
- Special Cases – 75
 - Couple deciding child custody
 - Financial Support
- Operation of 24/7 Drop-in Center

✚ DHSUD Required Local Shelter Plan

- Issues/Concerns/Observations/Technical Findings
 - Lack of lot to resettle the informal settlers
 - Selling out of core housing units to other individuals

✚ Waste Disposal and Management System Program

Presenter: Engr. Angela Camille F. Samarita,
Administrative Officer IV/OIC-Municipal Environment
and Natural Resources Management Division
(MENRMD)



Engr. Angela Camille F. Samarita
Administrative Officer IV / OIC - MENRMD
Presenter of Environmental and Natural
Resources Management Program, Waste
Disposal and Management System Program,
and CCC-Required Local Climate Change
Action Plan

- Cleaning Services
12 sweepers are currently rendering services in
the municipality
- Garbage Collection Services
30 barangays with compliance on garbage
collection
- Sanitary Land-Fill Operations
 - 80% of the Sanitary Land-fill is being used
 - Proper maintenance of SLF was conducted
regularly
 - Daily operation on Sanitary Landfill includes waste segregation to recover residual
waste with potential for recycling, then disposal of segregated residual waste
 - Data collection of solid waste
 - Domestic waste has the highest collection amounting to 1.13 tons of residual
and 0.04 tons of biodegradable
- Material Recovery Facility (MRF) Operation
 - 403,077.50 kg. of biodegradable waste was collected during 2022
 - Only 2,312.50 kg. was the output soil enhancer due to insufficient personnel to divert
waste





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Ret. PA Lt Glenn M. Torres, Vice President of Barangay Fisheries and Aquatic Resources Management Council (BFARMC) suggested to use natural procedure in converting waste to produce organic soil enhancer.

Dr. Jarabe supported the idea and suggested to open the product to the market as an opportunity for income generation.

- Linis-Bayan Activity
- Solid Waste Management Plan
 - Enactment and approval of Local Ordinance RA 9003 “Ecological Solid Waste Management Ordinance”
 - Orientation on Solid Waste Management on schools and barangays
 - Basura violation issued -2021;4,2022;4
- Proper Waste Disposal Monitoring Process and Evaluation
 - Hon. Mauro P. Helera queried about the proper waste disposal monitoring process and evaluation of the MERMD.
 - Regarding monitoring of waste disposal, Engr. Samarita replied that monitoring and evaluation were facilitated through the frequency of the barangays request for garbage collection, further she admitted that they are lacking in the service area due to insufficient number of their personnel.
 - Ms.Cecilia Kasilag queried about recommendations regarding raised the concern regarding non-collection of their eco aide to the non-segregated garbage of households.
 - Engr. Samarita replied that barangays should provide awareness and further coordination with concerned households and establishments.
 - Dr. Jarabe expressed her concern of residents dumping their garbage at different schools.
 - Engr. replied that it shall be facilitated with concrete coordination between the barangay and schools.
 - Barangays who are not capacitated to collect garbage shall inform the MENRMD so needed assistance will be provided.
- Garbage Collection in the Municipal Market and Municipal Compound
 - Hon. Dunhill M. Delmo queried about the process of garbage collection in the Municipal Market and intervention for stray animals causing clutter of the collected garbage.
 - Engr. Samarita replied that the collection was facilitated by the MENRMD personnel.
 - Mayor Baldos recommended to revisit the ordinance regarding stray animals causing garbage clutter.
 - Upon review of ordinance for stray animals, the mayor recommended the usage of dog chips for proper identification of their owners to be held accountable to damages caused by their pets.
 - Mr. Madrid stated that stray dogs are also source of littered garbage collected within the municipal compound. He also suggested the proper observance of garbage collection schedule.
 - Mr. Fruelda suggested that MENRMD shall not accept unsegregated garbage from different offices.
 - Hon. Helera shared that in US, unsegregated garbages were ticketed and garbage collection of that household will not be facilitated until compliance.
 - Engr. Samarita replied that it had been done before, but community’s sanitation had suffered since households opt to dispose their garbage to public places instead of complying with the process.

Environment and Natural Resources Management

- Status of Project Implementation
 - Procurement of Environmental Machineries

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- Procurement of 2 units mini-dump truck was transferred to Motorpool due to lack of driver
- Concrete septic vault for hazardous waste for Covid related
- Procurement of Mini-Bulldozer was not procured due to lack of funds

Local Climate Change Action Plan (LCCAP)

- Creation of LCCAP Core Team created through EO 07-2022, effective on June 1, 2022
- Training Workshop on the Formulation of Enhanced LCCAP of LGU conducted on October 23-28, 2023
- Meetings on the Formulation of LCCAP conducted on November 14, 23, 2022 and February 7, 2023.

Youth and Sports Development

- 2022 Fund Utilization
 - LYDO utilized 89.93% of fund allocated

Local Youth Development Plan (LYDP)

- Submitted on February 15, 2023

Comprehensive Barangay Youth Development Plan (CBYDP) And Annual Barangay Youth Investment Program (ABYIP)

- Reviewed 29 CBYDP and ABYDP
- Activities
 - Leadership Academy
 - Linggo ng Kabataan Celebration
 - Ten Outstanding Young Pinamaleños
 - Personality Development and Job Employability Program
 - SK Anti-Drug Summit
 - Kaligtasan ng Kababaihan Seminar
 - Inter-School Spots Development (PSCAA)
 - Mayor Baldos suggested the inclusion activity concerning entrepreneurship
 - Mr. Delos Santos replied that it was included in their plan under LEDIPO.



Mr. John Dave M. Delos Santos
Executive Assistant II
Presenter of Youth and Sports Development, Local Youth Development Plan (LYDP), Comprehensive Barangay Youth Development Plan (CBYDP), Annual Barangay Youth Investment Program (ABYIP), and Economic Development and Investment Promotion

Economic Development and Investment Promotion

Presenter: Mr. John Dave M. Delos Santos, Executive Assistant II

- Accomplishments
 - Power Summit Power Forum
 - Ordinance Establishing and Regulating a Night Market
- Mr. Delos Santos requested the updating of Local Investment Code by the Sangguniang Bayan.
- Mayor Baldos directed to ensure that one individual or family shall own only one business in the night market. Validation of number of ownerships was directed before the issuance of permits
- Mr. Madrid raised his concerns on vendors still operating in the vicinity of Burgos Street.
 - Mr. Delos Santos informed him that said vendors were moved to Jaena Street.



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- Due to the fact that the food stands inside the municipal park are becoming an eyesore, Mayor Baldos ordered their removal and helped arrange the transfer of the remaining vendors.
- Mr. Miciano raised concern regarding ambulant vendors in front of the municipal compound
- Mr. Madrid also raised the improper waste disposal of vendors conducting business inside the park.
 - Mr. Delos Santos replied that a draft ordinance to manage both their concerns was already submitted to the Administrator's Office. Said ordinance will contain identified area where they are allowed to sell for regulation of Barangay Tanod and Philippine National Police.
 - Mr. Fruelda replied that it was still subject for further review.
- Hon. Hernandez queried about the specific venue for night market vendors.
 - Mr. Delos Santo replied that identification will be facilitated within the month of March
- Mr. Madrid informed that night market stalls hinder the accessibility to the multi-purpose court.
 - Mr. Delos Santos replied that mentioned stalls were movable

✚ State of Formal and Non-Formal Education and Special Education Fund (SEF) Program

Presenter: Dr. Ammafe D. Jarabe, Ed.D., DepEd Public Schools District Supervisor

- Special Education Fund Actual Expenses and Status
 - Fund for Tagis Galing was realigned through resolution for medical expenses and volunteer teachers
 - Engr. Masculino clarified that electricity of the Municipal Engineering Office was not connected to the Community Learning Center
 - Insufficient balance in the electric expenses of the learning center due to additional connection of COMELEC was compensated by budget allotted for supplies.
- Dr. Jarabe requested for the bi-monthly conduct of MSB meeting.
 - Ms. Ramos answered that the justification should be either Covid-19 or calamity related.
- Membership of the member of Retired Teacher Organization to Local School Board Members is considered since there were no other CSOs with related function.



Dr. Ammafe D. Jarabe, Ed.D.
DepEd Public Schools District Supervisor
Presenter of State of Non-Formal Education, and Special Education Fund (SEF) Program



Engr. Rhea Ann C. Dimaculangan
Engineer III
Presenter of Public Works and Infrastructure Re: Project Status of Locally Funded Projects (GF, 20% DF), Project Status of LGSF Projects, Project Status of LBP Loan-Funded Projects, and Philippine Rural Development Project (PRDP), Road Clearing Monitoring Operations Status Report, and Building Code Enforcement

✚ Public Works and Infrastructure

Presenter: Engr. Rhea Ann C. Dimaculangan, Engineer III

- Project Status
 - Completed Projects in 2022 – 46



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- On-Going Projects – 20
- Philippine Rural Development Project
 - The Philippine Rural Development Project (PRDP) MIMAROPA Regional Project Coordination Office issued NO OBJECTION LETTER 1 (NOL1) for the conduct of procurement works of the following projects:
 - Construction of Pinamalayan Slaughter House (AA)
 - actual accomplishment of 34.76% and billing amounting of Php 17,295,210.51 as of December 15,2022
 - it has an accomplishment of 47% in total as of February 14, 2023
 - Opening and Concreting of Sitio Taberna, Brgy. Sta. Isabel Farm to Market Road
 - actual accomplishment of 36.951% and billing amounting of Php 18,396,706.48 as of December 15, 2022
 - has an accomplishment of 47% in total as of February 14,2023

✚ Road Clearing Monitoring Operations Status Report

- Excavation and Concreting of Potholes and Remains of Cut Trees
- Stockpile / Construction Debris
- Illegally parked vehicles
- Garbage Disposal

✚ Building Code Enforcement

- Number of Building Permits Issued in Year 2022 – 75 (Php 593,997.88)
- Number of Occupancy Permits Issued in Year 2022 – 43 (Php 112,226.66)
- Number of Fencing Permits Issued in Year 2022 – 7 (Php 10,341.13)
- Number of Excavation Permits Issued in Year 2022 – 4 (59,892.00)
- Number of Notice of Illegal Construction Issued in Year 2022 – 5
- Issuance of Annual Building Inspection
 - 2019 – 1507
 - 2020 – 1615
 - 2021 – 1839
 - 2022 – 1959
 - 2023 (January-February 17) – 1,470

✚ Agriculture, Live Stock Production and Fisheries Program

Presenter: Mr. Rodel L. Pompa, Senior Agriculturist

- Crop Production
- LGU Inbred Seed Intervention – 213 bags distributed
- Rice Average Production by Dry Season and Dry Season
 - Top producing barangays
 - Sta. Rita
 - Marfrancisco
 - Pest and Diseases Prevention and Control
 - Rice Black Bug Monitoring and Light Trapping Monitoring



Mr. Rodel M. Pompa
Senior Agriculturist
Presenter of Agriculture, Livestock and Fisheries Program, African Swine Fever (ASF) Prevention and Control, Coastal Resource Management, and State of Marine Protected Areas





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- LGU Vegetable Seed - 395,333
- LGU Fruit Tree Planting – 608,750
- Vegetable Production - 392.58 mt
- Fruit Production – 4,510.64 mt
- Livestock Production
 - Total number of dispersals – 255 animals
- Animal Disease Monitoring and Prevention Campaign
 - Total number of dogs vaccinated – 4,972
- Establishment of Fish Aggregating Devices
- Municipal Fishing Vessel Registration - 224 boats registered amounting to a collection Php 77,306.00
- Issued Auxiliary Invoice - 59 boxes amounting to Php 590.00

Marine Protected Area

Presenter: Mr. Rodel L. Pompa, Senior Agriculturist

- Sea Turtle Nesting in Lumambayan
 - Mr. Mejico inquired if the Lumambayan Sea Turtle Nesting Area was officially declared as sanctuary for inclusion in tax declaration.
 - Mr. Villacrusis replied that it was not yet declared, but will appeal for the support of the Sangguaniang Bayan for the feasibility of the area to be declared as sanctuary.
 - Hon. Zamora inquired if the Municipal Agriculture Office have data and programs regarding fish ponds.
 - Mr. Pompa replied that there is an existing data and interventions were proposed in the AIP but not yet funded
 - Mr. Villacrusis then informed that fund provided by Bottom-up Budgeting Program were used for procurement of fingerlings
 - The intervention offered by MAgO was their endorsement to BFAR of persons interested in establishing a fishpond for suitable support.
 - Hon. Hernandez queried if fishpond owners register their land as fishpond in the land classification
 - Mr. Villacrusis replied that fish ponds were registered with their office and classification of the land will remain as agricultural.
 - Municipal Health Officer, Dr. Niña Kristinne L. Punzalan, asked Mr. Villacrusis if the Municipality has an existing ordinance imposing penalties on damage/s to marine protected area/fish sanctuaries affected by oil spill and other man-made disasters.
 - Mr. Villacrusis replied that no ordinance exists yet.
 - Dr. Punzalan then suggested to craft such ordinance in consideration of the current situation of the municipality as one of the areas affected by the oil spill.

Local Economic Enterprise

Presenter: Mr. Alan Michael V. Ansaldo, AO V/OIC- Market Supervisor V

- Market Operations
 - 2022 Accomplishments
 - Replacement of Tiles and Repainting of Tables in the Fish and Meat Section
 - Repair and Replacement of the Water System at the Fish Section
 - Partial installation of Acrylic Glass Barrier
 - Income Statement (January – December 2022)
 - Cash Tickets - 2,126,607.00
 - Stall Rental- 4,175,733.24
 - Fines and Penalties – 564,531.00
 - Miscellaneous – 74, 880.00



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- Comparative Income Statement
 - the department exceeded its target collection during the years 2021 and 2022
- Status of Appropriations, Allotments and Obligation
 - Appropriation – 6,564,465
 - Allotment – 6,564,465
 - Obligation – 6,348,228.56
 - Unobligated – 216, 236.44
- Slaughterhouse Operations
 - Total Income for 2022: 348,0001.9
 - Percentage distribution of 2022 Annual Income as to Receipt Type
 - 2022 Report of Revenue and Receipts
 - actual collection 3, 480, 001.92 (under collection of 519,998.08)
 - Comparative Income Statement (2022-2025) during 2019 and 2020 the department exceeded their target income
 - Quantity of Slaughtered Animals (2014-2022)
 - Percentage Change:
 - Cattle – 2.38% decrease
 - Carabao – 17.22% increase
 - Hog – 15.41% increase
 - Chicken – 19.79% decrease
 - Status of Appropriations, Allotments and Obligation
 - Appropriation – 4,000,000
 - Allotment – 3,375,393
 - Obligation - 276,6795.09
 - Unobligated – 587, 597.91



Mr. Alan Michael V. Ansaldo
Administrative Officer V / OIC-Market Supervisor V
Presenter of Local Economic Enterprises under Market Operations and Slaughterhouse Operations

✚ Tourism, History Culture and Arts Program

Presenter: Mr. Randy S. Rodil, Tourism Operations Officer I

- Total Number of Accommodation Establishments - 30
- Total Number of Tourist Attractions – 211
- Total Number of DOT-Accredited Enterprises 2022 – 3
- Overnight Guest for 2022 – 19,947
- Day Tour Guest for 2022 – 14,890
- Hon. Hernandez queried the absence of recorded tourist guest for Cawacawa Falls.
 - Mr. Rodil replied that it was due to the non-existent organization in the area to facilitate said tourist spot, thus training of personnel to update record in the TourLista App where number of guests was generated cannot be conducted.
 - Another concern raised by Hon. Hernandez was also the absence of recorded tourist guest for Ranzo Fish Sanctuary.



Mr. Randy S. Rodil
Tourism Operations Officer I
Presenter of Tourism, History, Culture and Arts Program





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- Mr. Rodil replied that it was due to frequent change of members, thus recording of guest arrival cannot also be facilitated.
- Further, Hon. Hernandez queried what action should be taken to promote tourism in the said sanctuary.
- Mr. Villacrusis answered since it was under their jurisdiction being a sanctuary, he informed that due to the ordinance declaring the location as a sanctuary, human activities were prohibited.
- Hon. Zamora suggested to amend the current resolution to allow live tourism in the sanctuary.
- With further analysis of the existing resolution, Mayor Baldos recommended the creation of new resolution and not amendment, a resolution declaring the Ranzo sanctuary as a diving site and where other tourist activities can be conducted but still with restrictions.

✚ Labor, Employment and Special Concerns

Presenter: EnP. Ricardo A. Lim, Special Concerns Focal

- Government Internship Program (GIP)
 - Recruited interns by the LGU
 - DOLE Fund – 3
 - Cong. Umali Fund – 10
- Special Program for the Employment of Students (SPES)
 - 60% of salaries was shouldered by the Municipal Government and 40% by the DOLE
 - First Batch -10 students
 - Second Batch – 10 students
- Tulong Panghanapbuhay para sa Ating Disadvantaged/Displaced Workers (TUPAD) Program



EnP. Ricardo A. Lim
Special Concerns Focal / Assistant MPDC
Presenter of Labor, Employment, and Special Concerns

The SCO provides 10 equal slots for each barangay for the TUPAD Program which helps not only the displaced/disadvantaged workers but less privilege individuals as well.

Assistance to OFW Workers

The office provided assistance in resolving issues to well documented OFWs.

✚ Disaster Risk Reduction and Management Program

Presenter: Mr. Marlo C. Rosales, MGDHI-LDRRMO

- Disaster Accidents by Location, Nature and Frequency for the past 2 Years
 - Vehicular Accidents
 - 2022 – 74
 - 2021 – 102
 - 2022 – 186
 - January – December 2022
 - Vehicular/Non-Vehicular Accidents Responded - 187 accidents
 - Emergency/Medical Assistance – 219
- Prevention and Mitigation
 - Installation of Flood Markers



Mr. Marlo C. Rosales
MGDH I - LDRRMO
Presenter of Disaster Risk Reduction and Management Program, and Gawad KALASAG

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- Training Attended
 - Basic Life Support and First Aid Training
 - Basic Life Training – For Facilitator
 - Standard First Aid Technique Training – For Facilitator
 - 2 Standard First Aid Technique and Basic Life Support (SFAT-BLS)
- 2022 Seal of Good Local Governance Processed Data
 - Disaster Preparedness – Green (met criteria)
- Gawad Kalasag Seal for LDRRMCO National Assessment Result
 - Structure– 2.6
 - Competency– 2.1
 - Management System – 1.3
 - Enabling Policies – 3.0
 - Knowledge Management and Advocacy – 2.0
 - Partnership and Participation – 3.0
 - No MOV was provided for the Consolidation of Local Disaster Risk Information Indicator
 - *Adjectival Rating – 2.34 (Fully Compliant)*
- Municipality of Pinamalayan Gawad KALASAG Seal Awardee – Received on December 7, 2022 at Manila Hotel, Metro Manila.

✚ **Project Monitoring Assessment (Project Monitoring Committee)**

Presenter: Mr. Daniel Q. Fruelda, MGAGH I, PMC Chairperson

- Reorganization
- Meetings
- Plans
- Trainings
- Reports
- Fieldworks
- Findings and Recommendations
- Project Inspection
 - Number of projects Inspected/ Monitored - 35
- Functionality
 - Organization – 5
 - Training – 5
 - Planning – 5
 - Implementation and Reporting
 - Quarterly Meetings - 4
 - Monitoring Visits/Field Implementation - 5
- Total Score: 24 points
- Functionality Description: High Functionality



Mr. Daniel Q. Fruelda
PMT Chairperson
Presenter of Project Monitoring and
Assessment (Project Monitoring Committee)

✚ **Peace and Order and Public Safety**

Presenter: Pltcol Juan D. Calaluan, Chief of Police, PMPS and Insp Benjamin H Navarro, Municipal Fire Marshall

- Law Enforcement, Crime Prevention and Maintenance of Peace and Order
 - Personnel Complement
 - Police to Population Ratio - 1:1,370
 - Police to Land Ratio - 1: 428. 27
 - Mayor Baldos inquired what is the ideal ratio of police personnel to land ratio.

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– Pltcol. Calaluan replied that it was 1:500

- Comparative Crime Statistics (2021 vs 2022)
 - Total Crime Incident increased by 18.70%
 - Peace and Order Index increased by 14
 - Public Safety Index increased by 9
 - Safety Indicator Crime Rate increased by .9%
- Operational Accomplishments (Jan To December 2022)
 - Campaign against Loose Firearms – 82
 - Campaign against wanted Persons – 41
 - Campaign against Illegal Drugs – 21
- Deployment of Personnel
 - 4 standby points and 4 limited deployment of beat patrol
- Capability to Move, Shoot, Communicate
- Law Enforcement, Crime Prevention and Maintenance of Peace and Order
 - Action against Violation of RA 9165, PD 162, PD 449,
 - PNP Checkpoint
 - Oplan Bakal/Oplan Sita
 - Mobile Patrolling
 - Police Presence/Visibility
 - Oplan Bandillo
- Drug Clearing Program
 - Recovery and Wellness Program
 - Lecture on RA 9165: Comprehensive Dangerous Drugs Act of 2002
 - Livelihood Program
- Fire Protection Services – presented by Personnel Total Strength
 - 2 Firetrucks
 - 19 Personnel
 - 14 Mandatory Trainings attended
- Excellence as an Income Generating Agency
 - Fire Code Fees Collection
2020 – Php 1,572,780.24
2021 – Php 1,853,420
2022 – Php 1,846,103.1
- Working on the Double: Fire Safety Enforcement Section
 - Inspected 2,817 establishments
- Fire Incident Report of 2022
 - Fire Incidents – 6
- Acquisition of the 100sqm Lot Extension Donation
- Strengthening and Increasing the Security Measures
- Commendations/ Awards



PLTCOL Juan D. Calaluan
Chief of Police, PMPS
Presenter of Peace and Order and Public Safety for Law Enforcement, Crime Prevention and Maintenance of Peace and Order, and Drug Clearing Program



Insp. Benjamin H. Navarro
Municipal Fire Marshall
Presenter of Peace and Order and Public Safety for Fire Protection Services





MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

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PRESENTATION OF HIGHLIGHTS OF ACCOMPLISHMENT AND PERFORMANCE EVALUATION AND COMPETENCY ASSESSMENT BY SECTOR (1:00PM)

- AAPA Matrix 1: Program Project Status PY 2022
- AAPA Matrix 2: Organizational Competency – Strengths and Weakness Analysis Self-Assessment Matrix PY 2022
 - Self-Rating (Individual Office as Ratee-Rater)
 - Agency Rating (Municipal Government as Ratee)

Sectoral presentations were presented as follows:

- ❖ General Public Services Sector – presented by Mr. Daniel Q. Fruelda, MGADH I/OIC-Municipal Administrator and GPSS Sector Chairperson.
- ❖ Social Development Sector – presented by Dr. Marc Jayson Castro, Municipal Rural Health Physician, SDS Member
- ❖ Economic Development Sector – presented by Engr. Manolito E. Masculino, EDS Sector Chairperson
- ❖ Other Services Sector – Ms. Zaida D. Miciano, Municipal Budget Officer, OSS Sector Chairperson



Mr. Daniel Q. Fruelda
MGADH I / General Public Services Sector
Chairperson
Presenter of Highlights of Accomplishments for
General Public Services Sector



Dr. Marc Jayson F. Castro
Rural Health Physician / Social Development
Sector Representative
Presenter of Highlights of Accomplishments for
Social Development Sector



Engr. Manolito E. Masculino
Municipal Engineer / Economic Development
Sector Chairperson
Presenter of Highlights of Accomplishments for
Economic Development Sector



Ms. Zaida D. Miciano
Municipal Budget Officer / Other Services
Sector Chairperson
Presenter of Highlights of Accomplishments
for Other Services Sector

✚ Open Forum and Critiquing in Plenary: Observations, Findings and Recommendation

- CCTV Installation in Strategic Area
 - Mr. Fruelda inquired if the fund for its installation was still available
 - Ms. Miciano confirmed that it is still available.
 - Mr. Fruelda then proposed to install the CCTV in the new Emergency Operation Center
- Fishing Closing Season
 - Ret. 2nd Lt Glenn M. Torres, Vice President of Barangay Fisheries and Aquatic Resources Management Council (BFARMC) inquired the cause of sudden declaration of close season for fishing leaving the fisherfolks with insufficient time to prepare.



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- Mr. Danny Villacrusis responded that the Pinamalayan fishing season's end was not unexpected because it had been observed for a long time, supported by an ordinance from 2017. Further, names of 80 identified fisherfolks that will be affected were already submitted to the province for a request of assistance
- Mr. Torres suggested that the government shall provide alternative means of living for the fisherfolks months before the declaration of the closing season.
- Mr. Villacrusis, informed him that what the government provided was fishing equipment and available fishing area so that the fisher folks may continue to fish legally even after the end of fishing season.

OPEN FORUM AND CRITIQUING OBSERVATIONS, FINDINGS AND RECOMMENDATION



MS. GRACE EUNICE F. FABELLA
Municipal Social Welfare and Development
Officer/SD Sector Chairperson



MS. ZAIDA D. MICIANO
Municipal Budget Officer/OSS Sector
Chairperson



MS. AMELIA L. RAMOS
Municipal Local Government Operations
Officer VI



MR. DANIEL Q. FRUELDA
OIC-Municipal Administrator/GPS Sector
Chairperson



HON. ARISTEO APASAN BALDOS, Jr.
Municipal Mayor



ENGR. MANOLITO E. MASCULINO
Municipal Engineer/ED Sector Chairperson



PLTCOL. JUAN D. CALALUAN
Chief of Police, Pinamalayan Municipal
Police Station



HON. NAPOLEON M. MANGARING
SB Member



MR. ENRIQUE N. MOCLING
OIC-Municipal Civil Registrar



HON. RIO S. MERCENE
SB Member

DAY 2 Activities Ended (8:00PM)



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DAY 3 / March 16, 2023 (Thursday)

Host: Mr. Randy S. Rodil, Tourism Operations Officer I,
Economic Development Sector Member

Day 3 was started by a prayer, followed by an energizer and order of business hosted by from Economic Development Sector, then recapitulation of the previous day's activity delivered by Engr. Angela Camille F. Samarita.



Mr. Randy S. Rodil
Tourism Operations Officer I
Host: Economic Development Sector

PRESENTATION OF DRAFT 2022 AGENCY ANNUAL ACCOMPLISHMENT REPORT (8:15AM)

✚ Introduction and Executive Summary

Presenter: Ms. Princess Eunice L. Del Valle, PDO I,
AMT Member



Ms. Princess Eunice L. Del Valle
Project Development Office I
Presenter of Draft 2022 Agency Annual
Accomplishment Report: Introduction and Executive
Summary

✚ Presentation of Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations

- ❖ General Public Services Sector – presented by Mr. Daniel Q. Fruelda, MGADH I/OIC-Municipal Administrator and GPSS Sector Chairperson.
- ❖ Social Development Sector – presented by Dr. Niña Kristinne L. Punzalan, Municipal Health Officer, SDS Sector Secretary
- ❖ Economic Development Sector – presented by Eng. Manolito E. Masculino, Municipal Engineer, EDS Chairperson
- ❖ Other Services Sector – presented by Ms. Zaida D. Miciano, Municipal Budget Officer, OSS Chairperson and Mr. Marlo C. Rosales, MDRMO and OSS Secretary.



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
Presenter of GPS Sector Narrative Report and
Highlights of Sector Accomplishments including
Sectoral and Cross-Sectoral Findings and
Recommendations



Dr. Niña Kristinne L. Punzalan
Social Development Sector Secretary
Presenter of SDS Sector Narrative Report and
Highlights of Sector Accomplishments including
Sectoral and Cross-Sectoral Findings and
Recommendations





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Engr. Manolito E. Masculino
Economic Development Sector Chairperson
Presenter of EDS Sector Narrative Report and
Highlights of Sector Accomplishments including
Sectoral and Cross-Sectoral Findings and
Recommendations



Ms. Zaida D. Miciano
Other Services Sector Chairperson
Presenter of OSS Sector Narrative Report



Mr. Mario C. Rosales
Other Services Sector Secretary
Presenter of OSS Sector Highlights of Sector
Accomplishments including Sectoral and Cross-Sectoral
Findings and Recommendations

✚ Open Forum and Critiquing in Plenary: Observations, Findings and Recommendation

- 20% Barangay Development Fund
 - Mr. Fruelda informed that the municipality is planning to release the fund to the barangays without waiting for their approved Annual Budget to prevent the non-utilization of the fund that greatly affects the municipality's assessment rating due to non-compliance of barangays to the timely submission of their Annual Investment Plan and Annual Budget.
 - He recommended the proper identification of the barangay projects that can be solely completed with the 20% fund.
- Licensing of the Municipality's Laboratory
 - Dr. Punzalan shared that the Department of Health will be the one to provide the Program of Work in the construction of the laboratory for the consistent compliance with the required design and structure.
- Construction of Legislative Building
 - Hon. Zamora, inquired about the status of the construction of new building for the Office of the Vice-Mayor and Sangguniang Bayan.
 - Mr. Fruelda replied that they will find additional funds to the current amount available to facilitate a one-time construction of the building.
 - Ms. Ana Liza S. Mahaguay Legislative Staff Officer I, informed that the building was already visited by the architect and needed changes were added.
 - Ms. Miciano informed that original proposal for the construction of the building was granted
- Non-functional and Unsanitary comfort room in the Municipal Compound and Park
 - Engr. Masculino informed that comfort room at the eBOSS needed rehabilitation.
 - Mr. Miciano and EnP. Lim proposed the construction of functional public toilet within the compound.
 - Mr. Fruelda answered that new public toilet were included in the construction of the new municipal building.
 - Hon. Zamora raised the concern of closed public toilets especially during events in the municipal park.
 - Mr. Madrid informed that the only available comfort room during the evening were those located near the multi-purpose hall due to lack of personnel to maintain those located near the Tourism Office.





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- Hon. Zamora suggested the addition of personnel to manage the comfort rooms and the creation of ordinance to impose fees in using such to generate income that will help with its maintenance.
- Mr. Villacrusis expressed his concern on the vehicles at the back of municipal compound that were also used as toilet by municipal personnel and the public.
- Land Reclassification
 - Mr. Villacrusis seek advice from Mr. Fruelda of what action to be taken regarding the request of former mayor Angelo Saulong about land reclassification due to changes in the process of issuance of certification.
 - Mr. Fruelda advised him to update the requesting party that further coordination is still being facilitated regarding the new letter issued by the Department of Agriculture, until a final decision is made during meeting with Department of Human Settlement and Urban Development (DHSUD).
- Additional PPEs for GSO and MENRMD personnel
 - Dr. Punzalan recommended the additional provision of PPEs for GSO and MENRMD personnel since most of them were always requesting from the Municipal Health Office
 - Mr. Madrid answered that their PPEs were provided to his personnel.
 - Engr. Samarita admitted that there is an allocation for the PPEs but it was not enough.
- Overtime Pay for MDRRMO Personnel
 - Mr. Rosales requested for the initiative of the Sangguniang Bayan members for the formulation of the ordinance.
- Creation of Agricultural Biosystem Engineer Position
 - Ms. Miciano confirmed that the position was already created and funded in the approved Annual Budget 2023 under the Municipal Agriculture's Office.
 - Mr. Villacrusis queried what actions are to be taken by their department to fill-up the mentioned position.
 - MPDC Toriano suggested to propose a recommendation to the Local Chief Executive.
 - Ms. Monsanto raised that on the proposed organizational structure in accordance with the devolved function, ABE position is designated in the division under the Mayor's Office.
 - After further discussion, Ms. Miciano informed that an updated legal provided that ABE position shall be designated under the Municipal Agriculture's Office.
- Creation of LEDIPO position under the Business Permits and Licenses Office.
 - Ms. Miciano informed that creation of the position was included in the 2023 AIP but was disallowed in the provincial level since it is not classified under plantilla positions mandatory for creation.
 - Considering the situation, Ms. Monsanto informed that to create the position despite the restriction a division for LEDIPO shall be created.
 - Ms. Ramos informed that designation of LEDIPO through an executive order is still allowed.
- Inclusion to SGLG the Integration of Barangay Business Clearance to eBPLS
 - Ms. Ramos informed that the cause of delay was the non-uniformity of barangay business clearance rates that will cause difficulties during its integration to the eBPLS. She further informed that revision of the barangays' revenue code must be facilitated first before issuance of DILG ordinance or certification allowing the BPLO to integrate the barangay business clearance into their system.
 - Ms. Ramos seek the assistance from Sangguniang Bayan in providing format of ordinance to serve as reference and uniformity in amending the barangay revenue code to apply uniform rate of barangay business clearance.





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- On the concern of Hon. Mangaring that rates of barangay clearance cannot be raised within five years from its creation, Mr. Miciano informed that it only applies to taxes and barangay business clearance were not classified as such but as fees and charges.
- Unmet gaps on SGLG requirements
 - In an effort to facilitate immediate coordination, early compliance, and the submission of necessary documents for review, Ms. Ramos informed the body that a group chat comprised of all responsible personnel concerned with SGLG matters had been established.
- Lack of Blood Letting Activities in the Barangay
 - Dr. Castro addressed the issue by informing the body that blood-letting activity in every barangay to be conducted per cluster was already scheduled on the month of April 17-19 that will cover all 37 barangays and same activity will be scheduled on the last quarter of the year if needed.
 - Mr. Torres queried if usage of blood donated were monitored and if monetary payment was necessary to avail donated blood.
 - Dr. Punzalan answered that once blood was donated to the provincial blood bank, it is no longer exclusively available only to the donating municipality since yearly blood consumption of the municipality exceeded the amount that it donated. Only blood screening process incurred payment.
 - Proposal for LGU funded blood screening was already submitted to the LCE for appropriate action was proposed by to the Municipal Mayor
- Acquisition of a lot for senior citizens, LCW, and PWD
 - Ms. Fabella informed that it will be included in the Social Welfare Compound identified in their AIP.
- Need of assistance from the Municipal Dental Clinic for regular dental check-up of learners
 - According to Dr. Punzalan, their dental team previously provided services to schools. This quarter, they concentrated on daycare pupils from all barangays, while elementary students are next.
- Lax Implementation of Pet Ownership
 - Mr. Villacrusis stated that if it is regarding ordinance, it shall be under the Mayor's Office.
 - Ms. Santos queried why OVM was identified as the concerned office when it concerns implementation
 - Ms. Ramos clarified that it was because the ordinance needed revision.
- Delays in the preparation of Program of Works
 - Engr. Masculino addressed the issue by claiming that the office's high production of POWs was causing delays owing to a lack of people, and that these delays may be anticipated until their office had enough personnel.
- Accumulated Styrofoam in the Sanitary Landfill
 - Engr. Samarita informed that they already turned-over a truck of Styrofoam to the Municipal Agriculture's Office to be used as *payao* for oil spill control
 - Styrofoam were shredded and used in their production of plastic bricks
 - Additional Styrofoam will be supplied to help manage the oil disaster, but their office will ask fishermen to donate or return any unused foam so it can be turned into plastic bricks.
 - Mr. Villacrusis thanked Engr. Samarita, but he is unable to guarantee the recovery of all the Styrofoam because a lot of it washed away in the sea.
- Improper Waste Disposal of the Vendors during Fiesta
 - Engr. Samarita informed that orientation to all vendors regarding proper waste disposal was already conducted.
 - MENRMD personnel were deployed within the vicinity to conduct monitoring, IEC and garbage collection.





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- Absence of office responsible in meat monitoring
 - Mr. Villacrusis said that this refers to cattle slaughtered outside the slaughter house as well as meat sold outside the market.
 - Hon. Mangaring reported that a law addressing the matter had already been passed and was in the process of being posted and put into effect.
- Non-regulation of traffic management in front of JMSMPS
 - Hon. Mangaring informed that the Traffic Management Code will address the identified issue.
 - Mr. Fruelda instructed to add proper implementation of Traffic Management Code
 - Creation Traffic Management Office is still subject to budget availability.
- EnP. Rosenio A, Toriano recommended the following:
 - Establishment of cross-sectoral responsibility in the implementation and status of PPAs that are interconnected
 - Inclusion and consideration of the sub-sector's Thematic Plans and Programs and its implementation status affecting the municipality's income-budget linkage
 - Formulation and identification of data driven PPAs
 - Consider investing in small-scale interventions that are economical to mitigate existing integral issues needing to be addressed.
- Ms. Ramos recommended the following:
 - Inclusion of basis of measurement in assessing the sector's performance
 - Use external benchmarking comparison to the national standards and internal benchmarking in comparison to the agency's performance of the previous years to assess whether the office/agency has achieved its
 - Sectors especially the social sector shall determine their gaps in their services
 - Prioritize identification of PPAs directly affecting improved public service
 - Use CBMS data as baseline to determine the state of poverty and effectivity of PPAs.

OPEN FORUM AND CRITIQUING OBSERVATIONS, FINDINGS, AND RECOMMENDATION



HON. ANJUNE A. ZAMORA
Sanaauniana Bavan Member



HON. ARISTEO A. BALDOS, Jr.
Municipal Mayor



MS. AMMAFE D. JARABE, Ed.D.
DepEd Public Schools District
Supervisor



MR. EDWIN C. MICIANO
MGDH I - BPLO



MR. DANNY S. VILLACRUSIS
Municipal Agriculturist



HON. RODOLFO M. MAGASINO
Municipal Vice-Mayor



ENGR. ANGELA CAMILLE F. SAMARITA
OIC-MENRMD/Environmental
Management Specialist I



MR. GLENN TORRES
Vice-Chairperson, MFARMC



MS. MIRASOL J. SANTOS
Secretary to the Sanggunian



MS. AMELIA L. RAMOS
Municipal Local Government
Operations Officer VI



HON. RIO S. MERCENE
Sangguniang Bayan Member





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- ✦ **Simultaneous Sectoral Workshop /Writeshop/Focus Group Discussion: Enhancement/ Adjustment of Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations. (1:00PM)**

GENERAL PUBLIC SERVICES SECTOR



SOCIAL DEVELOPMENT SECTOR



ECONOMIC DEVELOPMENT SECTOR





OTHER SERVICES SECTOR



- ✚ **Plenary Presentation of Enhanced Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations.**



Engr. Manolito E. Masculino
Economic Development Sector Chairperson
Presenter of Enhanced EDS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations



Ms. Zaida D. Miciano
Other Services Sector Chairperson
Presenter of Enhanced OSS Sector Narrative Report



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
Presenter of Enhanced GPS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations



Ms. Grace Eunice F. Fabella
Social Development Sector Chairperson
Presenter of Enhanced SDS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations

DAY 3 Activities Ended (7:30PM)



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DAY 4 / March 17, 2023 (Friday)

Commencing Day 4 of the Activity, Mr. Edison A. Delas Alas, Administrative Assistant VI, from the Other Services Sector facilitated the Prayer, Energizer, and Order of Business.



Mr. Edison Delas Alas
Administrative Assistant VI
Host: Other Services Sector

✦ Presentation of Action Planning Matrices by Sector (8:15AM)

- AAPA Matrix III: Action Plan (April – December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
Presenter of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Zaida D. Miciano
Other Services Sector Chairperson
Presenter of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Engr. Manolito E. Masculino
Economic Development Sector Chairperson
Presenter of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Grace Eunice F. Fabella
Social Development Sector Chairperson
Presenter of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024

✦ Open Forum and Critiquing in Plenary: Observations, Findings and Recommendations

- Engr. Masculino suggested the creation of Pinamalayan Chamber of Commerce
- Engr. Lucban suggested the creation of a division in the Engineering Office for material testing composed of civil or chemical engineers.
 - Engr. Masculino answered that it already exists in their current organizational structure.
- Ms. Monsanto raised the following concerns:
 - Absence of data about relevant statistics from the Department of Education
 - MHO's to conduct annual health check-up for municipal employees including laboratory test
 - Ms. Miciano informed that during the last GAD meeting, Mayor Baldos instructed to prioritize the procurement of equipment needed for the laboratory



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- Intent to request to take HRD Programs as separate program with separate funding.
 - Mr. Fruelda answered that they will address said concern.
- Request for vacant positions in the HRMO to be filled-up
- Ms. Ramos suggested the identification of programs for Persons Who Used Drugs (PWUDs).

OPEN FORUM AND CRITIQUING OBSERVATIONS, FINDINGS AND RECOMMENDATION



MS. AMMAFE D. JARABE, Ed. D.
DepEd Public Schools District Supervisor



MR. EDCEL L. MARMOL
Process Server/Tech4Ed Manager



MR. DANNY S. VILLACRUSIS
Municipal Agriculturist



MR. EDWIN C. MICIANO
MDGH I – Business Permits and Licensing Officer



ENGR. ROY C. LUCBAN
Zoning Officer III/Motorpool Supervisor



MR. AARON ACHILLES A. ABEL
Administrative Officer II



HON. DUNHILL MARCELO DELMO V
Sangguniang Bayan Member



MS. CECILIA L. KASILAG
President, Local Council for Women



MS. AMELIA L. RAMOS
Municipal Local Government Operations Officer VI



EnP. ROSENIO A. TORIANO
MGDH I-MPDC/Activity Management Focal



MS. NEMIA B. MONSANTO
MGDH I/Chief Administrative Officer/ HRMO



MR. ACE BRIAN A. ALIMURONG
MGADH I/Assistant Municipal Accountant



MR. DANIEL Q. FRUELDA
OIC - Municipal Administrator/MGADH



INSP BENJAMIN H. NAVARRO
Municipal Fire Marshall



HON. RODOLFO M. MAGSINO
Municipal Vice-Mayor





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Simultaneous Sectoral Workshop /Writeshop/Focus Group Discussion for the Enhancement/ Adjustment of Sectoral Action Planning Matrices

GENERAL PUBLIC SERVICES SECTOR



SOCIAL DEVELOPMENT SECTOR



ECONOMIC DEVELOPMENT SECTOR



OTHER SERVICES SECTOR





MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

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✚ Plenary Presentation of Enhanced Action Planning Matrices (1:00PM)



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
Presenter of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Grace Eunice F. Fabella
Social Development Sector Chairperson
Presenter of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Engr. Manolito E. Masculino
Economic Development Sector Chairperson
Presenter of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Zaida D. Miciano
Other Services Sector Chairperson
Presenter of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024

✚ Next Steps/Ways Forward, Synthesis of Workshop Proceedings and Workshop Evaluation and Closing Program (2:30PM)

Facilitated by: EnP. Rosenio A. Toriano, MPDC, Activity Management Team Head



EnP. Rosenio A. Toriano
MPDC/Activity Management Team Focal
Facilitated the Next Step/Ways Forward, Synthesis of the Workshop Proceedings, Workshop Evaluation and Closing Program

DAY 4 Activities Ended (3:00PM)



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MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNUAL AGENCY PERFORMANCE APPRAISAL (AAPA) OUTPUTS

RACING TOWARDS A SUSTAINABLE FUTURE



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



MATRIX 1: PROGRAM/PROJECT STATUS PY 2022

←←← RACING TOWARDS A SUSTAINABLE FUTURE →→→

**ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 1: SELF - ASSESSMENT MATRIX
Performance Year 2022**

**PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
GENERAL PUBLIC SERVICES SECTOR**

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
MUNICIPAL MAYOR'S OFFICE											
Salaries	A. January	A. December	A. 4,453,157.00	A. All necessary salaries paid	B. All necessary salaries paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 4,453,157.00								
Personnel Economic Relief Allowance (PERA)	A. January	A. December	A. 402,000.00	A. All PERA paid	B. All PERA paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 402,000.00								
Representation Allowance	A. January	A. December	A. 97,200.00	A. All Representation Allowance paid	B. All Representation Allowance paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 97,200.00								
Clothing/Uniform Allowance	A. January	A. December	A. 120,000.00	A. All Clothing/Uniform Allowance paid	B. All Clothing/Uniform Allowance paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 120,000.00								
Overtime Services	A. January	A. December	A. 622,017.95	A. All Overtime Services paid	B. All Overtime Services paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 622,017.95								
Year-End Bonus	A. January	A. December	A. 488,353.00	A. All Year-End Bonus paid	B. All Year-End Bonus paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 488,353.00								
Cash Gift	A. January	A. December	A. 108,000.00	A. All Cash Gift paid	B. All Cash Gift paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 108,000.00								
Other Bonuses & Allowance (Mid-year Bonus)	A. January	A. December	A. 322,386.00	A. All Other Bonuses & Allowance (Mid-year Bonus) paid	B. A. All Other Bonuses & Allowance (Mid-year Bonus) paid	GF			Not Applicable		Well-motivated employee
	B. January	B. December	B. 322,386.00								
Retirement and Life Insurance Premiums	A. January	A. December	A. 534,356.96	A. All Retirement and Life Insurance Premiums paid	B. All Retirement and Life Insurance Premiums paid	GF	Savings amounting to Php 0.44		Not Applicable		Well-motivated employee
	B. January	B. December	B. 534,356.52								
Pag-IBIG Contributions	A. January	A. December	A. 89,060.00	A. All Pag-IBIG Contributions paid	B. All Pag-IBIG Contributions paid	GF	Savings amounting to Php 0.58		Not Applicable		Well-motivated employee
	B. January	B. December	B. 89,059.42								
PHILHEALTH Contributions	A. January	A. December	A. 81,501.32	A. All PHILHEALTH Contributions paid	B. All PHILHEALTH Contributions paid	GF	Saving amounting to Php 1.12		Not Applicable		Well-motivated employee
	B. January	B. December	B. 81,500.20								
ECC Premiums	A. January	A. December	A. 20,106.00	A. All ECC Premiums paid	B. All ECC Premiums paid	GF	Saving amounting to Php 6.00		Not Applicable		Well-motivated employee
	B. January	B. December	B. 20,100.00								
Travelling Expenses	A. January	A. December	A. 455,000.00	A. All Travelling Expenses paid	B. All Travelling Expenses paid	GF	None		Not Applicable		Well-motivated employee
	B. January	B. December	B. 455,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Training Expenses	A. January	A. December	A. 268,500.00	A. All Training Expenses paid	B. All Training Expenses paid	GF	Saving amounting to Php 1,422.00		Not Applicable		Well-capacitated employee
	B. January	B. December	B. 267,078.00								
Office Supplies Expenses	A. January	A. December	A. 700,000.00	A. All Office Supplies Expenses paid	B. All Office Supplies Expenses paid	GF	Saving amounting to Php 43,446.00		Not Applicable		Enhanced public service delivery
	B. January	B. December	B. 656,554.00								
Fuel, Oil & Lubricants Expenses	A. January	A. December	A. 1,600,000.00	A. All Fuel, Oil & Lubricants Expenses paid	B. All Fuel, Oil & Lubricants Expenses paid	GF	Saving amounting to Php 98,167.31		Not Applicable		Timely delivery of and messengerial services
	B. January	B. December	B. 1,501,832.69								
Other Supplies and Materials Expenses	A. January	A. December	A. 350,000.00	A. All Other Supplies and Materials Expenses paid	B. All Other Supplies and Materials Expenses paid	GF	Saving amounting to Php 7,040.00		Not Applicable		Timely delivery of and messengerial services
	B. January	B. December	B. 342,960.00								
Water Expenses	A. January	A. December	A. 60,000.00	A. All Water Expenses paid	B. All Water Expenses paid	GF	Saving amounting to Php 26,590.00		Not Applicable		Well-motivated employee
	B. January	B. December	B. 33,410.00								
Postage & Courier Services	A. January	A. December	A. 500.00	A. All Postage & Courier Services paid	B. All Postage & Courier Services paid	GF	Saving amounting to Php 100.00		Not Applicable		
	B. January	B. December	B. 400.00								
Telephone Expenses	A. January	A. December	A. 160,000.00	A. All Telephone Expenses paid	B. All Telephone Expenses paid	GF	Saving amounting to Php 29,808.00		Not Applicable		Effective Linkaging and Coordination
	B. January	B. December	B. 130,192.00								
Internet Subscription Expenses	A. January	A. December	A. 80,000.00	A. Internet Subscription Expenses paid	B. Internet Subscription Expenses paid	GF	Saving amounting to Php 19,283.06		Not Applicable		Enhanced public service delivery
	B. January	B. December	B. 60,716.94								
Auditing Services	A. January	A. December	A. 200,000.00	A. All Auditing Services paid	B. All Auditing Services paid	GF	Saving amounting to Php 9,383.50		Not Applicable		
	B. January	B. December	B. 190,616.50								
Other Professional Services (Hon. Of National Officials)	A. January	A. December	A. 600,000.00	A. Other Professional Services (Hon. Of National Officials) paid	B. Other Professional Services (Hon. Of National Officials) paid	GF	Saving amounting to Php 69,000.00		Not Applicable		
	B. January	B. December	B. 531,000.00								
Repair & Maintenance - Office Equipment	A. January	A. December	A. 180,000.00	A. All Office Equipment repaired and maintained	B. All Office Equipment repaired and maintained	GF	Saving amounting to Php 49,280.96		Not Applicable		Well-maintained office equipment
	B. January	B. December	B. 130,719.04								
Repair & Maintenance - ICT Equipment	A. January	A. December	A. 20,000.00	A. All ICT Equipment repaired and maintained	B. All ICT Equipment repaired and maintained	GF	Saving amounting to Php 12,140.00		Not Applicable		Well-maintained ICT equipment
	B. January	B. December	B. 7,860.00								
Repair & Maintenance - Motor Vehicle	A. January	A. December	A. 906,280.00	A. All Service Vehicles repaired and maintained	B. All Service Vehicles repaired and maintained	GF	Saving amounting to Php 294,779.84		Not Applicable		Well-maintained Service Vehicles
	B. January	B. December	B. 611,500.16								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Insurance Expenses	A. January	A. December	A. 50,000.00	A. All Insurance Expenses paid	B. All Insurance Expenses paid	GF	Saving amounting to Php 36,350.94		Not Applicable		
	B. January	B. December	B. 13,649.06								
Advertising, Promotional; Marketing Expenses	A. January	A. December	A. 20,000.00	A. All Advertising Expenses paid	B. All Advertising Expenses paid	GF	Saving amounting to Php 16,920.00		Not Applicable		
	B. January	B. December	B. 3,080.00								
Printing & Publication Expenses	A. January	A. December	A. 550,000.00	A. All Printing & Publication Expenses paid	B. All Printing & Publication Expenses paid	GF	Saving amounting to Php 4,947.00		Not Applicable		
	B. January	B. December	B. 545,052.50								
Representation Allowance	A. January	A. December	A. 1,450,000.00	A. All Representation Allowance paid	B. All Representation Allowance paid	GF	Saving amounting to Php 5,321.00		Not Applicable		
	B. January	B. December	B. 1,444,679.00								
Membership Dues & Contribution to Organization	A. January	A. December	A. 50,000.00	A. All Membership Dues & Contribution to Organization paid	B. All Membership Dues & Contribution to Organization paid	GF			Not Applicable		
	B. January	B. December	B.								
Donations	A. January	A. December	A. 2,261,477.00	A. All Donations paid	B. All Donations paid	GF	Saving amounting to Php 247,537.50		Not Applicable		
	B. January	B. December	B. 2,013,939.50								
Inter-Agency Assistance Programs	A. January	A. December	A. 1,628,000.00	A. All Inter-Agency Assistance Programs paid	B. All Inter-Agency Assistance Programs paid	GF	Saving amounting to Php 128,791.50		Not Applicable		
	B. January	B. December	B. 1,499,208.50								
Boys & Girl Scout	A. January	A. December	A. 20,000.00	A.	B.	GF	Saving amounting to Php 20,000.00		Not Applicable		
	B. January	B. December									
Chest Clinic	A. January	A. December	A. 5,000.00	A.	B.	GF	Saving amounting to Php 5,000.00		Not Applicable		
	B. January	B. December									
Red Cross	A. January	A. December	A. 10,000.00	A.	B.	GF	Saving amounting to Php 10,000.00		Not Applicable		
	B. January	B. December									
Other Maintenance and Operating Expenses	A. January	A. December	A. 100,000.00	A. All Other Maintenance and Operating Expenses paid	B. All Other Maintenance and Operating Expenses paid	GF	Saving amounting to Php 500.00		Not Applicable		Enhanced public service delivery
	B. January	B. December	B. 99,500.00								
Office Equipment	A. January	A. December	A. 505,500.00	A. All Office Equipment paid	B. All Office Equipment paid	GF			Not Applicable		
	B. January	B. December	B. 505,500.00								
ICT Equipment & Software	A. January	A. December	A. 164,950.00	A. All ICT Equipment & Software paid	B. All ICT Equipment & Software paid	GF			Not Applicable		
	B. January	B. December	B. 164,950.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Furniture & Fixtures	A. January	A. December	A. 133,950.00	A. All Furniture & Fixtures paid	B. All Furniture & Fixtures paid	GF			Not Applicable		
	B. January	B. December	B. 133,950.00								
Procurement of Motor Vehicle	A. January	A. December	A. 2,495,000.00	A. 1 Motor Vehicle procured	B. 1 Motor Vehicle procured	GF	Saving amounting to Php 105,155.00		Not Applicable		Effective delivery of administrative services
	B. January	B. December	B. 2,389,845.00								
Procurement of 1 Motorcycle	A. January	A. December	A. 90,000.00	A. 1 Motor Vehicle procured	B. 1 Motor Vehicle procured	GF	Saving amounting to Php 3,000.00		Not Applicable		Effective delivery of administrative services
	B. January	B. December	B. 87,000.00								
Procurement of Information and Communication Technology Equipment	A. January	A. December	A. 164,950.00	A. Information and Communication Technology Equipment procured	B. Information and Communication Technology Equipment procured	GF			Not Applicable		Effective delivery of administrative services
	B. January	B. December	B. 164,950.00								
Serbisyo Caravan	A. January	A. December	A. 430,000.00	A.To provide a one-stop-shop for various social services needed in every barangays	B.		Saving amounting to Php 430,000.00	Election year	Due to Election year		Effective delivery of serbisyo caravan
	B. January	B. December									
Disiplina Muna Program	A. January	A. December	A. 25,000.00	A.To re-build the culture of discipline among Pinamaleños	B.		Saving amounting to Php 25,000.00	Election year	Due to Election year		Effective delivery of disiplina muna program
	B. January	B. December									
GENERAL SERVICES OFFICE											
Travelling Expenses-Local	A. January	A. December	A. 100,000.00	A. All necessary traveling expenses paid	B. 28 necessary travel expenses paid						
	B. January 2022	B. December 2022	B. 86,112.00								
Training Expenses	A. January	A. December	A. 150,000.00	A. All trainings/seminars attended & or participated	B. 2 seminars attended			high cost of registration			
	B. January 2022	B. December 2022	B. 150,000.00								
Office Supplies	A. January	A. December	A. 86,000.00	A. All necessary office supplies procured	B. All Office supplies procured (1st, 2nd, 3rd, 4th Quarter)						
	B. January 2022	B. December 2022	B. 70,029.00								
Medical Supplies	A. January	A. December	A.100,000.00	A. All necessary medical supplies procured	B. All medical supplies procured (1st, 2nd, 3rd ,4th Quarter)						
	B. January 2022	B. December 2022	B.93,720.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Fuel, Oil and lubricants Expenses	A. January	A. December	A.5,000.00	A. All necessary fuel, oil and lubricants procured	B. 38 liters of fuel and 4 liters of oil procured						
	B. January 2022	B. December 2022	B.4,579.00								
Other supplies and Material Expenses	A. January	A. December	A.95,000.00	A.All necessary other supplies and materials procured	B. All necessary other supplies and materials procured						
	B. January 2022	B. December 2022	B.68,990.00								
Water Expenses	A. January	A. December	A.3,000.00	A. All necessary gallons of water procured	B. 87 gallons of water procured						
	B. January 2022	B. December 2022	B.2,715.00								
Telephone Expenses	A. January	A. December	A.30,000.00	A. 1 landline telephone subscribed	B. 1 landline telephone subscription for 12 months paid						
	B. January 2022	B. December 2022	B.27,483.00								
Internet Subscription Expenses	A. January	A. December	A.30,000.00	A. 1 internet connection subscribed	B. 2 internet connection subscriptions for 12 months paid						
	B. January 2022	B. December 2022	B.29,976.04								
Other General Services	A. January	A. December	A.16,468,400.00	A. All Job Orders detailed to various offices	B. 309 Job Order detailed to other offices						
	B. January 2022	B. December 2022	B.16,066,589.44								
Rep.& Maint.-Parks,Plaza,Monuments	A. January	A. December	A. 1,030,000.00	A. All necessary Parks,Plazas-monuments repaired	B. All necessary Parks,Plazas-monuments repaired						
	B. January 2022	B. December 2022	B.636,042								
Rep. & Maint.-Buildings	A. January	A. December	A.1,590,000.00	A. All necessary buildings repaired and maintained	B. All necessary buildings repaired and maintained						
	B. January 2022	B. December 2022	B.1,510,927.38								
Rep. & Maint.- Other Structures	A. January	A. December	A.150,000.00	A. 7 other structures repaired and maintained	B.7 other structures repaired and maintained						
	B. January 2022	B. December 2022	B.150,000.00								
Rep. & Maint.- Office Equipment	A. January	A. December	A. 20,000.00	A. Office Equipment repaired (Aircon)	B. 1 Office Equipment repaired (Aircon)						
	B. January 2022	B. December 2022	B. 9,700.00								
Rep. & Maint.-ICT Equipment	A. January	A. December	A.5,000.0	A. 1 unit printer repaired	B. 1 unit printer repaired						
	B. January 2022	B. December 2022	B.3,800.00								
Rep. & Maint.- Motor Vehicle	A. January	A. December	A. 5,000.00	A.1 unit Motor vehicle repaired	B.1 unit Motor vehicle repaired						
	B. January 2022	B. December 2022	B.1,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Insurance Expenses-Building	A. January	A. December	A. 835,822.33	A. 4 buildings insured	B. 8 buildings insured						
	B. January 2022	B. December 2022	B. 777,961.29								
Insurance Expenses-Vehicle	A. January	A. December	A. 500,000.00	A. 82 vehicle insured	B. 92 Vehicle insured						
	B. January 2022	B. December 2022	B. 406,853.23								
BIDS AND AWARDS COMMITTEE											
Internet Subscription Expenses	A. January	A. December	A. 20,000.00	A. January	B. December	GF	No deviations or other findings	Limited internet connection can cause failed of posting in PhilGeps	Need to post NOA, NTP, Contract , RFQ, ITB in PhilGeps and Agency's Website	Additional Internet subscription	easily posting necessary documents in PhilGeps
	B. January 2022	B. December 2022	B. 20,000.00								
Telephone Expenses	A. January	A. December	A. 5,400.00	A. January	B. December	GF	No deviations or other findings	No problem encountered	No problem encountered	Upgrade the Plan used by BAC	used to contact concerned person in procurement process
	B. January 2022	B. December 2022	B. 5,400.00								
Traveling Expenses	A. January	A. December	A. 50,000.00	A. January	B. December	GF	No deviations or other findings	Limited Fund for Travelling expenses	late submission of necessary documents to concern office due to limited travelling expenses	Additional fund for travelling expenses	
	B. January 2022	B. December 2022	B. 50,000.00								
Training Expenses	A. January	A. December	A. 50,000.00	A. January	B. December	GF	No deviations or other findings	Limited fund for Training expenses	No fund for training and seminars of BAC Members	Additional fund for Training expenses of BAC	Conduct study tour/benchmarking to other agency regarding best practices in procurement process.
	B. January 2022	B. December 2022	B. 50,000.00								
Office Supplies Expenses	A. January	A. December	A. 176,000.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund for Office Supplies	Duplication of documents can consumed a lot of bond paper	Additional Fund for Office Supplies	used in procurement documents/vouchers
	B. January 2022	B. December 2022	B. 176,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Other Supplies and Materials Expenses	A. January	A. December	A. 126,000.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund for Miscellaneous supplies	Fund for snacks of BAC during BAC meeting	Additional fund for snacks during BAC Meeting	
	B. January 2022	B. December 2022	B. 126,000.00								
Medical Supplies Expenses	A. January	A. December	A. 10,696.00	A. January	B. December	GF	No deviations or other findings	No problem encountered	No problem encountered	Additional Fund for Medical Supplies	helps to protect the health of BAC Staff
	B. January 2022	B. December 2022	B. 10,696.00								
Fuel, Oil and Lubricants Expenses	A. January	A. December	A. 18,304.00	A. January	B. December	GF	No deviations or other findings	insufficient fund for maintenance of Motor vehicle	insufficient fund for maintenance of Motor vehicle that can cause of delayed distribution of invitation letter	Additional Fund for the maintenance of the said Vehicle	used to distribute/discriminate invitation letter
	B. January 2022	B. December 2022	B. 18,304.00								
Water Expenses	A. January	A. December	A. 4,500.00	A. January	B. December	GF	No deviations or other findings	No problem encountered	No problem encountered	No problem encountered	
	B. January 2022	B. December 2022	B. 4,500.00								
Repair & Maintenance - Office Equipment	A. January	A. December	A. 20,000.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund	Lack of fund for Maintenance of unserviceable equipment	Additional Fund for Repair & Maintenance of Office Equipment	Office equipment procured and being utilized by the BAC staff.
	B. January 2022	B. December 2022	B. 20,000.00								
Repair & Maintenance - ICT Equipment	A. January	A. December	A. 15,200.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund	Lack of fund for Maintenance of unserviceable equipment	Additional Fund for Repair & Maintenance of ICT Equipment	Office equipment procured and being utilized by the BAC staff.
	B. January 2022	B. December 2022	B. 15,200.00								
Repair & Maintenance - Motor Vehicle	A. January	A. December	A. 50,000.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund	Problems encountered during the use of Motor Vehicle	Purchase of New motor Vehicle for BAC	used by the field worker
	B. January 2022	B. December 2022	B. 50,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Other General Services	A. January	A. December	A. 333,900.00	A. January	B. December	GF	No deviations or other findings	Additional Personnel	Need additional Personnel (Field Works)	Additional fund for another personnel	Enhanced organizational structure and professionalized services.
	B. January 2022	B. December 2022	B. 333,900.00								
Procurement of Office Equipment Photocopying Machine	A. January	A. December	A. 105,000.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund for Office Supplies	Duplication of documents can consumed a lot of bond paper	Allocation for the procurement of needed office equipment.	Office equipment procured and being utilized by the BAC staff.
	B. January 2022	B. December 2022	B. 105,000.00								
Procurement of Office Equipment 3 units Printer	A. January	A. December	A. 15,000.00	A. January	B. December	GF	No deviations or other findings	Insufficient fund for ICT Equipment	delayed of procurement process	Allocation for the procurement of needed office equipment.	Office equipment procured and being utilized by the BAC staff.
	B. January 2022	B. December 2022	B. 15,000.00								
ZONING OPERATIONS DIVISION											
Travelling Expenses (Local)	A. January	A. December	A. 5,000.00	A. all necessary travel	B. 2 necessary travel	GF		travel limitation	lack of funds	needs additional funds	other required travels were not attended
	B. July	B. December	B. 5,000.00								
Telephone Expenses	A. January	A. December	A. 59,892.00	A. one year subscription	B. one year subscription	GF					
	B. January	B. December	B. 59,892.00								
Training Expenses	A. January	A. December	A. 5,000.00	A. all necessary training	B. 1 necessary travel	GF					
	B. January	B. December	B. 5,000.00								
Office Supplies Expenses	A. January	A. December	A. 198,560.00	A. all necessary office supplies	B. all necessary office supplies	GF					
	B. January	B. December	B. 198,560.00								
Other Supplies and Materials Expenses	A. January	A. December	A. 50,000.00	A. all necessary other supplies	B. all necessary other supplies	GF					
	B. January	B. December	B. 50,000.00								
3 units UPS	A. January	A. December	A. 21,000.00	A. 3 necessary UPS	B. 3 necessary UPS	GF					
	B. January	B. April 7, 2022	B. 21,000.00								
2 units RAM	A. January	A. December	A. 10,000.00	A. 2 necessary RAM	B. 2 necessary RAM	GF					
	B. January	B. April 6, 2022	B. 10,000.00								
2 sets Storage Box	A. January	A. December	A. 8,000.00	A. 2 necessary Storage Box	B. 2 necessary Storage Box	GF					
	B. January	B. March 24, 2022	B. 8,000.00								

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**PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Rechargeable Batteries with Charger	A. January	A. December	A. 3,500.00	A. 1 necessary Rechargeable Batteries with Charger	B. 1 necessary Rechargeable Batteries with Charger	GF					
	B. January	B. April 4, 2022	B. 3,500.00								
Water Expenses	A. January	A. December	A. 6,000.00	A. 150 containers	B. 150 containers	GF					
	B. January	B. December	B. 6,000.00								
Internet Subscription Expenses	A. January	A. December	A. 20,400.00	A. one year subscription	B. one year subscription	GF					
	B. January	B. December	B. 20,400.00								
Fuel, Oil and Lubricants Expenses	A. January	A. December	A. 32,400.00	A. 1 Starex- blue, 1 Smash, 1 MIO, 1 XTZ	B. 1 Starex- blue, 1 Smash, 1 MIO, 1 XTZ	GF					
	B. January	B. December	B. 200,859.97								
Repair and Maintenance - Office Equipment	A. January	A. December	A. 10,000.00	A. all necessary repair and maintenance	B. no necessary repair and maintenance	GF					
	B. January	B. December	B.								
Repair and Maintenance - ICT Equipment	A. January	A. December	A. 30,000.00	A. all ICT Equipment	B. 4 ICT Equipment	GF					
	B. January	B. December	B. 15,700.00								
Repair and Maintenance - Motor Vehicle	A. January	A. December	A. 45,000.00	A. 1 Starex- blue, 1 Smash, 1 MIO, 1 XTZ	B. 1 Starex- blue, 1 Smash, 1 MIO, 1 XTZ	GF					
	B. January	B. December	B. 94,276.00								
Other Maintenance and Operating Expenses	A. January	A. December	A. 10,000.00	A. all necessary other maintenance and operating expenses	B. 1 necessary other maintenance and operating expenses	GF					
	B. January	B. December	B. 4,998.00								
1 unit Solid State Drive	A. January	A. December	A. 8,000.00	A. 1 necessary Solid State Drive	B. 1 necessary Solid State Drive	GF					
	B. January	B. June 30, 2022	B. 8,000.00								
1 unit Printer	A. January	A. December	A. 40,000.00	A. 1 necessary Printer	B. 1 necessary Printer	GF					
	B. January	B. June 27, 2022	B. 40,000.00								
1 unit Action Camera	A. January	A. December	A. 25,000.00	A. 1 necessary Action Camera	B. 1 necessary Action Camera	GF					
	B. January	B. June 27, 2022	B. 25,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
SPECIAL CONCERNS OFFICE											
Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD)	A. July	A. July	A. 91,945.00	A.259 Beneficiaries of Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD) for 10 days	B.259 Beneficiaries of Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD) for 10 days (July 7-18, 2022)	General Fund/Other Sources		Slow Response from concerned barangay			Provided additional income for 958 barangay residents affected by COVID 19 Pandemic
	B. July 2022	B. July 2022	B. 91,945.00								
	A. October	A. October	A. 184,245.00	A.519 Beneficiaries of Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD) for 10 days	B.519 Beneficiaries of Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD) for 10 days (Oct. 20-31, 2022)	General Fund		Support documents from beneficiaries			Provided additional income for 195 barangay residents affected by COVID 19 Pandemic
	B. October	B. October	B.								
Government Internship Program (GIP)	A. December	A. December	A. 24,300.00	A.180 Beneficiaries of Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD) for 45 days	B.180 Beneficiaries of Tulong Panghanapbuhay sa ating Displaced Workers (TUPAD) for 10 days (December 1-15, 2022)	General Fund		Support documents from beneficiaries			Provided additional income for 195 barangay residents affected by COVID 19 Pandemic
	A. April	A. July	A. 31,240.00	A.1 Beneficiary of Government Internship Program (GIP)	B. 1 Beneficiary of Government Internship Program (GIP) April 25 - July 25, 2022)	General Fund		Quick Screening of Applicants			Provided working experience and income for the beneficiaries
	B. April	B.	B.								
	A. July	A. November	A. 31,240.00	A.1 Beneficiary of Government Internship Program (GIP)	B. 1 Beneficiary of Government Internship Program (GIP) July 13 - November 25, 2022)	General Fund		Quick Screening of Applicants			
	B. July	B.	B.								
	A. August	A. December	A. 312,400.00	A.10 Beneficiaries of Government Internship Program (GIP)	B. 10Beneficiaries of Government Internship Program (GIP) August 10 December 15, 2022)	General Fund		Quick Screening of Applicants			Provided working experience and income for the beneficiaries
B. August 2022	B.	B.									

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Special Program for the Employment of Students (SPES)	A. June	A. July	A. 31,240.00	A.9 Beneficiaries of Special Program for the Employment of Students (SPES)	B. 9 Beneficiaries of Special Program for the Employment of Students June 6 to July 1, 2022)	General Fund		Quick Screening of Applicants			Provided working experience and income for the beneficiaries
	B. June 2022	B.	B.								
	A. July	A. August	A. 31,240.00	A.9 Beneficiaries of Special Program for the Employment of Students (SPES)	B. 9 Beneficiaries of Special Program for the Employment of Students July 11 to August 5, 2022)	General Fund		Quick Screening of Applicants			
	B. April	B.	B.								
TECH4ED CENTER - PINAMALAYAN											
Procurement of Desktop Computer	A. Apr	A. Jun	A. 40,000.00	A. 1 unit Desktop Computer procured	B. 1 unit Desktop Computer procured	GF-SPA/Other Sources			Centralized Procurement System		
	B. Jul	B. Jul	B. 40,000.00								
Procurement of Laptop	A. Jul	A. Sep	A. 100,000.00	A. 2 units Laptop procured	B. 2 units Laptop procured	GF-SPA/Other Sources			Centralized Procurement System		
	B. Oct	B. Oct	B. 99,150.00								
Procurement of Printer	A. Apr	A. Jun	A. 25,000.00	A. 1 unit printer procured	B. 1 unit printer procured	GF-SPA/Other Sources			Centralized Procurement System		
	B. Oct	B. Oct	B. 25,000.00								
MUNICIPAL VICE MAYOR'S OFFICE											
Enactment of Codes and Ordinances	A. January	A. January	A.	A. All codes	B.1 mandated ordinance (Solid Waste Management Ordinance)	GF	None	None		None	the LGU operation went well with the numbers of Appropriation Ordinances enacted
	B. January	B. December	B.	All Ordinances	3 Gen. Ordinances enacted 45 Appro. Ordinance						

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Passage of Resolutions	A.January	A.January	A.	A.All Resolutions	B. 516 Resolutions passed	GF	None	None		None	the LGU operation went well with the numbers of resolutions passed.
	B.January	B.December	B.								
Publication of Ordinance	A.January	A.January	A.	A. All publications	B. 2 Ordinances published	GF	None	None		None	Project implemented
	B.January	B.December	B.								
Conduct of Session	A.January	A.January	A.	A. All sessions	B. 46 Regular & Special Sessions conducted	GF	None	None		None	
	B.January	B.December	B.								
Public Hearing	A.January	A.January	A.	A. All public hearings	B. 5 public hearings of proposed ordinance conducted		None	None		None	
	B.January	B.December	B.								
Committee meeting/hearing	A.January	A.January	A.	A. All Committee meetings/hearings	B. 164 Committee meetings/hearings conducted	GF	None	None		None	
	B.January	B.December	B.								
Administrative Services											
Planning, and Budgeting											
All necessary planning and budgeting	A.January	A.January	A.	A.Office Executive and Legislative Agenda for preparation & submission	B. 1 Office ELA prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Office Medium Term Development Framework Plan for preparation & submission	B.1 Office MTDFP prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Annual Development Plan for preparation & submission	B. 1 Office Annual Development Plan prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Municipal Development Investment Plan for preparation & submission	B. 1 Office MDIP prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A.January	A.January	A.	A.Office Annual Investment Plan for preparation & submission	B. 1 Office AIP prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Capacity Development Plan for preparation & submission	B. 1 Office Capacity Development Plan prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Gender and Development Plan for preparation & submission	B. 1 Office Gender and Development Plan prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Learning and Development Plan for preparation & submission	B. 1 Office Learning and Development Plan prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Supplemental Investment Program for preparation & submission	B. 2 Office SIP prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Annual Budget for preparation & submission	B. 1 Office Annual Budget prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Annual Accomplishment Report for preparation & submission	B. 1 Office Annual Accomplishment Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A.Office Annual Agency Performance Appraisal for preparation & submission	B.1 Office AAPA prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
Office Reports											
All necessary Reports	A.January	A.January	A.	A. Local Budget Accountability Report for preparation & submission	B. 4 quarters Local Budget Accountability Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								

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PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
GENERAL PUBLIC SERVICES SECTOR

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A.January	A.January	A.	A. Semestral Inventory of Supplies, Equipment & Other Supplies & materials for preparation & submission	B. 2 Semestral Inventory of Supplies, Equipment & Other Supplies & materials prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Annual Inventory of Office Equipment Report for preparation & submission	B.1 Annual Inventory of Office Equipment Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Monthly Learning & Development Monitoring Report for preparation & submission	B. 12 Monthly Learning & Development Monitoring Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Monthly Accomplishment Report for preparation & submission	B.12 Monthly Accomplishment Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Client Satisfaction Measurement Report for preparation & submission	B. 1 Client Satisfaction Measurement Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Monthly Road Clearing Report for preparation & submission	B. 12 Monthly Road Clearing Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
	A.January	A.January	A.	A. Monthly Status of Service Vehicle Report for preparation & submission	B. 12 Monthly Status of Service Vehicle Report prepared and submitted	GF	None	None		None	
	B.January	B.December	B.								
Review of Barangay Budgets	A.January	A.January	A.	A. All Review of Barangay Budgets	B. 65 Annual & Supplemental Barangay Budgets and 20 Annual Budgets of Sangguniang Kabataan reviewed	GF	None	None		None	
	B.January	B.December	B.								

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PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
GENERAL PUBLIC SERVICES SECTOR

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Accreditation of NGOs/CSOs/Pos	A.January	A.January	A.	A. All accreditation of NGOs/CSOs/Pos	B. 57 NGOs/CSOs/Pos accredited	GF	None	None		None	
	B.January	B.December	B.								
Land Development applications	A.January	A.January	A.	A. All Land Development application for approval	B. 2 Land Development application approved	GF	None	None		None	
	B.January	B.December	B.								
Procurement of Service Vehicle	A.January	A.January	A.	A. 1 Service vehicle for procurement	B. 1 Utility Van (Toyota Light Ace) procured	GF	None	None		None	Program implemented
	B.January	B.December	B.								
Procurement of supplies, equipment and furniture and fixtures	A.January	A. January	A.	A.Furniture and Fixtures 1 unit 3Toner floor mounted Airconditioning All necessary Medical Supplies All Office Supplies & other Supplies	B.Furniture and Fixtures 1 unit 3 Toner floor mounted Airconditioning procured 4 quarters Medical Supplies procured 4 quarters of Office Supplies & other Supplies procured	GF	None	None	None	None	With complementary to the effectiveness of services
	B.December	B.December	B.								
	A.January	A. January	A.	A. ICT Equipment 3 sets Desktop Computer 2 units Printer 1 unit Laptop 3 pcs hard Drive	B.ICT Equipment 3 sets Desktop Computer 2 units Printer 1 unit Laptop 3 pcs hard Drive	GF	None	None	None	None	For documentary purposes of programs/activities
	B.December	B.December	B.								
	A.January	A. January	A.	A. Fire Fighting Equipment 5 Unit Fire Extinguisher Refilled	B. Fire Fighting Equipment	GF	Fire Extinguisher is scheduled for refill as per inspection scheduled by the Bureau of Fire Office	None	None	None	It is for the safety of the Facilities and public
	B.December	B.December	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Provision of Legislative Documents	A. January	A. January	A.	A. All provision of legislative documents	B. 369 copies of Resolution, 48 Ordinances and 111 Certifications provided			None	None	None	
	B. December	B. December	B.								
Vehicle Conveyance	A. January	A. January	A.	A. All Vehicle Conveyance rendered	B. 801 conveyance for official business rendered	GF	None	None	None	None	It is for the safety of the Facilities and public
	B. December	B. December	B.								
Library Services											
Inventory of Library Services	A. January	A. January	A.	A. All Inventory of Library Services for preparation and submission to National Library of the Philippines	B. 12 Inventory of Library Services Report prepared and submitted via email to National Library of the Philippines	GF	None	None	None	None	
	B. December	B. December	B.								
Researches and Free Internet Access	A. January	A. January	A.	A. All Researches and Free Internet Access for provision of assistance	B. 301 Library users/researchers for Researches and Free Internet Access provided assistance	GF	None	None	None	None	Services provided
	B. December	B. December	B.								
Borrowing of Books/Non-Books	A. January	A. January	A.	A. Provision of Books/Non-Books	B. 257 Books/Non-Books provided	GF	None	None	None	None	Services provided
	B. December	B. December	B.								
MUNICIPAL TREASURY OFFICE											
General Administration and Support Services Program	A. Jan. 2022	A. Dec. 2022	A.	A. All management and support services administered	B. All management and support services administered						
	B. Jan. 2022	B. Dec. 2022	B.								
Planning, Budgeting & Defense of Office Plans & Budget	A. May 2022	A. Jun. 2022	A.	A. 1 Annual Procurement Plan prepared and Submitted	B. 1 Annual Procurement Plan prepared and Submitted						
	B. May 2022	B. Jun. 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. Jan. 2022	A. Mar. 2022	A.	A. 1 Office Municipal Development Framework Plan prepared and submitted	B. 1 Office Municipal Development Framework Plan prepared and submitted						
	B. Jan. 2022	B. Mar. 2022	B.								
	A. Jan. 2022	A. Mar. 2022	A.	A. 1 Office Municipal Development Investment Plan prepared and submitted	B. 1 Office Municipal Development Investment Plan prepared and submitted						
	B. Jan. 2022	B. Mar. 2022	B.								
	A. Jan. 2022	A. Mar. 2022	A.	A. 1 Office Annual Investment Plan prepared and submitted	B. 1 Office Annual Investment Plan prepared and submitted						
	B. Jan. 2022	B. Mar. 2022	B.								
	A. May 2022	A. Jun. 2022	A.	A. 1 Office Annual Budget prepared and submitted	B. 1 Office Annual Budget prepared and submitted						
	B. May 2022	B. Jun. 2022	B.								
	A. Jan. 2022	A. Jan. 2022	A.	A. 1 Annual Accomplishment Report submitted	B. 1 Annual Accomplishment Report submitted						
	B. Jan. 2022	B. Jan. 2022	B.								
	A. Jan. 2022	A. Mar. 2022	A.	A. 1 Office GAD Plan submitted	B. 1 Office GAD Plan submitted						
	B. Jan. 2022	B. Mar. 2022	B.								
	A. Jan. 2022	A. Mar. 2022	A.	A. 1 Office Capacity Development Plan submitted	B. 1 Office Capacity Development Plan submitted						
	B. Jan. 2022	B. Mar. 2022	B.								
Supervision, Monitoring & Assessment	A. Jan. 2022	A. Dec. 2022	A.	A. 12 Staff Meeting, monitoring & assessment	B. 12 Staff Meeting, monitoring & assessment						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. 16 permanent employees with fidelity bond premium renewed yearly	B. 16 permanent employees with fidelity bond premium renewed yearly						
	B. Jan. 2022	B. Dec. 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. Jan. 2022	A. Dec. 2022	A.	A. All Mun. Executive meetings attended	B. All Mun. Executive meetings attended						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All plans & revenue programs monitored	B. All plans & revenue programs monitored						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. all finance meeting attended	B. 15 finance meetings attended						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All TO's and TEV's Approved	B. All TO's and TEV's Approved						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All TO's and TEV's Approved	B. All TO's and TEV's Approved						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. Applied monetization of leave credits and productivity enhancement incentives	B. Applied monetization of leave credits and productivity enhancement incentives						
	B. Jan. 2022	B. Dec. 2022	B.								
A. Jan. 2022	A. Dec. 2022	A.	A. All Office Order Issued	B. Six (6) Office Order Issued							
B. Jan. 2022	B. Dec. 2022	B.									
Linkaging and Coordination											
Traveling Expenses	A. Jan. 2022	A. Dec. 2022	A.173,000.00	A. All Necessary Traveling expenses paid 100% linkaging and coordinating activities conducted	B.All Necessary Traveling expenses paid 100% linkaging and coordinating activities conducted						
	B. Jan. 2022	B. Dec. 2022	B. 173,000.00								
Telephone Expenses	A. Jan. 2022	A. Dec. 2022	A. 59,400.00	A. 1 landline and mobile phone subscription maintained	B.1 landline and mobile phone subscription maintained			No telephone landline subscription			
	B. Jan. 2022	B. Dec. 2022	B. 58,926.43								
Internet Subscription Expenses	A. Jan. 2022	A. Dec. 2022	A. 34,000.00	A. 1 internet connection subscribed	B.1 internet connection subscribed						
	B. Jan. 2022	B. Dec. 2022	B. 33,588.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Consultation/ technical Assistance	A. Jan. 2022	A. Dec. 2022	A.	A. All queries of taxpayers assisted	B.1 internet connection subscribed						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All SB Committee meetings attended	B.1 SB Committee meetings attended						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All barangays visited and consulted	B.37 barangays visited and consulted						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All taxpayers properly , courteously assisted	B.All taxpayers properly , courteously assisted						
B. Jan. 2022	B. Dec. 2022	B.									
Resource Person Services/ Facilitation Services	A. Jan. 2022	A. Dec. 2022	A.	A. 37 barangay informed on tax revenues	B. 37 barangay informed on tax revenues						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All assigned activities facilitated	B. All assigned activities facilitated						
	B. Jan. 2022	B. Dec. 2022	B.								
Capacity Development/ Enhancement											
Training Expenses	A. Jan. 2022	A. Dec. 2022	A. 50,000.00	A. Rank in File employees attended all necessary Trainings and Seminars	B. Rank in File employees attended all necessary Trainings and Seminars						
	B. Jan. 2022	B. Dec. 2022	B. 50,000.00								
	A. Jan. 2022	A. Dec. 2022	A.	A. All trainings and seminars attended & participated	B. 6 trainings and seminars attended & participated						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. 1 Phaltra, 2 Regata, 2 Muntap & 12 OMTL conference per year	B. 1 Phaltra, 2 Regata, 2 Muntap & 12 OMTL conference per year						
	B. Jan. 2022	B. Dec. 2022	B.								
Administrative Services											
	A. Jan. 2022	A. Dec. 2022	A.	A. All necessary & required janitorial services rendered	B. All necessary & required janitorial services rendered						
	B. Jan. 2022	B. Dec. 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. Jan. 2022	A. Dec. 2022	A.	A. all financial reports properly accomplished and reported	B. 288 financial reports properly accomplished and reported						
	B. Jan. 2022	B. Dec. 2022	B.								
Office Supplies Expenses	A. Jan. 2022	A. Dec. 2022	A. 659,000.00	A. all Necessary Office Supplies procured	B. all Necessary Office Supplies procured						
	B. Jan. 2022	B. Dec. 2022	B. 659,000.00								
Other Supplies and Materials Expenses	A. Jan. 2022	A. Dec. 2022	A. 179,000.00	A. All Necessary Office Supplies and materials procured	B. All Necessary Office Supplies and materials procured						
	B. Jan. 2022	B. Dec. 2022	B. 173,512.00								
Water Expenses	A. Jan. 2022	A. Dec. 2022	A. 18,000.00	A. All necessary gallons of water procured	B. All necessary gallons of water procured						
	B. Jan. 2022	B. Dec. 2022	B. 16,640.00								
Postage and Courier Services	A. Jan. 2022	A. Dec. 2022	A. 2,000.00	A. All necessary postage and courier services paid	B. All necessary postage and courier services paid						
	B. Jan. 2022	B. Dec. 2022	B. 1,980.00								
Repair and Maintenance - Office Equipment	A. Jan. 2022	A. Dec. 2022	A.	A. All necessary office equipment repaired and maintained	B. 3 floor mounted Aircon repaired and maintained						
	B. Jan. 2022	B. Dec. 2022	B.								
Repair and Maintenance - ICT Equipment	A. Jan. 2022	A. Dec. 2022	A. 50,000.00	A. All necessary ICT equipment repaired and maintained	B. iTAX Server, 5 Desktop computer & 7 printer repaired and maintained						
	B. Jan. 2022	B. Dec. 2022	B. 50,000.00								
Repair and Maintenance - Motor Vehicles	A. Jan. 2022	A. Dec. 2022	A. 17,000.00	A. All necessary motor vehicle repaired and maintained	B. 1 unit of Multicab and 1 unit of Motorcycle repaired and maintained						
	B. Jan. 2022	B. Dec. 2022	B. 16,225.00								
Repair and Maintenance - Furniture and Fixtures	A. Jan. 2022	A. Dec. 2022	A.	A. All necessary furniture and fixtures repaired and maintained	B. No furniture and fixtures repaired and maintained						
	B. Jan. 2022	B. Dec. 2022	B.								
Membership Dues & Contribution to Organization	A. Jan. 2022	A. Dec. 2022	A. 12,000.00	A. Membership Dues & Contribution to Organization paid	B. Membership Dues & Contribution to Organization paid						
	B. Jan. 2022	B. Dec. 2022	B. 10,500.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Subscription Expenses	A. Jan. 2022	A. Dec. 2022	A.	A. All necessary subscription expenses paid	B. All necessary subscription expenses paid						
	B. Jan. 2022	B. Dec. 2022	B.								
Other Maintenance and Operation Expenses	A. Jan. 2022	A. Dec. 2022	A. 4,800.00	A. All other maintenance and operating expenses paid	B. All other maintenance and operating expenses paid						
	B. Jan. 2022	B. Dec. 2022	B. 4,796.80								
Procurement of Information and Communication Technology Equipment											
All-in-One Printer	A. Jan. 2022	A. Mar. 2022	A. 270,700.00	A. 3 units All-In-One Printer procured	B. 3 units All-In-One Printer procured						
	B. Jan. 2022	B. Mar. 2022	B. 120,700.00								
Projector	A. Jan. 2022	A. Mar. 2022	A. 100,000.00	A. 1 unit Projector procured	B. 1 unit Projector procured						
	B. Jan. 2022	B. Mar. 2022	B. 100,000.00								
Procurement of Furniture & Fixture											
4-Seater Gang Chair	A. Jan. 2022	A. Mar. 2022	A. 29,600.00	A. 3 units 4-Seater Gang Chair procured	B. 3 units 4-Seater Gang Chair procured						
	B. Jan. 2022	B. Mar. 2022	B. 29,600.00								
Performance Evaluation	A. Jan. 2022	A. Dec. 2022	A.	A. 1 Assistant MGDH, 4 section head 17 staff, 11 Job Orders evaluated	B. 1 Assistant MGDH, 4 section head 17 staff, 11 Job Orders evaluated						
	B. Jan. 2022	B. Dec. 2022	B.								
Operation											
Cash Receipt and Disbursements	A. Jan. 2022	A. Dec. 2022	A.	A. All entries for Bank Cash Book and Cash Book on Receipts & Disbursements	B. 8,000 entries for Bank Cash Book and Cash Book on Receipts & Disbursements						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. Computerized billing and payroll system installed	B. Computerized billing and payroll system installed						
	B. Jan. 2022	B. Dec. 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Accountable Forms Expenses	A. Jan. 2022	A. Dec. 2022	A. 600,000.00	A. All necessary accountable forms expenses paid	B. All necessary accountable forms expenses paid						
	B. Jan. 2022	B. Dec. 2022	B. 600,000.00								
Fidelity Bond Premiums	A. Jan. 2022	A. Dec. 2022	A. 200,000.00	A. All necessary accountable forms expenses paid	B. All necessary accountable forms expenses paid						
	B. Jan. 2022	B. Dec. 2022	B. 196,096.93								
Revenue Generation											
	A. Jan. 2022	A. Dec. 2022	A.	A. All receipts accounted	B. 165,400 receipts accounted						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. all accountable forms needed for revenue collections	B. all accountable forms needed for revenue collections						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. all remittances deposited on the next banking day	B. 3,570 remittances deposited on the next banking day						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. All deposit slips made and deposited at the bank	B. 1,350 deposit slips made and deposited at the bank						
	B. Jan. 2022	B. Dec. 2022	B.								
Maintenance of iTAX	A. Jan. 2022	A. Dec. 2022	A. 35,000.00	A. iTax maintained	B. iTax maintained						
	B. Jan. 2022	B. Dec. 2022	B. 35,000.00								
Local Revenue Generation											
Revision of Revenue Code	A. Jan. 2022	A. Dec. 2022	A.	A. Revenue Code revised							
	B. Jan. 2022	B. Dec. 2022	B.								
Participation and involvement on SERBISYO CARAVAN Program	A. Jan. 2022	A. Dec. 2022	A.	A. participated SERBISYO CARAVAN Program in 37 barangays	B. participated SERBISYO CARAVAN Program in 37 barangays						increase revenue collection
	B. Jan. 2022	B. Dec. 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Data Cleansing of Tax Records	A. Jan. 2022	A. Dec. 2022	A.	A. Pro filing and inventory of all Real Property Units as to Collectibles, Collections and Delinquencies of all Barangays.	B. All Real Property Units as to Collectibles, Collections and Delinquencies of all Barangays, profiled and inventoried						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. Field Validation of all Real Property Tax Delinquencies to monitor/determine the actual status of ownership.	B. All Real Property Tax Delinquencies to monitor/determine the actual status of ownership validated on field						
	B. Jan. 2022	B. Dec. 2022	B.								
	A. Jan. 2022	A. Dec. 2022	A.	A. Reconciliation of RPT Records between Municipal Treasury Office and Municipal Assessor's Office.	B. RPT Records between Municipal Treasury and Municipal Assessor reconciliated						
	B. Jan. 2022	B. Dec. 2022	B.								
Assist the Provincial Treasurer in the issuance of Notice of Delinquencies, Warrant of Levy and Notice of Auction Sale	A. Jan. 2022	A. Dec. 2022	A.	Notice assisted and delivered to 37 barangayas	All notices delivered to 37 barangays						
	B. Jan. 2022	B. Dec. 2022	B.								
Submit to the Provincial Treasurer certified list of delinquencies for Appropriate action	A. Jan. 2022	A. Dec. 2022	A.	A. Certified lists of Delinquencies prepared and submitted.	A. Certified lists of Delinquencies submitted to Provincial Treasury						
	B. Jan. 2022	B. Dec. 2022	B.								
Regular Inspection as to issuance of Cash Tickets	A. Jan. 2022	A. Dec. 2022	A.	A. Timely issuance, inspection and remittance of collection	B. Timely issuance, inspection and remittance of collection						
	B. Jan. 2022	B. Dec. 2022	B.								
Update Records of Stall Holders	A. Jan. 2022	A. Dec. 2022	A.	A. Records of stall holders updated	B. Records of stall holders updated						
	B. Jan. 2022	B. Dec. 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Field Administration											
Fuel, Oil and Lubricants	A. Jan. 2022	A. Dec. 2022	A. 75,000.00	A. All necessary fuel, oil and lubricants procured	B. All necessary fuel, oil and lubricants procured						
	B. Jan. 2022	B. Dec. 2022	B. 75,000.00								
	A. Jan. 2022	A. Dec. 2022		A. No. of notice of delinquencies prepared and delivered	B. 3690 of delinquencies prepared and delivered						
	B. Jan. 2022	B. Dec. 2022									
	A. Jan. 2022	A. Dec. 2022		A. List of delinquent taxpayers posted to 37 barangays	B. List of delinquent taxpayers posted to 37 barangays						
	B. Jan. 2022	B. Dec. 2022									
Tax on Wheels	A. Jan. 2022	A. Dec. 2022		A. Tax on wheels conducted	B. Tax on wheels conducted						
	B. Jan. 2022	B. Dec. 2022									
Other Treasury Related Services											
Interest Expenses	A. Jan. 2022	A. Dec. 2022	A. 5,000,000.00	A. All necessary interest expenses paid	B. All necessary interest expenses paid						
	B. Jan. 2022	B. Dec. 2022	B. 3,376,849.83								
Bank Charges	A. Jan. 2022	A. Dec. 2022	A. 1,200.00	A. All necessary bank charges paid	B. All necessary bank charges paid						
	B. Jan. 2022	B. Dec. 2022	B.								
Other Personnel Benefits											
Overtime and Night Pay	A. May. 2022	A. Dec. 2022	A. 904,985.06	A. All necessary overtime services rendered during National and local election	B. All necessary overtime services rendered during National and local election						
	B. May. 2022	B. Dec. 2022	B. 920,677.73								
MUNICIPAL ASSESSOR'S OFFICE											
Titling of Land	A. January	A. December		A. Documents for titling of LGU Lot in Malaya procured	B. To reprocess	GF		Initial documents damaged by fire	Initial documents damaged by fire		
Procurement of documents for Malaya	B. January	B. December	B.								
Titling of Land	A. January	A. December	A. 500	A. Titled LGU Land at barangay Cacawan	B. Titling not processed	GF		Capital Gains Tax COA	Owner migrated outside the country		
Titling of LGU Land at Barangay Cacawan	B.	B.	B.								
Assessment Validation of Delinquent Real Properties	A. January	A. December	A. 500	A. Delinquent RPUs validated	B. 150 Delinquent RPUs validated	GF					Increased in RPT collections
	B.	B.	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment							
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses								
Maintenance and upgrading of Integrated Taxation Management System (iTAX)	A. January	A. December	A. 150	A. iTAX System maintained and upgraded	B. iTAX System maintained and upgraded	GF				Continuous maintenance of iTAX		
	B. January	B. December	B.									
Setting of correct Municipal Boundaries	A. January	A. December	A. 50	A. Correct Municipal Boundaries	B. On-going	GF				With on-going Enhanced Revenue Generation Program		
	B. January	B. July	B.									
Maintenance of ARCGIS Mapping System	A. January	A. December	A. 50	A. ARCGIS Mapping System maintained	B. ARCGIS operation suspended	GF			License expired/ Damaged CPU	Procure new system		
	B.	B.	B.									
Purchase/Installation of ValudaionDatabase Information System (VDIS)	A. January	A. December	A. 50	A. VDIS installed/operational	B. Not yet purchased/installed	FFS			No available system yet from BLGF			
	B.	B.	B.									
General Revision of Assessment	A. January	A. December	A. 700	A. No General Revision of Assessment	B. No General Revision of Assessment	GF			No approved ordinance from Sangguniang Panlalawigan			
	B.	B.	B.									
Revision of Taxmaps due to new Barangay Boundaries	A. January	A. December	A. 50	A. 200 taxmaps revised	B. No taxmaps revised	GF			Barangay Boundaries is still under negotiation			
	B.	B.	B.									
Purchase of Land Use of LGU (Landbanking)	A. January	A. December	A. 8,850	A. 10 hectares of land purchased	B. on going negotiation	GF						
	B.	B.	B.									
Setting of correct Barangay Boundaries	A. January	A. December	A. 50	A. 29 Barangays with confirmed boundaries	B. On going negotiation with Sangguniang Barangays	GF						
	B.	B.	B.									
MUNICIPAL ACCOUNTING OFFICE												
Improvement of MAccO Building	A.	A.	A. 4,000,000.00	A.	B.				As per MEO, integrity of the structure will be compromise	Change in plan and budgetary requirements	Change plan from improvement to construction of 2-Storey Building	Increase morale of employees and client satisfaction
	B.	B.	B.									

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Construction of Stockroom	A.	A.	A.	A.	B.				No funds allocated for the project		Increase safety and security of Municipal Documents
	B.	B.	B.								
Reconciliation of PPE and Inventory records of the Municipality	A.	A.	A.	A.	B.			No available workforce to reconcile records	One time Cleansing of PPE was not approved	Implementation of One time cleansing of PPE	Accurate and Reliable records of accountability of each employees
	B.	B.	B.								
Organizational Structure Assessment and Recalibration of Workload	A.	A.	A.	A.	B.						Proper and balance workload for each employees
	B. 8 / 18 / 2022	B. 8 / 21 / 2022	B.								
MUNICIPAL BUDGET OFFICE											
Preparation of Office Plans 2023	A. January 2023	A. January 2023	A.	A. Office Annual Gender and Development Plan submitted	B. Office Annual Gender and Development Plan submitted						
	B. January 12, 2023	B. January 10, 2023	B.								
	A. January 2022	B. January 2022	A.	A. 1 Office Capacity Development Plan submitted	B. 1 Office Capacity Development Plan submitted						
	B. January 31, 2022	B. January 25, 2022	B.								
	A. August 2022	A. August 2022	A.	A.1 Office Development Plan/Investment Program	B. 1 Office Municipal Development Investment Plan submitted						
	B. August 6, 2022	B. August 4, 2022	B.								
	A. February 2022	B. February 2022	A.	A.1 Public Financial Management Improvement Plan submitted	B. Public Financial Management Improvement Plan submitted						
	B. February 25, 2022	B. February 23, 2022	B.								
	A. April, 2022	B. April, 2022	A.	A. 1 Office Medium-Term Development Framework Plan (MTDFP 2023-2025) submitted	B. 1 Office Medium-Term Development Framework Plan (MTDFP 2023-2025) submitted						
	B. April 23, 2022	B. April 21, 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. July 2022 B. July 9, 2022	A. July 2022 B. July 7, 2022	A. B.	A. 1 Office Executive Legislative Agenda (ELA 2023-2025) submitted	B. 1 Office Executive Legislative Agenda (ELA 2023-2025) submitted						
Supervision & Monitoring											
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B.	A. Staff supervised	B. 5 staff and 10 Job's Order Personnel supervised						
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B.	A.Allowable OBRE's reviewed /signed/ approved/certified	B. 8,371 allowable ObRe reviewed/ signed/ approved/ certified						
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B.	A.All received appointments reviewed	B. 53 received appointments reviewed						
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B.	A. Requested certifications prepared and signed	B. 20 requested certifications prepared and signed						
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B.	A. Staff meetings conducted	B. 12 Staff meetings conducted						
Linkaging & Coordination											
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 3840.00 B.Php 1,840.00	A. PBO/MBO meetings attended	B. 3 PBO/MBO meetings attended	GF					
Membership Dues and Contributions to Organization	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 15,000.00 B. Php 5,000.00	A. Membership and dues to organization paid	B.All membership and dues to organization paid	GF					

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Telephone Expenses	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 56,400.00 B. Php 51,760.20	A. Telephone Subscription maintained	B. Telephone Subscription maintained	GF					
Internet Subscription Expenses	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php24,000.00 B. Php 23,859.34	A. Internet subscription paid	B. Internet subscription paid	GF					
Travelling Expenses	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B. Php 27,732.00	A. All necessary travelling expenses paid	B. 22 necessary travelling expenses paid	GF					
Capacity Development /Enhancement											
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 115,000.00 B. Php 115,000.00	A. Trainings/ orientation/ seminars participated	B. 9 trainings/ orientation/ seminars participated	GF					
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. B.	A. Staff Trained	B. 3 Staff trained						
Administrative Services											
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 14,000.00 B. Php 5,120.00	A. IT Equipment and Software maintained	B. All IT Equipment and Software maintained	GF					
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 23,525.00 B. Php 23,525.00	A. Office equipment maintained	B. All office equipment maintained	GF					
	A. January 2022 B. December 2022	A. January 2022 B. December 2022	A. Php 0.00 B. Php 0.00	A. Furniture & fixture maintained	B. All furniture & fixture maintained						

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact	
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment							
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses								
	A. January 2022	A. January 2022	A. Php 550,000.00	A. Office supplies procured quarterly	B. All necessary office supplies procured quarterly	GF						
	B. December 2022	B. December 2022	B. Php 549,076.00									
	A. January 2022	A. January 2022	A. Php 298,800.00	A. Other supplies and materials procured quarterly	B. All Other supplies and materials procured quarterly	GF						
	B. December 2022	B. December 2022	B. Php 297,504.00									
	A. July 2022	A. September 2022	A. Php 10,000.00	A. 2 units emergency lights procured	B. 2 units emergency lights procured	GF						
	B. August 2022	B. August 2022	B. Php 9,980.00									
	A. January 2022	A. January 2022	A. Php 13,000.00	A. Drinking Water procured	B. All needed drinking water procured	GF						
	B. December 2022	B. December 2022	B. Php 11,320.00									
	A. January 2022	A. January 2022	A. Php 298,800.00	A. Other supplies and materials procured quarterly	B. All Other supplies and materials procured quarterly	GF						
	B. December 2022	B. December 2022	B. Php 297,504.00									
	A. July 2022	A. September 2022	A. Php 10,000.00	A. 2 units emergency lights procured	B. 2 units emergency lights procured	GF						
	B. August 2022	B. August 2022	B. Php 9,980.00									
	A. January 2022	A. January 2022	A. Php 13,000.00	A. Drinking Water procured	B. All needed drinking water procured	GF						
	B. December 2022	B. December 2022	B. Php 11,320.00									
	Procurement of Paper Shredder	A. July 2022	A. September 2022	A. Php 20,000.00	A. 1 unit paper shredder procured	B. 1 unit paper shredder procured	GF					old documents were shredded, more space for filing
		B. December 2022	B. December 2022	B. Php 19,999.00								
	High-end Desktop Computer (Server)	A. April 2022	A. June 2022	A. Php 100,000.00	A. 1 unit high-end desktop computer (server) procured	B. 1 unit high-end desktop computer (server) procured	GF					
		B. April , 2022	B. April 2022	B. Php 99,950.00								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
Performance Evaluation											
	A. January 2022	A. January 2022	A.	A. Staff/ personnel evaluated	B.8 staff/personnel evaluated						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. OPCR/IPCR submitted	B. 2 Bi-semestral OPCR/IPCR submitted						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. Job Order employees assessed	B. 8 Job Order employees assessed						
B. December 2022	B. December 2022	B.									
A. October 2022	B. October 2022	A. Php 100,000.00	A. Year-end Assessment and Benchmarking conducted	B. Year-end Assessment and Benchmarking conducted	GF						performance assessed and new learnings obtained
B. November 2022	B. November 2022	B. Php 100,000.00									
Budget Planning Preparation and Defense	A. April 2022	A. June 2022	A.	A. 3 - year Income Projection drafted & finalized for LFC	B. 3 - year Income Projection drafted & finalized for LFC						
	B. June 2022	B. June 2022	B.								
	A. July 2022	A. July 16, 2022	A.	A. Budget Call finalized/draft	B. 1 Budget Call finalized and disseminated on July 15, 2022						
	B. July 16, 2022	B. July 15, 2022	B.								
	A. September 2022	A. September 2022	A. Php 79,890.00	A. 1 Sectoral Technical Budget Forum conducted	B. 1 Sectoral Technical Budget Forum conducted on September 8-15, 2020	GF		Some offices misallocate funds		Offices must be aware what are PPAs they included in the AIP for budget allocation	budget proposals were reviewed and checked as to plan
	B. September 2022	B. September 2022	B. Php 78,315.00								
	A. October 2022	A. October 2022	A.	A. Budget Message drafted and finalized	B. Budget Message drafted and finalized						
B. October 16, 2021	B. October 11, 2021	B.									

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. October 2021	A. October 2022	A.	A. Executive Budget submitted to the Sangguniang Bayan	B. Executive Budget submitted to the Sangguniang Bayan on October 13, 2022						
	B. October 16, 2021	B. October 13, 2022	B.								
	A. October 2022	A. October 2022	A.	A. Submission of Annual Budget to Sangguniang Panlalawigan facilitated	B. A. Submission of Annual Budget to Sangguniang Panlalawigan facilitated - submitted on November 27, 2020						
	B. December 2022	B. November 22, 2022	B.								
	A. January 2022	A. January 2022	A.	A. Supplemental Budget prepared	B. 5 Supplemental Budget prepared						
	B. December 2022	B. December 2022	B.								
Procurement of ICT Equipment	A. April 2022	A. June 2022	A. Php 60,000.00	A. 1 unit computer desktop procured	B.1 unit desktop computer procured	GF					replaced outworn ict equipment
B. April 2022	B. April 2022	B. Php 60,000.00									
Budget Execution and Accountability											
	A. January 2022	A. January 2022	A.	A. Local budget execution forms accomplished	B. 210 Local budget execution forms accomplished						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. All Registry of Appropriations Allotments and Obligations maintained	B. All Registry of Appropriations Allotments and Obligations maintained						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. All Statement of Appropriations Allotments Obligations and Balances (SAAOB) prepared, reviewed and certified	B. 32 Statement of Appropriations Allotments Obligations and Balances (SAAOB) prepared, reviewed and certified						
	B. December 2022	B. December 2022	B.								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. January 2022	A. January 2022	A.	A. DRRM Fund Utilization Report submitted to DBM before 30th of ensuing month	B. 12 DRRM Fund Utilization Report submitted to DBM before 30th of ensuing month						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. LBAC Form No. 2 - Quarterly Financial Report of Operations prepared and submitted	B.4 LBAC Form No. 2 - Quarterly Financial Report of Operations prepared and submitted						
	B. December 2022	B. December 2022	B.								
Budget Review and Evaluation											
	A. January 2022	A. January 2022	A.	A.Barangay Annual Budget reviewed and submitted to SB for authorization	B. 44 Barangay Annual Budget reviewed and submitted to SB for authorization			time constraint due to late submission of barangays' budget		encouraged barangays for timely preparation of annual budgets	
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A.Barangay SK Annual Budget reviewed and submitted to SB for authorization	B. 25 Barangay SK Annual Budget reviewed and submitted to SB for authorization						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. Barangay Supplemental Budget reviewed and submitted to SB for authorization	B. 46 Barangay Supplemental Budget 27 Realignment of Funds						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. All received Work and Financial Plan based on the duly approved budget reviewed	B. 55 received Work and Financial Plan based on the duly approved budget reviewed						
	B. December 2022	B. December 2022	B.								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
	A. July 2022	A. September 2022	A. Php 35,000.00	A. 1 unit 12-seater conference table procured	B. 1 unit 12-seater conference table procured	GF					conference room become functional
	B. July 2022	B. July 2022	B. Php 34,800.00								
	A. July 2022	A. September 2022	A. Php 10,000.00	A. 1 unit water dispenser procured	B. 1 unit water dispenser procured	GF					
	B. July 2022	B. July 2022	B. Php 9,950.00								
Other Budget Relative Services											
	A. January 2022	A. January 2022	A.	A. All certification drafted and finalized	18 certification drafted and finalized						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. All pertinent issuances/ documents researched/ downloaded and disseminated	B. 6 pertinent issuances/ documents researched/ downloaded and disseminated						
	B. December 2022	B. December 2022	B.								
Other Services											
	A. January 2022	A. January 2022	A.	A. All hours of assistance rendered	B. All hours of assistance rendered						
	B. December 2022	B. December 2022	B.								
	A. January 2022	A. January 2022	A.	A. All necessary municipal celebration activities attended and/or participated in	B. 67 necessary municipal celebration activities attended and/or participated in						
	B. December 2022	B. December 2022	B.								
Membership to Special Bodies; BAC Member; PRAISE Committee Member; HRMP SB Member; HRDC Member; PMT Member; PERC Member; MQRT Member; Inspection & Disposal Committee Member; Municipal Appraisal Committee Member; Municipal Nutrition Council Member; Municipal Finance Committee Member; Municipal Local Disaster Risk Reduction Management; Council Member; PFMAT Member; Local Council for protection of Children Member	A. January 2022	A. January 2022	A.	A. All appropriated services rendered	B. All appropriated services rendered						

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE											
General Administration and Support Services Program											
Capacity Development/Enhancement	A. May	A. May	A. 64,500.00	A. System Innovation and Staff Efficiency Self-Enhancement Activity cum Sustainable Community Circuit Mobile/Uncoordinated Observation/Benchmarking conducted out of the province	B. 1 Office System Innovation and Staff Efficiency Self-Enhancement Activity cum Sustainable Community Circuit Mobile/Uncoordinated Observation/Benchmarking conducted out of the province	GF					Recommended adoption and localization standard of good practices and relevant policies to enrich and boost the role of the MPDO as a think-tank organization for development planning and coordination
	B. Jun	B. Jun	B. 64,500.00								
	A. Dec	A. Dec	A. 68,000.00	A. System Worthiness and Staff Performance Self-Assessment and Target Setting Activity Cum Benchmarking and Itinerant Observation conducted out of the province	B. 1 Office System Worthiness and Staff Performance Self-Assessment and Target Setting Activity Cum Benchmarking and Itinerant Observation conducted out of the province	GF					
	B. Dec	B. Dec	B. 68,000.00								
Administrative Services											
Procurement of Split-Type Air-Conditioner	A. Jul	A. Sep	A.60,000.00	A. 1 unit Split-Type Air-Conditioner procured	B. 1 unit Split-Type Air-Conditioner procured	GF			Centralized Procurement System		
	B. Nov	B. Nov	B. 60,000.00								
Procurement of Motorcycle Helmet	A. Jan	A. Mar	A. 19,000.00	A. 3 units Motorcycle Helmet procured	B. 3 units Motorcycle Helmet procured	GF			Centralized Procurement System		
	B. May	B. May	B. 18,840.00								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Procurement of Motorcycle Toolbox	A. Jan	A. Mar	A. 21,000.00	A. 3 units Motorcycle Toolbox procured	B. 3 units Motorcycle Toolbox procured	GF			Centralized Procurement System		
	B. May	B. May	B. 20,850.00								
Procurement of Heavy Duty Ream Cutter	A. Jan	A. Mar	A. 60,000.00	A. 1 unit Heavy Duty Ream Cutter procured	B. 1 unit Heavy Duty Ream Cutter procured	GF			Centralized Procurement System		
	B. May	B. May	B. 59,950.00								
Procurement of IT equipment											
Procurement of Heavy Duty Printer	A. Jul	A. Sep	A. 70,000.00	A. 2 units Heavy Duty Printer procured	B. 2 units Heavy Duty Printer procured	GF			Centralized Procurement System		
	B. Oct	B. Oct	B. 68,950.00								
Procurement of 1100VA UPS	A. Jul	A. Sep	A. 30,000.00	A. 1 unit 1100VA UPS procured	B. 1 unit 1100VA UPS procured	GF			Centralized Procurement System		
	B. Oct	B. Oct	B. 29,500.00								
Procurement of Printer	A. Jul	A. Sep	A. 60,000.00	A. 3 units printer procured	B. 3 units printer procured	GF			Centralized Procurement System		
	B. Oct	B. Oct	B. 59,760.00								
Procurement of Computer with Printer	A. Jul	A. Sep	A. 60,000.00	A. 1 unit Computer with Printer procured	B. 1 unit Computer with Printer procured	GF			Centralized Procurement System		
	B. Oct	B. Oct	B. 59,280.00								
Operations											
Research, Statistics and Database Management											
Procurement of 16-Port Switch Hub	A. Jan	A. Mar	A. 15,000.00	A. 2 units 16-Port Switch Hub procured	B. 2 units 16-Port Switch Hub procured				Centralized Procurement System		
	B. Jul	B. Jul	B. 15,000.00								
Procurement of Outdoor Projector	A. Jul	A. Sep	A. 100,000.00	A. 1 unit Outdoor Projector procured	B. 1 unit Outdoor Projector procured				Centralized Procurement System		
	B. Sep	B. Sep	B. 99,000.00								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Information and Communications Technology Services											
Procurement of Desktop Computer	A. Apr	A. Jun	A. 40,000.00	A. 1 unit Desktop Computer procured	B. 1 unit Desktop Computer procured	GF-SPA			Centralized Procurement System		
	B. Jul	B. Jul	B. 40,000.00								
Procurement of Laptop	A. Jul	A. Sep	A. 100,000.00	A. 2 units Laptop procured	B. 2 units Laptop procured	GF-SPA			Centralized Procurement System		
	B. Oct	B. Oct	B. 99,150.00								
Procurement of Printer	A. Apr	A. Jun	A. 25,000.00	A. 1 unit printer procured	B. 1 unit printer procured	GF-SPA			Centralized Procurement System		
	B. Oct	B. Oct	B. 25,000.00								
Monitoring and Evaluation											
Procurement of Portable Sound System	A. Apr	A. Jun	A. 50,000.00	A. 2 units Portable Sound System procured	B. 2 units Portable Sound System procured				Centralized Procurement System		
	B. Sep	B. Sep	B. 49,400.00								
Development Plan and Investment Program Services											
Formulation of Medium-Term Development Plan (MTDP) 2023-2025	A. Apr	A. Apr	A. 1,499,757.00	A. Formulation of Medium-Term Development Plan (MTDP) 2023-2025 conducted	B. Formulation of Medium-Term Development Plan (MTDP) 2023-2025 conducted; draft MTDP 2023-2025 (3 Volumes) formulated	GF-SPA					An avenue for the agency to review, assess, analyze, determine and update development strategies as incorporated in the five sector development plans of the approved CLUP-CDP
	B. May 25, 2022	B. May 27, 2022	B. 1,495,076.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses								
Formulation of Executive-Legislative Agenda (2023-2025)	A. Jul	A. Sep	A. 999,997.00	A. Formulation of Executive-Legislative Agenda (2023-2025) conducted	B. Formulation of Executive-Legislative Agenda (2023-2025); draft ELA 2023-2025 formulated						A transitional guide to lead and enable the executive and legislative branches to agree on priority problems and issues and focus on a set of interventions, increase the chances for implementation of priority programs of the executive department, with the legislative branch enacting legislative measures in support of the administration's program of government
	B. July 18, 2022	B. July 21, 2022	B. 991,615.00								
Formulation of Municipal Development Investment Program (MDIP) CY 2023-2025 / Annual Investment Program (AIP) CY 2023	A. Mar	A. Apr	A. 1,499,757.00	A. Formulation of Municipal Development Investment Program (MDIP) CY 2023-2025 / Annual Investment Program (AIP) CY 2023 conducted	B. Formulation of Municipal Development Investment Program (MDIP) CY 2023-2025 / Annual Investment Program (AIP) CY 2023; draft MDIP CY 2023-2025 / AIP CY 2023 formulated						The significant activity aiming to assess, analyze and determine development strategies, financial capacity and investment priorities of the local government
	B. August 29, 2022	B. September 02, 2022	B. 1,495,076.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Performance Evaluation and Appraisal System Services											
Annual Agency Performance Appraisal	A. Jan	A. Mar	A. 1,057,475.00	A. All necessary agency performance accomplishment and review activities conducted	B. Annual Agency Performance Appraisal conducted	GF-SPA/Other Sources					A significant agency self-assessment process in plenary session aiming to determine both the capabilities (strengths and opportunities) and limitations (weaknesses and threats) of the municipality as an organization which is mandated to provide efficient and effective delivery of public service
	B. March 15, 2022	B. March 18, 2022	B. 835,084.00								
MUNICIPAL CIVIL REGISTRY OFFICE											
Records Management											
Recording of civil registry documents in the registry books	A. January	A. December	A.	A. All birth, death, and marriage certificates recorded and filed	B. 2,926 birth, 734 death, and 352 marriage certificates recorded and filed						
	B. January 2022	B. December 2022	B.								
Binding certificates of birth, death, and marriage	A. January	A. December	A.	A. All birth, death, and marriage certificates binded	B. All birth, death, and marriage certificates binded						
	B. January 2022	B. December 2022	B.								
Record Court Order/Decree in the registry book	A. January	A. December	A.	A. All court order/decree recorded and filed	B. 32 court order/decree recorded and filed						
	B. January 2022	B. December 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Procurement											
Office and Miscellaneous supplies	A. January	A. December	A.	A. All office and miscellaneous supplies procured	B. 6 PRs of office supplies and 4 PRs of miscellaneous supplies processed and procured						
	B. January 2022	B. December 2022	B.								
Office Equipment	A. January	A. December	A.	A. All office equipment procured	B. 6 PRs for fire extinguisher, photocopier, portable speaker and microphone, split type aircon 2.0 HP, steel cabinet, and water dispenser processed and procured						
	B. January 2022	B. December 2022	B.								
ICT Equipment	A. January	A. December	A.	A. All ICT equipment procured	B. 5 desktop computer and 2 laptop computer procured						
	B. January 2022	B. December 2022	B.								
Service Vehicle	A. January	A. December	A.	A. All service vehicle procured	B. 1 service vehicle procured						
	B. January 2022	B. December 2022	B.								
Operations											
Registration Services											
Birth/ Death/ Marriage Certificates	A. January	A. December	A.	A. All birth, death, and marriage certificates registered	B. 2,926 birth, 734 death, and 352 marriage certificates registered						
	B. January 2022	B. December 2022	B.								
Monthly Report	A. January	A. December	A.	A. All reports prepared and submitted	B. 12 reports of birth, death, and marriage certificates prepared and submitted						
	B. January 2022	B. December 2022	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
PhilSys Birth Registration Program (PBRAP)	A. January	A. December	A.	A. All unregistered individual registered	B. 112 unregistered individual registered under PBRAP						
	B. January 2022	B. December 2022	B.								
Court Order/Decree	A. January	A. December	A.	A. All court order/decree received and registered	B. 32 court order/decree received and registered						
	B. January 2022	B. December 2022	B.								
Petitions (R.A. 9048, R.A. 10172)	A. January	A. December	A.	A. All Petitions prepared and submitted	B. 126 Petitions prepared and submitted						
	B. January 2022	B. December 2022	B.								
Civil Registration Month	A. February	A. February	A.	A. -Civil Registration Information dissemination conducted to Barangay Officials. -Civil registration Forum and Quiz Bee conducted for SK Chairpersons -Free Mobile Registration conducted in brgy. Sabang, Marayos, and Papandayan -Kasalang Bayan conducted	B. -Civil Registration Information dissemination conducted to 37 Barangay Officials. -Civil registration Forum and Quiz Bee conducted for 37 SK Chairpersons -Free Mobile Registration conducted in brgy. Sabang, Marayos, and Papandayan -20 coupled were married in Kasalang Bayan						
	B. February 2022	B. February 2022	B.								
MUNICIPAL ADMINISTRATOR'S OFFICE											
Salaries	A. January	A. December	A.1,891,218.50	A.All necessary salaries paid	B.All necessary salaries paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.1,891,218.50								
Personnel Economic Relief Allowance (PERA)	A. January	A. December	A. 128,000.00	A.All PERA paid	B.All PERA paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B. 128,000.00								
Representation Allowance (RA)	A. January	A. December	A. 77,062.50	A.All RA paid	B.All RA paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B. 77,062.50								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Transportation Allowance (TA)	A. January	A. December	A. 77,062.50	A.All TA paid	B.All TA paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B. 77,062.50								
Clothing/Uniform Allowance	A. January	A. December	A.30,000.00	A.All Clothing/Uniform Allowance paid	B.All Clothing/Uniform Allowance paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.30,000.00								
Overtime Services	A. January	A. December	A.201,152.73	A.All overtime services paid	B.All overtime services paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.197,586.53								
Year-End Bonus	A. January	A. December	A.154,758.00	A.All Year-End Bonus paid	B.All Year-End Bonus paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.154,758.00								
Cash Gift	A. January	A. December	A.26,500.00	A.All Cash Gift paid	B.All Cash Gift paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.26,500.00								
Other Bonuses & Allowances(Mid-year Bonus)	A. January	A. December	A.153,438.00	A.All Other Bonuses & Allowances paid	B.All Other Bonuses & Allowances paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.153,438.00								
Retirement and Life Insurance Premiums	A. January	A. December	A.226,951.68	A.All Retirement and Life Insurance Premiums paid	B.All Retirement and Life Insurance Premiums paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.226,950.75								
Pag-IBIG Contributions	A. January	A. December	A.37,826.00	A.All Pag-IBIG Contributions paid	B.All Pag-IBIG Contributions paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.37,825.13								
PhilHealth Contributions	A. January	A. December	A.39,558.56	A.All PhilHealth Contributions paid	B.All PhilHealth Contributions paid	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.39,558.23								
Employees Compensation Insurance Premiums	A. January	A. December	A.6,400.00	A.All Employees Compensation Insurance	B. Employees Compensation Insurance	GF	None	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.6,400.00								
Travelling Expenses	A. January	A. December	A. 128,100.00	A. All Travelling Expenses paid	B. All Travelling Expenses paid	GF	Savings amounting to Php 506.00	None	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.127,594.00								
Training Expenses	A. January	A. December	A.55,819.00	A.All Training Expenses paid	B.All Training Expenses paid	GF	Savings amounting to Php 5,558.00	No personnel undergone training on the last quarter due to closing period	Not Applicable	None	Well-capacitated employee
	B. January	B. December	B.50,261.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Office Supplies Expenses	A. January	A. December	A. 202,455.00	A.All Office Supplies Expenses paid	B.All Office Supplies Expenses paid	GF	None	None	Not Applicable	None	Enhanced public service delivery
	B. January	B. December	B.202,455.00								
Food Supplies Expenses	A. January	A. December	A. 28,800.00	A.All Food Supplies Expenses paid	B.All Food Supplies Expenses paid	GF	Savings of Php 90.00	Due to lowest quotation of supplier	Not Applicable	None	
	B. January	B. December	B.28,710.00								
Fuel, Oil and Lubricant Expenses	A. January	A. December	A.35,000.00	A.All Fuel, Oil and Lubricant Expenses paid	B.All Fuel, Oil and Lubricant Expenses paid	GF	Savings of Php 8,300.00	Due to limited official travel of motorcycle	Not Applicable	None	Timely delivery of messengerial services
	B. January	B. December	B.26,700.00								
Other Supplies and Material Expenses	A. January	A. December	A.200,000.00	A.All Other Supplies and Material Expenses paid	B..All Other Supplies and Material Expenses paid	GF	Savings of Php 6,206.50	Due to lowest quotation of supplier	Not Applicable	None	Enhanced public service delivery
	B. January	B. December	B.193,793.50								
Water Expenses	A. January	A. December	A.7,000.00	A.All Water Expenses paid	B..All Water Expenses paid	GF	Savings of Php 1,680.00	Due to decrease in water consumption of the office	Not Applicable	None	Well-motivated employee
	B. January	B. December	B.5,320.00								
Telephone Expenses	A. January	A. December	A.75,700.00	A.All Telephone Expenses paid	B.All Telephone Expenses paid	GF	Savings of Php 24,428.66	Savings is due to non-reimbursement of MA's load allowance while on study leave	Not Applicable	None	Effective linkaging and coordination
	B. January	B. December	B.51,271.34								
Internet Subscription Expenses	A. January	A. December	A.40,000.00	A.All Internet Subscription Expenses paid	B.All Internet Subscription Expenses paid	GF	None	None	Not Applicable	None	Enhanced public service delivery
	B. January	B. December	B.40,000.00								
Rep. and Maintenance - Office Equipment	A. January	A. December	A. 10,000.00	A All Office Equipment maintained	B.All Office Equipment maintained	GF	None	None	Not Applicable	None	Well-maintained office equipment
	B. January	B. December	B.10,000.00								
Rep. and Maintenance -Motor Vehicle	A. January	A. December	A. 21,081.00	A. One motor vehicle maintained	B. One motor vehicle maintained	GF	Savings of Php 16,876.00	No repair needed	Not Applicable	None	Well-maintained motor vehicle
	B. January	B. December	B.4,205.00								
Other Maintenance and Operating Expenses	A. January	A. December	A.40,000.00	A. All Other Maintenance and Operating Expenses paid	B.All Other Maintenance and Operating Expenses paid	GF	Savings of Php 1,790.00	Due to lowest quotation of supplier	Not Applicable	None	Enhanced public service delivery
	B. January	B. December	B.38,210.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Procurement of 1 unit Paper Shredder	A. July	A. September	A.25,000.00	A.1 unit Paper Shredder procured	B..1 unit Paper Shredder procured	GF	Savings of Php 500.00	Due to lowest quotation of supplier	PR forwarded to BAC, consolidated procurement in effect	None	Effective delivery of administrative services
	B. October	B. December	B.24,500.00								
Procurement of 1 unit laptop with complete peripherals	A. January	A. March	A. 95,000.00	A. 1 unit laptop with complete peripherals procured	B.1 unit laptop with complete peripherals procured	GF	None	None	PR forwarded to BAC, consolidated procurement in effect	None	Effective delivery of administrative services
	B. March	B. June	B.95,000.00								
Procurement of 1 unit Desktop with complete peripherals	A. April	A. June	A.100,000.00	A.1 unit Desktop with complete peripherals procured	B.1 unit Desktop with complete peripherals procured	GF	Savings of Php 2,000.00	Due to lowest quotation of supplier	None	None	Effective delivery of administrative services
	B. April	B. June	B. 98,000.00								
Procurement of 2 units Printer	A. April	A. June	A.30,000.00	A.2 units Printer procured	B.2 units Printer procured	GF	None	None	PR forwarded to BAC, consolidated procurement in effect	None	
	B. July	B. September	B.30,000.00								
Procurement of 1 unit DSLR Camera	A. January	A. March	A.40,000.00	A.1 unit DSLR Camera procured	B.1 unit DSLR Camera procured	GF	Savings of Php 400.00	Due to lowest quotation of supplier	PR forwarded to BAC, consolidated procurement in effect	None	
	B. March	B. June	B.39,600.00								
Procurement of 2 Visitors Chair	A. July	A. September	A.6,000.00	A.2 Visitors Chair procured	B.2 Visitors Chair procured	GF	Savings of Php 40.00	Due to lowest quotation of supplier	PR forwarded to BAC, consolidated procurement in effect	None	
	B. October	B. December	B.5,960.00								
HUMAN RESOURCE AND MANAGEMENT OFFICE											
Benchmarking Activity for HRMO staff	A. Jan	A. Dec	A. 100,000.00	A. Benchmarking Activity for HRMO Staff conducted	B. Benchmarking Activities of HRMO Staff conducted on: *Provincial Government of Oriental Mindoro - May 20, 2022 *Local Government Unit of Bayambang, Pangasinan - December 13, 2022 *City Government of Baguio - December 14, 2022 *Department of Trade and Industry - Cordillera Administrative Region - December 15, 2022	GF					It provided additional learnings to the HRMO Staff which paves way to further improve human resource operations and processes.
	B. Jan	B. Dec	B. 141,790.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Year-end Assessment and Periodic Target-Setting Activity for HRMO staff	A. May/Nov	A. May/Nov	A. 50,000.00	A. Year-End Assessment for HRMO Staff conducted	B. Year-End Assessment for HRMO Staff conducted on December 12-16, 2022	GF			Mid-year target setting not conducted since fund was only allocated for Year-End Performance Assessment and Target-Setting; Due to the conduct of calibration activities from November 16 - December 6, 2022, YEPA was adjusted on December 12-16, 2022		It served as a tool to acknowledge the team's strengths, to address the areas for improvements in the discharge of office's functions and services, and to come up with more inclusive, more innovative, more systematized, and more impactful programs for the employees
	B. Dec	B. Dec	B. <i>*incorporated with the expenses of Benchmarking Activity</i>								
PRAISE Recognition	A. Jul	A. Sept	A. 600,000.00	A. All rewards and incentives given thru PRAISE Committee-defined policies and guidelines	B. 382 certificates, 92 plaques awarded, and 92 employees given cash incentives	GF	*An additional award was added - Special Citations for External Recognition (International Level) by virtue of PRAISE Committee Resolution No. 09-2022 and adopted by SB Resolution No. 272-2022;				It bolstered employee engagement, boost their morale and fuel up their desire for excellent service delivery.
	B. Sept	B. Sept	B. 1,211,800.00				*Deviation on the budgetary requirements due to new sets of awards and change in the amount of monetary incentives				

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Employee Recognition	A. Jan	A. Dec	A.150,000.00	A. Employee Recognition regularly held	B. Employee Recognition Regularly held monthly and quarterly; 653 certificates given through PRAISE Committee-defined policies and guidelines	GF	For the 1st quarter of 2022, only the employees who ranked number 1 for regular and Non-regular categories were given Non-monetary incentives worth five thousand pesos. For the succeeding quarters, top 1, 2 and 3 were awarded with monetary incentives worth 2,500, 1,500 and 1,000 pesos respectively.				It served as a powerful tool to boost morale, motivate employees and promote a culture of excellence in the LGU.
	B. Jan	B. Dec	B. 40,000.00								
Retirement Program	A. Jan	A. Dec	A.150,000.00	A. Recognition given to all retiring employees	B. 10 retiring employees given recognition and rewarded with cash incentives	GF	Deviation in the budgetary requirements due to provision of monetary incentives to all retirees worth 1,000 pesos per year of service as per PRAISE Resolution No. 24-2022				It fostered an avenue to make employees feel valued and thus strengthening employee engagement and retention
	B. Dec	B. Dec	B. 576,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
In-house trainings	A.Jan	A.Dec	A.300,000.00	A. 3 In-house trainings conducted	B. 3 in-house trainings conducted •Orientation/Re-orientation program for new and promotional appointees conducted on April 5-6, 2022 and November 9 •Basic Customer Service Skills Training conducted on October 25-27, 2022	GF					This activity helped in capacitating employees towards improved efficiency, effectiveness and service excellence in a more economical way.
	B.Jan	B.Dec	B.110,515.00								
Employees' Day	A. Oct	A.Dec	A. 500,000.00	A. Employees' Day celebrated	B. Employees' Day celebrated on December 9, 2022	GF					This activity made employees feel the sense of belonging and being valued as an indispensable member of the agency
	B.Dec	B.Dec	B.473,974.00								
Civil Service Month Celebration	A.Sept	A.Sept	A. 200,000.00	A. Civil Service Month Celebrated	B. Civil Service Month Celebrated on September 01 - 30, 2022	GF					It raised the awareness of the community in the vital role played by the civil servants in the development of the locality and in delivering basic services to the constituents.
	B.Sept	B.Sept	B.184,695.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Employees' Team Building	A. Jan	A. Dec	A. 400,000.00	A. Employees' Team Building activity conducted	B. Employees' Team Building activity conducted on September 16, 2022	GF					It developed an organizational culture for 'superior/subordinate' relationship, 'team-work' and 'collaboration' among different sub-units, which are contributory to the professional and personal well-being, motivation and pride of work.
	B. Sept	B. Sept	B. 397,344.00								
Employees Sports Olympics	A. Jan	A. Dec	A. 300,000.00	A. Employees Sports Olympics organized	B. Employees Sports Olympics organized and facilitated on September 5 (Opening), September 7-22 (Elimination Rounds) and September 23 (Championship Games and Awarding)	GF					It acted as an enabling mechanism that fosters camaraderie and builds stronger ties among all personnel. It provided the employees, especially the rank-and-file, an opportunity to boost their self-image and value as team player.
	B. Sept	B. Sept	B. 283,830.00								
Local Scholarship Program	A. Jan	A. Dec	A. 400,000.00	A. All necessary scholarship grants/expenses (tuitions and allowances) provided	B. All necessary scholarship grants/expenses (tuitions and allowances) provided	GF	No employee have applied for the program in the year 2022.				It provided an opportunity for the employees to enhance their knowledge, skills and competencies to be able to contribute meaningfully to the achievement of agency goal.
	B. Jan	B. Dec	B. 49,925.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Drug Testing for LGU Personnel	A.Jul	A.Sept	A.50,000.00	A. Annual Drug-Testing for LGU personnel conducted	B. Annual Drug-Testing for LGU personnel conducted on November 29, 2022	GF			The conduct of activity depends on the availability of the Philippine Drug Enforcement Agency (PDEA) who will facilitate the drug testing.		It recognized the danger of addictive substances like illegal drugs and excessive alcohol if brought into workplace. It also highlighted the fundamental importance of employees' health and wellness as contributing factors to their efficiency and productivity.
	B.Aug	B.Nov	B.48,184.00								
Procurement of: 1 unit DSLR Battery with charger	A. Jan	A. Mar	A. 5,000.00	A. 1 unit DSLR Battery with charger procured	B. 1 unit DSLR Battery with charger procured and delivered on April 27, 2022	GF					Increased productivity and more efficient employees.
	B. Jan	B. Apr	B. 4,980.00								
1 unit Sound Card	A. Jan	A. Mar	A. 5,000.00	A. 1 unit sound card procured	B. 1 unit sound card procured and delivered on April 27, 2022	GF					
	B. Jan	B. Apr	B. 4,980.00								
2 units 1-KVA UPS	A. Jan	A. Mar	A. 20,000.00	A. 2 units 1-KVA UPS procured	B. 2 units 1-KVA UPS procured and delivered on April 27, 2022	GF					
	B. Jan	B. Apr	B. 19,600.00								
4 units UPS	A. Jan	A. Mar	A. 20,000.00	A. 4 units UPS procured	B. 4 units UPS procured and delivered on April 27, 2022	GF					
	B. Jan	B. Apr	B. 19,400.00								
1 unit Laminating Machine	A. Jan	A. Mar	A. 10,000.00	A. 1 unit Laminating Machine procured	B. 1 unit Laminating Machine procured and delivered on April 06, 2022	GF					
	B. Jan	B. Apr	B. 9,500.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
1 unit desktop computer with printer, UPS and AVR	A. Jul	A. Jul	A. 100,000.00	A. 1 unit desktop computer with printer, UPS and AVR procured	B. 1 unit desktop computer with printer, UPS and AVR procured and delivered on July 29, 2022	GF					
	B. Apr	B. Jul	B. 97,800.00								
2 units desktop computer with printer, UPS and AVR	A. Apr	A. Jun	A. 200,000.00	A. 2 units desktop computer with printer, UPS and AVR procured	B. 2 units desktop computer with printer, UPS and AVR procured and delivered on July 15, 2022	GF					
	B. Mar	B. Jul	B. 200,000.00								
2 units Biometric Finger Scanner with CCTV Camera and LAN Cable and peripherals	A. Jul	A. Sept	A. 80,000.00	A. 2 units Biometric Finger Scanner with CCTV Camera and LAN Cable and peripherals procured	B. 2 units Biometric Finger Scanner with CCTV Camera and LAN Cable and peripherals procured and delivered on December 7, 2022	GF			Due to observance of health restrictions, procurement was deferred		
	B. Oct	B. Dec	B. 78,800.00								
1 unit All-in One Printer with ADF and continuous ink supply system (CISS)	A. Jan	A. Mar	A. 20,000.00	A. 1 unit All-in One Printer with ADF and continuous ink supply system (CISS) procured	B. 1 unit All-in One Printer with ADF and continuous ink supply system (CISS) procured and delivered on June 27, 2022	GF			Centralized Procurement		
	B. Jan	B. Jun	B. 20,000.00								
BUSINESS PERMITS AND LICENSING OFFICE											
Issuance of Mayor's/Business Permits	A. January	A. December	A.	A. 1598 Mayor's/Business Permit to be issued	B. 2453 Mayor's/Business Permit prepared and released	GF					Income/Revenue Generation
	B. January	B. December	B.								
Issuance of Occupational Permit	A. January	A. December	A.	A. 1572 Occupational Permit to be issued	B. 3179 Occupational Permit prepared and released	GF					
	B. January	B. December	B.								

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AAPA MATRIX 1: SELF - ASSESSMENT MATRIX
Performance Year 2022**

**PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
GENERAL PUBLIC SERVICES SECTOR**

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Issuance of Special Mayor's Permit	A. January	A. December	A.	A. All request for Special Mayor's Permit prepared and released	B. 425 Special Mayor's Permit prepared and released	GF					Income/Revenue Generation
	B. January	B. December	B.								
Issuance of Business Certifications	A. January	A. December	A.	A. All request for business certifications prepared and released	B. 238 business certifications prepared and released	GF					
	B. January	B. December	B.								
Issuance of Market Stall Contract	A. January	A. December	A.	A. All Market Stall Contract prepared and released	B. 130 Market Stall Contract prepared and released	GF					
	B. January	B. December	B.								
Tricycle Franchise Services											
Issuance of Tricycle Franchise	A. January	A. December	A.	A. 1649 tricycle franchise to be issued	B. 2000 tricycle franchise prepared and released	GF					
	B. January	B. December	B.								
Issuance of Tricycle Franchise Cancellations	A. January	A. December	A.	A. All request for tricycle franchise cancellation prepared and released	B. 95 request for tricycle franchise cancellation prepared and released	GF					
	B. January	B. December	B.								
Inspection and Monitoring	A. March	A. September	A.	A. All establishments subject for inspection and monitoring	B. All barangays inspected and 1736 establishments monitored and inspected	GF		Non-compliant business owners that failed to secured their permit		Issuance of Cease and Desist Order	
	B. March	B. September	B.								
Joint Inspection Activity	A. October	A. October	A. 79,400.00	A. 440 new business establishments for inspection and validation	B. 440 new business establishments inspected and validated	GF					
	B. October	B. October	B. 75,180.00								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Procurement Services											
Accountable Forms	A. April-June	A. April-June	A. 250,000.00	All accountable forms procured 500 pcs. Fare Matrix 500 pcs. Bus. Plates 500 pcs. Tricycle Plates	100% Accountable Forms procured 500 pcs. Fare Matrix 500 pcs. Bus. Plates 500 pcs. Tricycle Plates	GF					
	B. May	B. May	B. 241,500.00								
IT Equipment	A. Oct-Dec	A. Oct-Dec	A. 55,000.00	All IT Equipment procured 3 units Printer 5 units UPS	All IT Equipment procured 3 units Printer 5 units UPS	GF					
	B. October	B. November	B. 54,690.00								
Office Equipment	A. July-Sept.	A. July-Sept.	A. 130,000.00	All Office Equipment procured 1 unit Photocopying Machine 1 unit Ring Binding Machine	All Office Equipment procured 1 unit Photocopying Machine 1 unit Ring Binding Machine	GF				Procurement of items under Capital Outlay should be entrusted to the end users for a faster processing of documents	
	B. July	B. September	B. 129,960.00								
MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICE											
General Administration and Support Services	January	December	160,000.00	100% of general administration and support services effectively and efficiently rendered	100% of general administration and support services effectively and efficiently rendered	LGU-GF	None	None	None		All necessary services provided to clients
	January	December	160,000.00								
Procurement of ICT Equipment and Office Equipment	January	March	40,000.00	1 unit 2HP aircon	1 unit of Aircon Procured and installed	LGU-GF	None	None			Conducive working environment
	March	March	40,000.00								
Maintenance of Peace and Order and Public Security and Safety											
General Administration and Support Services	January	December	50,000.00	Conduct of quarterly meeting of Mun. Peace and Order Council	four (4)f quarterly meetings of Mun. Peace and Order Council conducted		None	None			functional MPOC
	January	December	50,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Other MOOE-Travelling and Training Exp	April	December	10,000.00	All necessary travelling and training attended			None	None	N/A	N/A	N/A
POPS Planning Workshop	April	June	10,000.00	1 POPS Plan Formulated	1 POPS Plan Formulated		None	None	Implemented thru self help		
			10,000.00								
Barangay Based Institution Enhancement Training (BPOC, BCPC, VAWC, BDC)	January	September	150,000.00	All necessary training expenses, supplies and materials acquired. Training Design and Post Activity Report	1 Training conducted with 111 barangay officials participated. Documentary reports prepared and submitted	LGU-GF	None	Limited pax due to unlimited funds	N/A	N/A	N/A
	Dis-14	Dis-16	150,000.00								
Year End Assessment and Evaluation of Barangay Compliance and Functionality assessment of Barangay-Based Institution	October	December	115,000.00	All necessary training expenses, supplies and materials acquired. Training Design and Post Activity Report	1 year end assessment on BBI Functionality conducted with 74 Bgy Officials participated.	LGU-GF	None	None	N/A	N/A	Assessed functionality of BBIS and provided plaque of recognition for highly functional barangays
	Dis-01	Dis-02	115,000.00								
Installation of CCTV in strategic area	January	December	1,000,000.00	10 units of CCTV installed	1 year end assessment on BBI Functionality	LGU-GF	None	None	N/A	N/A	N/A
	N/A	N/A	-								
Municipal Anti-Drug Abuse											
General Administration and Support Services	January	December	65,000.00	Quarterly meeting of MADAC and Conduct of MADAC Audit	4 quarterly meetings of MADAC conducted, MADAC Audit conducted	LGU-GF	None	No funds allocated	Jointly implemented with MPOC	N/A	functional MADAC
	January	December	-								
Community Based Drug Rehabilitation Program	January	December	170,000.00	CBDRP Implementation for all identified PWUDS	Training for CBDRP Providers / Trainers Training for SBIRT/ Screening of 1st Batch of PWUDs (146 PWUDs screened)/Procurement of drug testing Kits	LGU-GF	None	Screening of PWUDS should comes first	146/434 PWUDS screened causing CBDRP to deferred	a. Conduct of 2nd phase of screening of PWUDS; 2. support of BADAC to encourage their PWUDs to enroll in the program	N/A
	B.	B.	170,000.00								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Trainings and Seminar for BADAC/BADAC Auxiliary Team	July	November	80,000.00	All necessary training expenses, supplies and materials acquired. Training Design and Post Activity Report	1-SICAP BADAC Training Conducted	LGU-GF	None	N/A	N/A		enhance functionality of BADAC and help demand reduction program in the barangay
	April	April	80,000.00								
Katarungang Pambarangay											
General Administration and Support Services											
Training on Enhancement for Lupong Tagapamayapa Secretaries	January	December	30,000.00	All necessary training expenses, supplies and materials acquired. Training Design and Post Activity Report	1KP Training conducted with 74 pax trained	LGU-GF	None	N/A	N/A	Regular trainings to include paralegal	Enhance settlement procedures in the barangays to improve justice system
	December	Dis-03	30,000.00								
Provision of LT Incentives and Awards	March	December	7,000.00	Provision of incentives and awards for barangay with highly functional Lupong tagapamayapa	1 Barangay provided with plaque of recognition and cash award for having highly functional LT	LGU-GF	None	none	None	Selection of top 3 highly functional LT to make them more competitive to the next higher award giving bodies	Motivation to bgys to enhance their settlement procedures and serve as model to other barangays
	March	Dis-03	7,000.00								
PINAMALAYAN MUNICIPAL POLICE STATION											
Serving of Search Warrant (HVI/ SLI)	A. April1, 2023	Adec 31, 2023	A. 85, 000	A.10 search warrant served	B.	PNP/LGU	None	Financial Problem during and after Drug Operation		Additional Budget to launched intensified anti-illegal drugs campaign	
	B.	B.	B.								
Conduct Buy-Bust Operations(HVI/SLI)	A. April1, 2023	Adec 31, 2023	A. 115000	A. 16 Buybust Operation conducted	B.	PNP/LGU	None				
	B.	B.	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Conduct of recovery and wellness activities of Drug Surrenderers	A. April1, 2023	Adec 31, 2023	A. 80,000	A. 50% of Drug Surrenderers	B.	PNP/LGU	None	Budget for recovery and wellness activities of Drug Surrenderers		Recovery and Re-Integration of drug surrenderers	
	B.	B.	B.								
Apprehension of Most Wanted Persons (MWP)	A. April1, 2023	Adec 31, 2023	A.117,000	A. To serve 10 pending warrant of arrest (MWP)	B.	PNP/LGU	None	Financial Problem on the arrest of Most wanted and other Wanted Person		Additional budget for arrest of Most wanted and other wanted persons inside and outside the municipality	
	B.	B.	B.								
Apprehension of Other Wanted Persons (OWP)	A. April1, 2023	Adec 31, 2023	A. 90000	A. To serve 15 pending warrant of arrest (OWP)	B.	PNP/LGU	None				
	B.	B.	B.								
Printing and distribution of IEC Materials for GAD awareness/ Post on social media re penalty on Rape cases	A. April1, 2023	Adec 31, 2023	A. 26,000	A. 1,000 IEC Materials, Flyers distributed and Posting on social Media	B.	PNP/LGU	None	Increase of Rape Incident		Distribution of Flyers, Seminars and Dialogues	
	B.	B.	B.								
Training/ Seminars of traffic Education	A. April1, 2023	Adec 31, 2023	A. 55,000	A.10 Seminars/ Trainings	B.	PNP/LGU	None	Traffic incidents		Establishment Traffic Engineering and Traffic Education	
	B.	B.	B.								
Installation of Traffic Signages	A. April1, 2023	Adec 31, 2023	A. 50,000	A. 20 traffic signages	B.	PNP/LGU	None				
	B.	B.	B.								
Five (5) Standby Points of beat patrols within Poblacion	A. April1, 2023	Adec 31, 2023	A. 50000	A. Increase number of Police Visibility / Presence, Number of Patrollers deployed, Number of Beat and mobile Patrolling	B.	PNP/LGU	None	Prevalent Crimes		Increase number of Police Visibility / Presence, Number of Patrollers deployed, Number of Beat and mobile Patrolling	
	B.	B.	B.		B.	PNP/LGU	None				
Three (3) Sectors of Mobile Patrolling within the Municipality	A. April1, 2023	Adec 31, 2023	A.200000		B.	PNP/LGU	None				
	B.	B.	B.		B.	PNP/LGU	None				
one (1) Established Border Control Points (BCP)	A. April1, 2023	Adec 31, 2023	A.360000		B.	PNP/LGU	None				
	B.	B.	B.		B.	PNP/LGU	None				
Three (3) Checkpoints daily in different areas of Pinamalayan	A. April1, 2023	Adec 31, 2023	A.200000	B.	PNP/LGU	None					
	B.	B.	B.								
Activation of Barangay Intelligence Network (BIN)	A. April1, 2023	Adec 31, 2023	A.72000	To avail of Confidential fund	B.	PNP/LGU	None	Confidential fund		To avail of Confidential	
	B.	B.	B.								

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	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Intelligence Monitoring in Far Flung Areas	A. April1, 2023	Adec 31, 2023	A.180000		B.	PNP/LGU	None				
	B.	B.	B.								
Confidential Agent build up	A. April1, 2023	Adec 31, 2023	A.100,000		B.	PNP/LGU	None				
	B.	B.	B.								
BUREAU OF FIRE - PINAMALAYAN											
Office Supplies	Jan	Dec	A. 50,000.00	Procurement of office supplies quarterly	All office supplies purchased before end of December 2022	FFS		No Issues/ Problems Encountered			Efficient Delivery of daily office works
	Jan	Dec	B. 50,000.00								
Fuel, Oil & Lubricants	Jan	Dec	A. 60,000.00	Procurement of Fuel, Oil and Lubricants (For Inspection & Trainings/Seminars)	766.847 Liters of fuel procured	FFS		No Issues/ Problems Encountered			It ensures that the fire trucks have enough fuel to run for an extended period of fire fighting in case of any emergencies.
	Jan	Dec	B. 60,000.00								
Repair & Maintenance of ICT Equipment	Jan	Dec	A. 12,000.00	Repair and Maintenance of office equipment	7 unit of ICT office equipment repaired & maintained	FFS		No Issues/ Problems Encountered			It helps in early detection of Issues, Prevention against viruses and Malware, Speed Up the computer, Maximize Software efficiency, and prevent Data Los of all documents of the office
	Jan	June	B. 12,000.00								

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**PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
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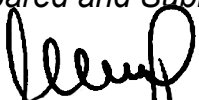
PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Repair & Maintenance of Motor Vehicle	Jan	Dec	A. 82,000.00	Repair and Maintenance of Motor Vehicle	1 Fire Truck Repaired and Maintained	FFS		No Issues/ Problems Encountered			Finding problems earlier will prevent failures and ensure safe use. It will help maintain the fire truck equipment in best condition for use of this station. Also prevent any problem during fire fighting.
	Jan	June	B. 82,000.00								
Property, Plant and Equipment											
Technical and Scientific Equipment											
4-Camera's CCTV with monitor	Jan	Dec	A. 20,000.00	Installation of CCTV CAMERA with monitor	4-camera's CCTV with monitor purchased	FFS		Issues/ Problems Encountered			CCTV in the work place can help to deter crime and provide a more secure environment of our station.
	Jan	June	B. 20,000.00								
Furniture and fixtures											
1 Unit Open-filing Cabinet (6 layers)	Jan	Dec	A. 10,000.00	Procurement of 1 Unit Open-filing Cabinet (6 layers)	1 unit filing cabinet(6 Layers)purchased	FFS		No Issues/ Problems Encountered			It is big help to our office to hold a large amounts of files without taking up to much floor space and store files and folders.
	Jan	June	B. 10,000.00								
Speaker with Amplifier & wireless microphone	Jan	Mar	A. 5,500.00	Acquisition of 1 unit of speaker with amplifier and wireless Mike	1 unit of Speaker with Amplifier & wireless mike acquired.	FFS		No Issues/ Problems Encountered			Used in our daily activities especially in Fire Safety Seminar and Oplan Ligtas na Pamayanan on the Road Fire Safety Campaign.
	Jan	Mar	B. 5,500.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Office Equipment											
2 Unit Aircon (1-HP) window type	Jan	Dec	A. 28,000.00	Acquisition of 2 units of Aircon	2 units of aircon acquired	FFS		No Issues/ Problems Encountered			Maintaining a positive work environment , help boost BFP Personnel Morale, retention and productivity. Improving office work, making the office and
	Jan	June	B. 28,000.00								
Disaster response and rescue equipment(Firefighting equipment and accessories)											
Extension Ladder	Jan	Dec	A. 26,500.00	Acquisition of extension ladder	Acquired 1 unit of 14-foot extension ladder	FFS		No Issues/ Problems Encountered			Ladder is very important during emergency situation, particularly during fire operation. It is the used to help people escape from fires , fight fires and rescue.
	Jan	June	A. 26500.00								
Heavy Duty Flashlight	Jan	Dec	A. 26,500.00	Acquisition of heavy duty flashlight	Acquired 2 unit of heavy duty flashlight	FFS		No Issues/ Problems Encountered			It will gives big help in our rescue and fire emergencies especially in
	Jan	June	A. 6,000.00								

Prepared and Submitted by:



DANIEL Q. FRUELDA
OIC - Municipal Administrator
General Public Services Sector Chairperson

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**PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
SOCIAL DEVELOPMENT SECTOR**

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
MUNICIPAL HEALTH OFFICE											
Basic Emergency Obstetric and Newborn Care (BEmONC) Program											
Bemonc Medical Supplies	A. 1st and 3rd Quarter	A. 1st and 3rd Quarter	A. 100,000.00	A. All Bemonc Medical Supplies purchased	B. All Bemonc Medical Supplies purchased	MGOP/GF					Men and women of reproductive age are provided with continuous reproductive health services; controlled incidence of unwanted pregnancy and sexually transmitted infections
	B.	B. 1st and 3rd Quarter	B. 98,300.00								
Family Planning Population Control and Logistics Supplies											
Population Control Supplies	A. 3rd Quarter	A. 3rd Quarter	A. 30,000.00	A. Population Control Supplies purchased	B. Population Control Supplies purchased	MGOP/GF					Men and women of reproductive age are provided with continuous reproductive health services; controlled incidence of unwanted pregnancy and sexually transmitted infections
	B.	B. July 2022	B. 25,000.00								
Infectious Disease Control Program											
IEC for STI/HIV/AIDS Prevention and Awareness among LGU employees	A. 4th Quarter	A. 4th Quarter	A. 40,000.00	A. IEC for STI/HIV/AIDS Prevention and Awareness among LGU employees conducted	B. IEC for STI/HIV/AIDS Prevention and Awareness among LGU employees conducted	MGOP/GF					Increased awareness n STI/HIV prevention and control
	B.	B. December 2, 2022	B. 39,266.75								
IEC on Rabies	A. 1st Quarter	A. 1st Quarter	A. 20,000.00	A. IEC on Rabies conducted	B. IEC on Rabies conducted	MGOP/GF					Increased awareness on Rabies Prevention and Control
	B.	B. March 25, 2022	B. 18,830.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
IEC on Dengue	A. 2nd Quarter	A. 2nd Quarter	A. 30,000.00	A. IEC on Dengue conducted	B. IEC on Dengue conducted	MGOP/GF					Increased awareness on Dengue Prevention and Control
	B.	B. June 27, 2022	B. 29,292.00								
Prevention of Cancer via Visual Inspection with Acetic Acid	A. 2nd Quarter	A. 2nd Quarter	A. 100,000.00	A. Prevention of Cancer via Visual Inspection with Acetic Acid conducted	B. Prevention of Cancer via Visual Inspection with Acetic Acid conducted	MGOP/GF					Selected women of reproductive age screened for cervical cancer
	B.	B. May 2022	B. 94,473.50								
Procurement of Rapid Antibody Testing Kit	A. 1st Quarter	A. 1st Quarter	A. 200,000.00	A. All Rapid Antibody Testing Kit purchased	B. All Rapid Antibody Testing Kit purchased	MGOP/GF					COVID-19 spread was controlled
	B.	B. March 2022	B. 199,300.00								
Procurement of PPE and Medical Supplies and Procurement of Additional Supplies for Pandemic and Disease Outbreak	A. 1st Quarter	A. 1st Quarter	A. 500,600.00	A. All PPE and Medical Supplies and Procurement of Additional Supplies for Pandemic and Disease Outbreak	B. Antigen kits, Isolation Gown, Clean Gloves, Face Mask, Alcohol and Micropore procured	MGOP/GF					COVID-19 spread was controlled
	B.	B. April 2022	B. 498,535.00								
TB DOTS Supplies	A. 1st Quarter	A. 1st Quarter	A. 20,000.00	A. All TB DOTS Supplies purchased	B. Frosted Slide, Face Mask, Alcohol, Cotton Balls, Syringe, Applicator Stick and Sputum Cup procured	MGOP/GF					Cases of TB were screened and treated
	B.	B. March 2022	B. 19,280.00								
Prevention of Non-Infectious Disease Program											
Color Fun Run and Hydro Zumba	A. 1st Quarter	A. 1st Quarter	A. 40,000.00	A. Color Fun Run and Hydro Zumba conducted	B. Color Fun Run and Hydro Zumba conducted	MGOP/GF					Increased awareness on fitness and healthy lifestyle
	B.	B. March 25, 2022	B. 33,200.00								
Procurement of Hypertension and Drug Medicine Maintenance	A. 1st Quarter	A. 1st Quarter	A. 10,000.00	A. All Hypertension and Drug Medicine Maintenance purchased	B. Lozartan 50mg and Metformin 500mg procured	MGOP/GF					Hypertensive and diabetic patients are aided in the control of their health condition
	B.	B. March 2022	B. 9,932.00								

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PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
SOCIAL DEVELOPMENT SECTOR

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Nutrition and Primary Health Care											
Skills Training for BNS	A. 4th Quarter	A. 4th Quarter	A. 70,000.00	A. Skills Training for BNS conducted	B. Skills Training for BNS conducted	MGOP/GF					All BNS of Pinamalayan are capacitated resulting to improved work
	B.	B. November 8-11, 2022	B. 68,776.00								
IYCF Training	A. 1st Quarter	A. 1st Quarter	A. 30,000.00	A. Infant, Young, Children Feeding Training conducted	B. Infant, Young, Children Feeding Training	MGOP/GF					Exclusive breastfeeding and complementary feeding
	B.	B. May 13, 2022	B. 29,018.00								
Nutrition in Emergency Training	A. 2nd Quarter	A. 2nd Quarter	A. 60,000.00	A. Nutrition in Emergency Training conducted	B. Nutrition in Emergency Training conducted	MGOP/GF					Selected health workers are capacitated to response in nutrition concerns during emergencies
	B.	B. June 13-16, 2022	B. 46,793.00								
Office Supplies and Other Logistics for BNS	A. 2nd Quarter	A. 2nd Quarter	A. 100,000.00	A. All Office Supplies and Other Logistics for BNS purchased	B. All Office Supplies and Other Logistics for BNS purchased	MGOP/GF					All BNS are able to perform their functions without having to shell out personal funds
	B.	B. May 2022	B. 98,939.00								
Procurement of Micronutrient Powder	A. 2nd Quarter	A. 2nd Quarter	A. 100,000.00	A. All Micronutrient Powder purchased	B. All Micronutrient Powder purchased	MGOP/GF					Improved nutritional status of malnourished children
	B.	B. June 2022	B. 98,600.00								
Procurement of Multivitamins	A. 2nd Quarter	A. 2nd Quarter	A. 100,000.00	A. All Multivitamins syrup purchased	B. All Multivitamins syrup purchased	MGOP/GF					Improved nutritional status of malnourished children
	B.	B. June 2022	B. 97,375.00								
Procurement of Folic Acid Capsules	A. 2nd Quarter	A. 2nd Quarter	A. 100,000.00	A. All Folic Acid Capsules purchased	B. All Folic Acid Capsules purchased	MGOP/GF					Healthy and safe delivery of pregnant women
	B.	B. June 2022	B. 98,000.00								
Procurement of Breastfeeding Supplies	A. 1st Quarter	A. 1st Quarter	A. 30,000.00	A. All Breastfeeding Supplies purchased	B. All Breastfeeding Supplies purchased	MGOP/GF					Selected mothers are encouraged to practice
	B.	B. March 2022	B. 29,000.00								
Supplementary Feeding for Pregnant Mothers	A. 1st Quarter	A. 1st Quarter	A. 100,000.00	A. Supplementary Feeding for Pregnant Mothers conducted	B. Supplementary Feeding for Pregnant Mothers conducted	MGOP/GF					Improved status of nutritionally at risk pregnant mothers
	B.	B. March 2022	B. 83,295.00								
Nutrition Month Celebration	A. 3rd Quarter	A. 3rd Quarter	A. 200,000.00	A. Nutrition Month Celebration conducted	B. Nutrition Month Celebration conducted	MGOP/GF					Nutrition and healthy lifestyle promoted
	B.	B. July 28, 2022	B. 169,760.00								

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	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
PABASA Program	A. 1st Quarter	A. 1st Quarter	A. 150,000.00	A. PABASA Program conducted	B. PABASA Program conducted	MGOP/GF					Selected mothers are encouraged how to prepare healthy meals for their children
	B.	B. April 8, 2022	B. 97,560.00								
Medicines for Mental Health	A. 1st Quarter	A. 1st Quarter	A. 200,000.00	A. All Medicines for Mental Health purchased	B. Biperiden, Clozapine, Risperidone, Carbamazepine, Chlorpromazine, Fluph Dec and Olanzapine procured	MGOP/GF					Controlled status of mentally challenged patients
	B.	B. March 2022	B. 197,980.00								
Provisions of toilet bowls and construction materials on household without toilet facilities	A.	A.	A. 500,000.00	A.	B.				Increased cost of materials indicated in POW		
	B.	B.	B.								
Buntis Congress	A. 4th Quarter	A. 4th Quarter	A. 200,000.00	A. Buntis Congress conducted	B. Buntis Congress conducted	MGOP/GF					Safe pregnancy and delivery is ensured among expectant mothers
	B.	B. December 2022	B. 131, 607.00								
Blood Council Program	A. 1st Quarter	A. 1st Quarter	A. 200,000.00	A. Blood Council Program conducted	B. Blood Council Program conducted	MGOP/GF					Ensured supply of blood products
	B.	B. March 28, 2022	B. 193,865.00								
Administrative Services											
Office Equipment: 2 Unit Air Cooler	A. 1st Quarter	A. 1st Quarter	A. 50,000.00	A. All Office Equipment purchased	B. 2 units air cooler procured	MGOP/GF					Comfortable clinic provided to RHU patients and staff
	B.	B. March 2022	B. 48,600.00								
ICT Equipment: 3 Units Printer	A. 1st Quarter	A. 1st Quarter	A. 162,000.00	A. All ICT Equipment purchased	B. 3 units printer procured	MGOP/GF					Efficient administrative functions
	B.	B. April 2022	B. 106,400.00								
2 Units Laptop	A. 1st Quarter	A. 1st Quarter	A. 100,000.00	A. All ICT Equipment purchased	B. 2 units laptop procured	MGOP/GF					Efficient administrative functions
	B.	B. April 2022	B. 99,000.00								
1 Unit Desktop with Complete Peripherals	A. 2nd Quarter	A. 2nd Quarter	A. 50,000.00	A. All ICT Equipment purchased	B. 11 Unit Desktop with Complete Peripherals	MGOP/GF					Efficient administrative functions
	B.	B. June 2022	B. 489,750.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Medical Equipment: Dental Equipment	A. 1st Quarter B.	A. 1st Quarter B. March 2022	A. 75,000.00 B. 73,245.00	A. All Medical Equipment purchased	B. 1 Dental Equipment procured	MGOP/GF					Clean and safe instruments
Printing Equipment: 1 Book Binding Machine	A. 2nd Quarter B.	A. 2nd Quarter B. June 2022	A. 20,000.00 B. 19,995.00	A. All Printing Equipment purchased	B. 1 unit Book Binding Machine procured	MGOP/GF					Efficient administrative functions
Technical and Specific Equipment: 1 Unit DSLR Camera	A. 2nd Quarter B.	A. 2nd Quarter B. 2nd Quarter	A. 25,000.00 B. 24,950.00	A. All Technical and Specific Equipment purchased	B. 1 Unit DSLR Camera purchased	MGOP/GF					Efficient administrative functions
Other Machinery and Equipment: 1 unit Generator Set	A. 3rd Quarter B.	A. 3rd Quarter B. 3rd Quarter	A. 50,000.00 B. 49,800	A. All Other Machinery and Equipment purchased	B. 1 Unit Generator Set purchased	MGOP/GF					Efficient administrative functions
Other Property, Plant and Equipment: Procurement of Outdoor and Modular Tent	A. 1st Quarter B.	A. 1st Quarter B. March 2022	A. 162,000.00 B. 106,400.00	A. All Other Property, Plant and Equipment purchased	B. 4 Units Outdoor and Retractable Tent procured	MGOP/GF					Comfortable outdoor space provided to RHU patients
Building: Renovation of Out Patient Department	A. 1st Quarter B.	A. 1st Quarter B.	A. 500,000.00 B.	A. Out Patient Department renovated	B. Ongoing	MGOP/GF					Ensured safe and comfortable clinic for RHU patients and personnel
20% Development Fund											
Procurement of Anti-TB Drugs	A. 1st Quarter B.	A. 1st Quarter B. 1st Quarter 2023	A. 800,000.00 B. 799,560.00	A. All Anti-TB Drugs purchased	B. All Anti-TB Drugs procured	MGOP DF-20%					High cure rate among PTB patients
Procurement of Medicine for Mental Health	A. 1st Quarter B.	A. 1st Quarter B.	A. 300,000.00 B. 299,630.00	A. All Medicine for Mental Health purchased	B. on-going documents	MGOP DF-20%					Controlled status of mentally challenged patients
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE											
Solo Parent Livelihood Program	A. July 29, 2022 B. August 3, 2022	A. July 29, 2022 B. August 4, 2022	A. Php 30,000.00 B. Php 29,900.00	A. Provision of cosmetic materials as their livelihood start-up equipment.	B. Provision of cosmetic materials as their livelihood start-up equipment to skilled solo parents through the conducted training program on basic cosmetology.	MGOP/GF					Provided Solo Parents with a new means of living to sustain their daily expenses.

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Indigenous People's Month	A.October 31, 2022	A.October 31, 2022	A. Php 60,000.00	A.Contest on Cultural Dance conducted	B.Contest on Cultural Dance conducted	MGOP/GF					Honored IP's who will continuously preserve their heritage, culture, and tradition.
	B. November 4, 2022	B. November 4, 2022	B. Php 59,800.00								
Elderly	A.October 2022	A.October 2022	A. 70,000.00	A.Gulayan sa Barangay Contest conducted	B.Gulayan sa Barangay Contest conducted	MGOP/GF					
	B.October 27, 2022	B.October 27, 2022	B. 69,768.00								
Nutrition Month Celebration	A.July 2022	A.July 2022	A. 60,000.00	A. Provision of food packs to identified malnourished preschoolers	B.Provided food packs to the identified malnourished of 37 barangays	MGOP/GF					Increased awareness on children's right to proper nutrition and sound health.
	A.July 2022	A.July 2022	B. 59,910.00								
Children's Month Celebration	A.November 2022	A.November 2022	A. 60,000.00	A.Dance contest of Child Development Center Pre-schoolers conducted	B. Children's Month Celebration through dance contest conducted	MGOP/GF					Encouraged close bonding relationship among family
	B.November 10, 2022	B.November 10, 2022	B. 35,000.00								
Local Council for the Protection of Children (LCPC) Meeting	A.January 2022	A.December 2022	A. 20,000.00	A.Four Quarterly LCPC Meetings conducted	B.Four Quarterly LCPC Meetings conducted	MGOP/GF					
	B.March, May, July & November 2022	B.March, May, July & November 2022	B. 19,920.00								
Year-End Planning Assessment	A.October 2022	A.October 2022	A. 60,000.00	A.Year-End Planning Assessment conducted	B. Year-End Planning Assessment conducted	MGOP/GF					Determined the points to be strengthened, targets to be attained, and issues to resolve.
	B.December 16, 2022	B.December 17, 2022	B. 60,000.00								
Women's Month Celebration	A. March 1, 2022	A. March 30, 2022	A. 60,000.00	A.Women's Month Celebration - Zumba Dance Contest conducted	B.Women's Month Celebration with Zumba Contest participated by 37 barangays	MGOP/GF			Schedule deferred due to the implementation of UCT Payout of DSWD		Dignified women who know how to stand for their rights.
	B.March 1, 2022	B. March 30, 2022	B. 59,950.00								

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	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Women's Night Celebration	A. April 2022	A. April 2022	A. 60,000.00	A. Women's Night Celebration conducted as part of Municipal Founding Anniversary	B. Women's Night Celebration conducted as part of Municipal Founding Anniversary	MGOP/GF					Deepened fellowship and sisterhood among women.
	B. April 23, 2022	B. April 23, 2022	B. 44,000.00								
Capability Training for Women	A. March 2022	A. March 2022	A. 30,000.00	A. Capability Training conducted	B. Women's Capability Training conducted	MGOP/GF					Capacitated women who can face the world with acquired skills and competencies
	B. March 30-31, 2022	B. March 30-31, 2022	B. 30,000.00								
LOCAL YOUTH DEVELOPMENT OFFICE											
Leadership Academy Conducted	A. September	A. September	A. 79,000.00	A. 1 Leadership Academy	B. 1 Leadership Academy Conducted	MGOP/GF					Empowered young leaders of the municipality
	B. September	B. September	B. 71,828.00								
Linggo ng Kabataan Celebration Conducted	A. August	A. August	A. 75,000.00	A. 1 Linggo ng Kabataan Celebration	B. 1 Linggo ng Kabataan Celebration Conducted	MGOP/GF		Celebration of Provincial LNK	Due to the Provincial LNK Celebration, the Municipal LNK level re-scheduled on September 2022		United young Pinamaleños who shared common goals
	B. August	B. September	B. 69,899.00								
Ten Outstanding Pinamaleños	A. June	A. June	A. 35,000.00	A. 1 Ten Outstanding Pinamaleños	B.	MGOP/GF		Covid 19 Pandemic	Due to the pandemic situation, Selection of outstanding Pinamaleños is affected.		
	B. June	B. June	B.								
Personality Development & Job Employability Program	A. March	A. March	A. 30,000.00	A. 1 Personality Development & Job Employability Program	B. 1 Personality Development & Job Employability Program	MGOP/GF					Capacitated graduating students ready to face the real world
	B. March	B. March	B. 29,391.00								
SK Anti Drug Summit	A. June	A. June	A. 35,000.00	A. 1 SK Anti Drug Summit	B. 1 SK Anti Drug Summit Conducted	MGOP/GF					Empowered young people and awareness of the negative effects of drugs
	B. June	B. June	B. 23,452.00								

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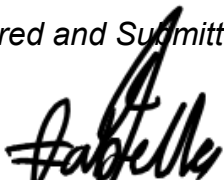
PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
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	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Kaligtasan ng Kababaihan Seminar	A. March	A. March	A. 30,000.00	A. 1 Kaligtasan ng Kababaihan Seminar	B. 1 Kaligtasan ng Kababaihan Seminar conducted	MGOP/GF					Empowered young women; awareness of their rights
	B. March	B. March	B. 25,000.00								
Interschool Sports Development (PSCAA)	A. September	A. December	A. 500,000.00	A. 1 Interschool Sports Development (PSCAA)	B. 1 Interschool Sports Development (PSCAA) conducted	MGOP/GF					Health young people who shared camaraderie through sports activities
	B. September	B. December	B. 439,460.00								
Sports Equipment	A. June	A. June	A. 60,000.00	A. All Sports equipment procured	B. Basketball Ball, Volleyball Ball, Volleyball net, Badminton Shuttle Cock, Badminton Racket, Badminton Net, Whistle	MGOP/GF		Consolidated Procurement	Sports Equipment Delivered on December 9, 2022		Availability of resources for sports-related activities
	B. June	B. December	B. 59,700.00								
Office Supplies	A. January	A. December	A. 61,000.00	A. All office supplies Procured	B. Bondpaper, Sign Pen, Ball Pen, Accounting Folder, Pencil, Staple Wire, Correcting Tape, Toner, Record Book, Certification Frame, Linen Paper, Velum Paper, Pentel Pen, Ink procured	MGOP/GF					Availability of resources for youth activities
	B. January	B. December	B. 60,800.00								
MUNICIPAL SCHOOL BOARD SECRETARIAT											
Construction of Covered Court -Rosario ES	A. October	A. December	A. 1,000,000.00	A. Not implemented	B.	SEF		Revision of POW and delay submission supplier documents	Delay of preparation of Pow	Before preparation POW check the price of bill materials	
	B.	B.	B.								
Construction of Covered Court Malaya ES	A. October	A. December	A. 1,000,000.00	A. Not implemented	B.	SEF		Revision of POW and delay submission supplier documents	Delay of preparation of Pow	Before preparation POW check the price of bill materials	
	B.	B.	B.								

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Construction of Isolation Room	A. October	A. December	A. 387,308.7	A. Not implemented	B.	SEF		Revision of POW and delay submission supplier documents	Delay of preparation of Pow	Before preparation POW check the price of bill materials	
	B.	B.	B.								
Construction of 1 Classroom at Safa Senior High School	A. October	A. December	A. 1,000,000.00	A. Not implemented	B.	SEF		Revision of POW and delay submission supplier documents	Delay of preparation of Pow	Before preparation POW check the price of bill materials	
	B.	B.	B.								
Construction of Covered Court - Wawa ES	A. October	A. December	A. 1,000,000.00	A. Not implemented	B.	SEF		Revision of MSB Resolution	Delay of preparation of Pow	Before preparation POW check the price of bill materials	
	B.	B.	B.								
20 units LED SMART Television	A. July	A. October	A. 500,000.00	A. July	B. October	SEF		Specification of tv	The brand of television change to sharp brand	Early procurement	
	B. October	B.	B. 499,800.00								
10 units printers	A. July	A. September	A. 150,000.00	A. July	B. October	SEF		Processing of papers	Processing of papers	Early procurement	
	B.	B.	B. 149,500.00								

Prepared and Submitted by:



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Municipal Social Welfare and Development Officer
Social Development Sector Chairperson

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MUNICIPAL ENGINEERING OFFICE											
20% Development Fund 2022											
Road Concreting - Sitio Sampaguita, Bacungan	April 2022	June 2022	200,000.00	80.0m x 4.0m x 0.225m road concreted		20% DF		Late approval of budget	Affected by consolidated procurement		
			173,230.00								
Road Concreting - Sitio Independent, Marfrancisco	April 2022	June 2022	200,000.00	80.0m x 4.0m x 0.225m road concreted	80m x 4.0m x 0.225m road concreted	20% DF		Late approval of budget	Affected by consolidated procurement		Lessen traffic, fast transactions, Increased in productivity
	December 9, 2022	January 17, 2023	175,990.00								
Road Concreting - Sitio Romero, Pagalagala	April 2022	June 2022	200,000.00	80.0m x 4.0m x 0.225m road concreted		20% DF		Change of Project name and output	For realignment for year 2023		
Road Concreting - Sitio Bacolod, Quinabigan	April 2022	June 2022	200,000.00	80.0m x 4.0m x 0.225m road concreted		20% DF		Change of Location Waiting for barangay resolution	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Road Concreting - Sitio Sta. Clara, Rosario	April 2022	June 2022	200,000.00	64.0m x 5.0m x 0.225m road concreted		20% DF		Change of Project output due to price escalation	For realignment for year 2023		
Road Concreting - Sitio Tibong-II, Sabang	April 2022	June 2022	200,000.00	50.0m x 5.0m x 0.225m road concreted	50m x 5.0m x 0.225m road concreted	20% DF		Late approval of budget	Affected by consolidated procurement		Lessen traffic, fast transactions, Increased in productivity and operational efficiencies
	November 17, 2022	December 29, 2022	185,000.00								
Road Concreting - Sitio Mahabang Parang, Malaya	April 2022	June 2022	200,000.00	80.0m x 4.0m x 0.225m road concreted		20% DF		Change of Location Waiting for barangay resolution	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses								
Road Rehabilitation - Sitio Pulong Kawayan, Papandayan	April 2022	June 2022	200,000.00	52.0m x 4.0m x 0.225m road concreted		20% DF		Change of Project output due to price escalation	For realignment for year 2023		
Construction of Water Source - Sitio Avocado, Anoling	July 2022	September 2022	200,000.00	Phase 1- 3m x 3m x4m water tank with wiring installed	Phase 1 (3mx3mx4m water tank): excavation and concreting of footing, tie beams and column	20% DF		Delay Implementation	Affected by consolidated procurement		Affordable water cost for constituents and provide additional income for barangay.
	November 2, 2022	November 27, 2022	161,000.00								
Construction of Water Source Level II - Sitio Centro, Pambisan	July 2022	September 2022	200,000.00	12 Rolls P.E Pipe #2 with accessories installed		20% DF		Change of Location Waiting for barangay resolution	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Construction of Water Source Level II - Sitio Center Bar and Sitio Buho	July 2022	September 2022	200,000.00	1000 Liters Stainless elevated water tank constructed with 2hp Submersible Motor Pump, 4tapstand and pipelines installed		20% DF		Change of Project output due to price escalation	For realignment for year 2023		
Construction of Water Source Level III - All Sitio Pambisan Munti	July 2022	September 2022	200,000.00	12 rolls of P.E Pipes with accessories installed	6 rolls @ Sitio Maulawin 10 rolls @ Sitio Narra 8 rolls @ Sitio Acasia for 30HH	20% DF		Late approval of budget	Affected by consolidated procurement		Affordable water cost for constituents and provide additional income for barangay.
	October 28, 2022	December 6, 2022	175, 260.00								
Construction of Water Source Level III - Sitio Caimito, Inclanay	July 2022	September 2022	200,000.00	12 rolls of P.E Pipes with accessories installed	12 rolls of PE Pipe installed Sitio Rambutan - 3.5 rolls Sitio Lanzones - 6 rolls Sitio Caimito - 2 rolls Langka - 0.5 roll	20% DF		Late approval of budget	Affected by consolidated procurement		Affordable water cost for constituents and provide additional income for barangay.
	January 4, 2023	January 31, 2023	196,000.00								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Construction of Drainage Canal - Sitio Antonia and Sitio Remerco, Zone I	July 2022	September 2022	200,000.00	105 linear meter x 1 meter x 1 meter of drainage canal constructed		20% DF		Late approval of budget	Affected by consolidated procurement		
Construction of Drainage Canal - Sitio Macanlig, Sta. Isabel	July 2022	September 2022	100,000.00	78x.8x1m drainage canal constructed	78.0m x 0.80m x 1.0m drainage canal	20% DF		Late approval of budget	Affected by consolidated procurement		Flood free road networks and better drainage system
	October 10, 2022	October 31, 2022	97,980.00								
Construction of Drainage Canal - Sitio Puting Tubig, Sta. Isabel	July 2022	September 2022	100,000.00	65m x .8m x 1m canal constructed	65.0m x 0.80m x 1.0m drainage canal	20% DF		Late approval of budget	Affected by consolidated procurement		Flood free road networks and better drainage system
	October 10, 2022	December 1, 2022	98,358.00								
Construction of Evacuation Center - Sitio Manggahan, Maliancog	July 2022	September 2022	200,000.00	Phase 3 - 11.25x9.57m of evacuation center constructed	Phase III: 11.25x9.57m of evacuation center constructed	20% DF		Late approval of budget	Affected by consolidated procurement		Provided a temporary shelter for persons displaced from their homes during disaster.
	December 29, 2022	January 31, 2023	194,000.00		Concreting of 2nd floor beams						
Construction of Evacuation Center - Sitio Santa Ana, Sto. Nino	July 2022	September 2022	200,000.00	Phase 3 - 11.25x9.57m of evacuation center		20% DF		Change of Location	For realignment for year 2023		
Construction of Evacuation Center - Sitio Centro, Marayos	July 2022	September 2022	200,000.00	Phase 6 - 51 sqm of evacuation center constructed		20% DF		Late approval of budget	Affected by consolidated procurement		
Construction of Multi-Purpose Hall - Sitio Sta. Lucia, Nabuslot	July 2022	September 2022	200,000.00	Phase V - 6m x 10m of Multi-purpose hall constructed		20% DF		Change of Project name and output Waiting for barangay resolution	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Construction of Multi-Purpose Hall - Sitio Purok Tuna, Ranzo	July 2022	September 2022	200,000.00	Phase II of multi-purpose hall constructed (Flooring concreted with bleachers and other equipment installed)		20% DF		Late approval of budget	Affected by consolidated procurement		

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Construction of Multi-Purpose Hall - Sitio Bougainvilla, Bangbang	July 2022	September 2022	200,000.00	Phase 4 - 8.0m x 7.0m multipurpose hall constructed	Phase 4: 8.0m x 7.0m MPH constructed Plastering of all exterior and interior walls Installation of ceiling at second floor	20% DF		Late approval of budget	Affected by consolidated procurement		Provided good facilities for social, and recreational activities
	January 3, 2023	January 20, 2023	152,000.00								
Rehabilitation of Multi-Purpose Hall - Sitio Zone III, Sta. Maria	July 2022	September 2022	200,000.00	Ceiling, Roofing repaired building repainted		20% DF		Change of Project	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Rehabilitation of Multi-Purpose Hall - Sitio Centro Panggulayan	July 2022	September 2022	200,000.00	9.0m x 12.0m multi-purpose hall rehabilitated		20% DF		Change of Project	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Improvement of Multi-Purpose Hall - Sitio II, Wawa	July 2022	September 2022	200,000.00	9.6x18.95m Fence constructed, building painted, 28.8x2m gutter concreted and 4.8x2m Gate installed		20% DF		Change of Project output Waiting for barangay resolution	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Improvement of Multi-Purpose Hall - Sitio Centro, Guinhawa	July 2022	September 2022	200,000.00	10.7x6x5m Awning of Multi-Purpose Hall constructed		20% DF		Late approval of budget	Affected by consolidated procurement		
Construction of Perimeter Fence - Sitio Milagrosa, Palayan	July 2022	September 2022	200,000.00	133.42 x 1.8m perimeter fence constructed	64.51m x 1.80m height of perimeter fence constructed	20% DF		Late approval of budget	Affected by consolidated procurement		Prevented unauthorized access and vandalism
	September 1, 2022	January 18, 2023	163,430.00								
Construction of Perimeter Fence - Sitio Lanzones, Calingag	July 2022	September 2022	200,000.00	40 x 16m perimeter fence constructed		20% DF		Late approval of budget	Affected by consolidated procurement		
			196,000.00								

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Construction of Manpower - Sitio Ilohan, Maningcol	July 2022	September 2022	200,000.00	Phase 2 - 20.8m x 6.0m manpower development training center		20% DF		Change of Project	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Construction of Barangay Health - Block III, Zone IV	July 2022	September 2022	200,000.00	6x7sqm of Barangay Health Center constructed	Phase 1 (6.0m x 7.0m): Concreting of footing, column, tie beams	20% DF		Late approval of budget	Affected by consolidated procurement		Provided basic health services to all the constituents of the barangay
	November 14, 2022	December 3, 2022	138,000.00								
Rehabilitation of Barangay Health - Sitio Narra, Zone III	July 2022	September 2022	200,000.00	Phase II - 37.1sqm of Barangay Health Center (2nd Floor) rehabilitated		20% DF		Late approval of budget	Affected by consolidated procurement		
Construction of Child Development - Sitio Proper, Banilad	July 2022	September 2022	200,000.00	Phase 1: 32sqm of child development center constructed	Phase 1 (32 sqm): Excavation and concreting of footing, column, tie beams, roof beams and floor slab, layout of CHB wall	20% DF		Late approval of budget	Affected by consolidated procurement		Provided facilities for educational and for children development programs
	October 13, 2022	November 7, 2022	164,580.00								
Construction of Child Development - Sitio Antipolo, Del Razon	July 2022	September 2022	200,000.00	850m x 573m of Day Care Constructed		20% DF		Change of Project name and output	For realignment for year 2023		
Construction of MRF Building - District III, Sta. Rita	July 2022	September 2022	200,000.00	Materials recovery facilities Building constructed		20% DF		Change of Project	For realignment for year 2023	Restriction in barangay for realignment of approved 20% projects	
Purchase of Lot - Sitio Sampaguita/Rosal, Cacawan	October 2022	December 2022	200,000.00	1000sqm of lot for the garbage collection point/ evacuation center/health facility purchased	(For Fund transfer)	20% DF		No request from brgy for Transfer of Fund			

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Purchase of Lot - Sitio Remerco/Bonifacio, Zone II	October 2022	December 2022	200,000.00	216sqm Lot purchased for Multi-Purpose Hall	(For Fund transfer)	20% DF		No request from brgy for Transfer of Fund			
Purchase of Lot - Sitio Zone IV, Lumambayan	October 2022	December 2022	200,000.00	1 hectare of lot purchased for the construction of Multi-Purpose Building	(For Fund transfer)	20% DF		No request from brgy for Transfer of Fund			
Installation of Solar Lighting System - Sitio Lower Bongol, Pili	July 2022	September 2022	200,000.00	10 units of solar street lights installed		20% DF		Late approval of budget	Affected by consolidated procurement		
Road Concreting - MDRMO Command Center	April 2022	June 2022	1,876,900.00	137 linear meters x 6 meters x 0.225 meters of roads concreted	Road: L= 137.0m; w=6.0m; t=0.225m; t(200) = 0.15m Shoulder: L=274.20m; w=0.50m; t=0.375m	20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		Lessen traffic, fast transactions, Increased in productivity and operational efficiencies achieved.
	July 1, 2022	August 5, 2022	1,874,899.17								
Road Concreting - District 1-B (3 streets), Barangay Sta. Rita	April 2022	June 2022	950,433.00	150 linear meters x 5 meters x 0.225 meters of roads concreted		20% DF		Delay Implementation	Affected by consolidated procurement		
	February 6, 2023		946,256.00								
Road Widening - Along Madrid Blvd. northern section	January 2022	March 2022	10,266,915.00	462.40 liner meters of road widened		20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		
	August 16, 2022	November 23, 2022 (original) December 23, 2022	10,261,440.23								
Road Widening - Along Mabini St. both sides	January 2022	March 2022	450,000.00	74.15 linear meters of road widened	74.15 linear meters of road widened A = 281.59sqm; t=0.225m; t(200)=0.15m	20% DF		Delay Implementation	Affected by consolidated procurement		Lessen traffic, fast transactions, Increased in productivity and operational efficiencies achieved.
	October 20, 2022	November 7, 2023	448,308.00								

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Road Widening - Along Del Pilar St. both sides	April 2022	June 2022	4,697,463.00	516 liner meters x 4.0m of road widened	516 liner meters x 4.0m of road widened A = 5548.80sqm; t=0.225m; t(200)=0.15m with cutting of trees	20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		Lessen traffic, fast transactions, Increased in productivity and operational efficiencies achieved.
	August 29, 2022	November 12, 2022 (original) November 22, 2022	4,627,259.37								
Road Opening - Sitio Taberna, Sta. Isabel - Upper Babahurin Guinhawa Road	January 2022	March 2022	8,471,734.00	1850 linear meter of road opened		20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		
	November 10, 2022	April 10, 2023	8,355,210.00								
Road Rehabilitation - *Sitio Antipolo Del Razon - Pambisan Munti Road	January 2022	March 2022	5,000,000.00	370linear meter x 5 meter x 0.225m of road rehabilitated		20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		
	January 11, 2023		4,875,200.00								
Installation of Streetlights - Del Pilar St.	January 2022	March 2022	2,600,000.00	66 units of LED streetlights (80 watts) 6-7m height of pole with electrical wires installed	67 units of Streetlights installed and 12 units of streetlights repaired	20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		Illuminated the roads for public safety
	June 20, 2022	October 4, 2022 (original) November 3, 2022 (revised) October 20, 2022	2,594,761.25								
Construction of Level II Water System - Barangay Calingag	January 2022	March 2022	2,000,000.00	Level II Water System constructed (Drilling works, Water Tank installed, transmission and distribution pipes, fittings and accessories installed, tap stands installed and electrical works		20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		

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Electrification of Un-Energized Sitios of Barangays	April 2022	June 2022	3,000,000.00	8 barangays (Del Razon, Maliangcog, Marayos, Pagalagala, Pambisan Malaki, Panggulayan, Quinabigan, Sabang) with un-energized sitios electrical posts and accessories installed		20% DF		Standrard specification of ORMECO	ORMECO has no response yet		
Upgrading of Child Development Center	January 2022	December 2022	5,000,000.00	Child Development Centers upgraded		20% DF		Change of Project name and output No specific location identified	For realignment for year 2023		
Establishment of Concrete Septic Vault for Hazardous Waste	January 2022	June 2022	3,000,000.00	3 Concrete Septic Vault (7 x 6 meter/area) for hazardous waste established at Sitiollohan, Brgy. Maningcol		20% DF		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		
	July 7, 2022	November 5, 2022 (orig) November 25, 2022 (revised)	2,996,501.96								
Concreting of Access Road to the Sanitary Landfill and within the site				100m x 4 meters Road Network / Access Road concreted in Sanitary Landfill	Road: L1= 80.0m; L2 = 22.0m; w=4.0m; t=0.225m; t(200) = 0.15m Shoulder: L=170.0m; w=0.50m; t=0.375m	20% DF		Change of Project output	Realigned in 2022		Lessen traffic, fast transactions, Increased in productivity and operational efficiencies achieved.
	July 4, 2022	September 4, 2022	994,725.69								
Rehabilitation of Perimeter Fence of Municipal Compound	February 2022	March 2022	1,000,000.00	Perimeter Fence - Municipal Compound rehabilitated		GF		Delay Implementation	Affected due to the Construction of the New Municipal Bldg		
Renovation of MSWD Office	April 2022	April 2022	300,000.00	Ceiling repaired, Wall and Extension in MSWDO Office demolished		GF		Delay Implementation	Additional fund needed to complete the project		

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Expansion of Accounting Building	July 2022	October 2022	3,600,000.00	Total floor area of 245.255 sqm (1st and 2nd floor) of Accounting Building expanded		GF		Delay Implementation	Additional fund needed to complete the project		
Expansion of OVM Building, GSO Warehouse, HRMO and MCR	May 2022	October 2022	4,000,000.00	Total floor area of 1331.88 sqm (1st and 2nd floor) OVM Building, GSO Warehouse, HRMO and MCR Offices expanded		GF		Delay Implementation	Additional fund needed to complete the project		
Upgrading of Power Supply - Sanitary Landfill	January 2022	June 2022	350,000.00	Power supply on Sanitary Landfill located at Sitio Ilohan, Brgy. Maningcol upgraded (including survey inspection, installation, transformer, platform construction, wire and other materials)		GF					
	November 17, 2022		349,592.00								
AC/BS Fencing Rehabilitation and Improvement	January 2022	June 2022	200,000.00	70 linear meters of perimeter fence rehabilitated		GF					
	August 19, 2022	October 4, 2022	198,775.00								
Construction of Pinamalayan Slaughterhouse (AA)	February 2022	December 2022	50,000,000.00	254.3 sq.m. slaughterhouse building with 112.5 sqm holding pens constructed		PRDP					
	August 30, 2022	August 29, 2023	49,755,817.83								
Opening and Concreting of Sitio Taberna, Brgy. Sta. Isabel Farm to Market Road (FMR)	February 2022	December 2022	50,000,000.00	2200 linear meter x 5.0m x 0.200m road; culvert; line canal; slope protection		PRDP					
	August 30, 2022	April 24, 2023	49,787,027.06								
Purchase of Lot - Papandayan			200,000.00	Lot purchased	(For Fund transfer)	20% DF		No request from brgy for Transfer of Fund			

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Purchase of Lot - Brgy. Guinhawa	June 2022	June 2022	500,000.00	Lot purchased	(For Fund transfer)	20% DF		No request from brgy for Transfer of Fund			
Construction of Day Care Center - Brgy. Quinabigan	July 2022	September 2022	2,400,000.00	7.80m x 10.80m Day Care Center constructed		20% DF		No proof of ownership to the location of the project	No available lot for the project		
Construction / Installation of Water Supply System - Sitio Kaligtangan Brgy. Sabang	June 2022	June 2022	350,000.00	PE pipes and accessories installed		20% DF		The location is too far from the Sabang poblacion (3hrs walking)			
Purchase of Rescue Vehicles						20% DF					
Construction of Awning in Barangay Hall - Brgy. Banilad	March 2022	March 2022	700,000.00	14.50m x 21.50m long Awning in Barangay Hall		20% DF		Change of Project output	For realignment for year 2023		
Construction of Emergency Operation Center - Municipal Compound	January 2022 June 20, 2022	December 2022 February 24, 2023 (original) March 14, 2023 (revised) March 24, 2023 (revised)	13,000,000.00 12,994,981.58	Two (2) Storey emergency operation center (18.0m x 12.0m) constructed		CALAMITY FUND		Delay Implementation	Unable to release NTP due to unavailability of DOLE of contractor		
CAPITAL OUTLAY											
Medical, Dental and Laboratory Supplies 25 sets Personal Protective Equipment	January 2022	March 2022 March 7, 2022	125,000.00 123,500.00	25 sets Personal Protective Equipment procured	25 sets Personal Protective Equipment procured	GF					Minimized exposure to COVID
Medical, Dental and Laboratory Supplies 25 sets Medical Supplies Expenses	January 2022	March 2022 March 7, 2022	25,000.00 24,540.00	25 sets Medical Supplies Expenses paid	25 sets Medical Supplies Expenses paid	GF					Minimized exposure to COVID

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Medical, Dental and Laboratory Supplies 2 units Automatic Hand Sanitizer Dispenser	January 2022	March 2022	10,000.00	2 units Automatic Hand Sanitizer Dispenser procured	2 units Automatic Hand Sanitizer Dispenser procured	GF					Minimized exposure to COVID
		March 7, 2022	9,980.00								
Other Supplies and Material Expenses 6 unit External Hard Drive 2 Terabyte	January 2022	March 2022	36,000.00	6 unit External Hard Drive 2 Terabyte procured	6 unit External Hard Drive 2 Terabyte procured	GF					More storage space to keep MEO's data
		March 7, 2022	36,674.11								
Other Supplies and Material Expenses 6 units Uninterruptible Power Supply (UPS)	January 2022	March 2022	30,000.00	6 units Uninterruptible Power Supply (UPS) procured	6 units Uninterruptible Power Supply (UPS) procured	GF					Protected critical loads from utility-supplied power problems
		March 7, 2022	25,279.28								
Other Supplies and Material Expenses 1 pc 128GB memory card	January 2022	March 2022	2,800.00	1 pc 128GB memory card procured	1 pc 128GB memory card procured	GF					More storage space to keep MEO's photographs
		March 7, 2022	2,750.00								
Other Supplies and Material Expenses 4 units of Emergency Light	January 2022	March 2022	24,000.00	4 units of Emergency Light procured	4 units of Emergency Light procured	GF					Provided light in the event of power failure
		March 7, 2022	23,400.00								
Other Supplies and Material Expenses 1 unit of Measuring wheel (10000m) - Rolling Tape Measure	January 2022	March 2022	10,000.00	1 unit of Measuring wheel (10000m) - Rolling Tape Measure procured	1 unit of Measuring wheel (10000m) - Rolling Tape Measure procured	GF					Measure large areas and boundaries quick and efficient
		March 7, 2022	10,000.00								
Other Supplies and Material Expenses 2 unit of measuring meter tape (50 meters)	January 2022	March 2022	3,000.00	2 unit of measuring meter tape (50 meters) procured	2 unit of measuring meter tape (50 meters) procured	GF					Measure large areas and boundaries quick and efficient
		March 7, 2022	2,900.00								
Other Supplies and Material Expenses 2 units of National Building Code Book	January 2022	March 2022	3,000.00	2 units of National Building Code Book purchased	2 units of National Building Code Book purchased	GF					Awareness in the latest standards, guidelines
		March 7, 2022	2,800.00								
Other Supplies and Material Expenses 2 units of Structural Design Code Book	January 2022	March 2022	7,000.00	2 units of Structural Design Code Book purchased	2 units of Structural Design Code Book purchased	GF					Awareness in the latest standards, guidelines
		March 7, 2022	6,800.00								
ICT Equipment 1 unit of Tablet	January 2022	March 2022	50,000.00	1 unit of Tablet procured	1 unit of Tablet procured	GF					Increased in the efficiency rate of services delivery
		March 7, 2022	49,000.00								
Other Machinery and Equipment 1 unit of Chainsaw	April 2022	June 2022	20,000.00	1 unit of Chainsaw procured	1 unit of Chainsaw procured	GF					Increased in the efficiency rate of services delivery
		June 8, 2022	19,850.00								

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Motor Vehicle 4-wheeled Vehicle	April 2022	June 2022	900,000.00	4-wheeled Vehicle purchased		GF		The project description does not match in the AIP	project description included in SIP 2022		
Furniture and Fixtures 2 units steel cabinet	April 2022	June 2022	200,000.00	2 units steel cabinet procured	2 units steel cabinet procured	GF		Late delivery	Affected by consolidated procurement		More storage space to keep MEO's documents
		July 29, 2022	19,900.00								
Furniture and Fixtures 10 unit of Monoblock chairs	April 2022	June 2022	10,000.00	10 unit of Monoblock chairs procured	10 unit of Monoblock chairs procured	GF		Late delivery	Affected by consolidated procurement		Increased in the efficiency rate of services delivery
		July 29, 2022	9,950.00								
Office Team Building	October 2022	December 2022	100,000.00	1 Office Team Building conducted	1 Office Team Building conducted in LGU Baguio and Quezon City	GF					Acquired new knowledge, practices and strategies used by the other LGU
	October 12, 2022	October 14, 2022	119,100.00								
20% Development Fund 2021											
Acquisition of Ambulance	A. April 2021	A. April 2021	A. Php 200,000.00	A. Ambulance purchased	B. (FOR FUND TRANSFER)	20% DF		No request from brgy for Transfer of Fund			
	B.	B.	B.								
Construction of Flood Erosion Control - Lumambayan	A. April 2021	A. April 2021	A. Php 200,000.00	A. 10m x 1.5m height x 1.0m width flood erosion control constructed	B. 10m x 1.5m height x 1.0m width flood erosion control constructed	20% DF		Delay Implementation	Inclusion in SIP 1 - 2022 due to change of output (price escalation)		Increased the stability of the soil
	B. December 12, 2022	B. January 4, 2023	B. Php 163,000.00								
Construction Multi-Purpose Hall - Sitio Independent, Barangay Marfrancisco	A. April 2021	A. June 2021	A. Php 400,000.00	A. Phase III - 16.84m x 13.0m of Multipurpose Hall constructed	B.	20% DF		No resolution for realignment of project yet	For Realignment of Barangay	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Installation of Solar Street Lights - Sitio Underpass, Barangay Papandayan	A. July 2021	A. September 2021	A. Php 200,000.00	A. 30 units of Solar Streetlights (120 watts) installed	B.	20% DF		25units - completed *5 units of barangay counterpart not yet installed			
	B. November 26, 2021	B. ONGOING	B. Php 194,420.00								
Installation of Solar Street Lights - Sitio Zone 1-2, Barangay Sta. Maria	A. July 2021	A. September 2021	A. Php 200,000.00	A. 20 pcs of Solar Street Lights (50 watts) installed	B.	20% DF		Delay Implementation	For Realignment of Barangay Inclusion in SIP No. 1 - 2023	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								
Construction Multi-Purpose Hall Phase II - Sitio 2 Barangay Wawa	A. April 2021	A. June 2021	A. Php 200,000.00	A. Phase II - concrete wall and floor paint	B.	20% DF		No Floor Paint yet			
	B. December 2021	B. ONGOING	B. Php 198,770.00								
Construction of Manpower Development Training Center - Sitio Narra, Barangay Zone III	A. July 2021	A. September 2021	A. Php 200,000.00	A. Phase II - 49.4sqm of Manpower Development Training Center	B.	20% DF		No resolution for realignment of project yet	For Realignment of Barangay	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								
Construction Multi-Purpose Hall - Sitio Block III, Barangay Zone IV	A. April 2021	A. June 2021	A. Php 200,000.00	A. 8m x 12m of Multi-Purpose Hall constructed	B.	20% DF		No resolution for realignment of project yet	For Realignment of Barangay	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								
Topographic Survey - Poblacion Area	A. July 2021	A. September 2021	A. Php 1,000,000.00	A. Topographic survey conducted with plans	B.	20% DF			Availability of Qualified Contractor		
	B. March 24, 2022	B. ONGOING	B. Php 999,050.00								
Construction of Two (2) Storey ICT Building - Municipal Compound	A. March 2021	A. July 2021	A. Php 3,000,000.00	A. 2-storey building (8.75m x 12.4m) of existing Alay Lakad Bldg. constructed for e-Center and ICT Office	B.	20% DF		Delay Implementation	Affected due to the Construction of the New Municipal Bldg		
	B.	B.	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
20% Development Fund 2020											
Construction of Water Supply System - Panggulayan (Sitio Rosas) *Improvement of Multi-Purpose Hall - Sitio Sampaguita, Brgy. Panggulayan	A. October 2020	A. December 2020	A. Php 200,000.00	A. 6.40m x 11.80m of multipurpose hall improved		20% DF		Delay Implementation	Waiting to complete the (Construction of Multi-Purpose Hall/Building Phase V) before proceeding with the project	Restriction in barangay for realignment of approved 20% projects	
	B. ONGOING	B.	B. Php								
Construction/Installation of Water Supply System - Ranzo	A. October 2020	A. December 2020	A. Php 200,000.00	A. 3.5m x 3.5m x 3m concrete elevated water tank	B.	20% DF		Delay Implementation	Brgy requested for the postponement of delivery		
	B.	B.	B. Php 199,770.00								
Purchase of Mini Dump Truck - Wawa	A. October 2020	A. December 2020	A. Php 200,000.00	A. Minidump truck purchased	B. (FOR FUND TRANSFER)	20% DF		No request from brgy for Transfer of Fund			
	B.	B.	B.								
Purchase of Lot for the Construction of Multi-Purpose Hall - Zone II	A. October 2020	A. December 2020	A. Php 200,000.00	A. Lot purchased	B. (FOR FUND TRANSFER)	20% DF		No request from brgy for Transfer of Fund			
	B.	B.	B.								
Construction of Manpower and Development Center - Zone III	A. October 2020	A. December 2020	A. Php 200,000.00	A. 49.4 sqm. of manpower & development center - phase II constructed	B.	20% DF		No resolution for realignment of project yet	For Realignment of Barangay	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								
Construction of Multi-Purpose Hall/Building Zone IV (Block 3, Del Pilar St.)	A. October 2020	A. December 2020	A. Php 200,000.00	A. 8m x 12m, 96 sq. meters land area of multi-purpose hall - phase III constructed (tile setting and painting)	B.	20% DF		No resolution for realignment of project yet	For Realignment of Barangay	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								
d. Construction of Level II Water System - Pili	A. October 2020	A. December 2020	A. Php 1,000,000.00	A. Drilling works and PVC pipe casing installed	B.	20% DF		Delay Completion	Negligence of the contractor	Blacklisting of the contractor	
	B. June 9, 2022	B. ONGOING	B. Php 997,350.00								
d. Construction of Level II Water System - Ranzo	A. October 2020	A. December 2020	A. Php 1,000,000.00	A. Drilling works and PVC pipe casing installed	B.	20% DF		Delay Completion	Negligence of the contractor	Blacklisting of the contractor	
	B. June 9, 2022	B. ONGOING	B. Php 997,350.00								
d. Construction of Level II Water System - Banilad	A. October 2020	A. December 2020	A. Php 1,000,000.00	A. Drilling works and PVC pipe casing installed	B.	20% DF		Delay Completion	Negligence of the contractor	Blacklisting of the contractor	
	B. June 9, 2022	B. ONGOING	B. Php 997,350.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Upgrading of Drainage Canal with Curb and Gutter Along Madrid Blvd - Municipal Compound	A. April 2020	A. May 2020	A. Php 459,191.5	A. 151.4 linear meters x 1 meter x 1 meter of drainage canal upgraded	B.	20% DF		Delay Implementation	Project hold due to other proposal for the project		
	B.	B.	B.								
20% Development Fund 2019											
Construction of Drainage / Open Canal - Marayos (Sitio Duluhan) *Construction of Evacuation Center - Sitio Centro, Marayos	A. July 2019	A. September 2019	A. Php 200,000.00	A. Phase 4 - 3m x 17m of Evacuation Center constructed	B.	20% DF		Delay Implementation	Inclusion in SIP 1 - 2022 but late approval of budget realignment (November 28, 2022)	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B. Php 189,323.50								
Construction of Drainage / Open Canal - Pili (Sitio Centro) *Construction of Water Supply System - Sitio Dalampasigan, Pili	A. July 2019	A. September 2019	A. Php 200,000.00	A. 3m x 3m x 3m water tank Phase 1: concreting and rebar of slabs, walls and cover, supply pipe, reserve pipe and drain pipe installed	B.	20% DF		Delay Implementation	Inclusion in SIP 1 - 2022 but late approval of budget realignment (June 20, 2022)	Restriction in barangay for realignment of approved 20% projects	
	B. ONGOING	B.	B.								
Purchase of Engineering Equipment - Wawa	A. October 2020	A. December 2020	A. Php 200,000.00	A. Engineering Equipment purchased	B. (FOR FUND TRANSFER)	20% DF		No request from brgy for Transfer of Fund			
	B.	B.	B.								
Construction of Drainage / Open Canal - Zone IV (Sitio Burgos St. and ManriqueSt.)	A. July 2019	A. September 2019	A. Php 200,000.00	A. 200 linear meters of canal cover constructed	B.	20% DF		No resolution for realignment of project yet	For Realignment of Barangay	Restriction in barangay for realignment of approved 20% projects	
	B.	B.	B.								
20% Development Fund - 2018											
Construction of Water Supply System - Pangulayan (Sitio Rosas) *Improvement of Multi-Purpose Hall - Sitio Sampaguita, Brgy. Pangulayan	A. 2018	A. 2018	A. Php 200,000.00	A. 6.40m x 11.80m of multipurpose hall improved		20% DF		Delay Implementation	Waiting to complete the (Construction of Multi-Purpose Hall/Building Phase V) before proceeding with the project	Restriction in barangay for realignment of approved 20% projects	
	B. ONGOING	B.	B. Php								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Installation of Streetlights - Zone II (Bonifacio St., Morente St. and Aguinaldo St.)	A. 2018	A. 2018	A. Php 200,000.00	A. 21 units of lamp post installed	B.	20% DF		Delay Implementation	(Change of Location to Sitio Remerco Bonifacio) (waiting for the brgy to submit deed of donation or proof of ownership of the site)	Restriction in barangay for realignment of approved 20% projects	
*Installation of Streetlights - Sitio Remerco, Zone II	B.	B.	B. Php								
MUNICIPAL AGRICULTURE OFFICE											
Vegetable Production (Backyard Gardening and Organic Vegetable Gardening)	Jan-Mar	Jan-Mar	400,000.00	50 kgs. Vegetable Seeds and 200 bags organic fertilizer	3,480 pouch, 30 kgs, 30 cans, 5 packs of assorted vegetable seeds 5 packs of plastic seedling bag 20 bags organic fertilizer	20% DF					Additional source of foods and income of the farmers
	December 5, 2022	Ene-23	395,133.00								
Provision of Fertilizer (Urea/Complete)	Jan-Dec	Jan-Dec	2,134,000.00	14,000 bags fertilizer procured	B.	20% DF			Reposted because the supplier does not conform to the standards set by FPA		Help farmers increase rice production and income
	B.	B.	B.								
Provision of Hybrid and/or Inbred Seeds to Farmers	Jan-Dec	Jan-Dec	325,000.00	200 bags Certified Seeds	213 bags Certified Seeds	20% DF					Help farmers increase rice production and income
	December 5, 2022	Ene-23	323,334.00								
Distribution of Fruit Tree Planting Materials	Jan-Dec	Jan-Dec	675,000.00	3,000 planting materials	9,750 planting materials	20% DF					To rehabilitate fruit production area damaged by calamities
	December 20, 2022	January 17, 2023	608,750.00								
Hook & Line	Apr-Dec	Apr-Dec	366,000.00	1,500 sets	B.	20% DF			Waiting for the delivery of the supplier		Livelihood support for marginal fishermen
	B.	B.	B.								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Barangay Livelihood Program	Oct-Dec B.	Oct-Dec B.	2,000,000.00 B.	All necessary livelihood progra	B.	20% DF			No approved project proposal		Provision of livelihood for barangay development
Fishing Boats	A B.	B. B.	1,000,000.00 B.		B.			No PR			Livelihood support for marginal fishermen
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION											
Concreting of Access Road To The Sanitary Landfill And Within The Site	A. January 2022	A. June 2022	A. 1,000,000.00	A. 1 km x 4 meters Road Network / Access Road concreted in Sanitary Landfill	B. 100m x 4m x 0.225m road concreted L=100.00m; W=4.0m; t=0.225m; t(200)=0.15m; Shoulder: L=170.00m; W=0.50m; t=0.375m	20% DF	During preparation of Program of Works, it has been observed that the appropriated budget is not enough to fund the desired output of 1km road network concreted which leads to partial implementation of 100m road network concreted	Since project was partially implemented that only 100m road network is concreted, the goal to have an easy access to sanitary landfill phase II is not yet achieved. Garbage trucks still experienced stuck up on muddy roadway during rainy days.	Implementation was delayed since releasing of fund for Capital Outlay Project was postponed due to election year	Concreting road networks was proposed on AIP 2023 as part of the project entitled <i>Establishment and Operationalization of Zero Waste Facility</i>	Concreting of the access road to the SLF and within the site of the work area is necessary in order to stop constant hauling of gravel and sand piles whenever the rainy season comes; since during this season, occurrence of sticky mud causes the garbage truck to stuck up and leads to delayed garbage collection and disposal operation
	B. June 17, 2022	B. August 31, 2022	B. 994,725.69								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Procurement of Mini Bulldozer	A. March 2022	A. June 2022	A. 3,000,000.00	A. 1 unit Mini Bulldozer procured	B. Not Implemented	20% DF	As of May 19, 2022, Ongoing revision of specifications as recommended by BAC TWG members during pre-procurement deliberation	Upon requesting of quotation from various suppliers, MENRM D found out that Mini Bulldozer model with price value of 3,000,000 is already phased out that a brand new model and high quality mini bulldozer currently costs 5,000,000	Failure to implement this project is due to unavailability of mini bulldozer amounting to 3,000,000 therefore lack of funding requirements	Proposed procurement of mini Bulldozer on SIP 02-2022 for augmentation of needed additional fund coordinated with MBO and was advised to pull out the Purchase Request, prepare request for additional fund and also include the project for AIP 2023. A request letter for augmentation of fund was already forwarded to LCE on Sep. 13, 2022	Since Municipal Environment and Natural Resources Management Division is responsible for solid waste management collection disposal, this service includes daily maintenance of sanitary landfill (SLF). With ongoing operation of SLF II, proper layering of collected waste shall be done along with regular covering of soil material with the help of mini bulldozer. Also, this equipment can be used during time of calamities and disasters for rescue operation.
	B. Not Implemented	B. Not Implemented	B. Not Utilized								
Establishment of Concrete Septic Vault for Hazardous Waste	A. January 2022	A. June 2022	A. 3,000,000.00	A. 3 Concrete Septic Vault (7 x 6 meter/area) for hazardous waste established at Sitiollohan, Brgy. Maningcol	B. 3 Concrete Septic Vault (7x6meter/area) Installed perimeter fence for security purposes	20% DF	MENRMD, as the focal office for garbage collection services was not able to comply on collecting hazardous and special waste from barangays and LGU operated establishments since there is no facility for proper disposal or storage of such wastes	A rework for cover of each vault was done due to not compliant with the design as planned. From concrete cover it was changed with metal sheet as designed on plan	Since project is more on concreting works, heavy rains or weather disturbance hindered the construction. Also, availability of materials such as PVC liner material delayed the construction. Though there is a rubber gasket attached to each cover, it is not sufficient to resist the water from filling up the vault.	Roofing works for concrete septic vault will be proposed on AIP 2024 As of now, contractor temporarily installed an improvised roofing to prevent rainwater to filled up the vault	This project can greatly improve how the municipality will manage our hazardous wastes and can prevent possible spreading of diseases that the hazardous waste may harbor when indiscriminately dumped.
	B. July 7, 2022	B. Ongoing	B. 2,996,501.96								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses								
Upgrading of Power Supply At Sanitary Landfill	A. January 2022	A. June 2022	A. 350,000.00	A. Power supply on Sanitary Landfill located at Sitio Ilohan, Brgy. Maningcol upgraded (including survey inspection, installation, transformer, platform construction, wire and other materials)	B. Power supply on Sanitary Landfill located at Sitio Ilohan, Brgy. Maningcol upgraded (including platform construction/painting works, installation of 1 unit transformer, wire and other electrical materials)	Supplemental Budget No. 01-2022	Since appropriated budget is only 350,000, Project Design was limited only for installation of existing transformer unit and installation of wire, breaker and panel board at Residual Containment Area located at Sanitary Landfill Site, Sitio Ilohan, Brgy. Maningcol	Due to limited budget, two(2) out of five (5) electric operated environmental machineries were able to utilize for waste diversion. Also, standard electrical requirements set by ORMECO was not met by existing power installation at Sanitary Landfill that is why replacement of standard electric wire, breaker and panel board was applied	*Implementation was delayed since releasing of fund for Capital Outlay Project was postponed due to election year. *Late response from ORMECO for installation of transformer unit at Sanitary Landfill caused the delay of implementation of project.	Augmentation for electrical requirements was proposed to AIP 2023 for fully operationalization of all electric operated machineries.	Upgrading of power supply for the purpose of making the solid waste machineries operational will be a big help in municipality's objective which is to increase the diversion rate of waste collected. Through the help of electric power operated machines, plastic and styro wastes can be diverted into another useful product such as hollow blocks, bricks, plant box, traffic cones, etc.
	B. August 2022	B. February 11, 2023	B. 254,632.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
Establishment of Residual Containment Area (for the segretors activities area)	A. Sep 2021	A. Dec 2021	A. 1,500,000.00	A. 18x13meters Residual Containment Area (for the segretors activities area) established	B. 18x13meters Residual Containment Area (for the segretors activities area) established	20% DF under SB No. 05-2021	N/A	After completion of Residual Containment Area, we have observed that machines are not fully protected during heavy rains since material used for wall of RCA is cyclone wire which may cause machines to get wet whenever there is typhoon or heavy rains. Also, due to location of RCA is lying in lower area compared to the concreted road nearby, rainwater tends to flow entering the RCA building.	Since Supplemental Budget No. 05-2021 was approved on October 25, 2021, MENRMD was able to process the procurement documents at late of 2021 4th quarter that it was included for obligated during closing period and continued the processing up to the completion on year 2022.	Projects of Installation of tarpaulin covers for protection of RCA and Construction of Storm Drainage Canal around RCA will be included on AIP 2024	Establishment of Residual Containment Area is necessary for storage of equipment as well as to accommodate the activities of segretors in sorting out the collected residual wastes and shredding it before dumping on Sanitary Landfill so as to achieve and maximize the estimated 5 year life span of Sanitary Landfill.
	B. March 8, 2022	B. June 10, 2022	B.1,499,011.78								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Procurement of Mini Dump Truck	A. October 2021	A. Dec 2021	A. 4,003,000.00	A. 3 units of brand new compactor truck (4cu.m.), gross weight of 7,500kg with registration, insurance, tools and accessories procured	B. 2 units of brand new compactor truck (4cu.m.), gross weight of 7,500kg with registration, insurance, tools and accessories procured	GF under SB No. 07-2021	Since MENRMD received 3 units of brand new dump truck on year 2021 funded from LDRRM Fund and with the instruction of LCE, custody of 2 units of dump truck procured were transferred to Motorpool Division	Lack of trucks for hauling of soil material for sanitary landfill maintenance	Since Supplemental Budget No. 07-2021 was approved on December 6, 2021, MENRMD was able to process the procurement documents at late of 2021 4th quarter that its procurement process was continued on year 2022	N/A	These dump trucks will be used for hauling of soil material for covering of waste layer dumped on Sanitary Landfill for proper maintenance. Also, these will be used to assist each and every barangay in their needs for hauling of gravel and sand to support their project developments. These will also be used during the time of calamities and disasters for rescue and clearing operations.
	B. January 2022	B. April 5, 2022	B. 3,200,000.00								
MARKET OPERATIONS DEPARTMENT											
1. Oplan Linis Canal Activity	A. January	A. December	A. 25,000	A. 127 meters of mini-canals at the back of Carinderia Section deglogged and dissilted	B. 127 meters of mini-canals at the back of Carinderia Section deglogged and dissilted	MGOP-LEE					
	B. January	B. December	B. 25,000								
2. Desktop Computer with complete accessories	A. October	A. December	A. 60,000	A. 1 unit desktop computer with complete accessories purchased	B. 1 unit desktop computer with complete accessories purchased	MGOP-LEE					
	B. October	B. December 29	B. 59,950								
3. Laptop	A. January	A. December	A. 75,000	A. 1 unit laptop purchased	B. 1 unit laptop purchased	MGOP-LEE					
	B. January	B. December 9	B. 72,950								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
SLAUGHTERHOUSE OPERATIONS DIVISION											
OPERATIONS											
Hygienic Slaughtering Process & Proper Meat Handling											Necessary to ensure production of quality meat safe for human consumption
Showering, Stunning, Hanging, Sticking and Bleeding, Scalding, Dehairing, Singering, Evisceration, Carcass Splitting, by product processing, Final Trimming and Washing of Carcass, Final Inspection	A. January	A. December	A. 194,461.30	A. Number of slaughtered animals processed and properly handled	B. 41,749 slaughtered animals processed and properly handled. Breakdown: 1,024 Cattle 211 Carabao 9,465 Hogs 31,049 Chicken	MGOP - LEE					
	B. January	B. December	B. 194,461.30								
Monitoring and Evaluation											
Monitoring of the physical condition of the Slaughterhouse building	A. January	A. December	A. 236,109.20	A. No. of building (operations) monitored	B. 1 Slaughterhouse building (operations) monitored	MGOP - LEE					
	B. January	B. December									
Monitoring of slaughtered animals	A. January	A. December		A. No. of slaughtered animals monitored and inspected	B. 41,749 slaughtered animals monitored and inspected. Breakdown: 1,024 Cattle 211 Carabao 9,465 Hogs 31,049 Chicken	MGOP - LEE					
	B. January	B. December									

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact	
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment							
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses								
Continuous strict implementation of Ordinance No. 01-2014	A. January	A. December	B. 236,109.20	A. Ordinance No. 01-2014 strictly implemented	B. Ordinance No. 01-2014 strictly implemented	MGOP - LEE						
	B. January	B. December										
Prohibition or regulation of livestock slaughter activities being done outside the Slaughterhouse	A. January	A. December		A. Livestock slaughter activities being done outside the Slaughterhouse prohibited or regulated	B. Livestock slaughter activities being done outside the Slaughterhouse prohibited or regulated	MGOP - LEE						
	B. January	B. December										
Regular monitoring of meat transported from other municipalities by the Task Force	A. January	A. December		A. Meat transported from other municipalities regularly monitored by the Task Force	B. Meat transported from other municipalities regularly monitored by the Task Force	MGOP - LEE						Necessary for prevention of diseases both in animals and in consumers
	B. January	B. December										
Development and Maintenance												
Other Land Improvements												
Procurement of Other Machinery and Equipment	A. January	A. December	A. 2,352,200.00	A. No. of other machinery and equipment purchased	B. N/A	MGOP - Other Sources	Not implemented		Were no longer implemented or pursued since a new Slaughterhouse is being constructed in Brgy. Malaya		Both the proposed PPAs and the current construction of the new Slaughterhouse are necessary for "AA" Accreditation from the NMIS	
	B. January	B. December	B. N/A									
1. Phase III - Construction of Perimeter Fence	A. January	A. December	A. 300,000.00	A. 95 linear meters (Perimeter Fence) masonry works, steel works and painting works completed	B. N/A	MGOP - LEE	Not implemented					
	B. January	B. December	B. N/A									
2. Construction of Waste Water Treatment Facility	A. January	A. December	A. 1,500,000.00	A. 100 square meters of Waste Water Treatment Facility constructed	B. N/A	MGOP - Other Sources	Not implemented					
	B. January	B. December	B. N/A									

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
3. Construction of Biogas Facility	A. January	A. December	A. 300,000.00	A. 3 x 4 meters of Biogas Facility constructed	B. N/A	MGOP - Other Sources	Not implemented				
	B. January	B. December	B. N/A								
4. Phase II - Construction/Concreting of Backyard Pavement	A. January	A. December	A. 400,000.00	A. 30m x 8m Backyard pavement constructed/concreted	B. N/A	MGOP - Other Sources	Not implemented				
	B. January	B. December	B. N/A								
5. Construction/Renovation of New Slaughterhouse	A. January	A. December	A. 20,00,000.00	A. 1 Slaughterhouse Building upgraded/renovated	B. N/A	MGOP - Other Sources	Not implemented		Was no longer implemented or pursued since a new Slaughterhouse is being constructed in Brgy. Malaya		Both the proposed PPAs and the current construction of the new Slaughterhouse are necessary for "AA" Accreditation from the NMIS
	B. January	B. December	B. N/A								
TOURISM AND HISTORY DEVELOPMENT DIVISION											
2 Units DSLR Camera Batteries	A. Jan-Mar	A. Jan-Mar	A. P14,000.00	A. 2 units DSLR Camera Batteries procured	B.2 units DSLR Camera Batteries procured	MGOP/ Other Sources					Additional power capacity for cameras during official use
	B. February 9, 2022	B. March 21, 2022	B. P14,000.00								
1 unit external drive	A. Jan-Mar	A.	A. P10,000.00	A. 2 units external drive procured	B. 1 unit external drive procured	MGOP/ Other Sources	Only 1 unit purchased based on the actual allotted fund	Inadequate fund allotted to secure the original plan	Inadequate fund allotted to secure the original plan	None	Additional storage capacity for digital files for current or future references
	B. February 9, 2022	B. March 21, 2022	B. P5,000.00								
1 unit 3-axis Gimbal Stabilizer	A. Jan-Mar	A. Jan-Mar	A. P40,000.00	A. 1 unit 3-axis Gimbal stabilizer procured	B. 1 unit 3-axis Gimbal stabilizer procured	MGOP/ Other Sources	None	None	Centralized procurement		Improved quality of audio-visual presentations
	B. March 4, 2022	B. April 19, 2022	B. P40,000.00								
1 unit Laminating Machine	A. Jan-Mar	A. Jan-Mar	A. P14,000.00	A. 1 unit Laminating Machine procured	B. 1 unit Laminating Machine procured	MGOP/ Other Sources	None	None	None	None	Additional equipment for THDD programs and activities
	B. February 9, 2022	B. March 23, 2022	B. P10,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
1 unit 2 HP airconditioner unit	A. Jan-Mar	A. Jan-Mar	A. P60,000.00	A. 1 unit 2 HP airconditioner unit procured	B. 1 unit 2 HP airconditioner unit procured	MGOP/ Other Sources	None	None	Centralized procurement	None	Comfort for THDD personnel and clients
	B. January 17, 2022	B. April 20, 2022	B. P60,000.00								
1 set advanced system desktop computer	A. Jan-Mar	A. Jan-Mar	A. P150,000.00	A. 1 set advanced system desktop computer procured	B. 1 set advanced system desktop computer procured	MGOP/ Other Sources	Change of brand components with prices suitable for the allocated budget but with same quality and performance	Unavailability of preferred brand in the Philippines, only available overseas	The supplier took additional time to look for brand with suitable price and with equal quality and performance to the initially preferred brand	None	Improved technical capability on rendering audio-visual projects, storage of digital files and management of online data
	B. January 13, 2022	B. July 26, 2022	B. P150,000.00								
2 units printer	A. Jan-Mar	A. Jan-Mar	A. P20,000.00	A. 2 units printer procured	B. 2 units printer procured	MGOP/ Other Sources	None	None	Centralized procurement	None	Additional printing equipment to aide the bulk of administrative tasks
	B. January 12, 2022	B. July 26, 2022	B. P20,000.00								
Procurement of motorized banca for added Tourism activity in the area of Banilad and Ranzo to be administered by existing CBTO	A. Apr	A. Jun	A. P500,000.00	A. Three (3) motorized bancas for tourists (fish sanctuary tour)/snorkeling activity procured	B.	MGOP/ Other Sources	The project was converted to Building Repair and Maintenance	Amount allotted not adequate to purchase the proposed unit due to increased prices of materials and labor	The project was converted into other PPA (Building Repair and Maintenance) due to limited fund considering the price increase of labor and materials. Delays in the preparation and approval of Project of Work	Additional fund allotment	No additional tourism attraction implemented
	B.	B.	B. P167,000.00								

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PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
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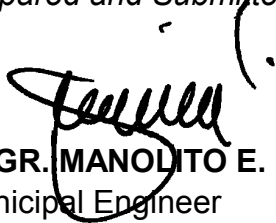
PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE											
Conduct of Night Market At Leuterio Street	A. October	A. December	A. No Fund	A. Conduct of Night Market At Leuterio Street.	B. Night Market At Leuterio Street conducted	General Fund		-No clear policies and guidelines on the conduct of Night Market -No organize vendor association		-Creation of an ordinance establishing and regulating a Night Market in the Municipality of Pinamalayan. -Registration of organized vendors association	-Revenue generation for SMSEs -Organized vendor association -Promotion of local products -Food Tourism destination
	B. October	B. December	B. 200,000								
Campaign in SB / SP Accreditation	A. July	A. December	A.		1 association SB accredited - Samahan sa Baranagay Pili sa Pangangalaga ng Kalikasan (SBPPK)						- Qualified beneficiaries to Municipal government agency program
	B. October	B. October	B.								
Technical Courses	A. July	A. December	A.		-Bookkeeping Seminar attended by bookkeepers from PINMAVA and SAMBA						knowledgeable bookkeeper that ensures all financial transactions are recorded and organized for financial reporting.
	B. November	B. November	B.								
Technical Courses	A. July	A. December	A.		-Smoked fish training conducted for SAMALUBAY						-Capacitated SAMALUBAY members -Livelihood for SAMALUBAY members
	B. October	B. October	B.								

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PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Provision of technical assistance in formation and registration of association.	A. July	A. December	A.		1 DOLE Registered association						- Qualified beneficiaries of local and national government agency program
	B. October	B. December	B.								
Technical assistance in BIR Registration	A. July	A. December	A.	A.	B. 1 BIR Registered association						-BIR Compliant organization
	B. November	B. November	B.								
Technical assistance in DOLE negokart proposal	A. July	A. December			B. 10 Associations Assisted in preparation of negokart project proposal and successfully submitted to DOLE						-10 Negokarts approved and funded by DOLE
	B. November	B. December									

Prepared and Submitted by:



ENGR. MANOLITO E. MASCULINO
Municipal Engineer
Economic Development Sector Chairperson

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE											
General Fund											
Travelling Expenses	A. January	A. December	A. Php. 200,000.00	All Travelling Expenses process and paid	All Travelling Expenses process and paid	General Fund					For continuity of operation and services
	B. January	B. December	B. Php. 200,000.00								
Training Expenses	A. January	A. September	A. Php. 100,000.00	All Training Expenses process and paid	All Training Expenses process and paid	General Fund	Php. 3,000.00				Capacitated personnel, CSO and other private
	B. January	B. December	B. Php. 97, 000.00								
Office supplies	A. January	A. December	A. Php. 233,800.00	All Office Supplies process and paid	All Office Supplies process and paid	General Fund	Php. 13,392.00				For continuity of operation and services
	B. January	B. December	B. Php. 220,408.00								
Fuel, Oil and Lubricant.	A. January	A. December	A. Php. 50,000.00	All Fuel, Oil and Lubricant. process and paid	All Fuel, Oil and Lubricant. process and paid	General Fund	Php. 22,480.92				expenses intended for continuity of services in terms of operation and response.
	B. January	B. December	B. Php. 27,519.08								
Other Supplies & Materials Expenses	A. January	A. December	A. Php. 300,000.00	All Other Supplies & Materials Expenses process and paid	All Other Supplies & Materials Expenses process and paid	General Fund					For continuity of operation and services
	B. January	B. December	B. Php.300,000.00								
Water Expenses	A. January	A. December	A. Php. 30,000.00	All Water Expenses process and paid	All Water Expenses process and paid	General Fund	Php. 2,440.00				For continuity of operation and services
	B. January	B. December	B. Php. 27,560.00								
Telephone Expenses	A. January	A. December	A. Php. 132,000.00	All Telephone Expenses process and paid	All Telephone Expenses process and paid	General Fund					For continuity of operation and services
	B. January	B. December	B. Php. 132,000.00								
Internet Expenses	A. January	A. December	A. Php. 40,000.00	All Internet Expenses process and paid	All Internet Expenses process and paid	General Fund	Php. 2,489.30				For continuity of operation and services
	B. January	B. December	B. Php. 37,510.70								
Repair and Maintenance of Office Equipment	A. January	A. June	A. Php. 40,000.00	Repaired and Maintenance of Office Equipment	N/A	General Fund		No office equipment to be repaired	Reprogramming of Funds	Reprogrammed to travel expense	Refunded next year
	B.	B.	B.								
Repair and Maintenance of ICT Equipment	A. January	A. June	A. 50,000.00	All Repair and Maintenance of ICT Equipment process and paid	All Repair and Maintenance of ICT Equipment process and paid	General Fund	Php. 25,030.00				For continuity of services
	B. January	B. June	B. 24,970.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses								
Repair and Maintenance-Motor Vehicle	A. January	A. June	A. 40,000.00	All Repair and Maintenance-Motor Vehicle process and	All Travelling Expenses process and paid	General Fund	Php. 8,401.50				For continuity of services thru response
	B. January	B. June	B. 31,598.50								
Repair and Maintenance of Furniture & Fixtures	A. January	A. June	A. Php. 50,000.00	Repaired and Maintenance of Office Equipment	N/A	General Fund		No furniture and fixtures to be repaired	Reprogramming of Funds	Reprogrammed to travel expense	Refunded next year
	B. January	B. June	B.								
Other Maintenance and Operating Expenses	A. January	A. June	A. Php. 30,000.00	All other maintenance and operating expenses process	All other maintenance and operating expenses	General Fund	Php. 8,847.00				For continuity of services
	B. January	B. June	B. Php. 21,153.00								
Insurance Expenses	A. January	A. June	A. Php. 28,000.00	Insurance Expenses		General Fund		Existence of insurance under calamity fund	Insurance already provided under calamity fund	To be reprogrammed	None due to existing
	B. January	B. June	B.								
1 Unit Split Type	A. January	A. March	A. Php. 50,000.00	1 Split Type procured and delivered	1 Split Type procured and delivered	General Fund		Effect of centralized procurement	Centralized procurement		For continuity of services
	B. January	B. March	B. Php. 50,000.00								
10 pcs Office Chair	A. April	A. June	A. Php. 60,000.00	10 pcs Office Chair procured & delivered	10 pcs Office Chair procured & delivered	General Fund		Effect of centralized procurement	Centralized procurement		For continuity of services
	B. April	B. June	B. Php. 60,000.00								
1 unit Office Table with Executive Chair	A. April	A. June	A. Php. 30,000.00			General Fund		Incomplete construction of EOC	Waiting for construction of EOC	Once EOC is completed, procurement will proceed	N/A
	B.	B.	B.								
4 units Fire Extinguisher	A. January	A. March	A. Php. 40,000.00	4 units Fire Extinguisher procured and delivered	4 units Fire Extinguisher procured and delivered	General Fund		Effect of centralized procurement	Centralized procurement		Safety purposes prior to unexpected incident
	B. January	B. March	B. Php. 40,000.00								
1 unit Laptop	A. April	A. June	A. Php. 75,000.00	1 unit Laptop procured and delivered	1 unit Laptop procured and delivered	General Fund		Effect of centralized procurement	Centralized procurement		For continuity of services
	B. April	B. June	B. Php. 75,000.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Calamity Fund											
Training											
Annual Planning work shop for review of DRRM Plan PPAs and LDRRMF Utilization conducted .	A.October	A.December	A. Php. 200,000.00	Annual Planning work shop for review of DRRM Plan PPAs and LDRRMF Utilization conducted.	1 Annual Planning work shop for review of DRRM Plan PPAs and LDRRMF Utilization conducted.	Calamity Fund					Able to set goals, able to identified problems in implementation of PPAs
	B. November	B.December	B. Php. 200,000.00								
Skills Training and development on search and rescue, basic life support, first aid and extraction implemented .	A.January	A.June	A.Php. 200,000.00	Skills Training and development on search and rescue, basic life support, first aid and extraction implemented & conducted	1 SFAT/ BLS training conducted	Calamity Fund			Availability of the Speaker		Capacitated personnel, CSO and other private sector
	B.October	B.October	B.Php. 200,000.00								
Conduct of drills/simulation excises/other related trainings/attendance to conventions, meetings and other related activity of DRRM.	A.January	A.December	A.Php. 300,000.00	4 Nationwide Simultaneous Earthquake Drill Conducted	4 Nationwide Simultaneous Earthquake Drill Conducted	Calamity Fund	Php. 150,000.00				Readiness of the community prior to Disaster
	B.January	B.December	B.Php. 150,000.00								
Medical apparatus, supplies and equipment	A.January	A.March	A.Php. 500,000.00	Medical apparatus, supplies and equipment procured	Medical apparatus, supplies and equipment procured	Calamity Fund					Able to provide necessary supplies for medical
	B. January	B. March	B. Php. 500,000.00								
Regular quarterly meeting and committee meetings	A.January	B. December	A. Php. 100,000.00	4 Regular Quarterly Meeting Conducted	4 Regular Quarterly Meeting Conducted	Calamity Fund	Php. 8,230.00				Effective analyzing action and effective decision making
	B. January	B. December	B. Php. 91,770.00								
Insurance Expenses	A.January	A. March	A.Php. 300,000.00	300 Insurance Renewed	300 Insurance Renewed	Calamity Fund					Insured personnel, councils and others
	B. January	B. March	B. Php. 300,000.00								
IEC,Signages,Posters	A. July	A. September	A.Php. 500,000.00	IEC,Signages,Posters procured	3 IEC,Signages installed	Calamity Fund	Php 438,681.00				Information dissemination to the public
	B. July	B. September	B Php. 61,319.00								

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	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date		A. As Appropriated B. Actual Expenses							
Stockpiling of goods and Non -Food items	A. January	A. June	A.Php. 1,900,000.00	Stockpiling of goods and Non -Food items procured	Stockpiling of goods and Non -Food items procured	Calamity Fund	Php. 8,230.00				Readiness prior to occurrence of Disaster
	B. December	B. December	B. Php. 1,877,300.00								
Food Supplies expenses	A. January	A. June	A.Php. 200,000.00	Food Supplies expenses procured and delivered	Food Supplies expenses procured and delivered	Calamity Fund					Readiness prior to occurrence of Disaster
	B. January	B. December	B. Php. 200,000.00								
Fuel, Oil and Lubricants	A. January	A. December	A.Php. 1,000,000.00	Fuel, Oil and Lubricants procured	Fuel, Oil and Lubricants procured	Calamity Fund					Expenses intended for continuity of services in terms of operation and response.
	B. January	B. December	B. Php. 1,000,000.00								
Repair and Maintenance of Motor Vehicle	A. January	A. September	A.Php. 500,000.00	Motor Vehicle repaired & maintained	Repair and Maintenance of Motor Vehicle	Calamity Fund	Php. 52,469.10				Expenses intended for continuity of services in terms of operation and response.
	B.	B.	B. Php. 447,530.90								
Repair & Maintenance of Machineries & Equipment	A. January	A. June	A.Php. 200,000.00	Machineries & Equipment Repaired & Maintained		Calamity Fund		No existing machineries under MDRRMO	No machineries to be repaired or maintained	To be reprogrammed or procure machineries under MDRRMO	Continuing Fund
	B.	B.	B.								
Improvement of MDRRM Office	A. January	A. March	A.Php. 1,500,000.00	Improvement of MDRRM Office		Calamity Fund		COA findings of invalid charging under DRRM Fund	COA findings of MDRRM Office improvement invalid charging	Fund reprogramming	To look for other sources of fund aside from DRRM Fund
	B.	B.	B.								
Disaster Response and Rescue Equipment	A. April	A. June	A.Php. 1,000,000.00	Disaster Response and Rescue Equipment		Calamity Fund	Php. 797,781.00				Continuing Fund
	B.	B.	B. Php. 202,219.00								
Motor Vehicle	A. January	A. March	A.Php. 4,240,475.60	Motor Vehicle		Calamity Fund		No available supplier	Supplier's failure to provide consular invoice	Reprogrammed to procure higher capacity water tanker truck	Improvement of specification of motor vehicle
	B.	B.	B.								

**ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 1: SELF - ASSESSMENT MATRIX
Performance Year 2022**

**PROGRAM/PROJECT/ACTIVITY (PPA) STATUS
OTHER SERVICES SECTOR**

PROGRAM/PROJECT/ACTIVITY Description and Location	Implementation Schedule		PPA Cost	Physical Outputs and Indicators		Fund Source	Alterations, Deviations and/or Other Adversed Findings	Issues/ Problems Encountered	Justifications for either Delayed or Failure to Implement	Recommendations/ Interventions/ Other Options	PPA Significance and/or Impact
	Starting Date	Completion Date		A. As planned	B. Actual Accomplishment						
	A. As planned B. Actual Date	A. As planned B. Actual Date	A. As Appropriated B. Actual Expenses	A. As planned	B. Actual Accomplishment						
Communication Equipment	A. April	A. June	A.Php. 500,000.00	Communication Equipment		Calamity Fund		Insufficient power supply to activate siren	Actual siren requiring 3-phase power supply	Procurement and installment of 3-phase electrical transformer	Continuing Fund
	B.	B.	B.								

Prepared and Submitted by:


ZAIDA D. MICIANO
Municipal Budget Officer
Other Services Sector Chairperson



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



**MATRIX 2:
ORGANIZATIONAL COMEPTENCY - STRENTSTHS AND
WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX PY 2022**

RAJING TOWARDS A SUSTAINABLE FUTURE

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Mayor's Office	4.50	5.00	Sense of Urgency	Financial limitation	Learning and Development	Budget Restrictions
			Ability to Multitask	Capacity Limitation	Openness to Change	Staffing Concerns
			Staff Innovation	Undeveloped Record Management System	Professional Linkages	Man-made and Natural Calamities
			Team Work, Participation and Dedication	Insufficient Trainings and Seminars		Limited Office Space
MO - Bids and Awards Committee	3.75	5.00	Good leadership	Lack of Permanent Plantilla Position	Personnel Advancement	Budget Restriction
			Strong Leadership Role in Procurement	Capacity Limitations	Better Understanding of Roles	Organizational Changes
			Staff and Systems Innovation	Financial Limitations		Staffing Concerns
			Strong Work Ethics	Limited Office Space		Lack of Office Equipment
			Team Work, Participation and Dedication			No field Officer and utility worker appointed
General Services Division	3.25	5.00	Staff and Systems Innovation	Limited Office Space	Organizational Improvement	High Attrition rate
			Physical Assets Upgrading	Unmet Personnel Complementation	Development of New Support System	
			Sense of Urgency	Capacity Limitations	Openness to Change	
			Promotion of Technology of Participation	Uncooperative personnel and staff		
			Proactive Approach	Financial Limitations		
			Service-Driven Commitment			
Zoning Division	4.63	5.00	Delivery of Services	Lack of regular office personnel	Interdisciplinary Education	Budget Restriction
			Strong Work Ethics	Lack of Technical Trainings	Multidisciplinary Learning	Staffing Concerns
			Team Work, Participation and Dedication	Lack of IT and Scientific Equipment	Collaborative Research	COVID 19 Pandemic
				Lack of Service Vehicle	Development of New Systems	
					Outdated CLUP and ZO	
		Outdated map details				
Special Concerns Office	3.88	5.00	Available manpower/jobseekers	No Plantilla positions	Job opportunities local and abroad	Natural & Manmade Calamities
			Available trained staff	Limited Local Funds	Training and Capacity Development	Bad practices of some National Programs
			Basic office facilities		PESO Institutionalization	Compliance at Barangay level
			DOLE assisted/ program other funds and sources availed		Devolution/Mandanas Law	
					National Programs and Services	

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Vice Mayor's Office / SB	4.12	5.00	Effective Local Legislation & staff and system innovation	Financial limitations and deferring commitments	Professional & Learning Development, open ness to changes & organizational improvement	Budget restriction, organizational and administration changes
Municipal Treasury Office	3.88	5.00	Authority to issue and manage municipal bonds for financing capital projects. The treasury has a reputation for being fiscally responsible, maintaining financial stability and accountability to the public.	Limited authority to increase taxes due to outdated Revenue Code. Limited capacity to invest in new technology and systems due to budget constraints.	Development of new revenue streams through the use of technology, such as mobile payments and online bill pay.	-The treasury may be vulnerable to cyber-attacks and data breaches, which could compromise the security and confidentiality of financial data and put the treasury at risk of financial loss or reputational damage.
Municipal Assessor's Office	4.50	5.00	Strong team collaboration surpassing target reports and increase on Assessed Value imposed by BLGF Good leadership resulting to harmonious inter-personnel relationship	Limited skilled resources/personnel for special functions like taxmapping Limited office space	Technical/ system innovation Personnel Advancement	Unavailability of taxmapping tool(Leroy) Budget restrictions Natural Calamity
Municipal Accounting Office	3.94	5.00	Dedicated and adept employees in manual recording process	Manual Recording of Financial Transactions Insufficient space for clientele and personnel along with financial documents Unsecured storage space for Municipal Financial Documents Limited capacity development of employees	Installation of Financial Management Information System (FMIS) Construction of 2 Storey Municipal Accounting Office Building Construction of Stockroom Attendance of Trainings Creation of Plantilla Positions	Less accurate financial information COA findings during Post Audit Reduced performance efficiency and client satisfaction Loss of Documents due to fortuitous event
Municipal Budget Office	4.00	5.00	Efficient management of funds Thorough review of barangay & SK budgets Service-driven Commitment	Limited technical knowledge Financial limitation Lack of initiatives	Organization and Staff development Professionalism Job description awareness	Work overload to some personnel Budget limitation Outdated ICT Equipment
Municipal Planning and Development Office	4.25	5.00	Strong Leadership Role in Planning Staff and System Innovation Physical Assets Upgrading Strong Work Ethics Team Work, Participation and Dedication	Unmet Personnel Complementation Capacity Limitations Uncooperative Concerned Local Functionaries Financial Limitations	Interdisciplinary Education Multidisciplinary Learning Collaborative Research Development of New Support Systems Advance Planning	Budget Restriction Organizational Changes Staffing Concerns Structural Modification Political Accommodations

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Planning and Development Office	4.25	5.00	Sense of Urgency	Infant-stage or Result-Based Monitoring and Evaluation System	Creating a Positive Culture	Work Overload
			Embedded Culture of Excellence at Workplace		Building New Relationship	Growing Demands for Extra work outside the boundary of Office Mandate
			Promotion of Technology of Participation		Better Understanding of Roles	Depreciation of Physical Assets and Equipment
			Proactive Approach		Professional Linkages	Man-made and Natural Calamities
			Service-Driven Commitment		Organizational Improvement	Poor Observance of Deadlines
			Openness to Change			Limited Office Space
Municipal Civil Registry Office	4.00	5.00	Staff and systems innovation.	Limited office space.	Openness to change.	Budget restriction
			Skillful work team.	Lack of specific financial allocations.	Professional linkages.	Organizational changes.
			Automated civil registry services.		Organizational Improvement.	Staffing concerns
					Attendance to trainings/seminars.	Man-made and natural calamities.
Municipal Administrator's Office	4.50	5.00	Sense of Urgency	Performance deviations or gaps due to unclear or inefficient procedures, inadequate resources, or lack of competency	Organizational Improvement	Work overload among office personnel
			Dedication and Commitment among office personnel	Uncentralized record keeping and archiving of agency documents	Helping Employees Balance Work-Life Conflicts	Budget Restrictions
				Lack of incentives for employees welfare	Stimulating Innovation and Change	Quick Turn-over of Non-Regular Employees
				Limited Office Space	Empowering People	Natural and Man-made calamities
Human Resource Management Office	4.43	5.00	Structure:			
			Organized office structure	Insufficient plantilla positions	Eligible non-regular personnel	Lack of accountability (from nonregular personnel)
			Clear direction	Shortage in second level positions to man the main divisions of the office.	Impending improvement of office physical structure may allow for additional personnel	
			Clear delineation of functions			
			Manpower Competence:			
			Strong leadership;	8 out of 14 personnel are nonregular (57%)	Good training ground to hone various competencies;	*Loss in HR investment in terms of time and fiscal resources, as: - 57% of the staff may leave the office for career growth and stability - First level personnel may opt for transfer to other offices
Generally young and competent staff;	3 out of 6 plantilla holders are in the first level	Members of the staff are receptive to change and are of high degree of dedication and commitment to work				
Able to handle complex tasks and multiple workloads;	ranging from salary grades 3-5					

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS					
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats		
GENERAL PUBLIC SERVICES SECTOR								
Human Resource Management Office	4.43	5.00	Individuals with diverse abilities and competencies;	Absence of technical personnel for data analysis, metrics and analytics		Non-regular personnel may opt for transfer to other units to pursue higher position		
			Good rapport with employees					
			HR Processes:					
			Maturity Level II in RSP, PM, L&D and R&R	Lack of required software/program for automation of procedures	•Strong executive leadership and support	Incapability in upgrading the maturity level due to the lack of an information system to integrate all HR systems and processes		
			Procedures for HR Services are in place	Insufficient time for research for HR staff to enhance knowledge and expertise to carry out HR duties	Availability of commercialized Information System software	Risk in accuracy of data due to human error		
			High trust rating in applicants (RSP)	Not yet ready for digitization	Availability of personnel with basic competency in programming and software development within the agency	Work overload of HR staff due to growing number of personnel		
					A proposal for establishment of a separate PM Unit and ICT Unit under the MO is in place			
			L&D Opportunities:					
			Availability of fund for L&D interventions	Non-regular personnel have no L&D opportunity	Accessibility to virtual L&D opportunities	Possible loss of investment in L&D		
			Cascading is a practice	Time constraint in monitoring the Learning Application Plan and attendance to trainings of all municipal personnel	Non-regular personnel under COS hiring can avail trainings opportunities			
			Office structure, Equipment and Facility:					
			Individual working space for each HR staff	Insufficient work space for both the office personnel and for storing voluminous documents or personnel records and administrative files	A proposal for possible renovation of the office is in place	Congestion of storage areas		
Insufficient and outdated ICT equipment especially for the use in the various activities of the other three HR committees	Hazard due to lack of ventilation and emergency exit and other safety measures of the building							
Insufficient fund for capital outlay to replace/ augment outdated ICT equipment								

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Human Resource Management Office	4.43	5.00	Information System: The HRMIS of the agency is free through the sponsorship of the DOST The HRMIS of the agency is free through the sponsorship of the DOST	The office has limited access in the use, maintenance and customization of the information system	Detailed proposal for in-house development of an HRIS has been prepared Proposal for the creation of a ICT Unit for a centralized IT system is in place	The office encounters difficulty in resolving technical issues in the HRIS which requires constant coordination with the DOST staff in-charge with the information system.
Business Permits and Licenses Office	4.34	5.00	RA 11032 or Ease of Doing >Establishment of Year-Round BOSS Conduct of Joint Inspection Team Promotion of business-friendliness Commitment and Dedication	>Lack of manpower/Workforce, >Personnel Mismatching Cramped/Confined office/space Limited IT Equipment	Development/Upgrading of system Transition from eBPLS to iBPLS Full business automation and computerization	Budget limitation Inconvenient workplace Support and cooperation of other partner offices
Tech4Ed	3.88	5.00	Skilled and flexible workforce Strong Work Ethics Strong and competent leadership Availability of physical resources/ tools Team work to participate DICT contests Quality of work in job orders	Capacity limitation Difficulty to adapt to changing circumstances or new ideas Excessive workload Incompetent personnel Absence of physical structure for CeC Limited space to conduct eLiteracy program Limited compensation to employees working OT Limited resources Limited time given to finish the job order	Attend trainings, seminars, and webinars regarding new trends in technology Delegate task equally to avoid excessive workload Monitor assigned task to each personnel; trainings and assessments Implementation of proposed ICT building Provide necessary resources to participate in DICT contests; Provide necessary resources (Hardware and software tools)	Limited manpower Limited benefits to compensate the work load Budget restrictions
Municipal Local Government Operation Office	3.00	5.00	LGU and agency Support, presence of policies and guidelines	limited access to resources, lack of alternate technical personnel	Continuous improvement thru ISO-Quality Management Standards	Disruptive technology (unstable internet connection, introduction of new systems for LGU programs and organization/councils functionality assessments which usually failed from time to time)
Municipal Police Station	3.63	5.00	Heightened Police visibility	Insufficient funds for operations	Annual Budget Allocation	None

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Fire Station	4.50	5.00	Adequate number of Firefighting personnel	Decrease firefighting capability.	Request for additional BFP Personnel to increase firefighting capabilities	Poor performance in responding fire calls and other emergencies due to lack of fire fighting personnel
			Availability / Adequacy of Fire Hydrants at fire station and other Barangay as stated in State of Local Governance Assessment	No immediate source of water during fire fighting operations.	Request LGU and Pinamalayan Water District to provide additional Fire hydrants with adequate water pressure.	Possible delay in water refiling of firetrucks during fire emergencies resulting to increase damage in property.
			Safety and Security of BFP Duty Personnel ,all office Equipment and firefighting tools.	Poor Building Capabilities	Preparation of Requirement to be needed in requesting Renovation of Bldg at BFP-National Headquarters thru channel.	Reconstruction of the Old Municipal Fire Building
SECTOR AVERAGE	4.05	5.00				

Prepared and Submitted by:



DANIEL Q. FRUELDA
 OIC - Municipal Administrator
 General Public Services Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Mayor's Office	4.00	5.00	Strong Leadership	Limited Office Space	Learning and Development Trainings/Seminars/ Organizational Improvement	Budget Restrictions
			Strong Work Ethics	Insufficient Trainings and Seminars		Organizational Changes Limited Office Space Lack of IT and Office Equipment
MO - Bids and Awards Committee Office	4.25	5.00	Good leadership	Poor Observance of Deadlines	Professional Linkages	Budget Restriction
			Strong Leadership Role in Procurement	Financial Limitations	Organizational Improvement	Organizational Changes
			Staff and Systems Innovation			
			Strong Work Ethics			
Team Work, Participation and Dedication						
General Services Division	4.00	5.00	Service-Driven Commitment	Financial Limitations	Organizational Improvement	Political Accommodations
					Development of New Support System	
					Openness to Change	
Zoning Division	4.75	5.00	Delivery of Services	Lack of technical personnel	Development of New Systems	Budget Restriction
			Strong Work Ethics	Lack of necessary equipment to improve the delivery of services	Outdated CLUP and ZO	COVID 19 Pandemic
			Team Work, Participation and Dedication		Outdated map details	
Special Concerns Office	3.88	5.00		Too slow procurement system	Review of procurement system	Limited suppliers to transact with
Municipal Vice Mayor's Office / SB	4.25	5.00	Service-Driven Commitment and Goodwill	Financial and capacity limitation	Organizational improvement, professional linkages & collaborative research	Budget restriction, man-made and natural calamities and pandemic
Municipal Treasury Office	4.25	5.00	-Control over the budget and spending decisions for the local government.	Limited authority to increase taxes due to outdated Revenue Code.	Expansion of revenue sources through innovative financing methods, such as public-private partnerships and tax increment financing.	Changes in political leadership or policy priorities could impact the treasury's operations and priorities.
			Strong financial management practices and systems in place.	Limited capacity to invest in new technology and systems due to budget constraints.		
Municipal Assessor's Office	4.63	5.00	Strong team collaboration surpassing target reports and increase on Assessed Value imposed by BLGF	Limited skilled resources/personnel for special functions like taxmapping	Technical/ system innovation	Unavailability of taxmapping tool(Leroy)
			Good leadership resulting to harmonious inter-personnel relationship	Limited office space	Personnel Advancement	Budget restrictions Natural Calamity

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Accounting Office	3.94	5.00	Committed and dedicated workforce	Low Fund Utilization / Project Implementation	On - Going Infrastructure Projects	Increase in interest rate on loans
			Functional Performance Management Team	IRA Dependency	New Business Investors	Low income collection
			Functional Information Systems	Loans Payable	Re-visit / Revision of Revenue Code	Uncertain economic environment
			Participative Planning Process	Absence of Internal Audit Services	Massive Tax Campaign	Rising cost of supplies and materials
				Crowded Public Cemetery	Identification of New Tax Sources	COA findings during post - audit
Low compliance to COA recommendations	Grants / Assistance from NGAs and Other LGUs					
	Reversion of unused funds / Payables over 2 years					
	Strengthening AOM Compliance Team					
Municipal Budget Office	3.98	5.00	Fast delivery of public services	Outdated Revenue Ordinances	Constant monitoring of plans and budgets	Conflict of interest
				IRA dependency	Strict implementation of Revenue Codes	Aging infrastructure
				Slow implementation of projects		Inefficient processes and paper-based workflow
Municipal Planning and Development Office	3.38	5.00	Promotion of Technology of Participation	Infant-stage or Result-Based Monitoring and Evaluation System	Customer Service Satisfaction	Budget Restriction
			Supportive Leadership	Mere compliance culture	Organizational Improvement	Political Accommodations
			Gender-Sensitive, Child-Friendly and Drug-Free Workplace	Unconducive workplace / Limited Office Space	People Empowerment	Drastic/Uncontrollable Organizational Structure Changes
			Established Strategic Performance Management System	Poor Observance of Deadlines	Development of New Support Systems	Quick Turn-over/Resignation of Non-Regular Employees
				Organization Capacity Limitations	Improvement of Existing Organizational Structure	Man-made and Natural Calamities
				Unmet Personnel Complementation		
				Financial Limitations		
Non-Existence of Centralized ICT Division		Resistance to change				
Municipal Civil Registry Office	4.00	5.00	Strong reputation and credibility	Resource limitation	Professional linkages	Budget restriction and man-made and natural calamities
Municipal Administrator's Office	4.56	5.00	Good Leadership Skills	Lack of filing cabinets for the safekeeping of important and confidential files of the office	Empowering People	Budget Restrictions
			Strong Organizational Skills	Limited Office Space	Capacity Development Intervention	Quick Turn-over of Non-Regular Employees
						Lack of ICT and office equipment
						Natural and Man-made calamities

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS				
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats	
GENERAL PUBLIC SERVICES SECTOR							
Human Resource Management Office	4.05	5.00	Structure:				
			Some of the work units and plantilla items that are mandatory for the full implementation of the Devolution Plan has already been created	Insufficient manpower complement/imbalanced staffing pattern	Availability of eligible non-regular and some regular employees in the first level with the required competencies to handle more challenging tasks of the higher plantilla positions	Lack of accountability (from nonregular personnel)	
			In the absence of the plantilla item, designation of personnel to the position in a concurrent capacity has been undertaken	Some major tasks that require a great deal of responsibility and accountability are assigned to non-regular personnel			Quick turnover of non-regular personnel
				Lack of middle management and technical positions in most offices			
			Some offices has unclear delineation of functions or improper distribution of tasks as reflected in the IPCR				
			Manpower Competence:				
			Most employees are able to handle complex tasks and multiple workloads;	Performance deviations or gaps due to lack of competencies	There are allocated funds for attendance to trainings/benchmarking/workshops to hone competencies	Loss in HR investment in terms of time and fiscal resources as employees, particularly the young ones, may opt to transfer to other agencies for career progression/stability of tenure	
			Individuals with diverse abilities and competencies;				
			HR Processes:				
			Most offices have devised their own office operational systems	Non-uniform policies and procedures among offices in the agency	There is an existing proposal for the formulation of Organizational Improvement Plan and Manual of Operations	Requires hiring of consultants	
			The agency has already institutionalized its processes and procedures in Performance Management	Inconsistent manner of delivery of services and functions		Availability of funds	
				Varied interpretation of SPMS Guidelines which cast room for doubts in the integrity of the procedure	There is an existing proposal for the Establishment of SPMS Unit	Resistance of employees in the implementation of PM processes	
			Office structure, Equipment and Facility:				
Ongoing construction of new building	Most offices have insufficient work space	A proposal for possible renovation of some offices is in place	Hazard due to lack of ventilation and safety measures of the buildings				
Some offices have allocated funds for procurement of office and ICT equipment	Lack of comfort rooms for staff						
	Most offices have insufficient office equipment and insufficient and outdated ICT equipment			Insufficient fund			

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

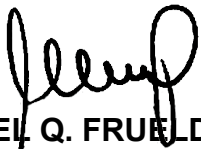
Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Business Permits and Licenses Office	3.91	5.00	Competent Workforce	Commitment and dedication of employees towards work	Provision of trainings and seminars for professional and personal growth of employees	Budget Limitations
				Slow procurement process		Conflict of interest
				Limited IT Equipment		
Tech4Ed	3.38	5.00	Supportive Leadership	Resistance to change	Organizational Improvement	Budget Restrictions
			Resilient in terms of emergency planning, disaster response, and community engagement	Limited resources	Benchmark to 1st class municipalities that have innovations and ways forward that can be implemented to address particular issue or challenge	Delays in implementing policies and programs
			Effective authority	Lack of coordination	Enhanced preparedness; identify and address gaps in preparedness	Conflicting priorities or mandates that can hinder effective collaboration
			Collaboration with other local, state, and federal agencies and organization	Inaccuracy of communication	Policies and programs are implemented efficiently and effectively	
			Shared best practices between local, state, and organizations; Strengthened partnership			
Municipal Local Government Operation Office	3.00	5.00	Committed leaders, presence of policies/ legislations and availability of plans	Limited resources/capacities to adopt and implement devolved functions, services and facilities , limited participation of multi-stakeholders in various govt processes	More capacity development activities, possibilities of increase in financial capacity due to lower pandemic issues and concerns and increase in economic activities	Financial deficiencies due to decrease of NTA, Technological changes (e-government), natural and manmade disasters
Municipal Police Station	3.25	5.00	Coordination with other concerned Agencies	Conflict with other concerned agencies	Standard procedures on inter agency coordination	None

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR						
Municipal Fire Station	4.50	5.00	Adequate number of Firefighting personnel	Decrease firefighting capability.	Request for additional BFP Personnel to increase firefighting capabilities	Poor performance in responding fire calls and other emergencies due to lack of fire fighting personnel
			Availability / Adequacy of Fire Hydrants at fire station and other Barangay as stated in State of Local Governance Assessment	No immediate source of water during fire fighting operations.	Request LGU and Pinamalayan Water District to provide additional Fire hydrants with adequate water pressure.	Possible delay in water refilling of firetrucks during fire emergencies resulting to increase damage in property.
			Safety and Security of BFP Duty Personnel ,all office Equipment and firefighting tools.	Poor Building Capabilities	Preparation of Requirement to be needed in requesting Renovation of Bldg at BFP-National Headquarters thru channel.	Natural Calamity Old Structure/Building
SECTOR AVERAGE	4.00	5.00				

Prepared and Submitted by:



DANIEL Q. FRUELA
 OIC - Municipal Administrator
 General Public Services Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR	4.05	5.00	Sense of Urgency	Financial limitation and/or deferring commitments	Learning and Capacity Development	Budget Restrictions
			Ability to Multitask	Capacity Limitation	Simulating Innovation and Openness to Change	Staffing Concerns
			Team Work, Participation and Dedication	Undeveloped Record Management System	Professional Linkages	Manmade and Natural Calamities
			Strong Leadership	Insufficient Trainings and Seminars	Personnel Advancement	Lack of IT and Office Equipment
			Staff and Systems Innovation	Lack of Permanent Plantilla Position	Interdisciplinary Education	Organizational Changes
			Strong Work Ethics/Embedded Culture of Excellence at Workplace	Unmet Personnel Complementation	Multidisciplinary Learning	Bad practices in some of National Programs
			Physical Assets Upgrading	Uncooperative Concerned Local Functionaries	Collaborative Research	Delayed compliance in Barangay level
			Promotion of Technology of Participation	Limited Office Space/Storage Space for official documents	Development of New Systems/Upgrading of Existing Systems	The treasury may be vulnerable to cyber-attacks and data breaches, which could compromise the security and confidentiality of financial data and put the treasury at risk of financial loss or reputational damage.
			Updated CLUP and ZO	Lack of Service Vehicle	Job opportunities local and abroad	Unavailability of taxmapping tool (Leroy)
			Updated map details	Limited authority to increase taxes due to outdated Revenue Code.	PESO Institutionalization	Less accurate financial information
			Proactive Approach	Manual Recording of Financial Transactions	Devolution/Mandanas Law	COA findings during Post Audit
			Service-Driven Commitment	Lack of initiatives	National Programs and Services	Reduced performance efficiency and client satisfaction
			Basic office facilities are provided	Infant-stage or Result-Based Monitoring and Evaluation System	Organizational development	Loss of Documents due to fortuitous event
			DOLE assisted/ program other funds and sources availed	Performance deviations or gaps due to unclear or inefficient procedures, inadequate resources, or lack of competency	Development of new revenue streams through the use of technology, such as mobile payments and online bill pay.	Structural Modification
			Effective Local Legislation	Lack of incentives for employees welfare	Construction of Stockroom/ Renovation of physical structure	Political Accommodations
Authority to issue and manage municipal bonds for financing capital projects	Shortage in second level positions to man the main divisions of the office.	Advance Planning	Growing Demands for Extra work outside the boundary of Office Mandate			
The treasury has a reputation for being fiscally responsible, maintaining financial stability and accountability to the public/ Efficient management of funds	Lack of required software/program for automation of procedures	Strong executive leadership and support	Depreciation of Physical Assets and Equipment			

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR	4.05	5.00	Thorough review of barangay & SK budgets	Non-regular personnel have no L&D opportunity	Proposal for the creation of an ICT Unit for a centralized IT system is in place	Poor Observance of Deadlines
			Openness to Change	Excessive workload	Transition from eBPLS to iBPLS	Limited Office Space
			Automated civil registry services	Limited resources/access to resources	Full business automation and computerization	Quick Turn-over of Non-Regular Employees
			Organized office structure	Decrease in firefighting capability	Provision of necessary resources (Hardware and software tools)	Incapability in upgrading the maturity level due to the lack of an information system to integrate all HR systems and processes
			Individuals with diverse abilities and competencies;	No immediate source of water during firefighting operations.	Continuous improvement thru ISO-Quality Management Standards	Risk in accuracy of data due to human error
			HRMO Maturity Level II in RSP, PM, L&D and R&R	Poor Building Capabilities	Annual Budget Allocation	Lack of accountability (from nonregular personnel)
			Procedures for HR Services are in place		Request for additional BFP Personnel to increase firefighting capabilities	Hazard due to lack of ventilation and emergency exit and other safety measures of the building
			High trust rating in applicants (RSP)		Request LGU and Pinamalayan Water District to provide additional Fire hydrants with adequate water pressure.	The office encounters difficulty in resolving technical issues in the HRIS which requires constant coordination with the DOST staff in-charge with the information system.
			Availability of funds for L&D		Preparation of Requirement to be needed in requesting Renovation of Bldg at BFP-National Headquarters thru channel.	Limited benefits to compensate the work load
			Cascading is a practice		A proposal for establishment of a separate PM Unit and ICT Unit under the MO is in place	Disruptive technology (unstable internet connection, introduction of new systems for LGU programs and organization/councils functionality assessments which usually failed from time to time
			The HRMIS of the agency is free through the sponsorship of the DOST		Non-regular personnel under COS hiring can avail trainings opportunities	Poor performance in responding fire calls and other emergencies due to lack of fire fighting personnel
			Establishment of Year-Round BOSS		Accessibility to long-term plan due to updated CLUP and ZO	Possible delay in water refilling of firetrucks during fire emergencies resulting to increase damage in property.
Conduct of Joint Inspection Team	Reconstruction of the Old Municipal Fire Building					

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR	4.05	5.00	Promotion of business-friendliness			
			Availability of physical resources/ tools			
			Heightened Police visibility			
			Availability / Adequacy of Fire Hydrants at fire station and other Barangay as stated in State of Local Governance Assessment			
			Safety and Security of BFP Duty Personnel ,all office Equipment and firefighting tools.			

Prepared and Submitted by:



DANIEL Q. FRUELDA
 OIC - Municipal Administrator
 General Public Services Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR	4.00	5.00	Good and Strong Leadership	Unconducive workplace / Limited Office Space	Learning and Development Trainings/Seminars/	Budget Restrictions
			Strong Work Ethics	Insufficient Trainings and Seminars	Openness to Change	Drastic/Uncontrollable Organizational Structure Changes
			Staff and Systems Innovation	Poor Observance of Deadlines	Development of New Systems/Systems Innovation	Limited Office Space
			Team Work, Participation, and Dedication	Financial and Capacity limitations	Review of procurement system	Lack of IT and Office Equipment
			Service-Driven Commitment and Goodwill	Lack of technical personnel/Limited skilled resources for special functions	Organizational improvement, professional linkages & collaborative research	Limited suppliers to transact with
			Fast Delivery of Public Services	Lack of necessary equipment to improve the delivery of services	Expansion of revenue sources through innovative financing methods, such as public-private partnerships and tax increment financing.	Political Accommodations
			Strong financial management practices and systems in place including control over the budget and spending decisions for the local government.	Slow procurement system	Personnel Advancement	Unavailability of taxmapping tool(Leroy)
			Strong team collaboration surpassing target reports and increase on Assessed Value imposed by BLGF	Limited authority to increase taxes due to outdated Revenue Code	Ongoing Infrastructure Projects	Increase in interest rate on loans
			Established Strategic Performance Management System and Functional Performance Management Team	Low Fund Utilization / Project Implementation	New Business Investors	Low income collection
			Functional Information Systems/Most offices have devised their own office operational systems	IRA Dependency	Re-visit / Revision of Revenue Code and Strict Implementation	Uncertain economic environment
			Participative Planning Process	Loans Payable	Massive Tax Campaign	Rising cost of supplies and materials
			Gender-Sensitive, Child-Friendly, and Drug-Free Workplace	Absence of Internal Audit Services	Grants / Assistance from NGAs and Other LGUs	COA findings during post - audit
			Some of the work units and plantilla items that are mandatory for the full implementation of the Devolution Plan has already been created	Crowded Public Cemetery	Reversion of unused funds / Payables over 2 years and above	Conflict of interest/priorities
In the absence of the plantilla item, designation of personnel to the position in a concurrent capacity has been undertaken	Low compliance to COA recommendations	Strengthening AOM Compliance Team	Aging infrastructure			

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

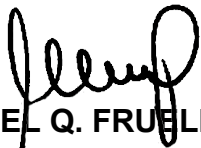
SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR	4.00	5.00	Individuals with diverse abilities and competencies/Ability to handle complex tasks	Outdated Revenue Ordinances	Constant monitoring of plans and budgets	Inefficient processes and paper-based workflow
			Coordination with other concerned Agencies	Mere compliance culture	Customer Service Satisfaction	Quick Turn-over/Resignation of Non-Regular Employees
			Ongoing construction of new building	Unmet Personnel Complementation	People Empowerment	Lack of accountability (from nonregular personnel)
			Resilient in terms of emergency planning, disaster response, and community engagement	Non-Existence of Centralized ICT Division	Availability of eligible non-regular and some regular employees in the first level with the required competencies to handle more challenging tasks of the higher plantilla positions	Resistance to change (e.g Implementation of PM processes)
			Collaboration with other local, state, and federal agencies and organization	Slow implementation of projects	There is an existing proposal for the Establishment of SPMS Unit	Loss in HR investment in terms of time and fiscal resources as employees, particularly the young ones, may opt to transfer to other agencies for career progression/stability of tenure
			Availability / Adequacy of Fire Hydrants at fire station and other Barangay as stated in State of Local Governance Assessment	Infant-stage or Result-Based Monitoring and Evaluation System	A proposal for possible renovation of some offices is in place	Requires hiring of consultants
			Safety and Security of BFP Duty Personnel ,all office Equipment and firefighting tools.	Some offices has unclear delineation of functions or improper distribution of tasks as reflected in the IPCR	Enhanced preparedness; identify and address gaps in preparedness	Hazard due to lack of ventilation and safety measures of the buildings
				Non-uniform policies and procedures among offices in the agency	Policies and programs are implemented efficiently and effectively	Delays in implementing policies and programs
				Inconsistent manner of delivery of services and functions	Shared best practices between local, state, and organizations; Strengthened partnership	Financial deficiencies due to decrease of NTA, Technological changes (e-government), natural and manmade disasters
				Varied interpretation of SPMS Guidelines which cast room for doubts in the integrity of the procedure	Standard procedures on inter agency coordination	Poor performance in responding fire calls and other emergencies due to lack of fire fighting personnel
Lack of comfort rooms for staff	Request for additional BFP Personnel to increase firefighting capabilities	Possible delay in water refilling of firetrucks during fire emergencies resulting to increase damage in property.				

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
GENERAL PUBLIC SERVICES SECTOR	4.00	5.00		Resistance to change	Request LGU and Pinamalayan Water District to provide additional Fire hydrants with adequate water pressure.	Man-made and natural calamities and pandemic
				Lack of commitment and dedication of employees towards work	Preparation of Requirement to be needed in requesting Renovation of Bldg at BFP-National Headquarters thru channel.	
				Lack of coordination/Inaccuracy of communication		
				Conflict with other concerned agencies		
				Decrease firefighting capability.		
				No immediate source of water during fire fighting operations.		
				Poor Building Capabilities		

Prepared and Submitted by:



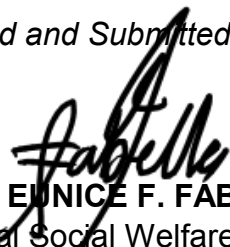
DANIEL Q. FRUELDA
 OIC - Municipal Administrator
 General Public Services Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
SOCIAL DEVELOPMENT SECTOR						
Municipal Health Office	4.25	5.00	Experienced and competent Health Workers	Health Worker- Population ratio does not meet standard	Presence of referral system and intra-government linkages	Lack of budget
			Strong commitment and dedication	Lack of definitive organizational structure with designated focal and coordinator per program which results to ineffective monitoring and evaluation of the program.	Technology advancement	Man-made and natural disasters and calamities
			Accessible and free health care services.	Specific areas still for upgrading Enhancement & Development	Vast network of support system	Emergence of new diseases
Municipal Social Welfare and Development Office	4.50	5.00	Empathic social welfare staff, Commendable interpersonal skills	No permanent staff for the operation of Drop-in Center, Incapacitated staff	Attendance to Trainings/Seminars	Rising cost for materials
Local Youth Development Office	4.50	5.00	Designated Local Youth Development Officer and 1 Administrative Staff	Limited Personnel	Permanent personnel can supervise the programs and activities.	Failure to conduct meetings and sessions
			Programs and Activities are planned	Financial Limitations No permanent Office	More activities can be conduct, attended & funded Permanent office that accommodate technical needs of the youth	Less participation of youth
Municipal School Board	4.50	5.00	Sense of urgency, Ability to multi task, Team work, participation and dedication	Financial limitation, Capacity limitation, Undeveloped record Management System, Insuffecient trainings and seminars	Learning and development, Openess to change , Professiinal Linkages	Budget restriction, Staffing concerns, Man- made and natural calamities, Limited Office space, Lack of IT and office Equipments
SECTOR AVERAGE	4.44	5.00				

Prepared and Submitted by:



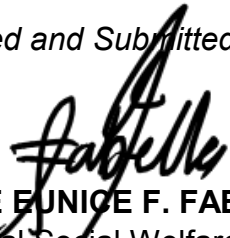
GRACE EUNICE F. FABELLA, RSW
Municipal Social Welfare and Development Officer
Social Development Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
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RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
SOCIAL DEVELOPMENT SECTOR						
Municipal Health Office	4.00	5.00	Prompt and Proactive Approach	Unconducive workplace	Participation of Local leaders	Social and political differences.
			Community involvement and participation	Lack of fund	Values formation training for barangay leaders	Diverse and multicultural community
Municipal Social Welfare and Development Office	5.00	5.00	Supportive in funding the proposed welfare promotion programs	Lack of cooperation among community members	Potential economic stability, better quality of life of upland farmers, diversification of livelihood.	Lack of sustainability of community attitudes, motivation or participation/Natural calamities may cause severe damage to plantations
Local Youth Development Office	4.00	5.00	Prompt and Proactive Approach	Unconducive workplace	Participation of Local leaders	Social and political differences.
			Community involvement and participation	Lack of fund	Values formation training for barangay leaders	Diverse and multicultural community
Municipal School Board	4.00	5.00	Strong Leadership, Strong work Ethics	Limited Office Space, Insufficient Trainings and seminars	Learning and Development/Trainings/ Seminars/workshops, Organizational Improvement	Organizational changes, Budget Restriction/Limited Office Space/ Lack of IT and office equipments
SECTOR AVERAGE	4.25	5.00				

Prepared and Submitted by:



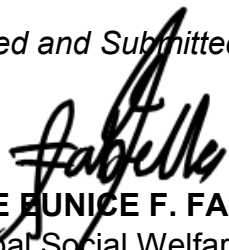
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AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
SOCIAL DEVELOPMENT SECTOR	4.44	5.00	Experienced and competent Health Workers	Health Worker- Population ratio does not meet standard	Presence of referral system and intra-government linkages	Lack of budget
			Strong commitment and dedication	Lack of definitive organizational structure with designated focal and coordinator per program which results to ineffective monitoring and evaluation of the program.	Technology advancement	Man-made and natural disasters and calamities
			Accessible and free health care services.	Specific areas still for upgrading Enhancement & Development	Vast network of support system	Emergence of new diseases
			Empathic social welfare staff	No permanent staff for the operation of Drop-in Center, Incapacitated staff	Attendance to Trainings/Seminars	Rising cost for materials
			Commendable interpersonal skills	Limited Personnel	Permanent personnel can supervise the programs and activities.	Failure to conduct meetings and sessions
			Designated Local Youth Development Officer and 1 Administrative Staff	Financial Limitations	More activities can be conduct, attended & funded	Less participation of youth
			Programs and Activities are planned	No permanent Office	Permanent office that accommodate technical needs of the youth	Staffing concerns
			Sense of urgency	Capacity limitation	Learning and development	Limited Office space
			Ability to multi task	Undeveloped record Management System	Openness to change	Lack of IT and office Equipment
			Teamwork	Insufficient trainings and seminars	Professional Linkages	
Participation and dedication						

Prepared and Submitted by:



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Social Development Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
SOCIAL DEVELOPMENT SECTOR	4.25	5.00	Prompt and Proactive Approach	Unconducive workplace	Participation of Local leaders	Social and political differences.
			Community involvement and participation	Lack of fund	Values formation training for barangay leaders	Diverse and multicultural community
			Supportive in funding the proposed welfare promotion programs	Lack of cooperation among community members	Potential economic stability	Lack of sustainability of community attitudes, motivation or participation
			Strong Leadership	Limited Office Space	Better quality of life of upland farmers	Natural calamities may cause severe damage to plantations
			Strong work Ethics	Insufficient Trainings and seminars	Diversification of livelihood.	Organizational changes
					Learning and Development/Trainings/Seminars/workshops	Budget Restriction
Organizational Improvement	Limited Office Space					
			Lack of IT and office equipment			

Prepared and Submitted by:



GRACE EUNICE F. FABELLA, RSW
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AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

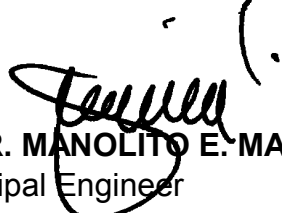
Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR						
Municipal Engineering Office	4.18	5.00	Work force stimulation	Uncoordinated workers	The possibility of developing a functional and coordinated project team	Unreliable work dynamics within the office
			A developed partnership Interrelation with the materials suppliers	An undeveloped Interrelation with the contractors	Favorable opportunity of implementing projects	Limited no. of Technical Staff
			Having a knowledge about subcontractor	Resistance of the workers towards adoption of new working methods	Favorable funding from National Government	Limited control of quality testing and process of projects
			Skillful work Team			
Municipal Agriculture Office	3.80	5.00	Having new hired employees who are fresh graduates will provide the energy the office needed in doing overlapping functions and will help the office in technological direction that could make task systematic and manageable.	Limited manpower to perform concurrent functions which lead to inefficiency, missing deadlines, burnout of employees and formation of low morale among employees	Creation of additional permanent positions will help the office to achieved work stability and consistency.	Losing key employees can disrupt workflow and lead to a loss of institutional knowledge, which can impact productivity and performance.
Municipal Environment and Natural Resources Management Division	3.50	5.00	Manpower Allocation on Field Operations	Lack of personnel for implementation of Forest Land Use Plan and devolved functions as per Executive Order No. 138 (Mandanas-Garcia Ruling)	Learning through available Trainings relative to environment and natural resources	Work Overload due to understaff
			Sound Working Environment	Financial Limitations	Research and Development	Health hazard to personnel
			Knowledgeable and Capacitated on Solid Waste Management Implementation	Strict Monitoring on Barangay Solid Waste Management Implementation	Teamwork and Collaborating Staff for organizational and individual development	Job Relations
			Dedication and Selfless Public Service	Unimplemented PPAs based on FLUP, SWMP and DTP	Creating Positive Outlook in workplace	Budget Restrictions
			Promotion and maintenance of cleanliness and environmentally friendly methods	Limited capacity to perform services on other aspects of environment and natural resources	Creation of units as responsibility centers of other environment and natural resources	Insufficient Office Space
	Creation of Database for monitoring	Closed Monitoring of Field Operations				
	Collaboration and Benchmarking with other LGUs	Delayed services due to lack of manpower				

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR						
Tourism, History, Culture and Arts Unit	3.00	5.00	Inclusion of manpower with advance skills in Information Technology	Inadequate fund to finance proposed tourism-related projects and culture and arts programs	Improve the tourism capability through adequate fund allocations	Tourists finding other options to visit due to poor quality of tourism-related services, investments and infrastructures
			Lack of regular manpower to handle complex tasks of the office	Career progress for job order personnel	Exhaustion of personnel leading to resignation due to multiple complex tasks assigned not parallel with their salary	
Market Operations Department	4.38	5.00	Unity among employees	Limited funds to finance other projects	Learning and Development	Natural Disaster
			Great leadership and commendable management	Only two out of the 8 employees have knowledge in	Training/Seminars/Conventions for regular employees	Dissolution of the office if income did not sustain for
			Having good practices and systems to ease client transactions	Poor and good performers are equally rewarded	Introducing/Offering MOD Services online	Privatization
			Provide excellent service			
			Consistent in the Top 5 Best Organization Unit			
			Efficient compliance with all reports and other documents required by the agency			
			Most regular employees were awarded with an Outstanding adjectival rating			
Slaughterhouse Operations Division	3.50	5.00	Current construction of new Slaughterhouse facility with various equipment	Limited skills of Jobseekers	Leadership needs improvement	Distance of new Slaughterhouse; Slaughter activities being done outside of the facility
SECTOR AVERAGE	3.73	5.00				

Prepared and Submitted by:



ENGR. MANOLITO E. MASCULINO
Municipal Engineer
Economic Development Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

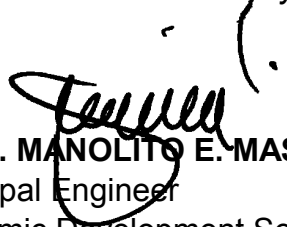
Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR						
Municipal Engineering Office	4.48	5.00	A well developed plan reports	Resistance of other workers towards adoption of new working methods	Increase in economy	Multiple work load
			Strong leadership and management	On-going competition and work dynamics	Favorable opportunity of implementing projects	A high level of work stress
			Empowered Department heads		Favorable funding from National Government	
			Skillful and capacitated work team			
Municipal Agriculture Office	4.10	5.00	Pinamalayan has a strong foundation for economic growth and development, with a skilled workforce, strategic location, and supportive local government. These strengths can help attract new businesses and investment to the municipality, and promote sustainable development and prosperity for its residents.	The municipality may be handicapped on the source of financial resources to implement most of its significant PPAs. Another is its economy which is dependent on agriculture which is now becoming vulnerable to agricultural prices fluctuations and damages caused by calamities.	The current opportunities that the municipality is having are; tourism, agricultural development, infrastructure development, renewable energy, education, health and wellness and its cultural tourism and by focusing on these opportunities, the municipality can attract new businesses and investment, create jobs, and improve the quality of life for its residents	Several threats are presence to challenge the emergence of Pinamalayan into a city and those are; natural disasters, climate change, economic competition from other municipalities and viral diseases for humans and animals.
Municipal Environment and Natural Resources Management Division	3.63	5.00	Effective leadership and sustainable programs implementation	Limited funds	Benchmarking to other LGU with best practices	Plans, Programs and Activities are not implemented as scheduled
				Limited manpower to provide all services as mandated under RA 7160	Sisterhood with other LGU for trading and replicating best practices from	Inefficient services due to limited technical personnel
					Increase rate of Job Order Personnel to boost their morale and work performance	
Tourism and History Development Division	4.00	5.00	Excellent performance monitoring and recognition strategies among all the employees	Limited financial and regular manpower resources	Career progressions	Designation of multiple complex tasks leading to exhaustion and/or resignations

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR						
Market Operations Department	4.25	5.00	Consistent awardee of National award-giving bodies	Only a few employees are exposed to planning and budgeting	Engage and invest in digital public service	Economic crisis
			Effective management style and administration	Long procurement process	Invest in malls and other tourist attractions	Aging population
			Presence of necessary structures both building and personnel	Funds are not properly utilized	Supportive media practitioner	Crime and environmental hazards
				Some offices received sanctions during PMT Validation procedure	Partnership with other LGUs	Unplanned or poorly planned development
Slaughterhouse Operations Division	3.88	5.00	Fully established PMT	Some personnel lack necessary KSA	Absence of SPMS Unit	Higher price of meat products in Pinamalayan Public Market as compared to other municipalities
			Involvement of sectors and stakeholders in various LGU processes	Slow centralized procurement process		
SECTOR AVERAGE	4.06	5.00				

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CONSOLIDATED SUMMARY OF SWOT ANALYSIS
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RATEE-RATER (DEPARTMENT/OFFICE)

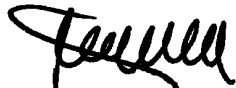
SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR	4.06	5.00	A well developed plan reports	Resistance of other workers towards adoption of new working methods	Increase in economy	A high level of work stress
			Empowered Department heads	On-going competition and work dynamics	Favorable opportunity of implementing projects	Several threats are presence to challenge the emergence of Pinamalayan into a city and those are; natural disasters, climate change, economic competition from other municipalities and viral diseases for humans and animals.
			Skillful and capacitated work team	The municipality may be handicapped on financial resources to implement most of its significant PPAs. Another is its economy which is dependent on agriculture which is now becoming vulnerable to agricultural prices fluctuations and damages caused by calamities.	Favorable funding from National Government	Plans, Programs and Activities are not implemented as scheduled
			Pinamalayan has a strong foundation for economic growth and development, with a skilled workforce, strategic location, and supportive local government. These strengths can help attract new businesses and investment to the municipality, and promote sustainable development and prosperity for its residents.	Limited manpower to provide all services as mandated under RA 7160	The current opportunities that the municipality is having are; tourism, agricultural development, infrastructure development, renewable energy, education, health and wellness and its cultural tourism and by focusing on these opportunities, the municipality can attract new businesses and investment, create jobs, and improve the quality of life for its residents	Inefficient services due to limited technical personnel
			Effective leadership and sustainable programs implementation	Only a few employees are exposed to planning and budgeting	Benchmarking to other LGU with best practices	Designation of multiple complex tasks leading to exhaustion and/or resignations
			Excellent performance monitoring and recognition strategies among all the employees	Long procurement process	Sisterhood with other LGU for trading and replicating best practices from	Economic crisis
			Consistent awardee of National award-giving bodies	Funds are not properly utilized	Increase rate of Job Order Personnel to boost their morale and work performance	Aging population
			Presence of necessary structures both building and personnel	Some offices received sanctions during PMT Validation procedure	Career progressions	Crimes and environmental hazards
			Fully established PMT	Lack of necessary knowledge, skills and ability of some employees	Engage and invest in digital public service	Unplanned or poorly planned development

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR	4.06	5.00	Involvement of sectors and stakeholders in various LGU processes		Invest in malls and other tourist attractions	Higher price of meat products in Pinamalayan Public Market as compared to other municipalities
					Supportive media practitioner	
					Absence of SPMS Unit	

Prepared and Submitted by:



ENGR. MANOLITO E. MASCULINO
Municipal Engineer
Economic Development Sector Chairperson

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

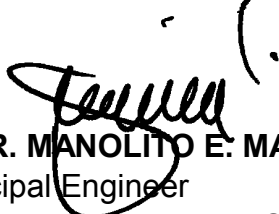
SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR	4.25	5.00	Work force stimulation	Uncoordinated workers	The possibility of developing a functional and coordinated project team	Unreliable work dynamics within the office
			A developed partnership Interrelation with the materials suppliers	An undeveloped Interrelation with the contractors	Favorable opportunity of implementing projects	Limited no. of Technical Staff
			Having a knowledge about subcontractor	Resistance of the workers towards adoption of new working methods	Favorable funding from National Government	Limited control of quality testing and process of projects
			Skillful work Team	Limited manpower to perform concurrent functions which lead to inefficiency, missing deadlines, burnout of employees and formation of low morale among employees		Unappreciated staff
			Having new hired employees who are fresh graduates will provide the energy the office needed in doing overlapping functions and will help the office in technological direction that could make task systematic and manageable.	Lack of personnel for implementation of Forest Land Use Plan and devolved functions as per Executive Order No. 138 (Mandanas-Garcia Ruling)	Creation of additional permanent positions will help the office to achieved work stability and consistency.	Losing key employees can disrupt workflow and lead to a loss of institutional knowledge, which can impact productivity and performance.
			Manpower Allocation on Field Operations	Strict Monitoring on Barangay Solid Waste Management Implementation	Learning through available Trainings relative to environment and natural resources	Work Overload due to understaff
			Sound Working Environment	Unimplemented PPAs based on FLUP, SWMP and DTP	Research and Development	Health hazard to personnel
			Knowledgeable and Capacitated on Solid Waste Management Implementation	Limited capacity to perform services on other aspects of environment and natural resources	Teamwork and Collaborating Staff for organizational and individual development	Job Relations
			Dedication and Selfless Public Service	Inadequate fund to finance proposed tourism-related projects and culture and arts programs	Creating Positive Outlook in workplace	Budget Restrictions
			Promotion and maintenance of cleanliness and environmentally friendly methods	Lack of regular manpower to handle complex tasks of the office	Creation of units as responsibility centers of other environment and natural resources	Insufficient Office Space
Inclusion of manpower with advance skills in Information Technology	Only two out of the 8 employees have knowledge in English writing and communication	Creation of Database for monitoring	Closed Monitoring of Field Operations			

AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
ECONOMIC DEVELOPMENT SECTOR	4.25	5.00	Unity among employees	Poor and good performers are equally rewarded	Collaboration and Benchmarking with other LGUs	Delayed services due to lack of manpower
			Great leadership and commendable management style	Limited skills of Jobseekers	Improve the tourism capability through adequate fund allocations	Tourists finding other options to visit due to poor quality of tourism-related services, investments and infrastructures
			Having good practices and systems to ease client transactions		Career progress for job order personnel	Exhaustion of personnel leading to resignation due to multiple complex tasks assigned not parallel with their salary
			Provide excellent service		Learning and Development Training/Seminars/Conventions for regular employees	Natural Disaster
			Consistent in the Top 5 Best Organization Unit		Introducing/Offering MOD Services online	Dissolution of the office if income did not sustain for consecutive years
			Efficient compliance with all reports and other documents required by the agency		Leadership needs improvement	Privatization
			Most regular employees were awarded with an Outstanding adjectival rating			Distance of new Slaughterhouse; Slaughter activities being done outside of the facility
			Current construction of new Slaughterhouse facility with various equipment			

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CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
OTHER SERVICES SECTOR						
Municipal Disaster Risk Reduction and Management Office	3.75	5.00	90% trained workforce	Lack of structures needed to implement other mandates	Use of fund to procure necessary high-end tools and equipment	Failure to appoint necessary local DRRM officials to head different divisions will lead to overwork and underperformance of the office
			Process efficiency for all services offered	Lack of LDRRM Officer plantilla positions to head different divisions/unit	Hiring of IT professional to assist with operations and warning	Lack of necessary tools and equipment will affect the overall response capacity of the office
			Adequacy of resources based on 5% disaster fund	Lack of necessary high-end tools and equipment for emergency response	Appointment of Local DRRM Officers to head different divisions/unit of the office	
SECTOR AVERAGE	3.75	5.00				

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 Other Services Sector Chairperson

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CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

Department/Office	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
OTHER SERVICES SECTOR						
Municipal Disaster Risk Reduction and Management Office	3.50	5.00	Strong SMPS implementation	Slow centralized procurement process	Allocation of budget for training of TWG of all agency plans to assist with formulation and completion	Overwhelming special bodies membership leading to work overload and underperformance
			Ideal working conditions for most LGU employees	Lack of career progression opportunities for potential employees	Creation of plantilla positions for employees deserving promotion	Unutilization of fund due to slow progress on procurement process
			Availability of training opportunities for employees	Lack of budget for training and formulation of other agency plans	Fast-tracking procurement process whilst following national guidelines	
SECTOR AVERAGE	3.50	5.00				

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 Other Services Sector Chairperson

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CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE-RATER (DEPARTMENT/OFFICE)

SECTOR	Average Rating		SWOT ANALYSIS			
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			Process efficiency for all services offered	. Lack of LDRRM Officer plantilla positions to head different divisions/unit	Hiring of IT professional to assist with operations and warning	Lack of necessary tools and equipment will affect the overall response capacity of the office
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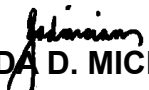

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AAPA MATRIX 2: ORGANIZATIONAL COMPETENCY-STRENGTHS and WEAKNESSES ANALYSIS SELF-ASSESSMENT MATRIX
CONSOLIDATED SUMMARY OF SWOT ANALYSIS
Performance Year 2022

RATEE: MUNICIPAL GOVERNMENT OF PINAMALAYAN AS AN ORGANIZATION

SECTOR	Average Rating		SWOT ANALYSIS			
	Actual Condition	Ideal State	Strengths	Weaknesses	Opportunities	Threats
OTHER SERVICES SECTOR	3.50	5.00	Strong SMPS implementation	Slow centralized procurement process	Allocation of budget for training of TWG of all agency plans to assist with formulation and completion	Overwhelming special bodies membership leading to work overload and underperformance
			Ideal working conditions for most LGU employees	Lack of career progression opportunities for potential employees	Creation of plantilla positions for employees deserving promotion	Unutilization of fund due to slow progress on procurement process
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MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



MATRIX 4: CAPACITY DEVELOPMENT AGENDA 2024

««« RACING TOWARDS A SUSTAINABLE FUTURE »»»

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
MUNICIPAL MAYOR'S OFFICE					
1. Competent Workforce	Insufficient knowledge that lead to low performance	Conduct and Attend on Seminars/Trainings/Workshops	Financial Resources	Seminars/Trainings/Workshops/Benchmarking conducted and attended	Reliable, Competent and Improved Staff
	Lack of cooperation/Low colleague support system	Conduct of Team Building/Capacity Building	Financial Resources	Team Building/Capacity Building conducted	Harmonious and strengthened relationships among staff
2. Valid Structures	Lack of Facilities for Office Management	Creation of Municipal Ordinance for Cooperative Development Division	Financial and Manpower	Municipal Ordinance for Cooperative Development Division created	Convenient in Office Management
		Creation of Municipal Ordinance for Anti-Red Tape Division	Financial and Manpower	Municipal Ordinance for Anti-Red Tape Division created	Convenient in Office Management
		Creation of Municipal Ordinance for Traffic Management Division	Financial and Manpower	Municipal Ordinance for Traffic Management Division created	Convenient in Office Management
		Creation of Municipal Ordinance for Public Information Division	Financial and Manpower	Municipal Ordinance for Public Information Division created	Convenient in Office Management
		Creation of Municipal Ordinance for Motor pool Division	Financial and Manpower	Municipal Ordinance for Motorpool Division created	Convenient in Office Management
		Creation of Municipal Ordinance for Civil Society Organization Desk	Financial and Manpower	Municipal Ordinance for Civil Society Organization Desk created	Convenient in Office Management
		Creation of Municipal Ordinance for Information Communication Division	Financial and Manpower	Municipal Ordinance for Information Communication Division created	Convenient in Office Management
	Overlapping of duties and responsibilities	Creation of Additional plantilla position	Financial and Manpower	1 Administrative Assistant I (Bookbinder II) SG-7, 1 Administrative Officer II SG-11, 2 Administrative Aide II (Cemetery Caretaker) SG-2 created and filled-up	The Capacity to cope with the overlapping of duties and responsibilities
			Financial and Manpower	1 Information Technology Officer I SG-19, 1 Information Systems Analyst I SG-12 created and filled-up	Supervised for the development policy and legislation to support, modernize and improve the ICT sector.
			Financial and Manpower	1 Administrative Officer II SG-11 created and filled-up	CSO-related issues and concerns properly addressed

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
	Overlapping of duties and responsibilities	Creation of Additional plantilla position	Financial and Manpower	1 Administrative Officer V (Information Officer III SG-18, 1 Administrative Officer IV (Information Officer II) SG-15, 1 Administrative Assistant I (Photographer II) SG-7, 1 Administrative Aide VI (Audio-Visual Aids Technician I) SG-6, 1 Administrative Aide III (Utility Worker II) SG-3 created and filled-up	Efficient delivery of Public Information services
				1 Administrative Officer III (Records Officer II) SG-14, 1 Administrative Officer II SG-11, 1 Administrative Assistant III (Computer Operator II) SG-9, 1 Administrative Assistant I (Bookbinder II) SG-7, 1 Administrative Aide III SG-3, 1 Administrative Aide II (Messenger) SG-2 created and filled-up	Efficient delivery of ARTA services
				1 Chief Administrative Development Specialist SG-24, 1 Supervising Cooperatives Development Specialist SG-22, 1 Senior Cooperatives Development Specialist SG-18, 1 Administrative Officer II SG-11, 1 Administrative Assistant I (Bookbinder III) SG-7, 1 Administrative Aide IV (Bookbinder II) SG-4, 1 Administrative Aide II (Messenger) SG-2, 1 Administrative Aide I (Utility Worker I) SG-1 created and filled-up	Effective Implementation of programs and services for cooperative organization
				1 Administrative Officer V SG-18 1 Administrative Officer II SG-11 1 Administrative Aide II (Messenger) SG-2 created and filled-up	Effective guidelines/mechanism for the operation of LGU vehicles, dump trucks and heavy equipment
				1 Traffic Operations Officer III SG-18 3 Traffic Aide II SG-5 5 Traffic Aide I SG-3 created and filled-up	The Capacity to cope with the overlapping of duties and responsibilities
	Limited Office Space	Improvement of Office Space	Financial and Manpower	Office space improved	Convenient working space for office personnel
3. Efficient Processes	Undeveloped Record Management System	Creating and Development of Record Management System	Financial and Manpower	Record Management System Developed and created	Controlled, Organized and Secured record management system
4. Effective Leadership and Management Style	N/A	N/A	N/A	N/A	N/A

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
5. Adequate Resources	Lack of filling storage cabinets for record management	Procurement of filing storage cabinets and other furniture and fixtures	Financial Resources	Filling storage cabinets and other furniture and fixtures procured	Well-organized and secured record management
6. Appropriate Technology, Tools and Facilities	Lack of IT, Multimedia and Office Equipment	Procurement of IT, Multimedia and Office Equipment	Financial Resources	IT, Multimedia and Office Equipment procured	Availability of IT, Multimedia, Office and Communications Equipment
GENERAL SERVICES OFFICE					
1. Competent Workforce	Lack of skilled personnel to handle mandated task	Creation of plantilla position for skilled personnel		Plantilla Position created	Efficient personnel hired
	Limited personnel and limited knowledge	Attendance to trainings and seminar	200,000.00	Trainings and seminar attended	Well trained and competent personnel
	Limited motivation and strategies of staff	Conduct of assessment and team building activity	100,000.00	Office assessment and team building activity conducted	Empowered, improved productivity and efficiency
		Benchmarking/cross visit activity to other LGU/NGAs	100,000.00	Benchmarking/cross visit to other LGUs/NGAs conducted	
2. Valid Structures	Lack of sufficient office space for GSO personnel	Construction of GSO 2-storey building		GSO Building constructed	GSO Building constructed and occupies
		Creation of Plantilla Position MGADH-1 (SG-24)	2,676,000.00	Plantilla Position Created	.
		Creation of Plantilla Position MGADH-1 (SG-22)			
		Creation of Plantilla Position for Administrative Officer V (SG-18)			
		Creation of Plantilla Position for Supply Officer II (SG-14)			
		Creation of Plantilla Position for Administrative Assistant I (SG-13)			
		Creation of Plantilla Position for Record Officer I (SG-10)			
		Creation of Plantilla Position for Park Maintenance Foreman (SG-8)			
		Creation of Plantilla Position for Bookbinder II (SG-4)			
		Creation of Plantilla Position for Reproduction Machine Operator (SG-2)			
		Creation of Plantilla Position for Security Guard 1 (SG-3)			
		Creation of Plantilla Position for Park Attendant I 1 (SG-1)			

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
3. Efficient Processes	Lack of e-technology for advancement of services	Acquisition of IT equipment and operating system	500,000.00	IT equipment and operating system acquired	E technology on Records management implemented
ZONING ADMINISTRATION DIVISION					
1. Competent Workforce	Lack of Zoning Division personnel for Supervisory Support, Monitoring and Inspection and Administrative Services	Creation of plantilla position;			Adequate number of Zoning Division personnel for Supervisory Support, Monitoring and Inspection and Administrative Services
		Zoning Officer II, SG 15	395,484.00	Zoning Officer II, SG 15 created and filled-up	
		Zoning Inspector II, SG 8	213,240.00	Zoning Inspector II, SG 8 created and filled-up	
		Administrative Aide V/Process Server 5, SG 5	178,668.00	Administrative Aide V/Process Server 5, SG 5 created and filled-up	
		Administrative Aide IV/Bookbinder II, SG 4	168,324.00	Administrative Aide IV/Bookbinder II, SG 4 created and filled-up	
5. Adequate Resources	Lack of funding for technical trainings of Zoning Division personnel	Request for additional funding for technical trainings of Zoning Division personnel	300,000.00	Approved additional funding for technical trainings of Zoning Division personnel	Improved technical capacities for Zoning Division personnel
	Lack of service vehicle to be used for inspection and monitoring in remote locations	Request for additional funding for the procurement of service vehicle	1,500,000.00	One (1) service vehicle procured	Improved capacity of Zoning Division personnel for inspection and monitoring in remote locations
6. Appropriate Technology, Tools and Facilities	Lack of surveillance equipment to be used for gathering spatial data	Procurement of drone with GPS	300,000.00	One (1) drone with GPS procured	Improved capacity of Zoning Division for gathering spatial data
SPECIAL CONCERNS OFFICE					
1. Competent Workforce	No permanent staff	Proposed the Institutionalization of PESO(RA 8759 & 10691	Php. 3,075,727.00	Creation of Plantilla Positions	Institutionalization of PESO
2. Valid Structures	JO staff assigned in different concerns/division	Proposed the Institutionalization of PESO(RA 8759 & 10692	Php. 3,075,727.01	Permanent employees assigned in office subdivisions	Better services
3. Efficient Processes	Insufficient staff to manage different concerns/divisions	Proposed the Institutionalization of PESO(RA 8759 & 10693	Php. 3,075,727.02	Effective and Efficient systems and procedures	Improve delivery of services
4. Effective Leadership and Management Style	Monitoring system needs improvement	Proposed the Institutionalization of PESO(RA 8759 & 10694	Php. 3,075,727.03	Personnel designated for monitoring	Improved monitoring system
5. Adequate Resources	Very Limited allocation	Request for additional Budget	Php.1,500,000.00	Implementation of locally funded Labo & Employment Programs	Fully operational office
6. Appropriate Technology, Tools and Facilities	Insufficient office equipment and appliances	Request for additional fund	Php.300,000.00	Procurement of needed equipment & appliances	Improved working environment
7. Appropriate Culture	Work dedication is affected by due compensation	Proposed the Institutionalization of PESO(RA 8759 & 10693	Php. 3,075,727.02	Creation of Plantilla Positions	High morale of workforce

ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024

GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME	
8. Effective Political/ Participatory Process	Need to improve link and communication with stakeholder	Proposed Barangay PESO		Establishment of Barangay PESO	Improved coordination with Barangays	
MUNICIPAL VICE MAYOR'S OFFICE						
1. Competent Workforce	Limited knowledge of staff in legal procedures and writing	Attendance to Trainings and Seminars/forums	Financial and Manpower	Training, seminars/forums attended and conducted.	Well-trained and competent employees	
2. Valid Structures	Lack of sufficient office space for the officials and employees and clientele	Construction of Legislative Building for construction of 10 individual rooms for SB officials, provision for board room and session hall	Financial and Manpower	Legislative Building Constructed	More conducive working environment for officials and employees	
		Improvement of office space for employees			Convenience to clientele	
3. Efficient Processes	Insufficient eGovernment Services	Establishment of Legislative Information Management System (LIMS)	Financial and Manpower	LIMS established & implemented	Enhanced, speed and efficiency in tracking legislative records	
		Establishment of eLibrary Management System	Financial and Manpower	Established & Functional e-Library Management System	Paperless legislative process to keep up with the pace of digital world	
	Limited programs in promoting and supporting education and literacy to children and youth	Conduct Literacy and Reading Program through eLibrary Mobile in various barangay in the municipality	Financial Allocation	Literacy and Reading Program implemented	Fast and efficient mode of research through establishment of a system	Capacitated children, out of school youth, & street children in the 37 barangays
		Conduct of Leadership Training/Team Building/Benchmarking Activity	Financial Allocation	Leadership Training/Team Building/Benchmarking Activity/Cross Visit to other LGUs conducted	Capacitated and competent public servant	
5. Adequate Resources	Absence of Identified Codes and ordinances	Conduct researches, hearing and consultation for the formulation of mandated codes and ordinances	Financial Allocation	All needed researches, hearing and consultation conducted	Sound and responsive local legislations that complement with executive agenda	
		Coordination with municipal functionaries, barangay officials & stakeholders for the legislative analysis	Financial and Manpower	Identified codes and ordinances enacted/amended and/or Published		
6. Appropriate Technology, Tools and Facilities	Lack of office equipment and furniture	Provision and procurement of necessary office equipment and furniture	Financial Allocation	All necessary office equipment and furniture procured and procured	Enhanced productivity	
7. Appropriate Culture	Limited motivation and strategies of staff	Conduct of assessment and team building activity	Financial and Manpower	Office assessment and Team building activity conducted	Empowered/improved productivity and efficiency	
		Benchmarking/cross visit activity to other LGUs/NGAs		Benchmarking/cross visit activity to other LGUs/NGAs conducted		

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
MUNICIPAL TREASURY OFFICE					
1. Competent Workforce	- Insufficient staff training and development	- Implement a staff development program that includes job-specific training, coaching and mentoring, career progression opportunities	- Funding for training and development, Dedicated staff for training and coaching	- Improved employee performance, increased job satisfaction and retention	- A highly skilled and motivated workforce capable of delivering quality services
2. Valid Structures	- Complex organizational design and structure	- Review and redesign the organizational structure and job descriptions to ensure that they are aligned with the organization's goals and objectives	- Funding for consulting services, staff time for review and consultation	- Clearly defined roles and responsibilities, efficient and effective decision-making processes	- A well-designed organizational structure that enables the organization to achieve its goals
3. Efficient Processes	- Duplication and time-consuming steps in workflow and processes	- Conduct process review and re-engineering exercise to identify and address inefficiencies	- A consultant to lead process review and improvement;	- Streamlined processes that are more efficient, effective and responsive to the needs of the community and of the LGU as well	- Efficient and effective processes that maximize resources and minimize waste
4. Effective Leadership and Management Style	- Lack of leadership and management skills and competencies	- Provide training and coaching to managers and leaders to improve their skills in areas such as communication, delegation, decision-making, and conflict resolution	- Funding for training and coaching, dedicated staff for training and coaching	- Improved communication and collaboration, increased employee engagement, improved organizational performance	- Effective leadership that promotes a positive organizational culture and achieves desired outcomes
5. Adequate Resources	- Insufficient resources to meet the needs of the LGU and of the community	- Conduct a resource needs assessment and develop a resource mobilization plan	- Engagement of a consultant to assist in the process	- A clear understanding of the resource needs and A plan for mobilizing additional resources	- Adequate resources to support the goals and objectives of the MTO and of the LGU
6. Appropriate Technology, Tools and Facilities	- Inadequate or outdated technology, tools, and facilities	- Conduct an assessment of the technology, tools and facilities needs and develop a plan for upgrading or acquiring new one - Upgrade or acquire high-ends technology, tools, and facilities that are aligned with the organization's goals and objectives	- Funding for technology, tools, and facilities	- Increased efficiency, improved quality of service delivery, reduced costs - Replace outdated and worn out equipment	- Improved performance and service delivery through the use of appropriate technology, tools, and facilities - secured and integrous data base system
MUNICIPAL ASSESSOR'S OFFICE					
1. Competent Workforce	Slow-paced organizational performance build-up	Mid-Year Evaluation and Assessment – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding	Fund	Mid-Year Office and Staff Efficiency – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding conducted	Trained and strategically competent key personnel
	Limited motivation, strategies and commitment on converting weaknesses into strengths	Year-End Evaluation and Assessment – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding	Fund	Year-End Office and Staff Efficiency – Office Performance Review and Evaluation, Sharing of Best Practices, Teambuilding conducted	
	Limited information and knowledge about strategic and best practices of other LGUs	Conduction of benchmarking activities	Fund	All necessary benchmarking activities conducted	

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
	Lack of knowledge/Limited Technical Capacity on different areas	Training/Workshops/ Seminars	Fund	Training/Workshops/ Seminars attended	Capacitated and equipped personnel
2. Valid Structures	Lack of competent permanent personnel assigned to handle different positions and develop accountability	Creation of additional plantilla items	Manpower	plantilla items created	Increased manpower to ensure timely and efficient delivery of services
	Large gap in plantilla positions	Creation of additional plantilla items	Manpower	plantilla items for middle management created	Provision of middle management to assist the Municipal Assessor on overseeing the office.
3. Efficient Processes	Missing/Lost Documents damaged by fire	Total implementation of Documents and Records Management System	Manpower & Financial Allocation	Document and Records Management System established and implemented and maintained	Updated and reliable/accurate information readily available
	Manual tax map plotting system still being practiced in the office	Upgrading of ARCGIS Mapping System	Manpower & Financial Allocation	ARCGIS Mapping System upgraded	
		Improvement and enhancement of tax map	Manpower & Financial Allocation	Tax map enhanced and improved	
	Discrepancy on RPU classification: MAssO Records against MTO records	Real Property Assessment Data Cleansing	Manpower & Financial Allocation	Reliable real property assessment information provided	
		Upgrading and maintenance of Integrated Tax Management System(iTAX)	Manpower & Financial Allocation	Integrated Tax Management System (iTAX) upgraded and maintained	
No available equipment for the implementation of MAssO Online Portal	Procurement of equipment(laptop/tablet) for MAssO Online Portal	Manpower & Financial Allocation	Equipment for MAssO Online Portal procured	MAssO Online Portal implemented	
4. Effective Leadership and Management Style	Target increase on assessment from PAO for taxation purposes	Extensive fieldwork to discover and update RPUs Collaboration with MTO for revenue generation	Manpower & Financial Allocation	Increased revenue generation Increased revenue generation	Increased revenue generation Increased revenue generation
5. Adequate Resources	No documented and standard office guidelines or policies on general office/process administration.	Establishment of standard office /divisional policies, guidelines and work instructions for common awareness and standard practice.	Manpower & Financial Allocation	Standard office/divisional policies, guidelines and work instructions established.	Availability of standard office policies, guidelines and work instructions
				Competent and aware MAssO employees	
6. Appropriate Technology, Tools and Facilities	No installed Standard valuation system from the BLGF	Acquisition and installation of Valuation Database Management System	Manpower & Financial Allocation	Valuation Database Management System acquired and installed	Updated and reliable/accurate information on valuation readily available
MUNICIPAL ACCOUNTING OFFICE					
1. Competent Workforce	Overloaded job assignment / restrained enthusiasm and commitment, and under compensation	Creation of additional eight (8) plantilla items	2,930,798.00	Eight (8) plantilla items created and filled up	Productive, well-utilized employee and maintenance of work-life balance
2. Valid Structures	Insufficient space for clientele and personnel along with financial documents	Construction of Municipal Accounting Office (MAccO) Building	8,000,000.00	1 MAccO Building constructed	Comfortable working environment with enough work space for MAccO staff
		Construction of Municipal Accounting Office (MAccO) and Commission on Audit (COA) stockroom	4,000,000.00	1 MAccO and COA stockroom constructed	Safe and secured space for important Municipal Financial Documents
	Manual recording and onerous gathering of data for reporting	Installation of Financial Management Information System (FMIS)	500,000.00	1 FMIS installed	Centralized recording and storage of database and ease in retrieval of records

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
MUNICIPAL BUDGET OFFICE					
1. Competent Workforce	Limited knowledge and skills to perform assigned functions Need for more motivations and strategies	Trainings on Budget Financial Management, Barangay Fiscal Management and other necessary trainings. Conduct of performance assessment and target setting activity	500,000.00	All necessary trainings attended	Highly competent, capacitated and equipped personnel
2. Valid Structures	Lack of personnel responsible in budget evaluation, management and control, personnel handling ICT, budget database monitoring and reporting system	Creation of additional plantilla positions		Plantilla positions created and filled-up	Additional permanent employees that will oversee the budget process
		Administrative Officer IV (Budget Officer III)-SG 15	573,518.00		
		Administrative Assistant I (Computer Operator I) - SG 07	308,826.00		
		Process Server - SG 05	278,286.00		
3. Efficient Processes	Absence of automated Financial Management Information System (FMIS)	Training on e-Budget System offered by DBM and COA	500,000.00	Automated FMIS installed and maintained	Computerized transaction that will link the Budget to the Accounting Office
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE					
1. Competent Workforce	Limited Knowledge, Technical Capacity and Skills	Training on Development and Maintenance of Centralized Databank Information System	Training Expenses (Php 30,000.00)	Training on Development and Maintenance of Centralized Databank Information System attended	Competent personnel capable in the development and maintenance of Centralized Databank Information System
		Training on Data Security and Management	Training Expenses (Php 90,000.00)	Training on Data Security and Management attended	Competent personnel capable of data security and management
		Training on Data Analysis and Interpretation	Training Expenses (Php 60,000.00)	Training on Data Analysis and Interpretation attended	Competent personnel capable of data analysis and interpretation
		Training on Advanced GIS	Training Expenses (Php 150,000.00)	Training on Advanced GIS attended	Competent personnel capable of mapping and digitizing functions
		Training on Community-Based Monitoring System (CBMS)	Training Expenses (Php 180,000.00)	All necessary Community-Based Monitoring System (CBMS) Modules attended	Timely implementation of the program; additional permanent employees that will oversee the CBMS implementation
		Training on Registry of Barangay Inhabitants and Migrants (RBIM)	Training Expenses (Php 60,000.00)	Training on Registry of Barangay Inhabitants and Migrants (RBIM) attended	Competent personnel capable of conducting Registry of Barangay Inhabitants and Migrants (RBIM)
		Training on Project Monitoring	Training Expenses (Php 300,000.00)	Training on Project Monitoring attended	Competent personnel discharging Project Monitoring duties

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AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024

GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
		Training on Project Evaluation	Training Expenses (Php 60,000.00)	Training on Project Evaluation attended	Competent personnel discharging Project Evaluation duties
		Training on Project Monitoring and Evaluation Information System	Training Expenses (Php 30,000.00)	Training on Project Monitoring and Evaluation Information System attended	Competent personnel discharging duties for the development, management, and maintenance of
		Training on Office Archiving	Training Expenses (Php 90,000.00)	Training on Office Archiving attended	Competent personnel discharging Office Archiving duties
		Training on Records Management Information System	Training Expenses (Php 60,000.00)	Training on Records Management Information System attended	Competent personnel discharging Records Management Information System functions
	Lack of knowledge on the Investigative Analysis on land use regulations and occurring physical resource utilization	Training on Investigative Analysis	Training Expenses (Php 30,000.00)	Training on Investigative Analysis	Competent personnel capable on analyzing land use regulations and occurring physical resource utilization
2. Valid Structures	Lack of competent permanent personnel capable in handling key service areas such as: • Statistical Products and Database Services • Development Monitoring and Evaluation • Administrative and Support Services	Creation of additional permanent plantilla position	Personnel Services (Php 573,518.00)	1 Statistician II SG-15 created and filled-up	Competent personnel able to handle Statistical Products and Database Services
			Personnel Services (Php 352,362.00)	1 Precision Instrument Technician II SG-08 created and filled-up	Competent personnel able to handle Statistical Products and Database Services
			Personnel Services (Php 463,909.00)	1 Information Systems Analyst I SG-12 created and filled-up	Competent personnel able to handle Statistical Products and Database Services, Development Monitoring and Evaluation Services, and Administrative and Support Services
			Personnel Services (Php 325,362.00)	1 Administrative Assistant II (Administrative Assistant) SG-08 created and filled-up	Competent personnel able to handle Administrative and Support Services
			Personnel Services (Php 238,220.00)	1 Administrative Aide II (Messenger) SG-02 created and filled-up	Competent personnel able to handle Administrative and Support Services
			Personnel Services (Php 226,178.00)	1 Administrative Aide I (Utility Worker I) SG-01 created and filled-up	Competent personnel able to handle Administrative and Support Services
			Personnel Services (Php 573,518.00)	1 Project Evaluation Officer II SG-15 created and filled-up	Competent personnel able to handle Development Monitoring and Evaluation Services
3. Efficient Processes	Absence of manual and protocols on data management, privacy, and security	Develop a Standard Operating Procedure (SOP) for effective management and data security	Manpower & Financial Allocation	Standard Operating Procedure (SOP) developed	Established manual and protocols on data management, privacy, and security
	Lack of procedures in the proper disposal of pertinent government files, records, and data	Develop proper procedures of proper disposition of insignificant files and safekeeping of confidential files	Manpower & Financial Allocation	Proper procedures of proper disposition of insignificant files and safekeeping of confidential files	Prevention of unnecessary disposition of confidential and important files

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
4. Effective Leadership and Management Style	Need for innovative strategies to energize conventional partnership and collaboration	Establishment of communication channel	Financial Allocation	Communication channel established through social media	Strengthened partnership and collaboration with Barangays, CSOs, National Agencies, other stakeholders and partners in development
	Lack of reporting mechanism for wide dissemination of monitoring and evaluation reports	Develop a reporting mechanism for wide dissemination of monitoring and evaluation reports	Financial Allocation	Effective reporting mechanism developed	Well-informed citizenry about the results of monitoring and evaluation
5. Adequate Resources	Absence of local legislation enjoining the mandatory submission of required sectoral inventory of data for informed decision-making	Passage and Enactment of Ordinance Establishing the Centralized Databank System of the Municipality of Pinamalayan	Financial Allocation	An Ordinance Establishing the Centralized Databank System of the Municipality of Pinamalayan passed and enacted	Organized, updated and complete databank system
	Absence of executive issuances enjoining the MDC Sectoral/Functional Committees to conduct regular forum and designation of working area	Issuance of executive order enjoining the MDC Sectoral/Functional Committees to conduct regular forum and designation of working area	Financial Allocation	Executive Order enjoining the MDC Sectoral/Functional Committees to conduct regular forum and designation of working area issued	High functional MDC Sectoral/Functional Committees
	Absence of executive issuances enjoining the mandatory submission of office's PPA implementation status	Issuance of memorandum enjoining the mandatory submission of office's PPA implementation status	Financial Allocation	Memorandum enjoining the mandatory submission of office's PPA implementation status issued	Availability of documents as basis of Monitoring and Evaluation of PPAs
	Absence of executive issuances on the proper disposal of pertinent government files, records, and data	Issuance of executive issuances on the proper disposal of pertinent government files, records, and data	Financial Allocation	Executive order on the proper disposal of pertinent government files, records, and data issued	Decongested office space and security of confidential government files, records, and data
6. Appropriate Technology, Tools and Facilities	Limited office space for large number of files and documents	Construction of MPDO Stock Room	Capital Outlay (Php 1,000,000.00)	MPDO Stock Room constructed	Organized and well-secured archiving system
MUNICIPAL CIVIL REGISTRY OFFICE					
1. Competent Workforce	Limited knowledge of personnel in civil registration	Attendance to trainings/ seminars/ workshops and benchmarking	P300,000.00	Trainings/ seminars/ workshops attended and conducted	Competent personnel
2. Valid Structures	Congested space for personnel and civil registration record and other files	Renovation / Relocation of Municipal Civil Registry Office with storage room	P1,000,000.00	Renovated / Relocated Municipal Civil Registry Office	Spacious workplace and secured records storage room
3. Efficient Processes	Lack of Electronic Records and Archiving System	Develop Electronic Records and Archiving System	High-end desktop computer	Developed Electronic Records and Archiving System	Efficient and effective civil registration services
4. Effective Leadership and Management Style	Lack of leadership and management	Attendance to leadership and management trainings	P300,000.00	Leadership and management trainings attended	Well-organized and systematic workforce
5. Adequate Resources	Lack of service vehicle	Procurement of service vehicle	P1,500,000.00	Service vehicle procured	Mobilization of MCRO's programs to various barangay (Birth registration)
6. Appropriate Technology, Tools and Facilities	Lack of high-end office computer for Electronic Records and Archiving System	Procurement of High-end office computer	P300,000.00	High-end office computer procured	Safekeeping of electronic records

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AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
7. Appropriate Culture	Lack of teamwork and coordination	Conducting team building activity	P300,000.00	Team building conducted	Motivated, guided, and productive personnel
8. Effective Political/ Participatory Process	Lack of awareness of barangay officials regarding civil registration process	Conduct trainings/ seminars/ workshops about civil registration	Fund, office supplies, tables, chairs, resource speaker	trainings/ seminars/ workshops about civil registration conducted	Barangay officials are more aware and knowledgeable about civil registration process.
MUNICIPAL ADMINISTRATOR'S OFFICE					
1. Competent Workforce	Limited knowledge and skills to perform additional functions	Attendance to various trainings/seminars	Financial Resources	All necessary trainings and seminars attended	Knowledgeable and competent personnel
	Insufficient trainings of LGU Personnel on Values Formation, Team Building and Employees' Learning and Development Programs	Conduct of trainings on Values Formation, Team Building and Employees' Learning and Development Programs	Financial Resources	Trainings on Values Formation, Team Building and Employees' Learning and Development Programs conducted	Sufficient trainings of LGU Personnel on Values Formation, Team Building and Employees' Learning and Development Programs
	Lack of knowledge for the formulation and updating of OSSP	Attendance to trainings and seminars	Financial Resources	All necessary trainings and seminars for the formulation of OSSP attended	To have knowledgeable TWG that will work on the formulation and updating of OSSP
2. Valid Structures	Overlapping roles and functions of LGU personnel	Formulation and Updating of OSSP	Manpower and Logistics	1 OSSP formulated	Properly delineated and well-defined roles
	Lack of conducive and comfortable working office	Improvement of Office Space	Financial Resources	Office space improved	Convenient working environment for office personnel
3. Efficient Processes	Lack of centralized record management system for archiving, data encoding and custodianship of vital official documents and reports	Establishment of centralized record management system	Financial and Manpower	Centralized record management system established	Fast and reliable encoding of data, archiving of vital official documents and reports, and application of relevant electronic data security and regulatory measures
	Increase in number of Audit Observation Memorandum (AOM) received by the MGOP	Creation of Internal Audit Services (IAS) Unit and Creation of plantilla positions	Manpower and Logistics	IAS Unit created and various plantilla positions created and filled-up	Improved internal audit services
4. Effective Leadership and Management Style	N/A	N/A	N/A	N/A	N/A
5. Adequate Resources	Lack of filing cabinets for the safekeeping of important and confidential files of the office	Construction of Stock Room and procurement of furniture and fixtures	Financial and Logistics	Stock Room constructed and needed furniture and fixtures procured	Effective archiving and record management
6. Appropriate Technology, Tools and Facilities	Lack of IT, Office and Communications Equipment	Procurement of IT, Office and Communications Equipment		IT, Office and Communication Equipment procured	Availability of IT, Office and Communications Equipment
HUMAN RESOURCE AND MANAGEMENT OFFICE					
1. Competent Workforce	Gap in the current staffing pattern of the office and lack of opportunities in the office for career progression.	Creation of additional plantilla items:		Plantilla items created and filled up	All key units of the office headed by a second level employee, and with enough administrative positions to perform HR administrative functions
		•Administrative Officer IV (HRMO II) (SG-15)	573,518.00	•Administrative Officer IV (HRMO II) (SG-15) created and filled-up	

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AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
		•Administrative Officer IV (HRMO II) (SG-15)	573,518.00	•Administrative Officer IV (HRMO II) (SG-15) created and filled-up	
		•Administrative Officer II (HRMO I) (SG 11)	432,062.00	•Administrative Officer II (HRMO I) created and filled-up	
		•Administrative Officer II (HRMO I) (SG 11)	432,062.00	•Administrative Officer II (HRMO I) created and filled-up	
		•Statistician I (SG-11)	432,062.00	•Statistician I (SG-11) created and filled-up	
		•Administrative Officer II (HRMO I) (SG 11)	432,062.00	•Administrative Officer II (HRMO I) (SG 11) created and filled-up	
		•Administrative Aide II (Bookbinder I) (SG-2)	238,220.00	•Administrative Aide II (Bookbinder I) (SG-2) created and filled-up	
		•Administrative Aide I (Utility Worker I) (SG-1)	226,178.00	•Administrative Aide I (Utility Worker I) (SG-1) created and filled-up	
	Lack of plantilla position for Information System Administration and other technical positions	Creation of additional plantilla items: •Computer Programmer II (SG-15)	573,518.00	•Computer Programmer II (SG-15) created and filled-up	Functional Information System
		•Administrative Assistant I (Computer Operator I) (SG-7)	308,826.00	•Administrative Assistant I (Computer Operator I) (SG-7) created and filled-up	
	Lack of plantilla position for Scholarship Program	•Administrative Assistant II (SG-8)	398,667.00	•Administrative Assistant II (SG-8) created and filled-up	Scholarship Program handled by a regular employee
	Insufficient technical knowledge and competence in Information System Administration	Training of the existing personnel in database establishment, maintenance and data analysis, and knowledge management	50,000.00	All relevant trainings attended	More competent HRMIS Administrator
	Need for improvement of competency of staff	Attendance of HRMO staff to trainings, seminars, benchmarking activities, and other L&D interventions	500,000.00	All L&D interventions attended	More competent HRMO staff
	Need to enhance the proficiency and mastery of HR Committee Members and key officials on the civil service rules, laws and other issuances	4 HR Committees and key officials sent to trainings, seminars, forums, benchmarking activities and conferences	2,000,000.00	Relevant L&D interventions attended	Highly-competent HR Committee Members
Need for skills upgrading of employees under the 1st level positions in the clerical, trades and crafts	Enter MOA with TESDA for the capacity development of skilled worker		Memorandum of Agreement with Technical Education And Skills Development Authority (TESDA)	Equipped employees with working knowledge of new developments and innovations in their areas of work	

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
2. Valid Structures	Absence of a separate Performance Management Unit	Establishment of a Performance Management Unit and creation of plantilla position Administrative Officer IV (SG-15)	573,518.00	Performance Management Unit established and Administrative Officer IV created and filled-up	Uniformed, standardized, and effectively implemented PM processes.
3. Efficient Processes	Non-uniform policies and procedures among offices in the agency	Formulation of Manual of Operations and Employee Handbook	1,000,000.00	Manual of Operations and Employee Handbook formulated	Uniformed, standardized and improved delivery of service and functions
	Need for enhancement of current agency Performance Management System Specific Guidelines	Enhancement of agency Performance Management System Specific Guidelines		Enhanced agency Performance Management System Specific Guidelines	More effective implementation of Strategic Performance Management System in the agency
	Lack of agency customized Qualification Standards Manual which causes invalidation of some appointments due to outdated QS reference book	Formulation of Agency QS Manual	1,000,000.00	Agency QS Manual Formulated	Customized QS Manual
	Need for review of Ordinance for the implementation of Drug-Free Workplace Program	Amendment in the Drug-Free Workplace Ordinance		Drug-Free Workplace Ordinance amended	Well- established guidelines in the implementation of Drug-Free Workplace Program
	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)	An Ordinance creating the Program on Awards and Incentives for Service Excellence (PRAISE) and providing funds thereof of the Municipal Government of Pinamalayan.		Ordinance on the Program on Awards and Incentives for Service Excellence (PRAISE) and providing funds thereof of the Municipal Government of Pinamalayan created	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
	Lack of Rewards and Recognition Information and Rating/Voting System	Development of the Rewards and Recognition Information and Rating/Voting System		Rewards and Recognition Information and Rating/Voting System developed	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.
5. Adequate Resources	Lack of sufficient office space to hold the number of HRMO personnel and accommodate the volume of walk-in clients, both internal and external, that needs to be attended with utmost confidentiality, and a conference area for meetings with special bodies under PRIME-HRM	Improvement and Renovation of HRMO	1,000,000.00	HRMO improved and renovated	Convenience for both office personnel and clients

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AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
	Lack of dedicated fund for three HR Committees to be used for procurement of supplies, other supplies and ICT equipment to ensure smooth and efficient conduct of the committees' regular	Allocation of fund for HRMPSB, PMT and HRDC	1,147,400.00	Fund allocated for HRMPSB, and HRDC, and PRAISE Committee	Efficient conduct of regular activities of the HRMPSB, HRDC, and PRAISE
	Risk of data loss in case of unforeseen catastrophes (flood, fire outbreak, typhoon, etc.)	Procurement of cloud-based storage (2 TB)	10,000.00	Cloud-based storage (2 TB) procured	Secured records
	Insufficient budget for learning & development programs essential to employees personal and professional growth	Fund allocation for implementation of HRD Programs	5,300,000.00	Fund allocated for the implementation of HRD Programs	All HRD Programs implemented
	Insufficient and outdated ICT equipment	Procurement of ICT equipment: 6 units desktop computer	600,000.00	6 units desktop computer procured	Increased efficiency
		2 units projector with white screen	140,000.00	2 units projector with white screen procured	
		5 units laptop computer	400,000.00	4 units laptop computer procured	
		6 units A3 Duplex Printer	300,000.00	6 units A3 Duplex Printer procured	
		1 unit lapel with 2 transmitter, 1 receiver and 1 portable charging case	20,000.00	1 unit lapel with 2 transmitter, 1 receiver and 1 portable charging case procured	
		1 unit portable duplex scanner	45,000.00	1 unit portable duplex scanner procured	
6. Appropriate Technology, Tools and Facilities	The office has limited access in the use, maintenance and customization of the information system	Procurement of commercialized information system with features that are fit for government set-up	15,000,000.00	Commercialized Information system procured	Automated HR systems and records
	Lack of venue for learning and development activities and municipal functions	Construction of the Human Resource Learning and Development Center	10,000,000.00	Human Resource Learning and Development Center constructed	Engaged employees; Income-generating facility
	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	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	1,000,000.00	Existing general comfort room rehabilitated into a gender-sensitive comfort room with Male, Female and all-gender restrooms with features for PWDs	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
	Absence of Public Tertiary Institution/ school within the area of the LGU	Establishment of Community College	90,000,000.00	Community College established	Public Tertiary Institution/ School established/ Free quality tertiary education provided
7. Appropriate Culture	Coaching and Mentoring activity is not institutionalized in the agency and is perceived as a reprimand	Conduct of Supervisory Training in the proper practice of Coaching and Mentoring	150,000.00	Supervisory Training in the proper practice of Coaching and Mentoring conducted	Institutionalized Coaching and Mentoring program

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
BUSINESS PERMITS AND LICENSES OFFICE					
1. Competent Workforce	Limited knowledge in system development and other technical task	Attendance to various trainings and seminars Hiring of highly competent manpower that will develop and the system	150,000.00	Trainings on Computer Programming, e-Tricycle Franchise and e-Working/Occupational Permit attended Creation of plantilla positions for IT personnel	Trained and capacitated IT personnel
2. Valid Structures	Gap in the current staffing pattern and lack of opportunities in the in the office for career progression	Creation of plantilla of positions Data Controller (Senior Admin. Asst. I) SG-13 Admin. Aide III (Driver I) SG-3 Admin. Aide III (Utility Worker II) SG-3 Admin. Aide II (Bookbinder 1) SG-2	899,066.00	Plantilla of positions created	Plantilla of positions created and filled-up
	Creation of ICT Division for the maintenance and upgrading of eBOSS	Creation of plantilla of positions Computer Programmer SG-15 Computer Operator III SG-12 Computer Operator II SG-9 Assessment Clerk SG-4	1,236,060.00	Plantilla of positions for ICT Division created	Plantilla of positions for ICT Division created and filled-up
3. Efficient Processes	Absence of Barangay Ordinance/Resolution authorizing local government unit to integrate barangay business clearance to iBPLS collection and remittance of fees and charges	Passage of Barangay Ordinance or Resolution of each respective barangay	Barangay Resolution/Ordinance SB Resolution	Approved Barangay Ordinance/Resolution giving the LGU the authority to integrate issuance collection and remittance	Barangay Business Clearance and Fire Safety Inspection Certificate, fees and charges been integrated with the iBPLS
	Absence of Memorandum of Agreement between Local Government Unit and Bureau of Fire Protection authorizing the LGU to collect and remit Fire Safety Inspection and other related fees	Memorandum of Agreement between the LGU and BFP	MOA from DILG	MOA between LGU and BFP created	
	Unstable Internet Connection	Acquire additional internet connection	LGU-BPLO	Additional internet connection installed	Fast and stable internet connection
TECH4ED - PINAMALAYAN					
1. Competent Workforce	Lack of training to develop employee's performance and development	Attendance of required DICT trainings, seminars, and webinars for Tech4ED / ICT Staff	Training Expense (Php 100,000)	All required DICT trainings, seminars, and webinars for Tech4ED / ICT Staff attended	Competent employees with strong digital skills and can work more efficiently and effectively
		Conduct Benchmarking activity for ICT Staff in different places with best practices	Activity Expense (Php 100,000)	Benchmarking activity for ICT staff conducted	Competent organization and possessed skilled and knowledgeable workforce

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AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
2. Valid Structures	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 <ul style="list-style-type: none"> • Supervision and Administration Services • Supervisory Support Services • Technology Support Services • Administrative Services 	Creation of permanent <i>plantilla</i> position in ICT Division	Personnel Services (Php 609,298.78)	1 Information Technology I Officer (SG-19) created and filled-up	Competent leader that will manage the organization; have effective and efficient management of the organization's technology infrastructure, systems and applications
			Personnel Services (Php 595,709.78)	1 Computer Maintenance Technologist II (SG-15) created and filled up	Skilled and Competent officer that ensures an organization's computer systems are reliable, secure, and up-to-date
			Personnel Services (Php 586,932.78)	1 Computer Programmer I (SG-11) created and filled up	Skilled professional programmer who analyzes user needs system requirements, designing, and coding software programs
			Personnel Services (Php 216,000.00)	1 Administrative Assistant III (Computer Operator II) (SG- 9) created and filled up	Competent and effective administrative assistant who has experience in handling correspondence, database and performing basic bookkeeping task
			Personnel Services (Php 193,308.00)	1 Administrative Assistant I (Book Binder III) (SG-7) created and filled up	Competent and flexible administrative assistant that can help manage administrative tasks and ensure everything runs efficiently
3. Efficient Processes	Lack of proper storage for physical copies of documents	Develop tracking record of document files; Provide proper archiving of the physical copies		Proper archiving of the documents, Effective in-house database	Proper storage and proper security of the documents
	Indirect incoming of memorandums and office orders	Request the concerned offices to address the memorandums and office orders in Tech4ED Pinamalayan		Incoming of memorandums and office orders directed to Tech4ED Pinamalayan	Transparency of incoming memorandums and office orders between concerned offices and Tech4ED Pinamalayan
4. Effective Leadership and Management Style	Lack of knowledge about Tech4ED Center Management	Request Center Management Training to orient newly hired Tech4ED staff familiarize the different platforms and target sectors of Tech4ED		Center Management Training attended	Improved leadership skills and decision-making skills and competent leader
	Improvement in valuable tool for engaging with stakeholders	Develop a social media strategy to engage with the stakeholders		Content calendar created for consistent news update regarding the organization, highlight accomplishments, and feature the employees and stakeholders	Organization have stronger relationships with the stakeholders and improved its online presence
5. Adequate Resources	Lack of data security and privacy awareness	Strong implementation of the R.A Data Privacy Act of 2012		R.A. Data Privacy Act of 2012 implemented	Increased data privacy awareness; Municipal offices implemented stronger security measures to protect personal data

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
	Absence of cloud computing solutions for government agencies	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	Improved organization's operations and increased efficiency and competitiveness
6. Appropriate Technology, Tools and Facilities	Lack of physical structure for the ICT office to ensure the safety and security of both the personnel and all the ICT equipment	Establishment of ICT Office	Capital Outlay (Php 7,000,000)	ICT Building established	Improved the overall effectiveness and efficiency of the ICT unit; increased innovation by enabling employees to develop and implement new ideas and solutions
		Procurement of ICT Equipment	Capital Outlay	ICT Equipment procured	
		Procurement of Office Equipment		Office Equipment Acquired	
		Procurement of Furniture and Fixtures		Furniture and Fixtures Acquired	
		Procurement of Transportation Vehicle		Transportation Vehicles Acquired	
	Absence of a central point of control or management	Centralization of Local Area Network (LAN) therefore all data and user access can be managed and monitored from a single location, making it easier to implement and enforce security measures	Capital Outlay (Php 2,500,000)	Centralized Local Area Network (LAN) established	Improved collaboration between employees by having access to the same network resources and data; Improved network management between Municipal Offices
	Absence of central respiratory for system for storing and managing information within an organization	Centralization of Information System to improve coordination and communication among different departments or locations	Capital Outlay (Php 14,000,000)	Centralized Information System established	Improve data management and collaboration among different teams and departments
Inaccuracies and incompleteness of the information provided	Develop Information Database Kiosk to provide a self-service kiosk	Capital Outlay (Php 2,500,000)	Information Database Kiosk Developed	Improved data accuracy which all information provided is accurate and up-to-date	
Absence of advertising and outdoor communication tool	Procurement and installment of Digital Billboard	Capital Outlay (Php 5,000,000)	Outdoor Digital Billboard procured and installed	Increased visibility and improved engagement with the audience; Improved targeting which can be a reliable source to display ads and specific times of day or to specific audience	
MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICE					
1. Competent Workforce	No alternate technical personnel to attend to other activities of the office	a regular employee to perform complex tasks	Plantilla position with SG 4	creation of plantilla position for 1-JO personnel hired	
6. Appropriate Technology, Tools and Facilities	Lack of printer, scanner for printing jobs and scanning of documents to easily transmit documents submitted by other offices and barangays	fund for the purchase of printer and portable scanner	P50,000	1 printer and 1 portable scanner procured	have appropriate IT equipment for high performance
	lack of fuel/gas for assigned vehicle to be used in the operation of office	additional fund for fuel and lubricant	P50,000	fuel and lubricants required ready and available	able to attend and render technical assistance to barangays on site


ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
7. Appropriate Culture	Lack of growth of assigned JO employed for almost 5 years	provide career opportunities to boost the morale of employee and be more productive (permanent item)	Plantilla position with SG 4	creation of plantilla position for 1-JO personnel	more productive and happier employee
BUREAU OF FIRE - PINAMALAYAN					
1. Competent Workforce	Lack of BFP Personnel	Request at BFP Provincial Office for Additional Personnel	Recruitment Process from BFP-MIMAROPA Regional Office.	Request be granted from BFP-Provincial Office	To meet the Fire Truck Ratio 1 Fire Truck: 14 BFP Personnel with total of 29 BFP Personnel
	Lack of Building Fire Safety Inspectors	Request for necessary training needed for fire safety inspectors.	RA 9514 The Fire Code of the Philippines Revised Implementing Rules and Regulations Revised 2019	All qualified BFP Personnel will given an 40hrs training to be qualified as fire safety inspectors.	Enough BFP Building Fire Safety Inspectors
2. Valid Structures	Fire Station' Building Needs Renovation	Modernization of Fire Station Building	Request for the availability of fund at National BFP Headquarters for Renovation of Fire Station Building and Additional Fund Allocation at LGU.	BFP Fund availability	Preparation of Requirements for construction/renovation of Proposed 2 Storey Municipal Fire Station Building.
3. Efficient Processes	Fire Code Fees Collection	Request to BPLO for the monitoring of all business establishment who did not renew their business permits especially those unregistered business establishment in remote areas.	RA 9514 The Fire Code of the Philippines Revised Implementing Rules and Regulations Revised 2019 and BPLO	To be able to meet or exceed the target fire code fees collections by 2024	Increase the Fire Code Fees Collected by YR 2024
	List of Registered Establishment	Request to BPLO for the conduct of Team Building Inspection to all unregistered business establishments.	RA 9514 The Fire Code of the Philippines Revised Implementing Rules and Regulations Revised 2019 and BPLO	To be able to meet or exceed the target increase of registered establishment by YR 2024.	Increase the Registered Business Establishment by YR 2024.
4. Effective Leadership and Management Style	Expertise, or skill in a specific area pertaining to an employee's role.	Request to Higher Headquarters for the required trainings for qualifies BFP Personnel especially on their present designation	Admin matters requirements and RA 9514	To give emphasized the specialized training for every BFP Personnel	All qualified BFP Personnel have acquired their mandatory and required trainings for their career development.
5. Adequate Resources	Fire Hydrants	Request to LGU and include in our AIP Plan 2025 for additional hydrants to 6 designated locations.	RA 9514 The Fire Code of the Philippines Revised Implementing Rules and Regulations Revised 2019 and LGU Approval	LGU Fund availability	Approved Fund Allocation for the proposed fire hydrant at designated locations by yr. 2025.
6. Appropriate Technology, Tools and Facilities	Lack of Desktop Computers	Include in our Annual Investment Plan 2024	Through SB Sessions and Approval of the Municipal Mayor	LGU Fund availability	procurement of 3 units of CPU Computer with complete accessories by the end of 2024

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
GENERAL PUBLIC SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
	Fire Truck	Request to LGU AND BFP Regional Office for additional Firetruk.	RA 9514 The Fire Code of the Philippines Revised Implementing Rules and Regulations Revised 2019 and LGU Support.	BFP/LGU Fund availability	Procurement of additional Fire Truck to replace the old One IZUZU Morita Fire Truck.
7. Appropriate Culture	Religions	Grant time off to employees for religious reasons. .	Religious Freedom of every Individual	Give them time to their traditional religious beliefs.	Acknowledged religious practices.
8. Effective Political/ Participatory Process	Community Awareness	Conduct fire safety awareness campaign thru, fire safety seminars, fire drills. house to house visit in every barangay	RA 9514 The Fire Code of the Philippines Revised Implementing Rules and Regulations Revised 2019 and LGU Support.	Support fund assistance from LGU	All 37 Barangay will be joined the brgy fire olympics by yr 2024

Prepared and Submitted by:



DANIEL Q. FRUELDA
 OIC - Municipal Administrator
 General Public Services Sector Chairperson

ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024

SOCIAL DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
MUNICIPAL HEALTH OFFICE					
1. Competent Workforce	Staff competency needs to be improved	Training on Disaster Risk Reduction and Management in Health	Training Expenses	Training on Disaster Risk Reduction and Management in Health attended	Trained personnel in Disaster Risk Reduction and Management in Health
		Training on Clinical Management of Health Conditions, Medicolegal and Postmortem Examination	Training Expenses	Training on Clinical Management of Health Conditions, Medicolegal and Postmortem Examination attended	Trained personnel in Clinical Management of Health Conditions, Medicolegal and Postmortem Examination attended
		Training on Water Sanitation and Licensing of Food Establishment	Training Expenses	Training on Water Sanitation and Licensing of Food Establishment attended	Trained personnel in Water Sanitation and Licensing of Food Establishment attended
2. Valid Structures	Limited favorable workplace conditions to meet the mounting demands of a health department	Completion of MHO extension building	MOOE: Php 5,000,000.00	MHO extension building completed	Fully operational and completed MHO extension building
	Lack of personnel that will handle specific health program	Creation and hiring of permanent plantilla position	Personnel Services: Php 1,292,502.00	1 Medical Officer III SG-21 created and filled-up	Competent personnel on specific health program
			1,526,022.00	2 Nurse I SG-15 created and filled-up	
	Lack of personnel that will handle specific health program	Creation and hiring of permanent plantilla position	496,832.00	1 Health Education and Promotion Officer I SG-10 created and filled-up	Competent personnel on specific health program
			576,980.00	1 Administrative Officer II SG-11 created and filled-up	
			3,461,880.00	6 Midwife II SG-11 created and filled-up	
			576,980.00	1 Pharmacist I SG-11 created and filled-up	
			430,664.00	1 Sanitation Inspector II SG-8 created and filled-up	
			700,996.00	2 Nursing Attendant I SG-4 created and filled-up	
			408,994.00	1 Administrative Assistant I (Computer Operator I) SG-7 created and filled-up	
1,553,684.00			4 Administrative Aide VI (Data Controller I) SG-6 created and filled-up		
315,315.00	1 Administrative Aide II SG-2 (Messenger) created and filled-up				
3. Efficient Processes	Lack of trainings on various health services as mandated under Universal Health Care	Conduct and attendance to related health trainings and seminars	Training Expenses	Various health trainings and seminars conducted and attended	Capacitated health personnel
4. Effective Leadership and Management Style	Lack of formal leadership and management trainings and seminars	Attend leadership and management trainings and seminars	Training Expenses	Leadership trainings and seminars attended	Efficient and effective health services and personnel

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
SOCIAL DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
5. Adequate Resources	Absence of local policies that support health programs	Enactment of local policies		Ordinance on: BeMonc and Maternal Care Family Planning and Reproductive Health HIV/AIDS and Mental Health	Well implemented and supported health programs
6. Appropriate Technology, Tools and Facilities	Lack of various state of the art health equipment and tools (xray machine, ultrasound machine, full laboratory, dental and admin setup)	Procurement of xray machine, ultrasound machine, full laboratory, dental and admin setup	10,000,000.00	Xray machine, ultrasound machine, full laboratory, dental and admin setup procured	Wide range of health services offered to residents
7. Appropriate Culture	Lack of motivation and ineffective methods for overcoming weaknesses	Conduct of Mid-year Assessment and Monitoring and Year-end Performance Assessment for MHO Staff	MOOE: Php 150,000.00	Mid-year Assessment and Monitoring and Year-end Performance Assessment for MHO Staff conducted	Well motivated and Equipped personnel
8. Effective Political/ Participatory Process	N/A	N/A	N/A	N/A	N/A
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE					
1. Competent Workforce	Lack of staff for the operation of Drop-In Center	Hire two job order whose task is to focus on Drop-In Center	162,000.00	Two Job Order personnel hired	Two hired Job Order personnel focusing on the operation of the Drop-In Center.
2. Valid Structures	Lack of plantilla position for the operation of Drop-In Center	Create plantilla position for the operation of Drop-In Center	Fund Allocation	Plantilla position for the operation of Drop-In Center created	Plantilla position for the operation of Drop-In Center
3. Efficient Processes	Lack of trainings on residential facility operation	Attendance to capacity building and related trainings on residential facility operations		Staff attending capacity building and related trainings on residential facility operation.	Trained and capacitated staff efficiently working in the residential facility and its operations.
4. Effective Leadership and Management Style	Democratic style of leadership lets rank-in file employees to decide on their own	Practice authoritative style of leadership/Attendance to Human Resource Management Trainings	50,000	Authoritative style of leadership	Rank-In File employees respecting the superiors through the implementation of authoritative style of leadership.
5. Adequate Resources	Inadequate fund to finance the promotion of various welfare and community programs.	Continuously propose programs for fund allocation.		Appropriate services given to different sectors.	Adequately funded programs and services given to the different sectors of the community.
6. Appropriate Technology, Tools and Facilities	Lack of compliance with Accessibility Law for PWD	Establishment of the following: -ramps with handrails at the entrance/exit and nonskid flooring, special lift/elevator, as applicable - wheelchair accessible toilets with grab bars and nonskid flooring - signages	200,000.00	Compliant Access	Full compliance with the Accessibility Law for PWD.
7. Appropriate Culture	Line of authority is sometimes bypassed	Coaching and mentoring provided to concerned personnel		Line of authority is strictly implemented	Harmonious working relationship established
8. Effective Political/ Participatory Process	N/A	N/A	N/A	N/A	N/A

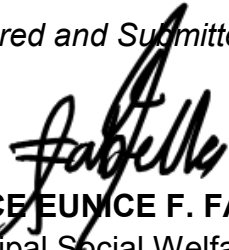
ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
SOCIAL DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
LOCAL YOUTH DEVELOPMENT OFFICE					
1. Competent Workforce	Insufficient capacity about Youth Sector	Attendance/Conduct trainings, seminars, workshops, assemblies, exposure/immersion activities	Appropriation Ordinance	All L&D interventions attended	Performance dynamism; enhanced knowledge management
2. Valid Structures	Lack of facilities for office management	Creation of Municipal Ordinance for Local Youth Development Division	Executive Order for the establishment of Local Youth Development Division.	Municipal Ordinance for Local Youth Development Division created	Convenient in office management
		Efficient discharge of mandated function in the LYDD	Appropriation Ordinance	Youth Office established	
2. Valid Structures	Overlapping of duties and responsibility	Creation of plantilla positions	Ordinance allowing the propose creation	Plantilla items created and filled up	Efficient and effective output from the youth sector
				1 Youth Development Officer IV SG-22	
				1 Youth Development Officer III SG 18	
				1 Youth Development Officer II SG 14	
				1 Administrative Assistant II (Assistant Officer) SG-8	
				1 Administrative Assistant I (Computer Operator I) SG-7	
				1 Administrative Aide V (Photographer I) (SG 5)	
				1 Administrative Aide IV (Bookbinder II) SG-4	
				1 Process Server SG-5	
2 Administrative Aide II (Messenger) SG 2)					
3. Efficient Processes	Lack of trainings on various services as mandated in RA 10742 & RA 11768	Conduct and attendance to RA 10742 & RA 11768 trainings and seminars	Fund Allocation	Trainings and seminars conducted and attended in relation to RA 10742 & RA 11768 attended	Empowered and capacitated LYDO & LYDC
4. Effective Leadership and Management Style	Insufficient Fund for sports activities	Additional Funding for PSCAA	Ordinance allowing the propose budget	Additional Funding for PSCAA approved	Promoting sports for all
	Inconvenient facilities in holding sports-related events	Improvement of Pinamalayan Gymnasium	Appropriation Ordinance	Materials for the Improvement of Pinamalayan Gymnasium funded	Convenient venue for sports activities
	Lack of facilities in holding Big sports events	Construction of Pinamalayan Sports Complex	Appropriation Ordinance	Pinamalayan Sports Complex constructed	Convenient venue for sports activities
5. Adequate Resources	Insufficient Funds for various youth and sports activity	Additional funding for youth and sports activity		All youth and sports program properly funded	High Morale and empowered youth sector
6. Appropriate Technology, Tools and Facilities	Lack of office furniture/fixture and equipment	Procurement of additional office furniture/fixture and equipment		High morale office personnel	Efficient and effective delivery of services to youth sector

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
SOCIAL DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
7. Appropriate Culture	Insufficient support fund for the athletes/Players	Incentives for Athlete/Players	Ordinance allowing the propose budget	Incentives for Athlete/Players funded	Promoting sports for all
8. Effective Political/ Participatory Process	Lack of partners in conducting sports events	Sports linkages	Memorandum of Agreement (MOA)	Develop people-to-people connection that promote partnership of value.	Connections in different institution

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Social Development Sector Chairperson

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
MUNICIPAL ENGINEERING OFFICE					
1. Competent Workforce	Mismatch between work expected and employee's skills	Request for additional nine (9) technical plantilla position	Fund Allocation Total of P3,897,048.00 fund budget for additional 9 technical plantilla position	Additional nine (9) technical plantilla position created and filled up	Increase in the efficiency rate of the projects implemented and the no. of accomplished project on the given target date of implementation. Atleast 98% increase in the no. of accomplishment per services
2. Valid Structures	Multiple work load for some positions on the current structure	Request for additional nine (9) technical plantilla position. Revisiting of the work responsibilities per staff and promote equal delegation	Fund Allocation Total of P3,897,048.00 fund budget for additional 9 technical plantilla position	Additional nine (9) technical plantilla position created and filled up Organized and equal work load per staff	Increase in the number of accomplishment per staff. Atleast 98% in the IPCR rating for each staff
3. Efficient Processes	Limited practice of brain storming in doing report plans	Revisiting office strategic processes and adapt other office best practices.	Fund Allocation Team Building Budget P100,000.00 Benchmarking Budget P200,000.00	Team building and benchmarking activities conducted	Increase in the no. of submitted report with appropriate timeliness Increase in the percentage rate of OPCR rating.
4. Effective Leadership and Management Style	Difficulty on building collaborative relationships.	Conduct of Team building and benchmarking activities	Fund Allocation Team Building Budget P100,000.00 Benchmarking Budget P200,000.00	Team building and benchmarking activities conducted	Increase in the efficiency rate of the projects implemented and the no. of accomplished project on the given target date of implementation. Atleast 98% increase in the no. of accomplishment per services
5. Adequate Resources	Unclear priorities of office resources	Conduct of office plan prioritization for office resources	Fund Allocation Team Building Budget P100,000.00 Benchmarking Budget P200,000.00	Team building and benchmarking activities conducted	Increase in the efficiency rate of services delivery Increase in the percentage rate of OPCR rating.

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
6. Appropriate Technology, Tools and Facilities	Limited no. of technology, equipment, tools and facilities	Support on the provision of appropriate technology, tools, and facility needs.	Fund Allocation Provision of Material Testing equipment, tools and machine P800,000.00 *1unit of California bearing ratio machine *1set of Sieve Analysis Machine with test sieves *3 sets of concrete slump cone equipment test 1set of field density test apparatus *1 unit of laboratory drying oven *3 sets of concrete beam steel mold * 6 sets of concrete cylinder steel mold Additional surveying equipment and training for ARGIS system P100,000.00 Provision of additional desktop and printer for regulatory permits services P120,000.00	Equipment / Tools / Machineries procured	Increase in the efficiency rate of services delivery Increase in the percentage rate of OPCR rating.
7. Appropriate Culture	Existing culture of leadership style hinders collaboration	Conduct of Team building and benchmarking activities	Fund / Personnel Team Building Budget P100,000.00 Benchmarking Budget P200,000.00	Team building and benchmarking activities conducted	Increase in the efficiency rate of services delivery Increase in the percentage rate of OPCR rating.
8. Effective Political/ Participatory Process	Limited space for participatory process	Conduct of Team building and benchmarking activities	Fund / Personnel Team Building Budget P100,000.00 Benchmarking Budget P200,000.00	Team building and benchmarking activities conducted	Increase in the efficiency rate of the projects implemented and the no. of accomplished project on the given target date of implementation. Atleast 98% increase in the no. of accomplishment per services
MUNICIPAL AGRICULTURE OFFICE					
1. Competent Workforce	Losing key employees can disrupt workflow and lead to a loss of institutional knowledge, which can impact office productivity and performance.	Creation of additional permanent positions to make delegation of tasks conducive to the work load of an employee therefore avoiding burnout and loss of morale	Additional permanent positions	Office will increase its productivity	Productivity and efficiency of the office will increase by bringing in new and diverse skills and perspective from additional manpower

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
2. Valid Structures	Currently the office is having not enough employees to handle the workload.	Conduct a need assessment to identify the areas of the office that needs improvement. Invest in technology to improve the efficiency and effectiveness on the implementation and monitoring of the different programs and services to perform overlapping workload even in the light of limited manpower.	Adequate number of staff to handle workloads Technology that could automate operation and communication to improve collaboration and streamline workflows Appropriate physical space conducive to work efficiently	Enhanced staff satisfaction by providing clear expectations, defined roles and efficient process Defined roles and responsibilities that will reduce confusion and misunderstandings among staff members	Streamlined process, effective use of resources and improved communication
3. Efficient Processes	Limited resources due to insufficient funding	Develop partnership and improve linkages to other local and national agencies as well as private sectors	Fund Allocation	Having enough funding can provide an office with the resources it needs to achieve its goals, improve service quality, and support the development of staff and implement agricultural projects. This can lead to a range of positive outputs that benefit both the office and its stakeholders.	Increased efficiency and improve the delivery of agricultural services to the stakeholders
4. Effective Leadership and Management Style	Inadequate resources	identification of potential funding sources	Fund Allocation	Allows leaders to invest in the resources and strategies necessary to promote accountability, innovation, and long-term success.	Improve office performance and innovation leading to increased transparency and accountability
5. Adequate Resources	Digital tools, hardware, software to support and improve agricultural operations	Funding	Fund Allocation	Having software, hardware, and other digital tools in the delivery of agricultural services will improve the quality and effectiveness of service delivery, enhance communication and collaboration, and drive better outcomes for clients. By leveraging these tools, staff members can work more efficiently and effectively, and clients can access the services and support they need to succeed.	Promotion of sustainable agricultural development, increase access to information and resources, and improve the livelihoods of farmers and rural communities.

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
6. Appropriate Technology, Tools and Facilities	Digital tools, hardware, software to support and improve agricultural operations	Funding	Fund Allocation	Having software, hardware, and other digital tools in the delivery of agricultural services will improve the quality and effectiveness of service delivery, enhance communication and collaboration, and drive better outcomes for clients. By leveraging these tools, staff members can work more efficiently and effectively, and clients can access the services and support they need to succeed.	Promotion of sustainable agricultural development, increase access to information and resources, and improve the livelihoods of farmers and rural communities.
7. Appropriate Culture	Lack of diversity and inclusion	Team Building	Fund Allocation	An effective, efficient, and productive team.	High-performing team that is committed to achieving its goals and objectives.
8. Effective Political/ Participatory Process	Unorganized civil society organization	Funding	Fund Allocation	Organized CSOs	Strengthened CSOs
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCE MANAGEMENT DIVISION					
1. Competent Workforce	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.	Creation of Municipal Environment and Natural Resources Officer SG-24 plantilla position	Fund Allocation	MENRO plantilla position created and filled up	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.
	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	Creation of additional plantilla positions	Fund Allocation	Plantilla positions created and filled up 1 Forester II plantilla position created 1 Environmental Management Specialist II plantilla position created 1 Project and Development Officer II plantilla position created 1 Ecosystems Management Specialist II plantilla position created 2 Environmental Management Specialist I plantilla positions created 1 Forester I plantilla position created 2 Ecosystem Management Specialist I plantilla position created	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

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
				1 Environmental Management Researcher plantilla position created 1 Administrative Assistant III (Computer Operator II) plantilla position created 1 Administrative Assistant I (Bookbinder III)(SG-7) plantilla position created 1 Laboratory Technician I plantilla position created 2 Administrative Aide VI (Utility Foreman) plantilla positions created 1 Forest Ranger plantilla position created 2 Administrative Aide III (Clerk I) plantilla positions created 1 Administrative Aide I plantilla position created	
	Lack of 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	Hiring of additional Job Order Personnel Inspectors for Air Quality Management Inspectors for Water Quality Management Garbage Inspectors Garbage Collectors Machine Operators/Segregators Street Sweepers	Fund Allocation Fund Allocation Fund Allocation Fund Allocation Fund Allocation Fund Allocation	Additional Job Order Personnel hired 2 inspectors for Air Quality Management 2 inspectors for Water Quality Management 4 Garbage Inspectors 4 Garbage Collectors 6 Machine Operators/Segregators 2 Street Sweepers	Effective implementation of Solid Waste Management with smooth operations from Garbage Collection to Disposal or Waste Diversion
	Lack of security and protection in sanitary landfill and Material Recovery Facility especially during night time	Hiring of Landfill Security Guard	Fund Allocation	3 Landfill Security Guards hired	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
2. Valid Structures	Lack of surveillance and monitoring to ensure protection of forest areas and watershed within Pinamalayan	Creation of Local Ordinance for Organizing and Deputization of Bantay Gubat Volunteers	Fund Allocation	Created Local Ordinance and deputized Bantay Gubat Volunteers	Closed monitored forests and watersheds and protected from illegal logging

ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024

ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
	Lack of monitoring and inspection on industries, business and tourism establishments where operations have significant impact on environment	Re-organization of Municipal Multi-partite Environmental Impact Assessment Monitoring Team	Fund Allocation	Re-organized Municipal Multi-partite Environmental Impact Assessment Monitoring Team	Closed monitored and with regular inspection conducted on industries, business and tourism establishments where operations have significant impact on environment to ensure their compliance to DENR policies
3. Efficient Processes	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	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	Fund Allocation	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	Well trained and oriented personnel in proper utilization and maintenance of machineries and equipment on MRF and Sanitary Landfill
4. Effective Leadership and Management Style	Lack of familiarization on new environmental and forestry programs and activities from DENR/other NGAs of newly hired MENRO	Attendance to trainings and seminars related to environmental and natural resources management	Fund Allocation	All necessary trainings and seminars related to environmental and natural resources management attended	Well-oriented and knowledgeable MENRO as head of office
	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	Attendance to consultation, orientation-workshop and capacity building on proper management of Community Based Forestry Projects and other programs related to forestry	Fund Allocation	All necessary consultation, orientation-workshop and capacity building on proper management of Community Based Forestry Projects and other programs related to forestry	Well-oriented and knowledgeable staff for Forestry Management Services
	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	Attendance to orientation and training on proper management and delivery of Projects and Activities related to Air and Water Quality	Fund Allocation	All necessary orientation and trainings on proper management and delivery of Projects and Activities related to Air and Water Quality attended	Well-oriented ad knowledgeable staff on Environmental Management Services specially Air and Water Quality Management sections
	Need to train and orient deputized Bantay Gubat on enforcing forestry laws and ordinances and proper mechanism for monitoring and inspection	Conduct orientation to Bantay Gubat regarding strict implementation and enforcement of forestry laws and ordinances as well as proper mechanism for monitoring and inspection	Fund Allocation	Orientation to Bantay Gubat regarding strict implementation and enforcement of forestry laws and ordinances as well as proper mechanism for monitoring and inspection conducted	Strict implementation and enforcement of forestry laws and ordinances; Conservation and protection of forest lands, watersheds and natural resources
	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	Attendance to orientation and training on how to conduct water quality sampling test - physicochemical parameters analysis and proper management of laboratory	Fund Allocation	All necessary orientation and trainings on how to conduct water quality sampling test - physicochemical parameters analysis and proper management and operation of laboratory	Well-trained and knowledgeable personnel in handling and operating laboratory and its equipment and knowledgeable enough in conducting water sampling test- physicochemical parameters analysis
	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	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	Fund Allocation	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	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

ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024

ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
5. Adequate Resources	Lack of municipal ordinance to implement and enforce conservation and protection of forest and watershed	Enactment of municipal ordinance on Conservation and Protection of forest and watershed; Implementation and enforcement of ordinance	Fund Allocation	Municipal ordinance on Conservation and Protection of forest and watershed enacted and implemented	Effective implementation of programs and ordinance on conservation and protection of forest and watershed
	Lack of surveillance and monitoring to ensure protection of forest areas and watershed within Pinamalayan	Creation of Local Ordinance for Organizing and Deputization of Bantay Gubat Volunteers	Fund Allocation	Created Local Ordinance and deputized Bantay Gubat Volunteers	Closed monitored forests and watersheds and protected from illegal logging
6. Appropriate Technology, Tools and Facilities	Lack of office equipment for additional personnel	Procurement of additional office equipment			Adequate office equipment for all MENRMD personnel are provided for daily work functions
		Office Table	Fund Allocation	21 units of Office Table procured	
		Office Chair	Fund Allocation	21 units of Office Chair procured	
		Desktop Computer	Fund Allocation	6 units of Desktop Computer procured	
		Laptop	Fund Allocation	8 units of laptop procured	
	Printer	Fund Allocation	6 units of Printer procured		
Limited capacity on delivery of services and preparation of reports and other office documents	Procurement of technical equipment	Fund Allocation	1 unit of DSLR Camera with warranty procured	Adequate technical equipment for inspection and monitoring provided	
	Procurement of additional service vehicle	Fund Allocation	1 unit of motorcycle vehicle, with LTO registration, warranty and necessary permits procured	Adequate service vehicle for immediate response on assistance needing inspection provided	
7. Appropriate Culture	Lower rating on DPCR for 2022 2nd Semester compared to 2022 1st Semester	Office Assessment and Target Setting Activity	Fund Allocation	1 Office Assessment and Target Setting Activity conducted	Conduct office assessment and effective target setting activity to accomplish plans and programs as scheduled or before deadline
8. Effective Political/ Participatory Process	Lack of clear and proper authorization in issuing certification of imposing non-objection for cutting of trees since Municipal Agriculture's Office was tasked to issue the same certificate when MENRMD is not yet starting to operate	Executive Order/Ordinance on the proper authority who will issue certification of imposing non-objection for cutting of trees and providing fees and seedling replacement for processing of certificate	Executive Order/Ordinance	1 Municipal Multi-partite Environmental Impact Assessment Monitoring Team	Effective system on issuance of certification of imposing non-objection for cutting of trees and provide ease and fast transaction for client
MARKET OPERATIONS DEPARTMENT					
1. Competent Workforce	Only two out of the 8 employees have knowledge in English writing and communication	Enroll or recommend them to attend English writing and communication related training/course	Training fees and Laptop	Incapacitated employees will attend training pertaining to English Writing and Communication	Most of the employees are equipped with knowledge in terms of English writing and communication
	Aging population	Hire and train young generations	Fund for salary and training	Additional employees will come from young generations	Progressive LGU

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
2. Valid Structures	Only a few employees are exposed to planning and budgeting	Invite other employees or orient them of the planning and budgeting process of their office and the agency	None	Awareness of planning and budgeting process	More inputs and easier planning and budgeting
3. Efficient Processes	Long procurement process	Enhancement of the process or conduct benchmarking from other LGUs or national agencies	Fund intended for benchmarking	Good practices is adopted from other LGUs or national agencies	Easy and efficient procurement process
4. Effective Leadership and Management Style	Some offices received sanctions during PMT Validation procedure	Reorientation of SPMS Guidelines for all employees including the Head of office	None	Effective leaders and employees	No more sanctions
5. Adequate Resources	Limited funds to finance other projects	Propose more income generating projects, improve collection and utilize existing sources	None	More income-generating projects will be implemented	The office will remain as sustainable and progressive LEE
	Dissolution of the office if income did not sustain for consecutive years				
	Funds are not properly utilized	Improve systems and processes for those offices involved in fund utilization	None	Improved systems and processes	LGU will be awarded with a Seal of Good Local Governance
	Unplanned or poorly planned development	Conduct thorough research and planning prior to implementation	Fund to support research and planning activities	Properly planned development projects	Minimal issues in development projects
6. Appropriate Technology, Tools and Facilities	None	None	None	None	None
7. Appropriate Culture	Poor and good performers are equally rewarded	Harmonize the Position Description Form (PDF), Key Results Areas (KRAs), and the IPCRs	None	Duties and functions are properly delegated	Recognition will be given to deserving employees and will uplift the morale of competent employees
8. Effective Political/ Participatory Process	None	None	None	None	None
SLAUGHTERHOUSE OPERATIONS DIVISION					
1. Competent Workforce	Incomplete knowledge and skills of some Slaughterhouse personnel about slaughterhouse operations, communication skills, technical writing skills, computer and record management, and property and supply management, among others	Training through seminars and workshops	Fund Allocation	Basic Meat Inspection Training Course attended; Seminars on communication skills, technical writing skills, computer and record management, and property and supply management, among others, attended	More learnings opportunities for employees; More knowledgeable and skilled Slaughterhouse personnel
2. Valid Structures	Absence of SPMS Unit	Creation of SPMS Unit	Fund Allocation	SPMS Unit created	Employees assigned to the SPMS Unit focused only on SPMS
3. Efficient Processes	Slow centralized procurement process	Transfer of procurement of Capital Outlay items from centralized to procuring office	-	Procurement of Capital Outlay items assigned to procuring office	Faster procurement process

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
4. Effective Leadership and Management Style	N/A	N/A	N/A	N/A	N/A
5. Adequate Resources	N/A	N/A	N/A	N/A	N/A
6. Appropriate Technology, Tools and Facilities	N/A	N/A	N/A	N/A	N/A
7. Appropriate Culture	N/A	N/A	N/A	N/A	N/A
8. Effective Political/ Participatory Process	N/A	N/A	N/A	N/A	N/A
TOURISM AND HISTORY DEVELOPMENT DIVISION					
1. Competent Workforce	Limited knowledge and technical skills to cope-up with the ever-changing demands of tourism	Attendance to the following trainings/workshop series:	Attendance to the following training/workshop series:		
		Orientation on Local Tourism Development Planning	Fund Allocation	Training on Orientation on Local Tourism Development Planning	Competent personnel equipped with adequate knowledge on the formulation of LTDP
		Tourism Awareness and Capability Building Seminar for LGUs	Fund Allocation	Training on Tourism Awareness and Capability Building Seminar for LGUs	Competent personnel equipped with adequate knowledge on utilizing tourism resources and producing tourism products
		Tour Package Development and Delivery Seminar	Fund Allocation	Training on Tour Package Development and Delivery Seminar	Competent personnel equipped with adequate knowledge Tour Package Development
		Tourism Rapid Assessment	Fund Allocation	Training on Tourism Rapid Assessment	Competent personnel equipped with adequate knowledge on assessing tourism data
		Sustainable Tourism Assessment Training	Fund Allocation	Training on Sustainable Tourism Assessment Training	Competent personnel equipped with adequate knowledge in practicing sustainable tourism
		Tourist Safety Seminar	Fund Allocation	Training on Tourist Safety Seminar	Competent personnel equipped with adequate knowledge in Tourism Safety Protocols
		Basic Tourism Statistics Training (BTST)	Fund Allocation	Training on Basic Tourism Statistics Training (BTST)	Competent personnel equipped with adequate knowledge on acquisition, consolidation and interpretation of tourism data
		Advanced Tourism Statistics Training (ATST)	Fund Allocation	Training on Advanced Tourism Statistics Training (ATST)	Competent personnel equipped with adequate knowledge on acquisition, consolidation and interpretation of tourism data

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
		Data Analytics in Tourism Training	Fund Allocation	Training on Data Analytics in Tourism Training	Competent personnel equipped with adequate knowledge on acquisition, consolidation and interpretation of tourism data
		Cultural Mapping Workshop	Fund Allocation	Training on Cultural Mapping Workshop	Competent personnel equipped with adequate knowledge on promotion, preservation and development of cultural and artistic resources
		Cross Cultural Learning and Tourist Safety Seminar	Fund Allocation	Training on Cross Cultural Learning and Tourist Safety Seminar	Competent personnel equipped with adequate knowledge on promotion, preservation and development of cultural and artistic resources
		Cultural Tourism Development Workshop	Fund Allocation	Training on Cultural Tourism Development Workshop	Competent personnel equipped with adequate knowledge on promotion, preservation and development of cultural and artistic resources
		Understanding Cultural Heritage Conservation	Fund Allocation	Training on Understanding Cultural Heritage Conservation	Competent personnel equipped with adequate knowledge on promotion, preservation and development of cultural and artistic resources
		Annual Cultural Development Planning Workshop	Fund Allocation	Training on Annual Cultural Development Planning Workshop	Competent personnel equipped with adequate knowledge on promotion, preservation and development of cultural and artistic resources
		Familiarization tour, benchmarking activities	Fund Allocation	Replication of best practices of model LGUs	Competent personnel equipped with first hand experiences that can be applied locally as acquired from replication tours
2. Valid Structures	Lack of personnel to man the proposed focal system of the office such as: -Administrative Section -Tourism Development Planning Section -Standards Regulation Section -Local Branding and Marketing Communications Section -History, Culture and Arts Section	Creation of additional plantilla positions	Fund Allocation for the creation of plantilla positions	Proposed plantilla positions created	
			504,636.00	Senior Tourism Operations Officer, SG18	Competent personnel equipped with the skills in office management and supervision
			291,600.00	Tourism Operations Officer, SG11	Competent personnel equipped with the skills in office management and supervision
			168,324.00	Bookbinder II (Administrative Aide IV), SG4	Competent personnel equipped with bookbinding and other clerical skills to aid the efficient processes of the office

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
			213,240.00	Administrative Asst. II (Audio-Visual Aids Tech. II, SG8	Competent personnel equipped with bookbinding and other clerical skills to aid the efficient processes of the office
			201,096.00	Administrative Asst. I (Photographer II), SG7	Competent personnel equipped with advance technical skills in photo and video production
			291,600.00	Administrative Officer II, (SG11)	Competent personnel equipped with bookbinding and other clerical skills to aid the efficient processes of the office
			201,096.00	Administrative Assistant I (Computer Operator I), SG7	Competent personnel equipped with bookbinding and other clerical skills to aid the efficient processes of the office
			158,520.00	Administrative Aide III (Driver I), SG3	Competent personnel equipped with bookbinding and other clerical skills to aid the efficient processes of the office
			149,244.00	Administrative Aide II (Bookbinder I, SG2	Competent personnel equipped with bookbinding and other clerical skills to aid the efficient processes of the office
3. Efficient Processes	Lack of office focal system to ensure focus on various tasks mandated to the office	Develop a focal system to specifically assigned group of works/tasks to respective personnel		Focal System established	Efficient and productive focal sections ensuring quality output
4. Effective Leadership and Management Style	N/A	N/A	N/A	N/A	N/A
5. Adequate Resources	Inadequate funding to finance tourism related projects and improve the culture and arts activities/programs	Continuous inclusion of proposed projects to Annual Investment Plan for any possibility of being funded		Materialization od proposed tourism and culture and arts-related projects	Increased tourist arrival and additional income generating activity for public
6. Appropriate Technology, Tools and Facilities	Lack of office space for administrative and records storage purposes	Maximizing every available space as workstation		Bigger office space for THDD	Space adequate enough for 10-15 personnel with display area for tourism promotional, gallery, souvenirs and tourists lounge area
7. Appropriate Culture	N/A	N/A	N/A	N/A	N/A
8. Effective Political/ Participatory Process	N/A	N/A	N/A	N/A	N/A

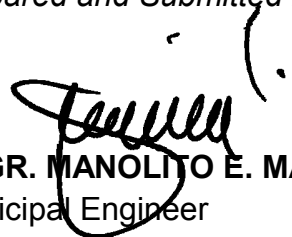
ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE					
1. Competent Workforce	Lack of capacity Development for LEDIPO Personnel	-Attendance to capacity development for LEDIPO Personnel. -Benchmarking with other LGU	Fund Allocation	Attended all capacity development	-Knowledgeable and high moral LEDIPO Personnel -Performance dynamism, enhanced knowledge management
2. Valid Structures	Lack of office equipment & facilities	Procurement of furniture and fixture	Fund Allocation	Sufficient furniture and fixture in the office	More convenient work place
	Lack/Inconvenient Office Space	Move to a more spacious office	Fund Allocation	-Increase productivity	A conducive office for employee and client.
3. Efficient Processes					
4. Effective Leadership and Management Style	Insufficient funds for business and investment promotions initiatives.	Prioritize and secure funding to all business and investment promotions initiatives in the Municipality	Fund Allocation	-Increase in the number of business establishment and investment ventures in the Municipality	-Vibrant local economy -More Job opportunity
5. Adequate Resources	N/A	N/A	N/A	N/A	N/A
6. Appropriate Technology, Tools and Facilities	N/A	N/A	N/A	N/A	N/A
7. Appropriate Culture	N/A	N/A	N/A	N/A	N/A
8. Effective Political/ Participatory Process	Lack of cooperation from Pinamalyan business sector	Creation of Pinamalyan Chamber of Commerce	Fund Allocation	Organized business community	Strong ties between LGU and Business Community
	Declining CMCI rankings	CMCI ad hoc team	Executive Order creating CMCI Ad Hoc Team	high rating in CMCI	Investment opportunities for the municipality
PUBLIC EMPLOYMENT SERVICE OFFICE - SPECIAL CONCERNS OFFICE					
1. Competent Workforce	No permanent staff	Proposed the Institutionalization of PESO(RA 8759 &10691	Fund Allocation	Creation of Plantilla Positions	Institutionalization of PESO
2. Valid Structures	JO staff assigned in different concerns/division	Proposed the Institutionalization of PESO(RA 8759 &10692	Fund Allocation	Permanent employees assigned in office subdivisions	Better services
3. Efficient Processes	Insufficient staff to manage different concerns/divisions	Proposed the Institutionalization of PESO(RA 8759 &10693	Fund Allocation	Effective and Efficient systems and procedures	Improve delivery of services
4. Effective Leadership and Management Style	Monitoring system needs improvement	Proposed the Institutionalization of PESO(RA 8759 &10694	Fund Allocation	Personnel designated for monitoring	Improved monitoring system
5. Adequate Resources	Very Limited allocation	Request for additional Budget	Fund Allocation	Implementation of locally funded Labor & Employment Programs	Fully operational office
6. Appropriate Technology, Tools and Facilities	Insufficient office equipment and appliances	Request for additional fund	Fund Allocation	Procurement of needed equipment & appliances	Improved working environment

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
ECONOMIC DEVELOPMENT SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
7. Appropriate Culture	Work dedication is affected by due compensation	Proposed the Institutionalization of PESO(RA 8759 & 10693	Fund Allocation	Creation of Plantilla Positions	High morale of workforce
8. Effective Political/ Participatory Process	Need to improve link and communication with stakeholder	Proposed Barangay PESO		Establishment of Barangay PESO	Improved coordination with Barangays

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ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
OTHER SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE					
1. Competent Workforce	Limited Knowledge, Technical Capacity and Skills	Skills Training and Development on Search and Rescue, Basic Life Support/First Aid with AED and Extraction	Training Expenses (300,000.00)	Skills Training and Development on Search and Rescue, Basic Life Support/First Aid with AED and Extraction attended	Competent personnel capable in Search and Rescue, Basic Life Support/First Aid with AED and Extraction.
		Skills Training on Water Search and Rescue (WASAR)	Training Expenses (150,000.00)	Skills Training on Water Search and Rescue (WASAR) attended	Competent personnel capable in Skills Training on Water Search and Rescue (WASAR)
		Skills Training on Mountain Search and Rescue (MOSAR)	Training Expenses (150,000.00)	Skills Training on Mountain Search and Rescue (MOSAR) attended	Competent personnel capable in Mountain Search and Rescue (MOSAR)
		Skills Training on Incident Command System	Training Expenses (300,000.00)	Skills Training on Incident Command System attended	Competent personnel capable in Incident Command System (ICS)
		Skills Training on Post Disaster Damage and Needs Assessment and Rapid Disaster Damage and Needs Analysis facilitated	Training Expenses (400,000.00)	Post Disaster Damage and Needs Assessment and Rapid Disaster Damage and Needs Analysis training attended	Competent personnel capable in Post Disaster Damage and Needs Assessment and Rapid Disaster Damage and Needs Analysis
		Skills Training on Community Based Disaster Risk Reduction and Management	Training Expenses (300,000.00)	Skills Training on Community Based Disaster Risk Reduction and Management attended	Competent personnel capable in Community Based Disaster Risk Reduction and Management
		Land Search and Rescue Training	Training Expenses (200,000.00)	Skills training on Land Search and Rescue attended	Competent personnel capable in Land Search and Rescue
		High Angle and Rescue Rope Training	Training Expenses (400,000.00)	High Angle and Rescue Rope Training attended	Competent personnel capable in High Angle and Rescue Rope (HARR)
		Urban Search and Rescue Training (USAR)	Training Expenses (200,000.00)	Urban Search and Rescue Training (USAR) attended	Competent personnel capable in Urban Search and Rescue Training (USAR)
		Open Water Diving Training	Training Expenses (300,000.00)	Open Water Diving Training attended	Competent personnel capable in Open Water Diving
		Nutrition in Emergency Training	Training Expenses (200,000.00)	Nutrition in Emergency Training attended	Competent personnel capable in Nutrition in Emergency
		Camp Management and camp Coordination Training	Training Expenses (200,000.00)	Camp Management and camp Coordination Training attended	Competent personnel capable in Camp Management and camp Coordination
		Benchmarking, cross visitation of MDRRMC and MDRRM Personnel	500,000.00		
		Review BDRRM Plan and Contingency Plan	300,000.00		
		Training on Management of the Dead and Missing	Training Expenses (200,000.00)	Training on Management of the Dead and Missing attended	Competent personnel capable in Management of the Dead and Missing
Training on Contact Tracing	Training Expenses (200,000.00)	Training on Contact Tracing attended	Competent personnel capable in Contact Tracing		

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
OTHER SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
2. Valid Structures	Lack of plantilla positions to fully operate and activate the Municipal Disaster Risk Reduction & Management Office and Municipal Disaster Operation Center.	Administrative and Training Division		Plantilla items created and filled up	Competent personnel able to handle Respective position under the Administrative and training Division
		Creation of Plantilla Position for Administrative Officer II, SG 15/1	Personnel Services (439,428.00)		
		Creation of Plantilla Position for Administrative Officer I , SG 11/1	Personnel Services (324,000.00)		
		Creation of Plantilla Position for Administrative Assistant II (SG 8/1)	Personnel Services (236,928.00)		
		Creation of Plantilla Position for Administrative Aide IV (Bookbinder II)(SG 4/1)	Personnel Services (187,032.00)		
		Research and Planning Division		Plantilla items created and filled up	Competent personnel able to handle Respective position under the Research and Planning Division
		Creation of Plantilla Position for Information Technology Officer I (SG 19/1)	Personnel Services (616,284.00)		
		Creation of Plantilla Position for Planning Officer II (SG 15/1)	Personnel Services (439,428.00)		
		Creation of Plantilla Position for Planning Officer I (SG 11/1)	Personnel Services (324,000.00)		
		Creation of Plantilla Position for Planning Assistant (SG 8/1)	Personnel Services (236,928.00)		
		Creation of Plantilla Position for Information Systems Researcher I (SG 10/1)	Personnel Services (278,112.00)		
		Operation and Warning Division		Plantilla items created and filled up	Competent personnel able to handle Respective position under the Operation and Warning Division
		Creation of Plantilla Position for (2) Administrative Officer IV (Local DRRMO II),(SG-15/1)	Personnel Services (878,856.00)		
		Creation of Plantilla Position for (2) Nurse I (SG 15/1)	Personnel Services (878,856.00)		
		Creation of Plantilla Position for Special Operations Officer II (SG 14/1)	Personnel Services (406,116.00)		
		Creation of Plantilla Position for Senior Administrative Assistant I (Communication Equipment Operator V) (SG 13/1)	Personnel Services (375,840.00)		
		Creation of Plantilla Position for (2) Administrative Officer II (Electrician General Foreman (SG 11/1)	Personnel Services (648,000.00)		

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
OTHER SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME	
		Creation of Plantilla Position for Administrative Assistant V(Communication Equipment Operator IV) (SG 11/1)	Personnel Services (324,000.00)			
		Creation of Plantilla Position for Heavy Equipment Operator III (SG 9/1)	Personnel Services (253,548.00)			
		Creation of Plantilla Position for Heavy Equipment Operator II (SG 6/1)	Personnel Services (210,636.00)			
		Creation of Plantilla Position for (2) Nursing Attendant I (SG 4/1)	Personnel Services (374,064.00)			
		Creation of Plantilla Position for Heavy Equipment Operator I (SG 4/1)	Personnel Services (187,032.00)			
		Creation of Plantilla Position for (5) Administrative Aide III(Driver I) (SG 3/1)	Personnel Services (176,136.00)			
		No plantilla positions for the full activation of traffic management office and other units	General Administrative Division		Plantilla items created and filled up	Competent personnel able to handle Respective position under the General Administrative Division
	Creation of Plantilla Position for Administrative Officer II (SG 15/1)		Personnel Services (439,428.00)			
	Creation of Plantilla Position for Administrative Officer I (Bookbinder IV) (SG 10/1)		Personnel Services (278,112.00)			
	Creation of Plantilla Position for (2) Administrative Assistant I (Bookbinder III) (SG 7/1)		Personnel Services (446,880.00)			
	Creation of Plantilla Position for Administrative Aide IV (Bookbinder II) (SG 4/1)		Personnel Services (187,032.00)			
	Creation of Plantilla Position for Administrative Aide III (Driver I)(SG 3/1)		Personnel Services (176,136.00)			
	Creation of Plantilla Position for Administrative Aide II (Messenger) (SG 2/1)		Personnel Services (165,828.00)			
	Creation of Plantilla Position for(2) Administrative Aide I (Utility Worker I) (SG 1/1)		Personnel Services (312,000.00)			
			No plantilla positions for the full activation of traffic management office and other units	Traffic Management Office		
Creation of Plantilla Position for Traffic Operations Officer V, (SG 24/1)	Personnel Services (1,080,936.00)					

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AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
OTHER SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
		Creation of Plantilla Position for Traffic Operations Officer IV, (SG 22/1)	Personnel Services (858,132.00)		
		Creation of Plantilla Position for Traffic Aide III,(SG 7/1)	Personnel Services (223,440.00)		
		Creation of Plantilla Position for Traffic Aide II,(SG 5/1)	Personnel Services (198,408.00)		
3. Efficient Processes	Absence of hazard monitoring and updating through GIS	To create a plantilla position for IT expert who shall serve as the focal person for ICS	Personnel Services (236,928.00)	Development of process on hazard monitoring using GIS	Establishment of productive all-hazard monitoring using GIS to be cascaded to barangays to serve as information dissemination
	Computer system to consolidate all government files and documents with easy access	Develop a system to consolidate and safekeep government files and documents to be accessed by key personnel		Access of key persons to a computer system serving as data banking of all government files and documents	A well established system to serve as a go to portal for all government files and documents to be accessed only by key persons for each offices of the LGU
4. Effective Leadership and Management Style	Absence of online website for MDRRMO	Creation of website design for MDRRMO's accomplishments, services offered, hotlines, etc.	1,000,000.00	Online website of MDRRMO reestablished and accessible	Developed a website of MDRRMO for public access and transparency
	Old Operations Center Building located at Brgy. Sta. Rita	Allocation of budget for the renovation and expansion of Operations Center	3,000,000.00	Operations Center has been expanded and renovated	Renovation of Operations Center and expansion
	Community Monitoring system with integrated information dissemination	Allocation of budget for the community monitoring system	15,000,000.00	Establishment of fully-equipped command center	Centralized CCTV monitoring system and Public Announcement system with Command Center
5. Adequate Resources	Lack of reporting mechanism from barangays to LGU in terms of damage assessment, needs analysis and affected population with evacuees	Establishment of a centralized radio communication system	1,000,000.00	Effective reporting mechanism can be developed through centralized radio communication system	A fail-proof radio communication system that will link all barangays focal persons to the MDRRM office of Pinamalayan to consolidate all reports before, during and after disaster
	Expansion of MOA/MOU on emergency response from nearby LGUs	Establishment of MOA/MOU to initiate a constant channel for communication and efficient coordination before, during and after inevitable disasters		Well-coordinated emergency response on a large scale disaster involving one or more municipalities	A MOA/MOU binding all municipalities to offer all resources available for emergency response in events in large scale disaster
6. Appropriate Technology, Tools and Facilities	Lack of feedback mechanism of the community towards the LGU	Establishment of Online Feedback Management System (OFMS) with trained working committee to handle grievances	1,000,000.00	Well established Online Feedback Management System (OFMS)	Integrated LGU Online Feedback Management System (OFMS) with working committee

ANNUAL AGENCY PERFORMANCE APPRAISAL
AAPA MATRIX 4: CAPACITY DEVELOPMENT MATRIX 2024
OTHER SERVICES SECTOR

ORGANIZATIONAL COMPETENCY	IDENTIFIED CAPACITY GAP	INTERVENTION	RESOURCE REQUIREMENTS	EXPECTED OUTPUT	DESIRED OUTCOME
7. Appropriate Culture	Standardized and equal recognition of all LGU employees	Recommendation to PRAISE committee on the establishment of Hall of Fame upon receipt of 3 awards on the same category		Recognition of Hall of Famers and be removed from the same category to give chance to other who have been performing the same	The equal and unbiased recognition of all deserving employees on the same award category
8. Effective Political/ Participatory Process	No existing IRR for Municipal traffic Code	Creation of Implementing Rules and regulation (IRR) for Traffic code	N / A	Implementing Rules and Regulation (IRR) for traffic code already created	Municipal Traffic code implemented
	No presence of certified and trained safety officers for each business establishment	Ordinance requiring all business establishments to have a trained safety officer	Income Generating	All business establishments have trained safety officers (trained by MDRRMO)	All business establishments have trained safety officers as required by an ordinance

Prepared and Submitted by:


ZAIDA D. MICIANO
Municipal Budget Officer
Other Services Sector Chairperson



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



MATRIX 3: ACTION PLAN (MARCH-DECEMBER 2023)

««« RACING TOWARDS A SUSTAINABLE FUTURE »»»



ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 3: ACTION PLAN



MARCH - DECEMBER 2023
GENERAL PUBLIC SERVICES SECTOR

Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
MUNICIPAL MAYOR'S OFFICE										
Development of Records management using an information system and data-driven management	Inadequate information system for managing incoming and outgoing official documents	Development of Information System for Records Management	Information System for Records Management developed	Mar	Dec	Manpower	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/HRMO/GSO/MAdO	
	Insufficient ICT equipment for Information System use	Procurement of additional ICT equipment	Additional ICT equipment procured	Mar	Dec	Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/MBO	
	Absence of an IT Technician who will handle the Information System	Hiring of IT Technician (COS)	IT Technician (COS) Hired	Mar	Dec	Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/HRMO/MBO	
Personality Development Training to employees	Employees Behavior towards works and client	Attendance of employees to Personality Development Training	Personality Development Training for employees attended	Mar	Dec	Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt	MO/HRMO/MBO	
	Lack of funds for training on Office Management	Inclusion in the AIP/CAPDEV/IDP					Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt		
Use appropriate filing system and separate filing cabinets	Lack of space and cabinet	inclusion in the AIP	cabinets procured	Jul	Dec	Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt	MO/BAC/MBO/	
Hiring of additional competent and committed personnel	Lack of funds to create office plantilla	inclusion in the AIP/CAPDEV	additional personnel hired	year round	year round		Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt	HRMO/MBO/MO/SB	
Manual of Operations and Ordinances	Absence of Unit in the formulation of Manual of Operations and Ordinances	Formulation of Manual of Operations and Ordinances	Manual of Operations and Ordinances formulated	Mar	Dec	Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter		
	Limited plantilla positions who will assist in the operation of Internal Audit Services Unit	Hiring of Additional Personnel in Internal Audit Services Unit	Additional Personnel hired	Mar	Dec	Manpower/Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/HRMO	
Information Dissemination to General Public	Limited personnel who will handle and facilitate Information dissemination to the General Public	Hiring of Additional Personnel through Contract of Service and Job Order	Additional Personnel hired	Mar	Dec	Manpower/Financial	Letter to LCE/Social Media Posting	Acknowledgement receipt/Media Posted	MO/HRMO	
Establishment of LEDIPO	Absence of office that will handle economic development and investment promotion	Creation of LEDIP Division	LEDIP Division created and plantilla position created and filled up	Mar	Dec	Manpower/Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/HRMO	LEDIP Office is already created and LEDIP Officer already designated through an Executive Order



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AAPA MATRIX 3: ACTION PLAN



MARCH - DECEMBER 2023
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Provision of funds for the operation off CSO Desk	Lack of funds for the procurement of needed supplies and equipment necessary for effective delivery of functions of CSO Desk	Allocation of funds for CSO Desk	Necessary funds allocated and functions of CSO Desk effectively delivered	Mar	Dec	Manpower/Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/CSO Desk Officer	
Establishment of ICT Division	Lack of ICT Division that will handle the existing system in the municipality	Creation of ICT Division and various plantilla positions	ICT Division created and plantilla position created and filled-up	Mar	Dec	Manpower/Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO/HRMO	
Formulation of IRR for Traffic Management Code	Absence of IRR for Traffic Management Code	Creation of Technical Working Group for the formulation of IRR for Traffic Management Code	Technical Working Group for the formulation of IRR for Traffic Management Code created	Mar	Dec	Manpower/Financial	Letter request to the LCE	Inclusion in the SIP and Acknowledgement Receipt of letter	MO	
BIDS AND AWARDS COMMITTEE OFFICE										
Creation of Procurement Services Division	No regular plantilla or item available for the division	Request for inclusion in the AIP	Procurement Services Division created under Executive Department	Mar	Dec	General Fund	Annual Investment Plan Approval	Procurement Services Division under MO created	BAC, SB and MO	
Consolidated Procurement Process	PPMP, APP and Work and Financial Plan conflict in amount and specification - Different specification of deliveries by some suppliers causing conflict with specification of items in Contract - Delay deliveries of supplier - Pricing of items , goods and materials to be procured due to variation of prices in the market Newly created offices are not familiar with the requirements & procurement process Prolonged procurement process due to Failure of Biddings, Revision of POW or PRs, cancellation or termination of contract and the like.	Reconciliation of submitted documents to MBO - Review of PRs by the TWG and GSO before procurement process and upon issuance of Purchase Order/Contract.-Mandatory attendance of End-User during Pre-procurement Conference. -Letter or reminder to contractor or supplier of their responsibility specified in the contract. -Quarterly monitoring of prices through pre-canvass by the BAC Secretariat and BAC TWG for regular goods, materials and medicines. -Provide Orientation/Training and Updating for expanded BAC Secretariat on the procurement process. -The BAC should inform immediately the End-User or Implementing Office of the problem arises during the procurement process.	Early procured Office supplies and Equipment - Deliveries of procured items were in accordance to specification in the PO/Contract. -End-user is fully aware of the procured item in accordance to its uses and purpose. - Contractor or supplier is obliged to perform the obligation specified in the contract. - End-Users can easily prepare updated prices of PRs and POW, thus avoidance of revision in its procurement stage. -Well organized and error free procurement process by each Offices and Departments. -Early decision will be rendered by the End-User.	Mar	Dec	General Fund	Consolidated PR's and bidding process	Notice to proceed Contract/PO	BAC and GSO	



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AAPA MATRIX 3: ACTION PLAN

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GENERAL PUBLIC SERVICES SECTOR



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Barangay development Program Consolidated Bidding		Review of Barangay Development Plan Consultation with Barangay concern. -- Consultation /dialogue with concern barangays during preparation of POW. - There should be a presentation of MEO during the review of annual development plan with MPDO - there should be a clarification on the requirements needed for specific projects and programs from the airt of procurement period up to payment in accordance with policies and issuance of COA, DBM, GPPB, PhilGeps , DILG and other relevant issuance of national agencies Standardize the number of copies required & proper safekeeping of documents	On time procurement and implementation of Barangay Development Projects.	Mar	Dec	20% Development Fund	Purchase Order/NTP	Purchase Order/NTP	BAC/MBO/GSO/MEO	
Provision of New Office for BAC	BAC Office is temporary in the 2nd Floor Manpower Building	Construction of New Building	New Building for Office Space Constructed	Mar	Dec	Trust Fund /General Fund	Project Monitoring Report	New Office Building Constructed	DPWH/MEO	
Additional Budget	Reproduction of bidding papers and supporting documents needed for processing of payment Fund for Trainings, Lakbay Aral, Benchmarking of BAC Semi-annual Performance Evaluation and Team Building	Allocation of Fund	Procurement of Photocopying Machine Excellent performance of BIDS AND AWARDS COMMITTEE.	Mar	Dec	General Fund	Annual Investment Plan Approval		BAC, SB and MO	
Compliance with Commission on Audit recommendations	Preparation of required documentation and supporting documents Lapses in procurement process and forms	Adherence to COA recommendations	Full compliance to recommendations	Mar	Dec	Manpower		Response to COA AOM	BAC	
GENERAL SERVICES DIVISION										
Construction of Office, Warehouse and Stock Room (GSO)	Crowded, uncomfortable work place that hinders efficient delivery of services to clientele; limited space to accomodate clients No proper storage area to account supplies and secure properties and records	Secure the availability of fund	Office, warehouse and stock room constructed	Apr	Apr	5,000,000.00	Letter request to the LCE for additional fund	Acknowledgement of request; Approved letter request form the LCE	MEO/BAC/GSO	



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Creation of GSO as Department	Lack of permanent personnel for adequate manpower to perform General Services Division functions and other delegated task	Creation of Plantilla Positions	GSO Department created and plantilla created	Mar	Dec	972,840.00	Letter request to the LCE for budget	CAPDEV Acknowledgement of request; Approved letter request form the LCE	HR/GSO	
Construction of Park Maintenance building	Lack of building or facility for maintenance men, storage and stock room for tools and equipment	To construct facility for maintenance personnel	Maintenance facility or building constructed	April	April	Budget Appropriation	Letter request to the LCE for budget appropriation; Letter request to MEO for POW; Project Brief	Acknowledgement of request from LCE and MEO	MEO/GSO	Request for fund allocation
Repair and Improvement of Municipal Park	Damaged and dilapidated park structures	To improve Municipal Park structures and facilities	All Municipal Park structures and facilities improved, repaired, and repainted	Mar	April	Budget Appropriation; Program of Work	Letter request to MEO for POW; Letter request to MO for additional budget appropriation	Acknowledgement of request from LCE and MEO	MEO/BAC/GSO	Request for fund allocation
	Insufficient Equipment and Tool to perform repair and maintenance services	To procure equipment and tools needed to perform repair and maintenance services	Maintenance tools and equipment procured (1 Gen. set, 1 unit Chainsaw, 1 unit telescopic ladder)	April	April	Budget Appropriation	Letter request to MO for additional budget appropriation			
Records and Archives Management System	Lack of personnel to handle archiving section	Creation of Record Officer	• Administrative Officer I (Records Officer I) (SG-10) created	Mar	Dec	Budget Appropriation	Letter request to the LCE	Acknowledgement receipt	HR/GSO	
	Lack of space to establish records and archives section	Establishment of Records and Archives section	Records and Archives Section established /constructed	Mar	Dec	Budget Appropriation	Letter request to the LCE	Acknowledgement receipt	GSO/EO	insufficient fund to start the project
	Unsafe documents and records, vulnerable to loss and damage	to purchase safety vault for safekeeping	1 unit Safety Vault purchased	Mar	Dec	Budget Appropriation	Letter request to the LCE	Acknowledgement receipt	GSO/BAC	insufficient fund to start the project
	Lack of skills to identify which record to be maintained, preserved and disposed	To attend seminars and trainings on Records Management	Seminars and Trainings on Records Management attended	Mar	Dec	Budget Appropriation	Attendance to training and Seminars	Attendance/ Documentation	GSO/HRDC	Initial implementation of Records Management System
Compliance with Commission on Audit recommendations	Preparation of required documentation and supporting documents; Unreconcile inventory records compare to Accounting records	Focus on the compliance of COA recommendations to gather more information for a reliable and complete details needed in inventory records	Full compliance to recommendations	Mar	Dec	Manpower	Letter request to the LCE; Attendance to trainings/seminars	Response to COA AOM	GSO	
Insurance and Registration of LGU vehicles	Risk of having accident and not able to claim insurance	To insure all LGU vehicles	All LGU Vehicles insured	April	Dec	Manpower and budget allocation	Letter request to LCE	Acknowledgement of request to LCE; Insurance Policy and LTO Registration	GSO	Request for additional personnel to assist in insurance and registration of LGU vehicles



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				Start	Finish					
ZONING DIVISION										
Inventory of Non- Conforming Land Uses and Issuance of Notice of Non-Conformance	Lack of personnel to conduct regular monitoring	<ul style="list-style-type: none"> • Identify of Non-Conforming Land Uses • Issue Notice of Non-Conformance 	Inventory of Non- Conforming Land Uses conducted and Notice of Non-Conformance issued	Mar	Dec	Manpower, ICT/Surveillance Equipment, office supplies and service vehicle	Preparation of documents	Attendance, Partial Leave Form, Locator Slip, Documentation and Post Activity Report	Zoning Division	
Capacity Development	Lack of personnel to conduct regular monitoring and other major functions	Request letter for the creation	Creation for the Plantilla Positions	Mar	Dec		Request letter for the creation of Plantilla Position	Request letter for the creation of Plantilla Position and CAPDEV	Zoning Division/Mayor's Office/HRMO	
			Zoning Officer II SG-15			395,484.00				
			Zoning Inspector II SG-8			213,240.00				
			Administrative Aide V/Process Server V SG 5			178,668.00				
			Administrative Aide IV/Bookbinder II, SG 4			213,240.00				
Purchase of Service Vehicle	Lack of Service Vehicle for remote locations	Inspection/Monitoring for locational clearance/certification and zoning business permit applications in remote locations	1 Service vehicle purchased	Mar	Dec	1,500,000.00	Request letter and inclusion in SIP	Delivery and receipt	Zoning Division/Mayor's Office/BAC/MBO	
SPECIAL CONCERNS OFFICE										
SPES(Special Program for Employment of Students-Counterpart fund)	No appropriation for PESO/DOLE related task and activities	Screening of Applicants	Summer Job for 50 deserving students provided; All wages provided	Jun	Jul	250,000.00	Coordination with DOLE	List of Beneficiaries Documentation	SCO/PESO/DOLE	
				Dec	Dec					
JOB FAIR	No appropriation for PESO/DOLE related task and activities	Coordination with concerned offices	1 day Jobs Fair participated by different employers conducted	Mar	Dec	100,000.00	Request letter	List of Participants	SCO/PESO/DOLE /TESDA	
TUPAD (Tulong Panghanapbuhay sa ating Disadvantaged/Displaced Workers)	Slow response from some barangays	Coordination with ABC and DOLE	Emergency employment for 20 workers from different barangay implemented	Mar	Dec	300,000.00	Coordination with DOLE, Completion Report	List of Workers/Pictures	SCO/PESO/DOLE	
Mobile Passporting Services	No appropriation for SCO/DFA related task and activities	Coordination with Authorities	Mobile passporting services for at least 1,000 applicants conducted	Mar	Dec	30,000.00	Coordination with DFA	List of Applicants	SCO/DFA	Subject to IATF Guidelines
Information Campaign on labor Market, DOLE Livelihood Programs, OWWA Program for OFWs, TESDA Program etc.	No appropriation for other programs and activities for PESO/DOLE and related tasks	Hosting of PMAOM/DOLE initiated events and activities	Orientation of Labor Market, DOLE Livelihood Programs, OWWA Programs for OFWs, TESDA Programs and other conducted.	Mar	Dec	100,000.00	Coordination with DOLE/Schools/ Clients	Pictures Documentation Attendance	SCO	Subject to IATF Guidelines



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OFFICE OF THE VICE MAYOR AND SANGGUNIANG BAYAN										
Local Legislations	Absence of ordinances in conformity to the national directives and Local Government Code and to complement with the Executive Agenda	Inventory	Ordinances/Resolutions inventory done	Mar	Dec	Manpower, Logistics and funding	Updating of tracking report monthly	Monthly Tracking Report	OVM/SB All concerned functionaries	
		Revision/Revisit	Ordinances/Resolutions							
		Conduct of Committee meetings, consultations and researches for the crafting of draft codes and Ordinance	Series of meetings and consultations attended and researches for the crafting of draft ordinance conducted							
		Conduct of Public Hearings	Public hearing and committee meeting conducted							
Procurement of necessary Office Equipment & Furniture	Lack of office equipment and furniture	Request for inclusion in the Supplemental Investment Program (SIP)	Office Equipment and Furniture procured	Mar	Nov	Funding	Updating of tracking report quarterly	PR, PO, Inspection	OVM	
		Request for funding allocation								
Establishment of Legislative Information and Management System (LIMS) and eLibrary Management System	Insufficient eGovernment Services	Request for inclusion in the Supplemental Investment Program (SIP)	Legislative Information and Management System (LIMS) and eLibrary Management System established and implemented	Mar	Dec	Manpower, Logistics and Funding	Monthly Tracking /Status Report	Communication letters and Photo documentations	OVM	
		Request for funding allocation								
		Provision of necessary Orientation/training for staff	necessary Orientation/training for staff conducted							
Attendance to Training/seminars/forums	Limited knowledge of staff in legal procedures and writing	Request for inclusion in the Supplemental Investment Program (SIP)	Training, seminars/forums attended and conducted.	Mar	Dec	Funding	Invitation Letter	Invitation Letter, Travel Order, Certificate of Appearance, Post activity Report	OVM	
		Request for funding allocation								
Office Assessment, Team building and Benchmarking	lack of innovation and system or processes in the office	Request for inclusion in the Supplemental Investment Program (SIP)	Office assessment and Team building activity conducted	May	Dec	Manpower, Logistics and Funding	Communication Letter	Communication letters, Travel Order, LAP, Photo documentations, Terminal Report	OVM	
	limited motivation and strategies of staff	Coordination with other LGUs for the conduct of said activity	Benchmarking/cross visit activity to other LGUs/NGAs conducted	May	Dec	Manpower, Logistics and Funding			OVM	
Construction of Legislative Building	Lack of sufficient office space for the official and employees and clientele	Request for inclusion in the Supplemental Investment Program (SIP)	Legislative Building Constructed	Mar	Dec	Manpower, Logistics and Funding	Approved Program of Work	Approved Program of Work and documentation	OVM, MEO	
		Request for additional funding allocation								



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				Start	Finish					
Library Services	Limited programs in promoting and supporting education and literacy to children and youth	Request for inclusion in the Supplemental Investment Program (SIP)	Literacy and Reading Program implemented	Mar	Dec	Manpower, Logistics and Funding	Monthly Report	Monthly Reports, Logbook, Photo documentation	OVM, BARANGAY	
		Request for funding allocation								
		Coordination with the target barangays								
		Procurement of all necessary supplies and materials	All necessary supplies and materials procured							
MUNICIPAL TREASURER'S OFFICE										
Maintenance of i-TAX, e-SRE, e-BPLS, ePayment via linkBiz.Portal	Lack of permanent personnel that will hold accountability of the most complex data base system of the Office	Personnel that will hold accountability of MTO complex data base system	plantilla positions created and filled up/ competent personnel hired	Mar	Dec		Inclusion in the Annual/supplemental investment plan	AIP/SIP/Appropriation Ordinance	MTO, MO, SB, HRMO	
	- 2 Administrative Assistant I (Computer Operator) SG 7	- 2 Administrative Assistant I (Computer Operator) 8 created and filled up/ competent personnel hired	- 2 Administrative Assistant I (Computer Operator) SG 7 created and filled up	Mar	Dec	619,664.00	Inclusion in the Annual/supplemental investment plan	AIP/SIP/Appropriation Ordinance	MTO, MO, SB, HRMO	
Creation of plantilla positions / Hiring of Competent employees	Lack of competent personnel that will enforce administrative remedies in collection of delinquent taxes.	plantilla positions created and filled up/ competent personnel hired	plantilla positions created and filled up/ competent personnel hired	Mar	Dec		Inclusion in the Annual/supplemental investment plan		MTO, MO, SB, HRMO	
	- Local Treasury Operations Officer III, SG 18	Local Treasury Operations Officer III, SG 18 created and filled up/ competent personnel hired	- Local Treasury Operations Officer III, SG 18 created and filled up	Mar	Dec	728,045.00	Inclusion in the Annual/supplemental investment plan	AIP/SIP/Appropriation Ordinance	MTO, MO, SB, HRMO	
	- Administrative Aide III (Driver I), SG 3	Administrative Aide III (Driver I), SG 3 created and filled up/ competent personnel hired	- Administrative Aide III (Driver I), SG 3 created and filled up	Mar	Dec	202,410.00	Inclusion in the Annual/supplemental investment plan	AIP/SIP/Appropriation Ordinance	MTO, MO, BUDGET, HRMO	
Revenue Mobilization Services	Inaccessible local finance operational services	Automation of transactions of the local treasury operation	Accessible local finance operational services	Mar	Dec		Inclusion in the Annual/supplemental investment plan	AIP/SIP	MTO	
Updating of Revenue Code and Market Code	Outdated Pinamalayan Revenue Code and Market Code	- Revisit Revenue Code of Pinamalayan - Attendance to "Local Fees and Charges (LFC) Toolkit on the Review, Setting and/or Adoption of Reasonable Local Fees and Charges" conducted by the BLGF	Preliminary activities conducted	Mar	Dec	350,000.00	meetings/Coordination with LFC and other income generating offices	Documentations, Minutes, Attendance	LGU	



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MUNICIPAL ASSESSOR'S OFFICE										
Land banking/Titling of Land Procured	Initial documents were destroyed by fire incident last February 9	Retrieval/reconstruction of documents	Land procured by LGU	Mar	Dec	Financial Allocation	MAC Meeting	On-site visitation and Survey;	Municipal Assessor's Office	Limited land available for procurement *with ongoing negotiation for a 10 hectare lot in Malaya and Maliancog
Appraisal and Assessment of Real Properties Units (RPU)	Possible decrease in RPT revenue since other industrial machineries ceased operation	Conduct of massive field work to appraise and assess new building and machineries	Gradual increased I RPT revenue collection	Mar	Dec	Financial Allocation	Fieldwork Accomplishment; Report and Assessment Reports	Fieldwork Accomplishment; Report and Assessment Reports	Municipal Assessor's Office	Total RPU Inventory - 25,540 Parcel of Land - 21, 073 Buildings - 4,330 Machineries - 137 Total Assessed Value - 1,584,860,300 Land - 890,645,400.00 Buildings - 85,579,710.00 Machineries - 379,110.00 Others - 379,110.00
Setting of Correct Municipal Boundaries	Unavailability of Barangays with Boundary dispute for join meeting or Unresolved agreement due to Barangay Interest	conducts of Barangay's joint meeting of boundary agreement	Settlement of 4 barangays boundary disputes	Mar	Dec	Financial Allocation	Barangays Resolution SB Resolution for Barangay agreement	Barangay Resolution SB Resolution for Barangay agreement	Municipal Assessor's Office	For creation of TWG from Assessor's Office of Pinamalayan and Gloria
Revision of Tax maps due to new Barangays boundaries	Existing tax maps were destroy by fire	Reproduction of tax maps and Barangays. Joint Meeting for boundary dispute	Complete tax maps and records of the Municipality	Mar	Dec	Financial Allocation	Copies of Tax maps Joint Resolution of Brgy. Boundary Disputes	Revised Tax Maps of the LGU	Municipal Assessor's Office	Revision: 8 Barangays for Tax Map
MUNICIPAL ACCOUNTING OFFICE										
Construction of 2-Storey MAccO Building	Insufficient space for clientele and personnel along with financial documents	Preparation and approval of Plan and Program of Works (POW) to start the Bidding Process	2-Storey MAccO Building constructed	Mar	Dec	Financial Allocation	Certificate of Acceptance Certificate of Turnover	Acknowledgement Receipt Documentation	MEO BAC MAccO	
Construction of Stockroom	Unsafe and unsecure financial documents. Devoting resources to rent expense	Preparation of Project Brief and Detailed Engineering Design (DED)	1 Stockroom constructed	Mar	Dec	Financial Technical	Certificate of Acceptance Certificate of Turnover	Acknowledgement Receipt Documentation	MBO MEO MAccO	



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Reconciliation of PPE and Inventory records of the Municipality	Inaccurate and unreliable records of accountability of PPE for each employees	Approval of One Time Cleansing of PPE	PPE and inventory records reconciled with GSO	Mar	Dec	Financial Manpower	Approved letter to LCE for One time cleansing. Reconciled PPE and Inventory Records of GSO and MAccO	Acknowledgement Receipt Documentation	MAccO GSO	
Installation of Financial Management Information System (FMIS)	Manual recording and onerous gathering of data for reporting	Preparation of Technical Compliance for approval by COA	Financial Management Information System (FMIS) installed	Mar	Dec	Financial Allocation	Approved Technical Compliance	Acknowledgement Receipt Documentation	MAccO	
Compliance with Commission on Audit recommendations	Observance of proper accounting recording and recognition of financial transactions. Preparation of required documentation and supporting documents	Focus on the compliance of COA recommendations especially those which requires minimal financial cost	Full compliance to recommendations under the Municipal Accounting Office	Mar	Dec	Manpower	Annual Audit Report (AAR) 2023 - uploaded in COA site before June 30, 2024	Acknowledgement Receipt Documentation	MAccO	
MUNICIPAL BUDGET OFFICE										
Creation of Plantilla Position/ Hiring of competent personnel	- Personal Services Cap Limitation/IRA Dependency -Lack of competent personnel to handle complex concern of the office	- Plantilla position created and filled up - Competent personnel hired	Plantilla position created and filled up - Competent personnel hired	Mar	Dec	Funds availability	Inclusion in the Annual/Supplemental Investment Plan	Acknowledgement Receipt	LGU	
Capacity Development	- Limited Technical knowledge on the review of Barangay and Sangguniang Kabataan Budgets - Employee motivation towards work efficiency	- Attendance to capacity development - Coaching and mentoring - Merit and reward	- Competent key personnel capacitated	Mar	Dec	Funds availability	Nomination form for issuance of Travel authority to attend necessary capacity development	Learning Application Plan	LGU/MBO	
Conformity to Plan-Budget Implementation	Untimely/non implementation of prioritized PPA's	Plan-Budget calendar Implementation observed	Prioritized PPA's implemented	Mar	Dec		APIP, Work and Financial Plan, Accountability Reports (LBAC 3)	Acknowledgement Receipt	LGU	There are still priority PPA's not implemented within the planned period
Improvement/Rehabilitation of MBO	Unpresentable workplace	MBO repainted/improved	MBO repainted/improved	Mar	Dec	Funds Availability	Inclusion in the Annual/Supplemental Investment Plan	Acknowledgement Receipt	LGU/MBO/MEO	deteriorated wall paintings of the office
Adherence to COA Audit Findings and Recommendations	COA Audit Observations Memorandum	Response and compliance to COA Audit Findings and Recommendations	Responded and complied to all COA Findings and Recommendations	Mar	Dec		Response Letter and Compliance Report	Acknowledgement Receipt	LGU/MBO	



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Creation of IP Representative in the Legislative	No representation from Indigenous People	Allocation of Fund for the creation of mandatory IP Representative	IP representative in Legislative created and funded	Mar	Dec	Funds Availability	Request letter for Fund allocation	Acknowledgement Receipt	SB/HR/MO/LFC	PS Limitation
Creation of GSO as Department	Organizational Structure of GSO being a division	Inclusion in CAPDEV and creation of GSO as department	GSO Department created and funded	Mar	Dec	Funds Availability	Request letter for Fund allocation	Acknowledgement Receipt	SB/HR/MO/LFC	PS Limitation
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE										
Project Monitoring Database	Infant-stage of result-based monitoring and evaluation system	Establishing a system ensuring accurate and updated data on Project Implementation	Established Project Monitoring Database	Mar	Dec	-High-End Computer -IT Personnel that will develop the system	Submission of Periodic Reports to the Local Chief Executive	Monthly and Quarterly Project Monitoring Reports	Sector Coordinators	
		Maintenance of Database		Jul	Dec	IT personnel that will maintain the system	Submission of Monthly Report	Monitoring and Maintenance Schedule/Report		
Barangay Development Planning	Late Submission of Barangay AIP	-Exert more efforts in coordinating with Barangay Development Councils -Frequent rendering of Technical Assistance to BDC	Prompt submission of BAIP	Mar	Dec	Manpower, Service Vehicle	Submission of Periodic Reports to the Local Chief Executive	Monthly Reports, Certificate of Appearance, Partial Leave Form	Barangay Focal Persons	
	Duplication of barangay projects implemented by other agencies	Proper coordination with the barangays	Projects implemented according to plan	Mar	Dec	Manpower	Submission of Quarterly Status of Projects Implementation	Quarterly Project Monitoring Reports		
Establishment of Communication Channel to All Stakeholders	Need for innovative strategies to energize conventional partnership and collaboration	Creation of group chats and community page using social media	Communication channel established	Mar	Dec	Manpower	Coordination to concerned stakeholders	Screenshots of group chat and community page	Sector Coordinators	
Upgrading of in-house records and management system	Uncategorized files and documents both in softcopy and hardcopy	Cataloguing of files and documents in the Records and Archive Room	Organized and well-secured archiving system	Mar	Dec	Manpower Office Supplies	Submission of eRecords Tracking	Office Document Catalogue	Administrative Officer IV, Administrative Assistant I, Administrative Aide II, Administrative Aide III (Job Order)	



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		Development of Records and Management Information System	Records and Management Information System developed	Mar	Dec	IT personnel that will develop and maintain the system	Submission of Monthly Report	Maintenance/Development Schedule/Report	Senior Administrative Assistant II, Administrative Assistant I, Draftsman I, Administrative Aide II	
Response to Audit Observation Memoranda (AOM) No.:2023-06; No.:2023-13; No.:2023-18; No.:2023-21; No.:2023-22; No.:2023-24	Deficiencies noted in the audit of accounts, operations or transactions and requiring comments, clarifications and justifications	Submit to the LCE comments, clarifications and/or justifications to the Audit Observation Memoranda received by the office	Clarificatory statement, justifications and commitments for 6 AOMs submitted to the concerned for guidance and appropriate action	Mar	Mar	N/A	Submission of communication to MO copy furnished the concerned offices	Acknowledgement receipt	Municipal Planning and Development Coordinator, Development Management Officer IV	
Compliance to the Recommendation (b.) in AOM No.: 2023-18 (Pinamalayan) dated Mar 2, 2023	Non-preparation of GAD Agenda	Participate to the GFPS' initiative in the formulation of the Municipality's GAD Agenda	GAD Agenda formulated	Mar	Dec	Manpower	Submission of Activity Documentation	Attendance	GAD Focal Person Social Development Sector Coordinators Project Development Officer I	
Compliance to the Recommendation (c.) in AOM No.: 2023-18 (Pinamalayan) dated Mar 2, 2023	Non-attendance of GAD Focal Point System (GFPS), Technical Working Group (TWG) and Monitoring and Evaluation Team (MET) members to all required GAD trainings	Attendance of MPDO GAD Focal Person to GAD required training to capacity and enhance the knowledge and build competencies on GAD related laws and GAD-related tools, among others	Enhanced capacity and competency of MPDO GAD Focal Person and Assisting personnel on the latest GAD related laws and tools	Mar	Dec	Training Expenses; Traveling Expenses	Submission of Nomination form to HRDC	Certificate of Attendance/Participation	GAD Focal Person Social Development Sector Coordinators Project Development Officer I	



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				Start	Finish					
Compliance to the Recommendation (d.) in AOM No.: 2023-18 (Pinamalayan) dated Mar 2, 2023	Absence of Implementing Rules and Regulations (IRR) for the Municipality's GAD Code	Participation of MPDO Staff in the formulation process	Implementing Rules and Regulations (IRR) for the Municipality's GAD Code formulated	March	Dec	Manpower	Submission of Activity Documentation	Attendance	GAD Focal Person Social Development Sector Coordinators Project Development Officer I	
Compliance to the Recommendation (a.) in AOM No.: 2023-21 (Pinamalayan) dated Mar 2, 2023	<ul style="list-style-type: none"> - Low implementation rate of 20% Development Fund - Lack of proper planning, coordination and monitoring in the implementation of the projects - Late Approval of Barangay Annual Budgets 	Inform the barangay functionaries of the status in the preparation and submission of the barangay development plans, investment programs and budgets, including the status of the implementation of the Barangay Development Programs during MDC Full Council Meetings	Informed barangay officials of their responsibilities being the beneficiaries of the municipal development projects	As scheduled	As scheduled	Manpower	Submission of Minutes of MDC Full Council Meeting	Minutes of MDC Full Council Meeting and Status of Barangay Submission	MPDC and Barangay Focal Persons	
		Conduct consultation and thorough review of barangay development plans and investment programs and budgets	Prompt submission of Barangay development plans and investment programs and budgets	As scheduled	As scheduled	Manpower	Inclusion in the Monthly Report	Attendance; Barangay Request Letter for Review	Barangay Focal Persons	
Compliance to the Recommendation (a.) in AOM No.: 2023-21 (Pinamalayan) dated Mar 2, 2023	<ul style="list-style-type: none"> - Low implementation rate of 20% Development Fund - Lack of proper planning, coordination and monitoring in the implementation of the projects - Late Approval of Barangay Annual Budgets 	Coordination with concerned functionaries who are responsible in the implementation of programs, projects and activities during regular monthly project monitoring activities and during Project Monitoring Committee's regular project monitoring activities	Accurate data on the status of project implementation	March	Dec	Manpower, Service Vehicle	Submission of Monthly Project Monitoring Report	Monthly Project Monitoring Report	Economic Development Sector; 20% Barangay Development Program Focal, PMC Focal	
		Constant coordination and consultation with assigned MLGOO and the President of the Liga ng mga Barangay	Full compliance of the barangay to their mandates particularly in development planning and budgeting	As scheduled	As scheduled	Manpower, Service Vehicle	Inclusion in the Monthly Report	Photo Documentation	Barangay Focal Persons	



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				Start	Finish					
MUNICIPAL CIVIL REGISTRY OFFICE										
Renovation / Relocation of Municipal Civil Registry Office with storage room Procurement of Furniture and Fixtures	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 Procurement of Furniture and Fixtures	Renovated / Relocated Municipal Civil Registry Office Procured Furniture and Fixtures for securement of civil registry records and other files	Mar	Dec	Funds availability	Inclusion in the SIP/AIP Request letter to the LCE	Acknowledgement receipt and other documentations	MCRO, MO, MEO	
Acquisition of Service Vehicle	Lack of Service Vehicle for mobile registration activity	Acquisition of Service Vehicle	Acquired Service Vehicle	Mar	Dec	Funds availability	Inclusion in the SIP/AIP Request letter to the LCE	Acknowledgement receipt and other documentations	MCRO	
Creation of new plantilla positions	Huge gap in the staffing pattern of the office	Creation of new plantilla positions	Plantilla position created and filled up	Mar	Dec	Funds availability	Inclusion in the SIP/AIP Request letter to the LCE	Acknowledgement receipt and other documentations	MCRO, HRMO, MO	
Creation of Electronic Records and Archiving System	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	Developed Electronic Records and Archiving System	Mar	Dec	-IT Personnel to develop the system -High-end specs of desktop computer	Screenshots of source code and created feature	Architectural structure of the system, database schema, flow chart, and project timeline	MCR	
MUNICIPAL ADMINISTRATOR'S OFFICE										
Updating of Organizational Structure and Staffing Pattern (OSSP)	Overlapping roles and functions of LGU personnel	Creation of Technical Working Group for the updating of OSSP	TWG created through Executive Order	Mar	Dec	Manpower	Executive Order	Acknowledgement receipt and other documentations	MO/MAdO	
		Hiring of consultants for the formulation of OSSP	3 consultants hired	Mar	Dec	Manpower	Contract of Service/SB Resolution	Acknowledgement receipt and other documentations		
Centralized Record Management System	Lack of centralized record management system for archiving, data encoding and custodianship of vital official documents and reports	Establishment of centralized record management system	Centralized record management system established	Mar	Dec	Financial	Coordination Slip to concerned offices	Acknowledgement receipt and other documentations	MO/MAdO/GSO	



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				Start	Finish					
Functionality of Local Special Bodies	Some of the Local Special Bodies are not functional	Monitoring of the functionality of Local Special Bodies	Functionality of all LSB monitored	Mar	Dec	Manpower			MAdO	
		Inclusion of Monitoring Report in Office Monthly Accomplishment Report	9 Monitoring Activity conducted	Mar	Dec	Manpower	Monitoring Report	Acknowledgement receipt and other documentations	MAdO	
Monitoring of 20% Development Fund Utilization as to physical and financial accomplishment	Low utilization rate of 20% Development Fund	Conduct meeting with Project Monitoring Committee, Local Finance Committee, Bids and Awards Committee Secretariat and Municipal Engineering Office as circumstances may warrant	All necessary meetings conducted	Mar	Dec	Manpower and Logistics	Minutes of the Meeting, Attendance Sheet and Documentation	Acknowledgement receipt and other documentations	MAdO PMC LFC BAC MEO	
Formulation of Manual of Operation	Absence of Manual of Operations	Creation of Internal Audit Services (IAS) Unit that will lead the formulation of Manual of Operations	Internal Audit Services Unit created, Manual of Operation formulated and adopted by the Sangguniang Bayan	Mar	Dec	Manpower and Logistics	Minutes of the Meeting, Attendance Sheet and Documentation	Acknowledgement receipt and other documentations	MAdO/HRMO/SB	
Reconstitution of Inventory Committee for effective and accurate property record inventory	Non-inclusion of Municipal Accounting Office as member of Inventory Committee	Reconstitution of Municipal Inventory Committee	Municipal Inventory Committee reconstituted	Mar	Jun	Manpower	Executive Order/Action Slip	Acknowledgement receipt and other documentations	MO/MAdO	
Enforcement of designated parking areas of vehicles	Absence of designated parking areas within the Municipal Compound	Issuance of memorandum order for strict enforcement of designated parking areas	1 Memorandum Order issued	Mar	Jun	Manpower	Memorandum Order/Action Slip	Acknowledgement receipt and other documentations	MO/MAdO	
HUMAN RESOURCE MANAGEMENT OFFICE										
Upgrading of the existing Compensation Package for non-regular personnel	Low compensation rate that leads to quick turn-over of non-regular personnel	Prepare a draft of revised Compensation Package for presentation to the LFC	Request Letter	Mar	Mar	none	Letter of request and follow-up	Received letter, coordination slips	HRMO and MO	The revision of Compensation Package for JO personnel of those involved in garbage collection and waste management was prioritized by virtue of Executive Order No. 42-2022, instead of the proposal for all JOs and COS
		Send a letter requesting to the LCE for a meeting with the LFC for the review of the existing Compensation Package	Request Letter	Mar	Mar	none	Letter of request and follow-up	Received letter, coordination slips	HRMO and LFC	
		Attend meeting with the LFC	Enhanced Compensation Package	May	May	none	Notice of meeting and follow-up calls	Invitation letter, minutes of meeting, attendance and photo documentation	HRMO and LFC	
		Prepare the final copy of the Compensation Package	Final Copy of the Compensation Package	May	May	none	Instruction Slip/Coordination Slip	Final Copy of the Compensation Package	HRMO	



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				Start	Finish					
		Submit to the MO the final copy for review and approval	LCE-Approved Compensation Package	May	May	none	Indorsement letter and coordinative follow-ups	Indorsement to MO	HRMO	
		Submit to the MO the letter request for inclusion in the SIP the amount to be allocated for the revised Compensation Package	SIP for Fund Allocation	Jun	Jul	none	Indorsement letter	Indorsement to MO	HRMO	
		LCE to indorse to SB the approved Compensation Package	Indorsed Compensation Package to SB	Aug	Aug	none	coordinative follow-ups	Indorsement to SB	MO	
		SB to issue authorization to LCE	SB-Authorized Compensation Package	Aug	Aug	none	coordinative follow-ups	SB Resolution authorizing the implementation of the enhanced Compensation Package for Job Order personnel	SB	
		LCE to issue Executive Order	Executive Order for the implementation of the enhanced Compensation Package for Job Order personnel	Sep	Sep	none	coordinative follow-ups	Approved and Disseminated EO	MO	
Provision of Supervisory training in the proper practice of Coaching and Mentoring	Coaching and Mentoring is not properly practiced	Prepare a letter to Mayor for the conduct of supervisory training in the proper practice of Coaching and Mentoring	Request Letter	1st week of May	1st week of May	none	coordinative follow-ups	Request letter received by MO	HRMO	
		Once approved, prepare a letter for the Civil Service Commission requesting for a Learning Service Provider (LSP)	Request Letter	2nd week of May	2nd week of May	none	coordinative follow-ups	Request letter received by CSC	HRMO	
		Coordinate with various functionaries for the schedule and venue	All necessary details coordinated	2nd week of May	3rd week of May	none	coordinative follow-ups	Coordination slips, action slips, phone call logs	HRMO	
		Prepare an Activity Design for the L&D Activity	Approved Activity Design	3rd week of May	3rd week of May	none	coordinative follow-ups	Indorsement received by Activity Design signatories	HRMO,MPDO, MBO, MACCO, MADDO, MO	
		Facilitate the signing of Memorandum of Agreement with CSC for provision of LSP	Signed MOA between MGOP and CSC	4th week of May	2nd week of June	none	coordinative follow-ups	Emails, SMS, phone call logs	HRMO, CSC	
		Conduct necessary procurement of materials and payment of fees for the conduct of L&D Activity	All necessary procurement documents prepared and processed	1st week of June	4th week of July	none	Procurement tracker and coordinative follow-ups	Procurement tracker and photocopy of documents	HRMO, BAC and other offices concerned in the procurement process	



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		Conduct the L&D Activity	L&D Activity conducted	4th week of July	4th week of July	150, 000.00	Memorandum for participants	Proof of receipt of memorandum, Attendance Sheet, Photo Documentations, Terminal Report	HRMO and Participants	
		Evaluate the affectivity of the L&D	L&D Activity evaluated	4th week of July	4th week of July	none	memorandum	Feedback Tool	HRMO and Participants	
Conduct of Competency level assessment and provision of necessary L&D interventions	Lack of data to gauge the actual learning needs of the workforce	Draft a survey form to determine the level of competency of employees in various fields	Draft of Survey Form	3rd week of March	1st week of May	none	coordinative follow-ups	Action Slip	HRMO	
		Request to the LCE for conduct of competency level assessment	Request Letter	2nd week of May	4th week of May	none	coordinative follow-ups	Request letter received by MO	HRMO and MO	
		Prepare a memorandum on the conduct of survey	Memorandum disseminated	1st week of June	1st week of June	none	memorandum	Indorsement to MO	HRMO	
		Conduct of survey to determine the level of competency	Survey conducted	2nd week of June	2nd week of July	none	Memorandum and coordinative follow-ups	Proof of receipt of memorandum, Assessment Sheets, Terminal Report	HRMO and MGOP offices	
Organizational Development	Lack of permanent personnel for adequate manpower	Filling-up of vacant positions	Vacant plantilla positions filled-up to handle required major service of the agency	Mar	Dec	Budget Appropriation	Accomplished PDF/ HRMPSB Proceedings	Appointment Documents	MBO/LCE/HRMO	91% of vacant positions filled-up on 2022
Implementation of HRD Programs	Insufficient fund allotment for HRD Programs	Allocation of at least 3% of the Annual Budget for HRD Programs; Transfer of HRD Programs from General Fund (GF) to Special Programs Allotment (SPA)	Sufficiently funded HRD programs	Mar	Dec	Budget Appropriation	Letter of request and follow-up	receiving copy	HRMO	
Filling-up of Vacant Position	Limited manpower to handle major divisions of the office	Request for filling-up of the vacant position (Administrative Officer IV/ SG-15)	Vacant position filled-up	May	May	none	coordinative follow-ups	received letter request	LCE	
Formulation of Agency Manual of Operations	Non-uniform policies and procedures	Request to LCE for the issuance of the Executive Order for the composition of the Technical Working Group	Executive Order	Mar	May	none	Letter of request and follow-up	Coordination slips,	HRMO/MO	
		Preparation of drafts/templates/forms	Templates and forms	Mar	May	computer, printer, office supplies	Instruction Slip	draft templates and forms	HRMO	



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		Meeting/Orientation of Technical Working Group, review proposed draft/template/form, and preparation of calendar of activities for the formulation of the manual	Calendar of activities for the Formulation of the Manual	May	May	Venue and sound system, office supplies, IT equipment, meals and snacks	Notice of meeting and follow-up calls	Invitation letter and its receiving copy, Attendance Sheets, Photo Documentation	HRMO/TWG	
		Meeting/Orientation of all department heads and chiefs-of-office about the formulation	Well-informed heads of office	1st week of June	1st week of June	none	Memorandum and coordinative follow-ups	Invitation letter and its receiving copy, Attendance Sheets, Photo Documentation	HRMO/TWG/Heads of Office	
		Issuance of memorandum to all offices for submission of forms	Disseminated forms and templates	1st week of June	1st week of June	none	Memorandum and coordinative follow-ups	Receiving copy	HRMO	
		Submission of accomplished forms	Accomplished forms	Jul	Jul	none	coordinative follow-ups	Submission tracker	All offices	
		Review of submitted documents to the Technical Working Group	TWG-reviewed documents	Aug	Oct	Venue and sound system, office supplies, IT equipment, meals and snacks	Notice of meeting and follow-up calls	attendance sheets, photo documentation and reviewed documents	TWG with concerned department heads	
		Consolidation/Final packaging of the manual	Packaged Agency Manual of Operations	1st week of Nov	2nd week of Nov	Office supplies and IT equipment	Instruction Slip/Coordination Slip	Packaged Agency Manual of Operations	HRMO	
		Submission to the LCE for approval	LCE-approved document	2nd week of Nov	2nd week of Nov	none	indorsement and coordinative follow ups	Indorsement to MO	HRMO	
		Indorsement to SB for review and adoption	SB-reviewed and approved document	3rd week of Nov	3rd week of Nov	none	indorsement and coordinative follow ups	Indorsement to SB	MO	
		Formulation of Legislative Measure	Legislative Measure	4th week of Nov	4th week of Nov	none	tracking report	draft ordinance, documentations, research documents	SB and all concerned functionaries	
		Indorsement to SP for review and approval	SP-approved document	Dec	Dec	none	indorsement and coordinative follow ups	Indorsement to SP	SB	
		Submission to the Civil Service Commission	CSC-received document	After approval of SP	After approval of SP	none	N/A	indorsement to CSC	HRMO	
No. 12 1992 Model Proposed Organizational Structure	Need for enhancement of the existing organizational structure	Preparation of enhanced organizational structure	Enhanced Organizational Structure	March	March	none	instruction slip	Draft of organizational structure	HRMO	



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		Submission to the LCE of the enhanced organizational structure	LCE-received document	Mar	Mar	none	N/A	LCE-received document	HRMO/LCE	
		Presentation of the Enhanced Organizational Structure on plenary	Enhanced Organizational Structure presented and approved	May	May	none	N/A	Approved document	HRMO	
BUSINESS PERMITS AND LICENSES OFFICE										
Implementation of Section 11 (f) and Section 12 (h) of RA 11032 or Ease of Doing Business	Absence of Barangay Ordinance/ Resolution authorizing local government unit to integrate barangay business clearance and MOA with BFP to BPLS and the collection and remittance of fees and charges.	Passage of barangay ordinance or resolution of each respective barangay and MOA with BFP	Approved barangay ordinance/resolution giving authority to integrate issuance collection and remittance. MOA with BFP	Jun	Dec	Barangay resolution/ordinance and SB resolution.	Communication letter and Meeting	Minutes of Meetings, Photo Documentation of Meetings.	LIGA ng Barangay (ABC), DILG and SB	Continuous follow-up (thru verbal) with ABC President and DILG Furnished the ABC and DILG sample ordinance from the Municipality of Naic, Cavite regarding the integration of Bogoy. Business Clearance
Full implementation of RA11032 or Ease of Doing Business and Efficient Government Service Delivery	None compliance to RA11032 resulted to inconvenience to client	Convene all Departments/Offices involve in the business permit process Setting-up of LAN cable/connection from their respective offices going to Business One-Stop Shop (BOSS) office	iBPLS application and eBOSS services are fully utilized Paperless transactions are achieved 3 easy steps are observe in the BOSS			LAN cable Technical/knowledgeable IT personnel from each Offices involve			BPLO, MTO MHO, MAssO BFP, ZO MEO	Need strong commitment of offices involve
Cities and Municipalities Competitiveness Index (CMCI)	Low ranks in CMCI results or rankings		Increased CMCI ranking	Mar	Jun	All department involved, validation activity, fund allocation (Php 10,000.00)	Communication letter and Meeting/validation	Minutes of Meetings, Photo Documentation of Meetings.	PLD	Data's re validated by the RCC Focal. Beyond the control of our LGU The data are subject to pre-validation before submission
Revision of Revenue Code	Outdated Pinamalayan Revenue Code	Conduct meeting for revenue code updating.	Updated Revenue Code	Oct	Dec	All income generating offices and fund allocation. Hearing and Publication	Communication letter and Meeting	Minutes of Meetings, Photo Documentation of Meetings and Revenue Code.	SB and MTO	c/o SB and MTO



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				Start	Finish					
Adherence to COA Audit Findings and Recommendations	COA Audit Observations Memorandum	Response and compliance to COA Audit Findings and Recommendations	Responded and complied to all COA Findings and Recommendations	March	Dec		Response Letter and Compliance Report	Acknowledgement Receipt		
Filling-up of Vacant Position	Limited manpower to handle major divisions of the office	Request for filling-up of the vacant position (Administrative Officer V/ SG-18)	Vacant position filled-up	May	May	none	coordinative follow-ups	received letter request	LCE	
Tech4Ed - ICT Program										
eLiteracy	Digital gap between individuals and community; Economic inequality due to lack of access to digital technologies	To improve people's digital skills and overcome the digital divide between the reached and unreached sectors	Increased digital skills among the target audience; Increased participation in online communities and increased engagement with digital technologies. Target audience also increased their personal and	March	Dec	Manpower	Letter of eLiteracy schedule to be submitted to Barangay Chairpersons	Approved Barangay eLiteracy Activity Design	MO/ TEech4ED Pinamalayan	Pre-Test and Post-Test will be given to the participants of eLiteracy
Barangay Website	Existing Barangay Website doesn't meet the required GWT (Government Web Template) for wordpress	To update the existing barangay template using GWT and update the necessary information for each Barangay	GWT implemented to each barangay website	May	Dec	AIP	Notice of Coordination to each Barangay	Approved and certified documents to be uploaded in Barangay Website	MO/ Tech4ED Pinamalayan	
MUNICIPAL LOCAL GOVERNMENT OPERATIONS OFFICE										
General Administration & Support Services		Procurement and technical assistance render	100% of General administrations and support services effectively and efficiently rendered including purchased of IT equipment	Marc	Dec	200,000.00				
Establishment of Barangay Incentives and Awards System	Limited participation of barangays to SGLGB. No established Barangay Incentives and awards system that assess governance performance of the barangays and will motivate them to perform at par or the least on time compliance of their mandated functions and responsibilities in the delivery of services	Formulation of Ordinance institutionalizing Barangay Incentives and Awards adopting concept of Barangay SGLG. Creation of Technical Working Group to work on the criteria/indicators and assessment process Provision of allocation for the institutionalization of Barangay Incentives and Awards e.g mobilization of team, awards and incentives.	Ordinance Institutionalizing Barangay Incentives and Awards TWG and Assessment Team created thru EO Assessment Criteria/Indicators developed Assessment Conducted	Marc	Dec	P75,000 mobilization Project-Based Incentives Plaque of Recognitions for top 3 barangays	Letter request to the LCE	Inclusion in the AIP 2024 or SIP 2023 Acknowledgement receipt of letter request	DILG MO /LFC/ SB /Liga	
Search for HAPAG Champion		Recognizing best effort of Barangays in establishing Community Garden Based on Criteria to be formulated by Search Team	Creation of Search Team and Provision of Incentives	Marc	Jul	100,000.00	Letter request to the LCE	Inclusion in the AIP 2024 or SIP 2023 Acknowledgement receipt of letter request	DILG/MAGo / MAoO	



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AAPA MATRIX 3: ACTION PLAN

MARCH - DECEMBER 2023

GENERAL PUBLIC SERVICES SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
Maintenance of Peace and Order Public Security and Safety										
General Administration & Support Services	Availability of TWG	Conduct of Workshop in the preparation of POPS Plan	100% of General administrations and support services effectively	Marc	Dec	20,000.00				
		Distribution of Notice of meetings and preparation for meeting	Quarterly meetings of MPOC/MADAC	Marc	Dec	55,000.00				
Barangay Based Institutions enhancement Training (BPOC, BCPC, VAWC, BDC)	None	Pre-Training Activities	All necessary training expenses. Supplies and materials acquired. Training design and Post Activity Report prepared	Marc	Dec	160,000.00	Letter request to the LCE for additional fund			
Year End Assessment and evaluation of Barangay compliance and Barangay Institutions Functionality Assessment	None	Pre-Training Activities	All necessary training expenses. Supplies and materials acquired. Training design and Post Activity Report prepared	Marc	Dec	115,000.00	Letter request to the LCE for additional fund	Documentation/ Attendance		
Municipal Anti-Drug Abuse										
General Administration & Support Services	Waiting for scheduled SICAP BADAC implementation by PO	Preparation of Activity Design and pre-training documents preparations	BADAC Training	Marc	Dec	80,000.00	Letter request to the LCE for additional fund		MLGOO	
Community-Based Drug Rehabilitation Implementation	Low turn-out of screened PWUDs to be enrolled in the CBDRP program, availability/ schedule of providers	Screening of PWUDs, 3rd sched and start conduct of CBDRP sessions, meeting of CBDRP Providers	CBDRP implementation rendered	Marc	Dec	170,000.00	Letter request to the LCE for additional fund		MADAC Focal Person	
KATARUNGANG PAMBARANGAY										
General Administration & Support Services	Limited participation of Barangays in the LTIA	Orientation to Barangay Secretaries for the LTIA preparation of MOVs	Technical assistance to barangays re: Settlement procedures rendered/ assistance in the preparation of documentary requirements to LTIA	Marc	Dec	30,000.00	Letter request to the LCE for additional fund	Inclusion in the AIP 2024 or SIP 2023 Acknowledgement receipt of letter request		
Provision of Lupong Tagapamayapa and Incentives Awards	Limited funding allocations	Assessment of Barangays	incentive and awards for barangays established	Marc	Dec	7,000.00	Letter request to the LCE	Inclusion in the AIP 2024 or SIP 2023 Acknowledgement receipt of letter request		



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Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
MUNICIPAL POLICE STATION										
Serving of Search Warrant (HVI/SLI)	Financial Problem during and after Drug Operation	Additional Budget to launched intensified anti-illegal drugs campaign	10 search warrant served	Mar	Dec	Budget allocation		Number of Search Warrant/Buy bust (HVI) arrested	PNP/LGU	
Conduct Buy-Bust Operations(HVI/SLI)			16 Buy bust Operation conducted	Mar	Dec	Budget allocation			PNP/LGU	
Conduct of recovery and wellness activities of Drug Surrenders	Budget for recovery and wellness activities of Drug Surrenders	Recovery and Re-Integration of drug surrenders	50% of Drug Surrenders	Mar	Dec	Budget allocation	100% of drug surrenders were re integrated	Report to the LCE and to the concerned offices	PNP, MADAC, PDEA , DILG	
Apprehension of Most Wanted Persons (MWP)	Financial Problem on the arrest of Most wanted and other Wanted Person	Additional budget for arrest of Most wanted and other wanted persons inside and outside the municipality	To serve 10 pending warrant of arrest (MWP)	Mar	Dec	Budget allocation	Number of Most Wanted persons arrested	Report to the LCE and to the concerned offices	PNP/LGU	
Apprehension of Other Wanted Persons (OWP)			To serve 15 pending warrant of arrest (OWP)	Mar	Dec	Budget allocation	Number of Other Wanted persons arrested	Report to the LCE and to the concerned offices	PNP/LGU	
Printing and distribution of IEC Materials for GAD awareness/ Post on social media re penalty on Rape cases	Increase of Rape Incident	Distribution of Flyers, Seminars and Dialogues	1,000 IEC Materials, Flyers distributed and Posting on social Media	Mar	Dec	Budget allocation	Decrease of Rape Cases	Report to the LCE and to the concerned offices	PNP	
Training/ Seminars of traffic Education	Traffic incidents	Establishment Traffic Engineering and Traffic Education	10 Seminars/ Trainings	Mar	Dec	Budget allocation	Decrease of traffic incidents	Report to the LCE and to the concerned offices	PNP/LGU/LTO	
Installation of Traffic Signage's			20 traffic signage's	Mar	Dec	Budget allocation			PNP/LGU/LTO	
Five (5) Standby Points of beat patrols within Poblacion	Prevalent Crimes	Increase number of Police Visibility / Presence, Number of Patrollers deployed, Number of Beat and mobile Patrolling	Decrease Crimes against property and persons	Mar	Dec	Budget allocation	Decrease Crimes against property and persons	Report to the LCE and to the concerned office	PNP	
Three (3) Sectors of Mobile Patrolling within the Municipality				Mar	Dec	Budget allocation				
one (1) Established Border Control Points (BCP)				Mar	Dec	Budget allocation				
Three (3) Checkpoints daily in different areas of Pinamalayan				Mar	Dec	Budget allocation				
Activation of Barangay Intelligence Network (BIN)	Confidential fund	To avail of Confidential fund	One (1) Identified and arrested CTs /CTG's, NPA and Organized crime groups	Mar	Dec	Budget allocation	Increase of monitoring and surveillance of CTs /CTG's, NPA and Organized crime groups in the municipality	Report to the LCE and to the concerned office	PNP	
Intelligence Monitoring in Far Flung Areas				Mar	Dec	Budget allocation				
Confidential Agent build up				Mar	Dec	Budget allocation				



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AAPA MATRIX 3: ACTION PLAN



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GENERAL PUBLIC SERVICES SECTOR

Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
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MUNICIPAL FIRE STATION										
Fuel, Oil & Lubricants Expenses	Delayed Voucher due to many signatories starting from Purchase	Early preparation of liquidation report of fuel after refilling of fuel fire trucks	On- time Monthly Fire Trucks Fuel Refilling	Mar	Dec	LGU Procurement Process	Received Logbook	Submit attached documents	BFP/LGU	Monthly Liquidating of fuel expenses will be submitted.
Repair & Maintenance - ICT Equipment's	Long Process of Procurement	Early preparation of required documents	9 office equipment maintained	Mar	Jun	LGU Procurement Process	Submit documents in different concern offices for signature.	Submit Complete Documents	BFP/LGU	Accomplished and maintained all ICT Office Equipment's
Repair & Maintenance - Motor Vehicle (Multicab)	Unserviceable Municipal Multicab	On going maintenance at Michael Chavez Calibration Center at Brgy Marfrancisco	Municipal Multicab properly maintained.	Mar	Jul	LGU Procurement Process	Submit documents in different concern offices for signature.	Prepared and submit required complete documents	BFP/LGU	Accomplished and maintained on given time.
PROPERTY PLANT AND EQUIPMENT										
1 Unit Laptop Computer	On-going process of documents.	Submit and monitored the required documents at concern offices	Procured 1 unit of Laptop	Mar	Jun	LGU Fund/Procurement Process	Monitoring of submitted documents at concern offices	Submit Documents and other attachments	BFP/LGU	Purchase Order on going process
Pre-fire Planning Programs										
Installation of Fire Hydrants with Overhead Tank/Pump Booster at Fire Station	Waiting for approval of fund thru Supplemental Budget	Follow-up request to Municipal Mayor	To be included in Supplemental Budget for funding	Mar	Dec	LGU Fund	Monitoring of Approved Budget .	Submitted Project Brief four the said Programs	BFP/LGU	For Approval of Fund

Prepared and Submitted by:

DANIEL Q. FRUELDA
OIC - Administrator
General Public Services Sector Chairperson



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SOCIAL DEVELOPMENT SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
MUNICIPAL HEALTH OFFICE										
Rehabilitation/Construction of Municipal Health Office Extension Building	Lack of facility for development and accreditation	Rehabilitation/Construction of extension building	Municipal Health Office extension building rehabilitated/constructed	Apr	Dec	Budget allocation	Submission of Monthly Project Monitoring Report	RPMES Form	MHO/DOH	
Primary Care Facility Accreditation	Unlicensed or unaccredited primary health care facility	Application for the accreditation of Municipal Health Office as Primary Care Facility base on the set of guidelines given by the health department	Municipal Health Office as Accredited Primary Care Facility	Apr	Dec	Budget allocation for procurement of supplies, attendance to trainings needed for accreditation process	Inclusion in the AIP/SIP/AO	AIP/SIP/AO	MHO	
Establishment of Local Epidemiology Surveillance Unit	No established Local Epidemiology Surveillance Unit	Creation and hiring of Health Education and Promotion Officer as Surveillance Officer and atleast Administrative Aide VI (Data Encoder I)	Local Epidemiology Surveillance Unit established	Jun	Dec	Budget allocation	Inclusion in the AIP/SIP/AO	AIP/SIP/AO	MHO	Request for plantilla position
Disaster Risk Reduction and Management in Health (DRRM-H)	Non-institutionalized Disaster Risk Reduction and Management in Health (DRRM-H)	Attendance to trainings, seminar and completion of other requirements needed in the institutionalization of Disaster Risk Reduction and Management in Health (DRRM-H)	Institutionalized Disaster Risk Reduction and Management in Health (DRRM-H)	Jun	Dec	Budget allocation	Inclusion in the AIP/SIP/AO	AIP/SIP/AO	MHO	
Response to Audit Observation Memoranda (AOM) No.:2023-16	Deficiencies noted in the liquidation of the COVID-19 Benefit grant and ensure the veracity of documents before payments are made	Submit to the LCE comments, clarifications and/or justifications to the Audit Observation Memoranda received by the office	Clarificatory statement, justifications and commitments submitted to the concerned for guidance and appropriate action	Mar	Mar	N/A	Submission of communication to MO copy furnished the concerned offices	Acknowledgement receipt	Rural Health Physician	
Annual Physical Health Examination Program for MGOP Employees	Absence of Annual Physical Health Examination Program for MGOP Employees	Submit proposal to LCE for inclusion in Supplemental Investment Plan	Annual Physical Health Examination conducted to all MGOP employees	Oct	Dec	Budget allocation; SIP; Training Design	Inclusion in the SIP	SIP	MHO	
Regular dental checkup of all school children	Limited coverage of dental program for school children due to prioritization of daycare learners and limited dental team personnel	Create schedule of dental program covering all elementary schools of Pinamalayan	All school children underwent dental checkup	July	Dec	Budget allocation	Prepared schedule	Post activity report; Photo documentation	MHO	
Creation of plantilla position for Sanitary Inspector/ Engineer	Absence of Sanitation Inspector who will oversee sanitation programs	Inclusion of plantilla creation in SIP/AIP	Sanitary Inspector/ Engineer hired	July	Dec	Budget allocation	Request letter for creation of plantilla position	Received copy of letter	MHO, MO	



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SOCIAL DEVELOPMENT SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
Blood Letting Activity	Limited number of blood donors in all barangays	Coordination with barangay leaders and other agencies for blood donation campaign	Increased number of blood bags collected	April	Dec	Budget allocation	Communication letter to barangay and other agencies	Post activity report; Photo documentation	MHO, Oriental Mindoro Blood Council	
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE										
Operation and Management of Drop-In Center	Existing Drop-In Center does not pass DSWD standards in terms of building	Rehabilitation of Drop-In Center	Drop-In Center Building passed the DSWD Accreditation	Jan	Dec	Fund for rehabilitation	Request fund allotment through SIP	SIP submitted including the rehabilitation of the building	MSWDO/MEO	Undergone pre-assessment and had a consultation dialogue with DSWD for its full accreditation and operation.
	Lack of staff for the operation of Drop-In Center	Hire two job order whose task is to focus on Drop-In Center	Two job order personnel hired	Jan	Dec	Budget Allocation	Request letter for hiring of JO	Received copy of the letter	MSWDO/MBO/MO	Hiring process is on-going for its full-accreditation.
	Lack of trainings on residential facility operation	Attendance to capacity buildings and related trainings on the operation of residential facility	Capacity buildings and related trainings on the operation of residential facility attended	Jan	Dec	Budget Allocation	Registration on trainings	Certificates of Trainings attended	MSWDO Staff	Social Welfare Officers attending to trainings relevant to management of the facility's operation.
Accessibility Law for PWD	Lack of compliance with Accessibility Law for PWD	Establishment of the following: -ramps with handrails at the entrance/exit and nonskid flooring, special lift/elevator, as applicable - wheelchair accessible toilets with grab bars and nonskid flooring - signages	Compliant access	Jan	Dec	Budget Allocation	Request letter to MO thru: MEO	Received copy of the letter	MSWDO/MEO	Not all establishments within the municipal compound have handrails and ramps for PWDs.
GAD Code	Outdated GAD Code	Update GAD Code	GAD Code Updated	Jan	Jun	Budget Allocation	Follow-up letter	Request letter addressed to SB	MSWDO/OVM/SB	Gad Code still outdated
Response to Audit Observation Memoranda (AOM) No.:2023-12; No.:2023-18	Deficiencies noted in the audit of accounts, operations or transactions and requiring comments, clarifications and justifications	Submit to the LCE comments, clarifications and/or justifications to the Audit Observation Memoranda received by the office	Clarificatory statement, justifications and commitments for 2 AOMs submitted to the concerned for guidance and appropriate action	Mar	Mar	N/A	Submission of communication to MO copy furnished the concerned offices	Acknowledgement receipt	Municipal Social Welfare and Development Officer Social Welfare Officer III	



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SOCIAL DEVELOPMENT SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
Compliance to the Recommendation (a.) in AOM No.: 2023-18 (Pinamalayan) dated March 2, 2023	Non-preparation and submission to COA of GAD Accomplishment Report	- Consolidation of Office GAD Accomplishment Report - Submission of Agency GAD Accomplishment Report to COA	Agency GAD Accomplishment Report submitted to COA	Mar	Mar	Office Supplies	Submission of communication to COA	Acknowledgement receipt	Social Welfare Officer III	
Compliance to the Recommendation (b.) in AOM No.: 2023-18 (Pinamalayan) dated March 2, 2023	Non-preparation of GAD Agenda	Formulation of GAD Agenda	GAD Agenda Formulated	Apr	Apr	Training Expenses; Office Supplies; Other MOOE	Submission of Terminal Report to MO	Terminal Report	Social Welfare Officer III	
Compliance to the Recommendation (c.) in AOM No.: 2023-18 (Pinamalayan) dated March 2, 2023	Non-attendance of GAD Focal Point System (GFPS), Technical Working Group (TWG) and Monitoring and Evaluation Team (MET) members to all required GAD trainings	Attendance of MSWDO Staff to GAD required training to capacitate and enhance the knowledge and build competencies on GAD related laws and GAD-related tools, among others	Enhanced capacity and competency of MPDO GAD Focal Person and Assisting personnel on the latest GAD related laws and tools	April	Dec	Training Expenses; Traveling Expenses	Submission of Nomination form to HRDC	Certificate of Attendance/Participation	MSWDO Staff	
Compliance to the Recommendation (d.) in AOM No.: 2023-18 (Pinamalayan) dated March 2, 2023	Absence of Implementing Rules and Regulations (IRR) for the Municipality's GAD Code	Endorsed to SB the formulation of Municipal GAD Code's IRR	Municipality's GAD CODE IRR formulated and implemented	Apr	Dec	Training Expenses; Office Supplies; Other MOOE	Follow-up letter	Request letter addressed to SB	MSWDO/SB	Still no preparation of Implementing Rules and Regulations for the Municipality's GAD Code.
Compliance to the Recommendation (d.) in AOM No.: 2023-12 (Pinamalayan) dated February 24, 2023	Failure to provide the Audit Team with the requested documents listed in DILG Memorandum Circular No. 2012-120 dated July 04, 2012 and No. 2021-0392 dated April 07, 2021	Provision of requested documents to Audit Team	Requested documents of Audit Team provided	Mar	Apr	Office Supplies	Submission of communication to COA	Acknowledgement receipt	Social Welfare Officer III Social Welfare Officer II	
Preparation of Supplemental GAD Plan and Budget 2023	Most PPAs for the GPB 2023 are not funded which will result to low utilization rate	Identification of GAD-Related PPAs funded under Annual Budget 2023 and Supplemental Budgets 2023 to be included in the Supplemental GAD Plan and Budget	Supplemental GAD Plan and Budget 2023 prepared and submitted	April	June	Office Supplies	Indorsement to DILG of Supplemental GPB 2023	Received copy of the submitted Supplemental GPB 2023	MSWDO	
Landbanking for Social Welfare Compound	Allocated fund for the social welfare compound not enough	Request to the LCE to allocate additional fund of 5M-10M	Funding secured for the purchase of lot	April	Dec	Funding Allocation	Request Letter to LCE	Acknowledgment Receipt; Approved Work and Financial	MSWDO/MO	
Functionality of LCAT-VAWC	Not functional LCAT-VAWC	Convvene of meetings	LCAT-VAWC functional	April	Dec	Office Supplies	Notice of Meetings	Minutes and Attendance of the Meetings	MSWDO	



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SOCIAL DEVELOPMENT SECTOR



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				Start	Finish					
Preparation of Social Protection Development Handbook and Report	Absence of Social Protection Development Handbook	Drafting of the SPDR Handbook and Report	SPDR formulated SPDR prepared and submitted to PWSDO and DSWD	April	Dec	Office Supplies Travelling Expenses	Communication Letters	Drafted SPDR	MSWDO, MPDO, MO	
Implementation of Comprehensive Juvenile Intervention Program	Lack of implementation of the comprehensive juvenile intervention program in 37 barangays	Monitoring of the programs in the barangay level; Provision of technical assistance	Program implemented and monitored	April	Dec	Office Supplies Travelling Expenses	Coordination letters with the barangay	Communication letters Monitoring report	MSWDO	
Seal of Child Friendly Local Governance Audit Report	Low budget allocation for children sector. It should consist of 10% of the LGU fund	Request to LCE to allocate more fund for the benefit of the children	10% fund allocation for children	April	Dec	Fund allocation	Communication Letter	Child Friendly Local Governance Audit Report	MSWDO, MBO, MO	
Hiring of LGU Link	No employee deployed at 4Ps	Hiring of employee (job order)	1 Job order hired and deployed as LGU Link at 4Ps	April	Dec	Fund allocation	Request Letter	LGU Link deployed	MSWDO, MBO, MO	
Activation of Municipal Housing Board	No regular meetings conducted for the Municipal Housing Board. Issues regarding the housing not fully given comprehensive action plan	Convene of regular meetings	Regular meetings conducted	April	Dec		Notice of Meetings	Attendance and Minutes of Meetings	MSWDO/MHB	
Core Shelter Assistance Program	No permanent safe place for indigent families including indigenous people	Request to LCE to allocate fund for the Construction of Core Shelter Assistance; Identification of eligible beneficiaries	Funding secured and eligible beneficiaries identified	April	Dec	Fund allocation	Request Letter to LCE	Approved WFP	MSWDO/MO	
Community-Based Drug Rehabilitation Program (CBDRP)	Low number of Person who uses drugs (PWUDs) who avail CBDRP	Schedule screening of PWUDs	434 PWUDs identified underwent screening	April	Dec	Other Supplies and Materials	Follow-up letter to the concerned office	Approved WFP	MSWDO/MO	
		Conduct sessions to the screened PWUDs	PWUDs attended session on CBDRP and graduated the program	April	Dec	Other Supplies and Materials	Communication Letters	Attendance	MSWDO, MHO, PNP, Brgy. Officials,	
LOCAL YOUTH DEVELOPMENT OFFICE										
Review and approve SK Comprehensive Barangay Youth Development Program (CBYDP) AND Annual Barangay Youth Investment Program (ABYIP)	Limited knowledge in the preparation of SK CBYDP and ABYIP as to the new guidelines from National Youth Commission	conduct direct coordination to the concerned SK Chairman and provide proper assistance on the preparation and review of SK CBYDP and ABYIP	Proper coordination conducted	Mar	Dec	Manpower	Notice of coordination	Approved CBYDP and ABYIP	LYDC	
		Submission of 37 CBYDP and ABYIP to MBO for review and approval	37 SK AIP and Budget submitted and approved	Mar	Dec	Manpower	Notice of coordination	Approved CBYDP and ABYIP	LYDC	



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				Start	Finish					
Training on office management and parliamentary procedures	Lack of training on office management and parliamentary procedures	Inclusion to AIP	Parliamentary Procedures training on office management	year round	year round	AIP	Letter request to the LCE	AIP/ Training Design	LYDO/MO/MBO	
Procurement of IT Equipment	Lack of IT equipment	Inclusion to AIP	Procured of IT equipment	Jul	Dec	AIP	Letter request to the LCE	AIP	LYDO/MO/BAC/MB O	
Construction of Local Youth Development Office	No Local Youth Development Office identified in LGU-Pinamalayan	Inclusion in Capacity Development Plan and AIP	1 Local Youth Development Office Constructed	Mar	Dec	Fund allocation	Approval of the LCE	AIP/Project brief/POW	LYDC/MO/MEO	
Creation of plantilla positions (1 Youth Development Officer IV SG-22, 1 Youth Development Officer III SG 18, 1 Youth Development Officer II SG 14, 1 Administrative Assistant II (Assistant Officer), SG 8, 1 Administrative Assistant I (Computer Operator I) SG-7, 1 Administrative Aide V (Photographer I) (SG 5), 1 Administrative Aide IV (Bookbinder II), SG 4, 1 Process Server SG-5 & 2 Administrative Aide II (Messenger) SG 2)	Lack of permanent personnel for Youth and Sports Development Program of the Municipality	Inclusion in Capacity Development Plan and AIP	Permanent plantilla position created	Mar	Dec	Fund allocation	Appropriation Ordinance	Inclusion in the priority of PS	LYDC/MO/HRMO/ MBO	
MUNICIPAL SCHOOL BOARD SECRETARIAT										
Construction of Multi purpose Hall	No facility for schools co-curricular activities	Inclusion to AIP/SIP	Multi purpose hall constructed	Jul	Dec	Funding	Letter request to the LCE	AIP/Project brief/POW	MSB/MO/MEO	
Installation of LED TV	Difficulty to address digital learning	Inclusion to AIP/SIP	Additional LED TV procured	Jul	Dec	Funding	Letter request to the LCE	AIP/ Procured Plan	MSB/MO/MEO	
Sports Activity	No activity conducted	Inclusion to AIP/SIP	Sports Activity conducted	Jan	May	Funding	Letter request to the LCE	AIP/ Activity Design	DepEd/ MO/MBO	



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MARCH - DECEMBER 2023

SOCIAL DEVELOPMENT SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
Response to Audit Observation Memoranda (AOM) No.:2023-08 (Pinamalayan) dated February 23, 2023	Utilization of the Special Education Fund (SEF) was not maximized	Submit to the LCE comments, clarifications and/or justifications to the Audit Observation Memoranda received by the office	Clarificatory statement, justifications and commitments submitted to the concerned for guidance and appropriate action	Mar	Mar	N/A	Submission of communication to MO copy furnished the concerned offices	Acknowledgement receipt	MSB Secretariat	
Compliance to Audit Observation Memoranda (AOM) No.:2023-08 (Pinamalayan) dated February 23, 2023	Utilization of the Special Education Fund (SEF) was not maximized	Plan the procurement and implementation of the identified priority projects Inclusion in the SEF budget in the ensuing year of eligible SEF PPAs to maximize its utilization	Full implementation of SEF Projects	Apr	Dec	Manpower; Office Supplies	Submission of approved plan to MO	Approved Plan with acknowledgement receipt	Municipal School Board	
Municipal Local Board Meeting	No regular Local School Board Meeting	Monthly Local School Board Meeting	One regular meeting per month conducted	Apr	Dec	Other Office Supplies and Materials	Notice of Meeting	Minutes/Attendance Sheet	MSB Secretariat	
School Performance Indicators Report	No School Performance Indicators Reported	Updating of performance indicators	Inclusion of Performance in the LSB/SEF Reports	Aug	Jul	Office Supplies	Reporting	School Performance Indicator Report	DepEd	
Brigada Eskwela	Absence of impact of SEF to Brigada Eskwela and School Performance	Funding of Brigada Eskwela under SEF	Brigada Eskwela conducted	Sep	Jul	Supplies and Materials	Letter request to the LCE	Annual Accomplishment Report	DepEd	

Prepared and Submitted by:

GRACE EUNICE F. FABELLA, RSW

Municipal Social Welfare and Development Officer
Social Development Sector Chairperson



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MARCH - DECEMBER 2023
ECONOMIC DEVELOPMENT SECTOR

Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
MUNICIPAL ENGINEERING OFFICE										
Program of Work Preparation	Lack of personnel in Program of Work Preparation	Hiring of additional staff to prepare POW	Additional technical staff Increased in preparation of POW	Apr	Dec	Fund, Personnel and Equipment	Plantilla position created Jos / COS hired	Request Letter for additional manpower	MEO, MO	
Implementation and Fund Utilization	Delay in the procurement process and low fund utilization rate due to: Lack of technical staff in-charge in the preparation of Program of Works and Plans Delays due to anticipated price escalation Delays due to late approval of barangay fund counterpart	Review the existing procurement process to timely implement all PPAs in accordance with the approved plan and budget Increase 10% in overall project cost Implement the barangay 20% Php 200,000.00 includes materials and labor	Increase rate in the preparation of POW and Plans Decrease in quantity / scope of work for the projects Projects are implemented and completed on the proposed date	Apr	Oct	Fund, Personnel and Equipment	Monthly Monitoring Report submitted to MO, MBO, MAccO	Monthly Monitoring Report	MO, MBO, HR, MEO, BAC	
Road Clearing Operations	Lack of continuity in the implementation of road clearing program at municipal and barangay level	Review existing policies and guidelines on the implementation of road clearing programs Encourage the barangay officials to maintain and sustain cleared roads Strictly monitor road clearing compliance at barangay level	Compliant of municipality in DILG Memorandum Circular 2019-121	Apr	Dec	None	Monthly Report in Road Clearing Operation submitted to MO Coordination letter to Barangay Level for the implementation of Road Clearing	Monthly Report and Coordination letters	MEO and Barangay	
Inventory of Roads, Bridges and Other Facilities	Outdated and Incomplete Inventory of Roads, Bridges and Other Facilities		Updated and Complete Inventory of Roads, Bridges and Other Facilities	Apr	Dec	Fund, Personnel and Equipment	Inclusion in AIP / SIP	Annual Investment Program or Supplemental Investment Program	MEO	
Regulatory Services (All Construction Permits)	Unable to focus in National Building Code PD 1096 for the issuance of construction permits Lack of manpower in the distribution of notices	Creation of Building Inspector Distribution of Notice of Illegal Construction Encourage the barangay officials to report all construction in their area	Compliant in National Building Code PD 1096 Increase income for the municipality	Apr	Dec	Fund, Personnel and Vehicle	Monthly report in Regulatory Services submitted to MO Inclusion in AIP	Regulatory Services report Annual Investment Program	MO, MEO, ZONING, BFP, PLD	



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Maintenance Services	Lack of personnel in assisting repair and maintenance of roads and other facilities	Additional Maintenance Personnel	All roads and other facilities repaired and maintained	Apr	Dec	Fund and Personnel	Monthly report in Maintenance Services submitted to MO	Maintenance Services report	MO, MEO	
Hiring of additional competent manpower	Lack of funds to create office plantilla	Creation of Plantilla position Inclusion in AIP	Additional staff hired	Apr	Dec	Fund and Personnel	Inclusion in AIP	CAPDEV	MO, MEO	
Purchase of Service Vehicle (4-wheeled drive vehicle)	Existing vehicle cannot handle the steep roads	Inclusion of Service Vehicle in AIP	Service Vehicle (4-wheeled drive vehicle) purchased	Apr	Dec	Fund	Inclusion in AIP	Annual Investment Program	MO, MEO	
AOM Findings	Six (6) AOM Findings in PRDP, Road Inventory/Road Map, Locally Funded Projects, 20% DF Projects and Communication Expenses	Justification/explanation of AOMs Consolidate data / documents to support the response letter	Recommendations in AOM were answered and lacking documents submitted to COA	Apr	Apr	Personnel	AOM justification letter	Justification letter and Documents required	MEO	
Electrification of Motorpol Building - Brgy. Sta. Rita	Unavailability of electric supply in Motorpool Building	Inclusion of the PPA in SIP	Electric supply in Motorpol Building installed	Apr	Dec	Fund	Inclusion in AIP / SIP	Annual Investment Program or Supplemental Investment Program	MEO / MBO / MO	
Establishment of Impounding Area / Adoption Center for Stray Animals	Loitering stray animals causing accidents and problem in waste disposal	Inclusion of the PPA in SIP	Impounding Area / Adoption Center for Stray Animals constructed	Apr	Dec	Fund	Inclusion in AIP / SIP	Annual Investment Program or Supplemental Investment Program	MEO / MBO / MO	
Construction of Sewerage Treatment Facility - Poblacion Area	Absence of sewerage treatment plant for results and public market Area	Inclusion of the PPA in SIP	Sewerage Treatment Facility - Poblacion Area constructed	Apr	Dec	Fund	Inclusion in AIP / SIP	Annual Investment Program or Supplemental Investment Program	MEO / MBO / MO	
Barangay Coordination	Conflict of project titles on AIP especially on Barangay Projects / constant project realignment of barangay projects	Site validate the projects Recommendation to the LCE for restriction in barangay for realignment of approved 20% projects	Accurate output and location will be included in AIP Barangay projects will be implemented in its project implementation schedule	Apr	Dec	Equipment	Program of Works	Communication Letter Action Slip	MEO / MO	



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PWD Accessibility law	Compliance with Accessibility Law for PWD- under SGLG	Establishment of the following: •Ramps with handrails at the entrance/exit and nonskid flooring, special lift/elevator, as applicable •Wheelchair-accessible toilets with grab bars and nonskid flooring •Signages •Parking space for PWDs	Approved Building plans with PWD Accessibility	Apr	Dec	None	Program of Works	Building Plans	MSWDO, MEO	
MUNICIPAL AGRICULTURE OFFICE										
Marine Protected Areas	Pinamalayan Protected areas must meet the criteria of 20 hectares above for provincial level while 40 hectares for national level; based on the RA 10654, the marine protected areas must cover 15% of the total areas of municipal waters	Mapping/ Identification of Technical Description/ demarcation of boundaries	Sangguniang Bayan Resolution for the amendment of existing MPA Ordinance	Apr	Dec	GPS, Map & Draft policy	Barangay/ MPA Management Council Resolution	Resolution	MPA Council, MAO & SB	
		Enact an ordinance to amend existing ordinance and expand the area	Demarcated boundaries of the expanded marine protected area							
	Needs to declare and protect nesting site of marine sea turtles in Lumambayan and regulate activities on the declared areas to prevent deterioration of habitat	Assess and gather baseline data for the establishment of marine sea turtle protected nesting area	Sangguniang Bayan Resolution for the declaration of sea turtle nesting site.	April	December	GPS, Buoy markers	Barangay/ MPA Management Council Resolution	Resolution	MPA Council, MAO & SB	
	Lack of funds in promotion and protection of Municipal Fish Sanctuary and Marine Protected Areas	Allocation of funds to support the promotion and protection of municipal fish sanctuary and marine protected areas	Appropriation Ordinance allocating funds to support promotion and protection of fish sanctuaries and marine protected areas	Apr	Dec	Funding		Appropriation Ordinance	SB/LCE/THDD	
	Implementation of closed season within municipal waters/territory	Provide assistance to the affected member of fisherfolks 3 months prior to the implementation of closed season	Affected members of fisherfolks provided assistance, 3 months prior to implementation of closed season	Apr	Dec	Funding	Status Report	List of Beneficiaries	MO/MaGO	



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Amendment of Municipal Fishery Code	Outdated Municipal Fishery Code based on the amended Fishery Code RA 10654	Raised to the provincial level.	Amended Municipal Fishery Code	Apr	Dec	Draft policy	Status Report	Meetings, Public Hearing, Photo documentation	MAgO, SB, MENRO	
	Rampant operation of Largarete along Municipal Waters where Fish Aggregating Devices are installed for it poses danger to the said devices if they will continue to allow its operation. If possible they should operate 5 kilometers away from the shoreline.	Revision and amendment of Mun. Fishery Law								
	Lower the allowable wattage of light bulb use in fishing from 500 watts to about 100 watts.	Revision and amendment of Mun. Fishery Law								
Development of Tourism Areas in Ranzo, Banilad and Pili	Need to amend the MPA ordinance and allow light tourism activities in the area.	Assist MPA Management and Barangay councils to pass ordinance and open the MPAs to tourism activities	Sangguniang Bayan Resolution for the amendment of existing MPA Ordinance	Apr	Dec	Draft policy	Barangay/ MPA Management Council Resolution	Resolution	MPA Council, MAO & SB	
Supplies and equipment for ASF Prevention and Control	No fund for the implementation of the project	Included in the Supplemental AIP	Program implemented	Apr	Dec	2 units Power Sprayer, disinfectant, meals and snacks, supplies procured	Status Report	Photo documentation	MAgO, Market & Slaughter House	
Creation of additional plantilla positions	Overloading of functions	Yearly inclusion to the AIP	Additional Plantilla Position created	Apr	Dec	Agriculturist II	Status Report		MAgO	
Expansion and improvement of AGAP Building	Lack of space for record section and storage facilities of the office	Yearly inclusion to the AIP	Program implemented	Apr	Dec	1 office building expanded	Status Report	Photo documentation	MAgO	



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Creation of Ordinance on Anti-rabies Prevention and Control in reference to the implementation of RA 9482 (Anti-Rabies Act of 2007)	No ordinance on Anti-rabies Prevention and Control	Yearly inclusion to the AIP	Ordinance Created	Apr	Dec	Draft policy	Status Report	Meetings, Public Hearing, Photo documentation	MAGO, PROVET	
	No fund for the implementation of massive anti-rabies vaccination	Yearly inclusion to the AIP	Program implemented	Apr	Dec	1,000 vials of anti-rabies vaccine purchased (accompanied by responsible pet ownership campaign)	Status Report	Photo documentation and Masterlist	MAGO	
Creation of Ordinance in reference to RA 10601 (Registration of Ownership of Agricultural and Fisheries Machinery and Equipment)	No ordinance on the registration of ownership of agricultural and fisheries machinery and equipment	Yearly inclusion to the AIP	Ordinance Created	Apr	Dec	Draft policy	Status Report	Meetings, Public Hearing, Photo documentation	MAGO, BFAR, NIA	
Integration of various PPAs related to climate change	Reorganization of the Technical Working Group for the LCCAP preparation	Meeting	LCCAP TWG	Apr	Dec	LCCAP	LCCAP	LCCAP	Offices with Climate related projects	
Abolished Vet I and creation of Vet III (For SIP Inclusion)	No applicants for Veterinarian I Plantilla Position because of low salary grade	Funding	Creation of Vet III	Apr	Dec	Funds	Status Report	Plantilla	MAGO	
Provision of Load Allowance	Being tasked to fulfill multiple roles may force an employee to face challenges such as time management issues, lack of focus, difficulty in decision making, communication breakdown, and burnout. Support and resources will make an employee manage workload effectively and prevent challenges that could hinder services to farmers and fisher folks, and implementation of projects and programs.	Funding	Load Allowance	Jan	Dec	Funds	Billing Statement	Receipt of Payment	MAGO	



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Creation of Ordinance	Absence of ordinance for imposition of penalty on damage/s in marine protected areas/fish sanctuaries	Coordination to SB	Ordinance	Apr	Dec	Draft policy	Status Report	Meetings, Public Hearing, Photo documentation	MAGO/SB	
Provision of Livelihood to the Fisher folks by incorporating in the preparation of budget.	Lack of livelihood for fisher folks during the implementation of the Closed Season	Planning & budgeting	Livelihood Programs for Fisherfolks	Jan	Dec	AIP	Status Report	Photo documentation and Masterlist	MAGO	
Usage of Styro Foam in the fabrication of Payao for the fisher folks	Accumulated styro foam in the Sanitary Land Fill	Request and coordination	Improvised Payao	Jan	Dec	Request Letter	Status Report	Photo Documentation and report	MAGO	
IEC of Responsible Pet Ownership, and Anti-rabies vaccination.	Lax implementation of responsible pet ownership	Request for funding	Rabies-free Pinamalayan	May	Dec	Request Letter	Status Report	Photo Documentation and report	MAGO	
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT DIVISION										
Implementation of Waste Segregation on Offices inside Municipal Compound	Not all LGU offices are practicing proper waste segregation inside Municipal Compound	<ul style="list-style-type: none"> •Conduct orientation on Solid Waste Management: Proper Waste Segregation for LGU employees (utility workers and employees assigned on housekeeping services) •Enforcement of No Segregation, No Collection policy •Monitoring of Compliance on Proper Waste Segregation of Offices inside Municipal Compound 	100% compliance of Offices inside Municipal Compound on Proper Waste Segregation	Apr	Dec	Manpower, Segregated and with label Trash Bins, Garbage Truck	<ul style="list-style-type: none"> •Monthly Random Inspection on Office Solid Waste Management •Daily Inspection of MENRMD Personnel during collection from Municipal Compound 	Garbage Collection and Disposal Report Documentation	MENRMD All Offices	
Hiring of Bantay Gubat to protect the forest from illegal loggers	Lack of monitoring or surveillance on forests of Pinamalayan for possible offenders of cutting trees without permit	<ul style="list-style-type: none"> •Funding of Bantay Gubat •Hiring of Bantay Gubat (JO) 	All forests of Pinamalayan is monitored and guarded	Jul	Dec	Funding Requirements, Manpower, Equipment, Service Vehicle	•Weekly Inspection on forests	Monthly Inspection Report Documentation	MENRMD	



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Implementation of IRR of RA 9003 Municipal Ordinance	Absence of IRR to start implementation of RA 9003 Municipal Ordinance	<ul style="list-style-type: none"> •Formulation of IRR of RA 9003 Municipal Ordinance •Orientation of IRR for Barangay Solid Waste Management Committee (BSWMC) •Strict enforcement of RA 9003 Municipal Ordinance through close supervision with the Barangay Solid Waste Management Committee (BSWMC) to ensure that they are all active and functional 	100% participation/compliance of 37 barangays on RA 9003 specifically on proper waste segregation and garbage collection	Apr	Dec	Funding Requirements, Manpower, Equipment, Facilities and Service Vehicle	<ul style="list-style-type: none"> •Update from SB (Environmental Committee Chairperson) during Quarterly Meeting of Municipal Solid Waste Management Board •Monthly Report of BSWMC submitted to MENRMD at the end of month •Monthly Report on On-Site Inspection of Garbage Collection and Solid Waste Management at Barangay Level 	<ul style="list-style-type: none"> •Minutes of Quarterly Meeting of Municipal Solid Waste Management Board •Monthly Report on On-Site Inspection 	SB MENRMD BSWMC	
	Non-compliance on Solid Waste Management of various barangays	Massive IEC implementation of Solid Waste Management	100% awareness to Solid Waste management	Apr	Dec	Funding for the IEC materials and activities	Quarterly monitoring	Monthly Report of BSWMC	MENRMD	
	Poor waste management in the municipality	Develop ways to properly manage waste, like hiring of private waste management company	Improvement of waste management in the locality	Apr	Dec	Manpower	Monthly monitoring	Monitoring report	MENRMD	
	Absence of sewage treatment plant for resorts and public market	Construction of sewage treatment facility for poblacion area with desludging system	Sewage treatment facility constructed	Apr	Dec	Fund Allocation	Inclusion in the AIP	Approved AIP	MENRMD/ MEO	
Re-organization of Municipal Multi-partite Environmental Impact Assessment Monitoring Team	Lack of monitoring and inspection on industries, business and tourism establishments where operations have significant impact on environment	•Re-organization/re-composition of members of Municipal Multi-partite Environmental Impact Assessment Monitoring Team	Closed monitored and with regular inspection conducted on industries, business and tourism establishments where operations have significant impact on environment to ensure their compliance to DENR policies	Jul	Dec	Funding Requirements, Manpower, Equipment, Facilities and Service Vehicle	<ul style="list-style-type: none"> •Minutes of Quarterly Meeting •Monthly Inspection on scheduled establishments based on target set 		MENRMD MO/MAAdO Municipal Multi-partite Environmental Impact Assessment Monitoring Team	



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Provision of Communication Expenses	<ul style="list-style-type: none"> •Gap on easy and fast communication with personnel assigned on field operation since MENRMD have 28 Job Orders personnel where 25 of them are assigned on field operations such garbage collection, street sweeping and MRF/Landfill Operations. •4 personnel are assigned daily on sanitary landfill which is located at Brgy Maningcol where no landline and WiFi available. Landfill workers opted to use their personal phone and free data in order to contact the immediate supervisor and the head of office whenever problem and emergency cases encountered since most of the time the latter are working at office which is located at the municipal compound •Some field personnel are using non-smartphone and others do not have their own cellphones •When head and other personnel need to contact the barangay officials for complain from individuals regarding waste management, communication is needed •Ease of communication is also needed when linkaging with national agency such as DENR, Climate Change Commission and other agencies for technical assistance 	<ul style="list-style-type: none"> •Avail 1 postpaid plan with 1 sim and 1 phone with unlimited calls and unlimited texts to all networks and with data •Finish the current plan and review the available offers that can satisfy the need of the office 	Instructions to field personnel are easily relayed especially if it is an emergency or immediate measures for a problem encountered	Apr	Dec	Smartphone, Load expenses	<ul style="list-style-type: none"> •Monthly Accomplishment Report •Quarterly LBAC Report 	Procurement Documents	MENRMD	



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Implementation of 10-Year Solid Waste Management Plan	Lack of funds and personnel to implement the projects and programs under 10-Year Solid Waste Management Plan	<ul style="list-style-type: none"> •Prepare an update report on status of implementation and accomplishment of PPAs under 10-Year Solid Waste Management Plan to be forwarded to LCE attention to Local Finance Committee for review •Report update report on status of implementation and accomplishment of PPAs under 10-Year Solid Waste Management Plan to MSWM Board on 1st Quarterly Meeting •Monitoring of Barangay Environmental Accomplishments through BSWMC Monthly Coordination and Reports •Creation of Audio Visual Presentation promoting proper waste segregation and provisions of RA 9003 to be posted on social media platforms and play on every activities or programs of municipalities •Attendance to Liga ng mga Barangay to encourage barangay officials in supporting SWM programs through educating their constituents on proper waste segregation through BSWMC and prioritize environmental projects as measure to waste management problems 	<ul style="list-style-type: none"> •Funds Allocated for SWM projects and programs •Accomplished PPAs under 10-Year Solid Waste Management Plan aligned with timeline provided 	Apr	Dec	Funding Requirements	<ul style="list-style-type: none"> •Monthly Accomplishment Report •Quarterly LBAC Report •Quarterly Meeting of MSWMB •Monthly Monitoring of BSWMC Accomplishment Report 	<ul style="list-style-type: none"> •Update report on status of implementation and accomplishment of PPAs under 10-Year Solid Waste Management Plan •Minutes of 1st Quarterly Meeting of MSWMB •Audio Visual Presentation on Proper SWM 	MENRMD LFC/MO MSWMB BSWMC	
	Insufficient number of personnel in MENRMD	Creation of additional technical plantilla positions	Additional technical plantilla positions created	Apr	Dec	Fund allocation	Annual Investment Program	Appropriation Ordinance	MENRMD	
MARKET OPERATIONS DEPARTMENT										
Replacement and installation of monitor and 54 units of CCTV Cameras in the Public Market	Increasing number of theft in the Public Market	Letter request to the LCE for fund allocation copy furnished the MBO	54 units of CCTV cameras replaced and its Monitor installed	Apr	Dec	Fund Allocation	Monthly Update/Status report	<ul style="list-style-type: none"> • Communication letters • Photos of CCTV cameras, monitor and Public Address System installation once procured 	MO/MOD/MBO	None
	Illegal dumping of wastes around market premises	Once approved, proceed to processing of documents								
	Lack of funds for the replacement of unserviceable Closed-circuit Television (CCTV) cameras and total repair of Public Address System (PAS)									



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Procurement and Installation of Public Address System with complete accessories	Lack of funds for the replacement of unserviceable Closed-circuit Television (CCTV) cameras and total repair of Public Address System (PAS)	Letter request to the LCE for fund allocation copy furnished the MBO Once approved, proceed to processing of documents	Public Address System with complete accessories procured and installed							
Updating of Pinamalayan Revenue Code and Market Code	Outdated Pinamalayan Revenue Code and Market Code	Letter request to the LCE for the speedy revision of the Revenue Code and Market Code	Pinamalayan Revenue Code and Market Code updated	Jul	Dec	None	Quarterly Update/Status Report	<ul style="list-style-type: none"> • Communication letters • Attendance to meetings if necessary 	MO/SB	None
SLAUGHTERHOUSE OPERATIONS DIVISION										
Procurement of necessary Slaughterhouse Equipment	Inadequate equipment necessary for the Slaughterhouse's application for NMIS Accreditation due to limited Slaughterhouse income	Purchase or replacement of necessary Slaughterhouse equipment	Additional required equipment for the Slaughterhouse's application for NMIS Accreditation included in succeeding planning forms	Apr	Dec	Budget Support	None	Planning Forms	SOD	Support of LGU, particularly in terms of financial aid
NMIS Accreditation	Inability to apply for NMIS Accreditation due to old facilities and inadequate equipment, which cannot be improved and procured due to limited Slaughterhouse income	Construction of the new Slaughterhouse building and facilities	NMIS Accreditation (AA category) attained	Apr	Dec	None	Coordination with NMIS personnel	Communication with NMIS personnel	SOD	
Proper waste segregation	Proper waste segregation in the LGU is not practiced	Segregate waste into trash bins with specific labels of waste category	Continuous practice of proper waste segregation in the LGU	Apr	Dec	None	None	Photo Documentation	SOD	
Creation of Bantay Karne Task Force	No legitimate office responsible for meat monitoring	Letter request to the LCE for the creation of the Task Force	Executive Order creating the Task Force issued	Apr	Apr	None	Coordination with concerned offices	Letter request	SOD	
	Income of Slaughterhouse not sustained	Strict enforcement of Municipal Ordinance No. 01-2023	Increased income of the slaughterhouse	Apr	Dec	None	Monthly monitoring	Municipal Ordinance No. 01-2023	SOD/MO/SB	
TOURISM AND HISTORY DEVELOPMENT DIVISION										
Development of Sitio Mahabang Buhangin in Barangay Banilad as Tourism Destination	Non-prioritization and fund allocation to materialize the proposed project	Promotions, public consultations and product-development training/workshops	Sitio Mahabang Buhangin promoted, developed and equipped for tourism activities	Apr	Dec	Fund Allotment, Program of Works	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD, MEO	
Development of light tourism activities at Barangay Ranzo	Non-prioritization and fund allocation to materialize the proposed project	Promotions, public consultations and product-development training/workshops	Ranzo Lighthouse vicinity promoted, developed and equipped for tourism activities	Apr	Dec	Fund Allotment, Program of Works	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD, MEO	



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Development of Mangrove Forest in Barangay Wawa/Lumambayan for Tourism activities	Non-prioritization and fund allocation to materialize the proposed project	Promotions, public consultations and product-development training/workshops	Mangrove Forest promoted, developed and equipped for tourism activities	Apr	Dec	Fund Allotment, Program of Works	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD, MEO	
Rehabilitation and Development of Cawa-cawa Falls for Tourism Activity	Non-prioritization and fund allocation to materialize the proposed project	Promotions, public consultations and product-development training/workshops	Cawa-cawa Falls promoted, developed and equipped for tourism activities	Apr	Dec	Fund Allotment, Program of Works	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD, MEO	
Establishment of Night Market	Project was adopted by the Local Economic Development and Investment Promotions Office (LEDIPO)	Aided for the promotion and marketing of the said project last October 2022	Night Market fully established	Apr	Dec	Fund Allotment, SB Resolution/s	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD	
Construction of MICE Facility	Non-prioritization and fund allocation to materialize the proposed project	Consistent inclusion to the annual investment plan	MICE Facility constructed	Apr	Dec	Fund Allotment, Program of Works	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD, MEO, MAssO, GSO	
Procurement of lot to be used as Grand Tourist Terminal (counterpart to proposed Provincial project)	Non-prioritization and fund allocation to materialize the proposed project	Coordination with the Provincial Tourism Office	Lot for Grand Tourist Terminal purchased	Apr	Dec	Fund Allotment, Program of Works, SB Resolution/s	Project Brief, Approved Work and Financial Plan	Program of Works, Procurement Documents	MO, THDD, MEO, MAssO	
LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE										
Creation of Plantilla Position - Chief Administrative Officer V (SG24) -Supervising Administrative Officer IV (SG22) -Administrative Officer IV, (SG 15) -Bookbinder III, SG 7 -Administrative Aide II, (SG2) -Administrative Officer IV, (SG15)	Lack permanent personnel for Local Economic Development & Investment Promotions	Inclusion in Capacity Development Plan and AIP	Permanent Plantilla position created	Mar	Dec	Fund Allocation	Creation, funding, publication, hiring	Inclusion in the priority PS	MO/HRMO/LEDIPO/MBO	
Procurement of IT Equipment	Lack of IT Equipment	Inclusion in AIP	Procured of IT equipment	Jul	Dec	AIP	Letter request to the LCE	AIP	MO/LEDIPO/BAC/MBO	



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Conduct of Entrepreneurial Courses	-Funding -Lack of capability and financial literacy program that lead to financial and opportunity loss.	-Inclusion in AIP -Announcement of online digital course on social media platform to encourage participants. -Sending letters to prospective participants. -Coordination to CDO and CSO	Entrepreneurial Courses conducted	Jan	Mar	Fund Allocation	Letter request to the LCE	-AIP -Training Design -List of participants	LEDIP Office	
Provision of Tulong Puhunan for Small Medium-Sized Enterprise (SMSE'S)	Limited Financial Resources of the LGU. -Lack of data in Identifying qualified beneficiaries	-Inclusion in AIP -Announcement on social media platform to encourage qualified beneficiaries. -Screening of Applicant	1 Tulong Puhunan For Small Medium Sized Enterprise Smse'snterprise (SMSE'S) provided	Apr	May	Fund Allocation	Letter request to the LCE	-List of applicants -Approved list of Applicants	LEDIP Office	
Production of Investment Brochures	absence of investment paraphernalia means ineffective investment marketing	-Inclusion in AIP -Publication of promotional materials	1 Investment Brochure produced	Jan	Dec	Fund Allocation	Letter request to the LCE	-Brochure	LEDIP Office	
Production of Videos for Pinamalayan Investment Promotions	-absence of investment paraphernalia means ineffective investment marketing	-Inclusion in AIP -Publication of promotional materials	1 Videos For Pinamalayan Investment Promotions produced	Jan	Dec	Fund Allocation	Letter request to the LCE	-Investment AVP	LEDIP Office	
Conduct of Trade Fairs	Limited local market traders	-Sending letters -Coordination with prospective participants -Coordination to CDO and CSO	1 Trade Fair conducted	April	May	Fund Allocation	Letter request to the LCE	-Pictures	LEDIP Office	
Conduct of Night Market at Leuterio St.	-No clear policies and guidelines on the conduct of Night Market -No organize vendor association	-Creation of Night Market Municipal Ordinance	-1 Night Market At Leuterio St. conducted -Pinamalayan night market ordinance	Jan	Dec	Fund Allocation	SB Approval	-Pictures -Approved Ordinance	LEDIP Office	
PUBLIC EMPLOYMENT SERVICE OFFICE - SPECIAL CONCERNS OFFICE										
SPES(Special Program for Employment of Students-Counterpart fund)	No appropriation for PESO/DOLE related task and activities	Screening of Applicants	Summer Job for 50 deserving students provided; All wages provided	Apr	Dec	Fund Allocation	Budget Appropriation	List of Beneficiaries	SCO/PESO/DOLE	
JOB FAIR	No appropriation for PESO/DOLE related task and activities	Coordination with concerned offices	1 day Jobs Fair participated by different employers conducted	Apr	Dec	Fund Allocation	Budget Appropriation	List of Participants	SCO/PESO/DOLE/ TESDA	



ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 3: ACTION PLAN



MARCH - DECEMBER 2023
ECONOMIC DEVELOPMENT SECTOR

Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
TUPAD (Tulong Panghanapbuhay sa ating Disadvantaged/Displaced Workers)	Slow response from some barangays	Coordination with ABC and DOLE	Emergency employment for 20 workers from different barangay implemented	Apr	Dec	Fund Allocation	Budget Appropriation	List of Workers/Pictures	SCO/PESO/DOLE	
Mobile Passporting Services	No appropriation for SCO/DFA related task and activities	Coordination with Authorities	Mobile passporting services for atleast 1,000 applicants conducted	Apr	Dec	Fund Allocation	Budget Appropriation	List of Applicants	SCO/DFA	
Information Campaign on labor Market, DOLE Livelihood Programs, OWWA Program for OFWs, TESDA Program etc.	No appropriation for other programs and activities for PESO/DOLE and related tasks	Hosting of PMAOM/DOLE initiated events and activities	Orientation of Labor Market, DOLE Livelihood Programs, OWWA Programs for OFWs, TESDA Programs and other conducted.	Apr	Dec	Fund Allocation	Budget Appropriation	Pictures	SCO	

Prepared and Submitted by:

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Municipal Engineer
Economic Development Sector Chairperson



ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 3: ACTION PLAN

MARCH - DECEMBER 2023
OTHER SERVICES SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE										
Updating of Contingency Plan of LGU Pinamlayan (3 Hazards- Typhoon, Flood, Storm Surge)	Availability of resource speaker for the conduct of training	Conduct Training on Contingency Planning, Simulation Exercises and Table Top Validation	3 Hazards (Typhoon, Flood and Storm Surge) updated	Apr	Dec	PHP 500,000.00	Submission of Request Letter to the OCD Submission of Project Proposal for Approval	Approved Resource Speaker from the OCD Approved Project Proposal Terminal Report	MDRRMO	Updated last November 09, 2020 for 3 years plan
Barangay Disaster Risk Reduction Management Plan and Community Based DRRM Plan	Out-dated Barangay Disaster Risk Reduction Management Plan and Community Based DRRM Plan	Conduct of Barangay Disaster Risk Reduction Management Plan and Community Based DRRM Plan	Barangay Disaster Risk Reduction Management Plan and Community Based DRRM Plan updated	Apr	Dec	PHP 700,000.00	Submission of Request Letter to the OCD Submission of Project Proposal for Approval	Approved Resource Speaker from the OCD Approved Project Proposal Terminal Report	MDRRMO	Updating of BDRRM Plan for 2024-2027
Formulation of Local Climate Change Action Plan and creation of TWG	LCCAP is not accordance to the template from the Climate Change Commission Availability of resource speaker for the conduct of training	Conduct Training on the Formulation of LCCAP	LCCAP 2022 formulated, approved by the SB and CCC	Apr	May	PHP 200,000.00	Submission of Request Letter to the CCC Submission of Project Proposal for Approval	Approved Resource Speaker from the CCC Approved Project Proposal Terminal Report	MDRRMO MHO MAGO MSWDO MO MENRMD Slaughter MOD SB MBO	Formulation of LCCAP
Completion of Reports for Cities & Municipalities Competitiveness Index (CMCI) Ranking and Local Data Capture Sheets for LGUs	2021- Assessment of DTI under the Resiliency the Municipality rank 492, wherein fact the Local Disaster Risk Reduction and Management Council were awarded as the GAWAD KALASAG Champion in the MIMAROPA Region	Completion and submission of the necessary reports needed in the assessment per indicators	All reports submitted and forwarded to the Permits and Licensing Division	Apr	Dec	Supplies and Materials	Receiving Copy of submitted reports	Hard copy and electronic copy of Reports for Cities & Municipalities Competitiveness Index (CMCI) Ranking and Local Data Capture Sheets for LGUs	MDRRMO	



ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 3: ACTION PLAN

MARCH - DECEMBER 2023
OTHER SERVICES SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
Full Operation of Emergency Operation and Command Center	This year 2022 the target for the completion of construction of EOC, but no allotted fund available for the purchase and procurement of needed to fully operate the EOC	Request for the funding for the Emergency Operation and Command Center	1 standard Emergency Operation Center with complete facilities, IT Equipment, furniture and fixtures constructed and established	Apr	Dec	PHP 10,000,000.00	Submission of Request and Inclusion in the AIP/SIP of the OSS	Approved Budget Work and Financial Plan Equipment Procurement Plan Monitoring Reports	MDRRMO MEO MO MBO	Ongoing construction 60% completed
22nd GAWAD KALASAG ENTRY CY 2020	Limited of time allotted by the regional office to complete all entries in different category	Coordination to other department and offices of the Local Government Unit to gather/captured the needed documents included as requirement to 22nd GAWAG KALASAG	4 Categories (Best LDRRM Council, Best Secondary Public School, Best Barangay DRRM Committee, and Heroic Act Individual Category) for 22nd GAWAD KALASAG	Apr	May	PHP 100,000.00	Submission and Monitoring of 4 thematic areas of Disaster namely; Disaster Prevention and Mitigation, Preparedness, Response and Rehabilitation and Recovery	Binded Book for Entries in the GAWAD KALASAG, Receiving copy of LGU from OCD	MDRRMO	Submitted and awarded as fully compliant to comply other missing criteria to become beyond compliant
Creation of Plantilla positions	Lack of manpower to fully activate the operation center	Creation of Plantilla positions for drivers, nurses, rescuers, IT personnel and administrative staff	All proposed creation were funded by the LGU	Apr	Dec	Fund Availability	Request Letter forwarded to the Local Chief Executive	Approved Budget	MO MBO HRMO	2 proposed Plantilla position created LDRRMO II SG15 and Computer Specialist SG8
Additional benefits/compensation for the regular and job order personnel	No hazard pay/Magna Carta fro DRRM field workers	Request for an Ordinance granting the Hazard Pay/ Magna Carta for DRRM Workers	Approved Ordinance	Apr	Dec	Fund Availability	Request Letter forwarded to the Local Chief Executive and Sangguniang Bayan	Approved Budget Approved Ordinance	MO MBO HRMO SB	
Conduct/Participated to Training on the Basic Life Support and EMS	Availability of schedule from the proper authority in conducting the BLS/EMS	Conduct Training on Basic Life Support and EMS	Training on Basic Life Support and EMS conducted/facilitated	Apr	Dec	PHP 500,000.00	Submission of Request Letter to the DOH, EMC Submission of Project Proposal for Approval	Approved Schedule from the EMC Approved Project Proposal Terminal Report	MDRRMO	Facilitated and participated on BLS/SPA training conducted by DOH, Training of Facilitator of BLS conducted by DOH-MIMAROPA and conducted SFAT-BLS to various Barangay.



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AAPA MATRIX 3: ACTION PLAN

MARCH - DECEMBER 2023
OTHER SERVICES SECTOR



Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
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Ordinance on Pre-Emptive/Force Evacuation	Out-dated ordinance on Pre-Emptive/Force Evacuation	Request for the update of an ordinance for Pre-Emptive/Force Evacuation	Pre-Emptive/Force Evacuation updated	Apr	Dec	None	Request Letter forwarded to the Local Chief Executive and Sangguniang Bayan	Letter Request Approved Ordinance	MDRRMO MO SB	
Rehabilitation of Municipal Evacuation Center	Established EC not accordance with standards	To look for fund aside from DRRM Fund for the rehabilitation of the Municipal Evacuation Center	Municipal Evacuation Center Rehabilitated	Apr	Dec	Fund Availability	Included in the AIP 2023	Included in the AIP 2023	MDRRMO MSWDO	indicator for SGLG compliance
Proper waste segregation	Proper waste segregation in the LGU is not practiced	Segregate waste into trash bins with specific labels of waste category	Continuous practice of proper waste segregation in the LGU	Apr	Dec	None	None	Photo Documentation	MDRRMO	
	Insufficient power supply to activate heavy duty siren	Procurement and installment of 3-phase electrical transformer	Procured, installed and operational EWS	Apr	Dec	PHP 500,000.00	Ongoing communication of MDRRMO with ORMECO and supplier	Letter Request to LCE requesting additional funding	MDRRMO	Insufficient allocated budget requiring more fund to procure 3-phase electrical transformer
Improvement of MDRRM Office	COA findings of invalid charging under DRRM Fund	To look for other sources of fund aside from DRRM Fund	MDRRM Office Improved/Rehabilitated	Apr	Dec	PHP 1,500,000.00	Fund Sourcing	MDRRMC initiative	MDRRMO	To reprogram the unutilized balance under Municipal Disaster Risk Reduction and Management under the Continuing Legislative Appropriations
Procurement of MDRRMO Rescue Vehicle, Heavy Equipment and other vehicles intended for the search and rescue operation	Inability of supplier to provide consular invoice	Reprogrammed to procure higher capacity water tanker truck	Procurement of higher capacity water tanker truck	Apr	Dec	PHP 4,240,475.60	Budget reprogramming and increased under MDRRMC Resolution 01-2023 to comply with specification requirements of 10000 Liters capacity of water tanker truck	MDRRMC Resolution 01-2023 for SB resolution and approval of SP	MDRRMO	Due to inability to comply with the documentary requirements no supplier signified their intention to bid.
Procurement of MDRRMO Rescue Vehicle intended for the search and rescue operation	Two failed bidding due to no bids received from supplier as result of suppliers non-availability of bidding documents.	Look for Supplier	Procured Rescue Vehicle intended for rescue operation	Apr	Dec	PHP 1,500,000.00	Budget reprogrammed under MDRRMC Resolution 03-2022 to identified priority PPAs	MDRRMC Resolution 03-2022	MDRRMO	To reprogram the unutilized balance under Municipal Disaster Risk Reduction and Management under the Continuing Legislative Appropriations



ANNUAL AGENCY PERFORMANCE APPRAISAL

AAPA MATRIX 3: ACTION PLAN



MARCH - DECEMBER 2023
OTHER SERVICES SECTOR

Programs/Projects/Activities/ Major Final Outputs	Problems, Gaps and Issues	Priority Tasks/Actions	Expected Output	Timeline/Phasing		Resource Requirements	Status Tracking/ Communicating Progress	Means of Verification/ Documentation	Center of Responsibility	Remarks/ Other Details
				Start	Finish					
Benchmarking and Cross Visitation of MDRRMC	Insufficient time to implement due to Council members availability and occurrence of Disaster mostly happened during month of December	Re-scheduling	Benchmarking and Cross Visitation of MDRRMC conducted	Apr	Dec	PHP 700,000.00	Budget reprogrammed under MDRRMC Resolution 03-2022 to identified priority PPAs	MDRRMC Resolution 03-2022	MDRRMO	To reprogram the unutilized balance under Municipal Disaster Risk Reduction and Management under the Continuing Legislative Appropriations
ICS training of MDRRMC members and MDRRMO staff	COVID-19 Pandemic no Face to Face training initiated	For Scheduling	MDRRMC members and MDRRMO staffs trained in ICS in respective Levels	Apr	Dec	PHP 500,000.00	Submission of Request Letter to the OCD Submission of Project Proposal for Approval	Approved Resource Speaker from the OCD Approved Project Proposal Terminal Report	MDRRMO	
Categorization of Vehicular accidents victims as to survival	Absence of categorization of vehicular accident	To provided database or report of categorized vehicular accident as to survival	Established database categorizing report of vehicular accident as to survival	Apr	Dec	none	To provide or formulate data base/templates to categorize vehicular accidents as to survival	Templates/ Forms or reports	MDRRMO	
Regulation of traffic in front of JMSMPS	Lack of TMO personnel regulating traffic and no proper parking space causing traffics	To hire TMO personnel to be assign to regulate traffic	Designated TMO personnel regulating traffic in front of JMSMPS	Apr	Dec	PHP 95,400.00	Submission of Request Letter to the Mayor	Letter Request Approved	MDRRMO/TMO	
Standard Operating Procedure for 24/7 Response Center	SOP for 24/7 Emergency Response Center not yet formulated	To formulate SOP for 24/7 Emergency Response Center	SOP for 24/7 Emergency Response Center formulated	Apr	Dec	none	Formulation SOP for 24/7 Emergency Response Center	Standard Operating Procedure Manual	MDRRMO	
DILG-approved Local Climate Change Action Plan	For approval of DILG the LCCAP Plan	To formulate Action Plan DILG-approved LCCAP	Inclusion of DILG-approved LCCAP	Apr	Dec	none	Formulation of LCCAP Action Plan	Approved DILG LCCAP	MDRRMO	

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MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



EXIT/UTILIZATION CONFERENCE OUTPUTS:

**CONSOLIDATED SECTORAL AND CROSS-SECTORAL
OBSERVATIONS/FINDINGS AND RECOMMENDATIONS**

RACING TOWARDS A SUSTAINABLE FUTURE



CONSOLIDATED SECTORAL AND CROSS-SECTORAL OBSERVATIONS/FINDINGS AND RECOMMENDATIONS

To encourage active participation and stimulate engagement from all sectors, copies of a form produced by the activity management team were distributed daily to each sector for the generation of observations/findings and recommendations for each presentation. Generated sectoral/cross-sectoral findings/observations and recommendations were collected and consolidated daily by MPDO sector coordinators for enhancement during workshops. To establish the inferred multi-sectoral correlation of intersecting issues and collective action to address such concerns, here is the enhanced consolidated sectoral/cross-sectoral observations/findings and recommendations presented to the body, to wit:

A. GENERAL PUBLIC SERVICES SECTOR

It was observed that the absence of Manual of Operations and its ordinance should be addressed through the creation of Internal Audit Services (IAS) Unit, to lead the formulation of the Manual of Operations. This should be an integrated LGU service- both external and internal services to be adopted by the Sangguniang Bayan through a Resolution or Ordinance. The Manual of Operations will serve as the foundation for the standard operating procedure for the actions taken by the municipal government. As such, the responsible functionaries' in-charge are: the Sangguniang Bayan (SB), the Municipal Mayor's Office (MO), the Human Resource Management Office (HRMO), and the Municipal Administrator's Office (MAoO).

From the proposed agency organizational structure for 2022 presented by the HRMO, the Office of the Vice Mayor's Administrative Division and the Office of the Secretary to the Sangguniang Bayan were two separate divisions. It was then recommended to merge the Administration Division to the office of the Secretary to the Sangguniang Bayan with the structural Administration & Operation under the supervision of the Secretary to the Sangguniang Bayan. For this, the responsible functionaries are SB and HRMO.

When it comes to the presentation of the Municipal Local Government Operations Officer (MLGOO) from the Department of the Interior and Local Government (DILG) regarding outdated codes, it was recommended to review and revisit Ordinances for updating and proper legislative action. The functionaries involved are SB and all other offices. Likewise, the revisiting of the existing Revenue Code and considering the possible revisions thereof (Market Code, Slaughterhouse Code), were seen to contribute to the improvement of local economic enterprises.

The creation/establishment of LEDIPO Office/Division under the Business Permits and Licenses Office (BPLO) was raised because of the non-inclusion of LEDIPO in the proposed organizational structure. It was supposedly part of BPLO in FY 2023 with a proposed creation of item. The Municipal Budget Officer then explained that it was in fact already included in the Annual Budget 2023 submitted to the Sangguniang Panlalawigan but was disapproved because the plantilla position was not included in the mandatory positions under Mandanas-Garcia Ruling. Thus, the





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municipality's counterpart action was to designate a LEDIPO Officer under the Municipal Mayor's Office.

On a related note, the creation of a department for property management, the General Services Department; the creation of ICT Department and plantilla position/s to supervise/man the existing systems in the municipality (e.g eBPLS, iTAX System, and others); the creation of Procurement Services Division under Bids and Awards Committee (BAC) where all related BAC services are under the function thereof to enhance the procurement process were recommended to cater to the growing demands for these services in the municipality.

For the absence of plantilla positions mandatory under Mandanas-Garcia Ruling, the creation of the needed plantilla positions in the Municipal Government of Pinamalayan (MGOP) was hereby recommended. This includes the Public Employment Services Office (PESO) Officer with Salary Grade-22, however, due to lack of basis, the DILG is being prompted to provide legal basis for the creation of this position.

During the accounting services' presentation, it was observed that utilization of funds for Plant, Property, and Equipment (PPE) is only at 41.74% and Programs, Projects, and Activities (PPAs) under General Fund, 20% Development Fund, Special Education Fund, and 5% DRRM Fund have slow implementation, therefore it was advised to all offices to closely monitor their plans and utilize their budgets.

Despite the financial constraint of the MGOP in the creation of Mandatory IP Representative in the Legislature, it is recommended to push for and allocate funds for the creation of Mandatory IP Representative in the Legislature. The IP mandatory representative to the legislative council shall represent the general concerns and welfare of all the IPs in the municipality.

For public policies and measures, an Executive Order was requested for the reconstitution of the Inventory Committee to include a representative from Accounting Office for effective and accurate Property Record Inventory. In relation to property management, when it comes to the registration of heavy equipment and service vehicles, it was suggested to have the General Services Office (GSO) handle the equipment and vehicle registration and insurance to LTO and Government Service Insurance System (GSIS) respectively. In addition, a request the Municipal Engineering Office (MEO) on the installation of electrical lighting systems in the Motorpool Building for it to be fully-operational and to be able to accommodate heavy equipment vehicles.

In compliance to the Commission on Audit (COA) issued Audit Observation Memoranda (AOM), the General Services Division requested One Time Cleansing to straighten the records between GSO and Municipal Accounting Office (MACCO).

As four (4) governance areas were not met to comply with the Seal of Good Local Governance (SGLG), the concerned offices were advised to focus on proper planning and timely execution of their program. In addition, as one of the SGLG indicators, the integration of barangay business clearance to eBPLS was raised. It was recommended that the Sangguniang Bayan pass an Ordinance and Resolution authorizing the MGOP to issue barangay clearance and to collect and remit fees and charges.

For CSO accreditation matters, it was suggested that one of the requirements be securing a certificate of registration from the BPLO. Similarly, it was recommended the same for CSOs to also get accreditation from the Office of Civil Defense (OCD) through a portal application process





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in anticipation of its possible inclusion as one of the indicators in GAWAD KALASAG. In another related observation, it was recommended that a separate fund be allocated for the operation of Civil Society Organization (CSO) Desk Unit as per EO No.17-2022 “An Order Establishing Civil Society Organization (CSO) Desk in the municipality of Pinamalayan, Oriental Mindoro.”

In full compliance to R.A 11032 “Ease of Doing Business and Efficient Government Service Delivery,” data sharing between endorsing offices involved in the business permitting process for full implementation is encouraged with the cooperation from all offices involved in the business permitting process .

The issue concerning the parking space of Persons with Disability (PWD) being indiscriminately used by MGOP employees, it was recommended to 1) create memorandum order/policy for designated parking space and 2) strict enforcement of proper parking of vehicles/heavy equipment on motorpool and on designated areas only. The concerned offices for this are MO, MAoO, and MSWDO.

During the presentation on the accomplishments under civil registration services, it was suggested by the OIC-Municipal Administrator to sort the records on marriage registration according to the officiating office, and indicate the number of civil and church weddings, and other relevant civil registration data. Prior to this suggestion, the data presented covered only the total number of marriage registrations in the records of the Municipal Civil Registry Office (MCRO).

For unsettled boundary disputes, the consolidation of all existing documents is suggested to provide ease towards the amicable settlement of boundary disputes. The concerned functionaries for the settlement process are MASSO, SB, and concerned Barangay Officials.

Another issue raised was the absence of identified area for Landbanking and the specific usage of the lot to be purchased. Prior to the proposal of Landbanking, the identification of area for Landbanking and their specific use is strongly recommended for the prioritization and allocation of fund. Concerned functionaries are MASSO, MO, the Local Finance Committee, and SB.

The absence/lack of PPEs and other basic sanitary items provided to sweepers, garbage collectors, and truck drivers were raised by the health officer. Due to budget constraints and prioritization, their office cannot handle the regular provision of PPEs and other basic sanitary items to MENRMD and GSO personnel hence the recommendation to provide budget exclusively for the procurement of PPEs and basic sanitary items. The OIC-MENRMD and OIC-GSO shared the sentiment on budget restraints causing limited allocation of funds to PPEs and basic sanitary items in their respective offices. To address this, the concern is being endorsed to the Local Chief Executive and Municipal Budget Office.

And finally, to address the concern regarding current police-population ratio where existing number of police personnel is not proportionate to the population, it was suggested that hiring additional police personnel to complement the population will be beneficial to the citizenry in terms of peace and order and public safety.





B. SOCIAL DEVELOPMENT SECTOR

For Health, Nutrition and Population Control Services, observed findings in the implementation of its major health programs based on the presented accomplishment report by the Municipal Health Office (MHO) are: (1) limited coverage of dental checkup for school children; (2) limited number of blood donors from the barangays; (3) absence of the Annual Health Examination Program for Municipal Employees; and (4) limited sanitation program due to the absence of a Sanitary Engineer to oversee its implementation, thus, resulting in the deprivation of health care for the intended beneficiaries. To deal with the matter, it is advised that schoolchildren should receive dental checkups initiated by the MHO at least every quarter, semi-annually, or annually in order to improve their oral health. In addition, it is suggested that the municipality's blood-letting program be extended down to the barangay level by soliciting the aid of the barangay officials and the provincial blood council to be able to collect the targeted amount of donated blood. The annual health examination of municipal employees was also recommended to be included among the priorities as part of the human resource development program to provide health welfare and wellness to its most precious asset—its workforce. Also, one of the suggestions is to employ a professional sanitation engineer to work hand in hand with the current health workers and local functionaries in maintaining environmental conditions conducive to public health.

Under the Social Protection and Sensitivity indicator of the Seal of Good Local Governance (SGLG), identified sub-indicators that failed to meet the criteria are: (1) GAD Plan and Budget utilization rate; and (2) Organization of Local Committees on Anti-Trafficking and Violence Against Women and Children (LCAT-VAWC). Even though the reviewing body approved and deemed the preceding GAD Plan and Budget (GPB) entirely compliant, it contains unfunded PPAs that led to a low utilization rate. To prevent a similar scenario for the current year GPB, it is advised to identify GAD-related PPAs funded under Annual Budget 2023 and Supplemental Budgets 2023 to be included in the Supplemental GBP CY 2023. On the other hand, in order to improve the agency's capability to combat human trafficking and end violence against women and children, the LCAT-VAWC must be activated. In addition, the municipal government is required to allocate more funding for the welfare and protection of the children.

For the devolved functions and services under the Family Welfare Program, the absence of monitoring the implementation of the Comprehensive Juvenile Intervention Program and the non-existence of linkage to the Pantawid Pamilyang Pilipino Program (4Ps) were among the immediate concerns brought up during discussions. Being the primary office in charge of providing welfare and benefits to disadvantaged sectors, the Municipal Social Welfare and Development Office was compelled to respond to the issues by offering secretariat services and administrative support for the smooth operation of the welfare program implementation by our program partners.

The persistent issue of a lack of basic social welfare infrastructure is caused by the municipal government's failure to fund housing initiatives and other basic social welfare amenities meant to help the community's most vulnerable members. The absence of government-owned property to put up the necessary housing and social welfare infrastructures is one of the deficiencies that have been noted. Due to the Municipal Housing Board's inactive state since its reconstitution, these issues were not raised or taken into consideration in the appropriate setting. Hence, it is recommended that the MHB meet on a regular basis to take a course of action to be able to come up with a comprehensive shelter plan as primary basis and requirement for securing funding from the concerned national government agencies and interested private state developers.





Lastly, the capacity and functionality of the Municipal School Board (MSB) have been raised since there was no definite schedule to conduct monthly regular meetings, which is one of the requirements under the Sustainable Education Indicator to pass the SGLG; lack of school performance indicators in the annual report such as participation rate, completion rate, cohort survival rate and drop-out rate; and the minimal impact of the utilization of Special Education Fund (SEF) to the DepEd program specifically in the implementation of Brigada Eskwela. To address the issue, it is recommended that the MSB should hold regular monthly meetings to discuss matters related to the implementation of infrastructure programs, the monitoring of SEF utilization, the inclusion of school performance indicators in the annual report as basis for prioritizing the proposed Programs/Projects/Activities for the ensuing year, and fund allocation to support the Brigada Eskwela program.

C. ECONOMIC DEVELOPMENT SECTOR

The Sanggunian Bayan should revisit and review the existing ordinances of the following: (1) *Marine Protected Areas/Fish Sanctuaries* for the proper imposition of penalty on damage/s on said areas, (2) *Responsible Pet Ownership* for clear delineation of responsibilities of sectors involved for proper information-education campaign and implementation of anti-rabies vaccination, and (3) *Municipal Ordinance related to Stray Animals* causing accidents and problem in waste disposal.

In addition, the formulation of policy requiring private and public establishments to sport a sewage treatment facility and septic tanks for the proper discharge of wastewater leading to the Construction of Sewage Treatment Facility for the Poblacion area with desludging system.

The Municipal Agriculture's Office must include the following in their plans and programs: (1) allocation of funds for the promotion and protection of municipal fish sanctuary, (2) provision of assistance to the affected fisherfolk of the coastal barangay in the municipality during the implementation of "closed season" fishing, and (3) installation of chips on pets for quick identification of pet ownership.

For Municipal Environment and Natural Resource Management Office, massive Information Education Campaign (IEC) and strict enforcement of Municipal Ordinance No. 02-2022 or the "Solid Waste Management Ordinance of Pinamalayan" is recommended due to non-compliance of various barangays on solid waste management and improper waste disposal of the stall occupants on Trade Fair or "Baraklan", Fun Fair and Night Market. Moreover, outsourcing a private waste management company is identified as a way to properly manage the poor waste management in the municipality.

Similarly, proper coordination with Municipal Agriculture Office on the turn-over of Styrofoam waste to municipal fisherfolk for the creation of Payao was raised as an opportunity to recycle before it is processed into the plastic-brick.

Furthermore, to prevent stray animals from scattering the waste collected as well as to the adherence on Responsible Pet Ownership Ordinance, the municipality should establish an Impounding Area/Adoption Center for identified stray animals that will be taken captive.





In the absence of a legitimate office responsible for meat monitoring, the creation of the Bantay Karne Task Force was recommended to supervise meat vendors selling in the barangays outside the prohibited distance from public market to sell meat products. It is considered to be a contributing factor to the failure to meet the slaughterhouse's annual income.

Constant monitoring of work and financial plan, Annual Investment Plan (AIP) and Project Procurement and Monitoring Plan (PPMP), proper identification of project location with proof of ownership, and close coordination of concerned office/barangay with the Municipal Engineering Office is needed especially in infrastructure projects to address the project implementation issues and conflict on project titles in the AIP as against to other relevant documents like Program of Works, Project Briefs, etc. It also be noted that the Person with Disability (PWD) Accessibility Law must be considered when preparing the Program of Works for all vertical structure projects.

Analysis and identification of appropriate intervention to address the problems in the implementation of any road development projects requires updated roadmap and complete inventory of roads.

Creation of technical plantilla positions in the Tourism and History Development Division (THDD) and Municipal Environment and Natural Resources Management Division (MENRMD) will address the issues in high workload of personnel and limited number of technical staff to provide mandated functions and services stated in the RA 7160.

The Municipal Disaster Risk Reduction and Management Office (MDRRMO), Municipal Police Station (MPS), and Bureau of Fire Protection (BFP) should categorize all vehicular accident victims being responded to as to the severity and survival of involved individuals for the proper formulation of safety programs.

D. OTHER SERVICES SECTOR

The Traffic Management Office managed by the MDRRMO should designate a proper parking area in the vicinity of the Juan Morente Sr. Memorial Pilot School (JMSMPS) as it is located on a primary road that leads to the highly commercialized area on both ends to properly regulate the traffic flow.

A Standard Operating Procedure for the 24/7 Emergency Response Center should also be formulated by the MDRRMO to ensure uniform and quality operations while simultaneously reducing miscommunication and ambiguity.

The MDRRMO should include the DILG-approved Local Climate Change Action Plan in its Action Plan as part of the disaster preparedness measures of the municipality.



ANNUAL AGENCY PERFORMANCE APPRAISAL / EXIT-UTILIZATION CONFERENCE SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS

OBSERVATIONS/FINDINGS	RECOMMENDATIONS	RESPONSIBILITY CENTER
A. GENERAL PUBLIC SERVICES SECTOR		
Absence of Manual of Operations and Ordinance	Creation of Internal Audit Services (IAS) Unit that will lead the formulation of Manual of Operation	MO/SB/HRMO/MADO
	It should be an integrated LGU service- both external and internal services formulated to be adopted or confirmed by the Sangguniang Bayan through Resolution or Ordinance	Internal Audit Services
	Formulation of Manual of Operations and its SB-Adaptation through resolution or ordinances	MO/HRMO/SB
Vice Mayor's Office Administrative Division	Recommended to merge the Administration Division to the office of the Secretary to the Sangguniang Bayan. The structural Administration & Operation shall be under the supervision of the Secretary to the Sangguniang Bayan	HRMO/SB
DILG Outdated Code	Review & revisit Ordinances for proper legislative action.	SB, All Executive Offices
	Updating of codes/ordinances	OVM/SB
LCCAP - DILG - Approved / Disaster Preparedness	Insert to the Action Plan of DRRMO	MDRRMO
LGSF - FALGU - Buli-Del Razon -ON HOLD	Waiting for the DBM response if to continue the project	MEO, MO, MBO, OVM
Organizational Structure- General Services Division	GSO should be created as Department	MO-MBO
Utilization Of Funds for PPE is only 41.74%	Offices must monitor and utilize their budgets	All Offices
No. 12, 1992 Model, Proposed Organizational Structure	(1) To Adopt the 1992 Model in the LGU Organizational Structure, (2) ABE unit was not reflected in the existing structure as proposed unit per DILG Circular	(1) HRMO, MAdO, MO, OVM, (2) HR, MO
Agriculture & Biosystem Engineering Division not yet established	Biosystem Engineering Division should be established under MAgO	MAgO
Non-inclusion of LEDIPO in the proposed organizational structure since it will be supposedly part of BPLO in FY 2023 (with proposed creation of item)	Creation/Establishment of LEDIPO Office/Division	MO/HRMO/SB/MBO
Public Policies and Measures: Executive Issuances	Reconstitution of Executive Order creating Inventory Committee to include a representative from Accounting as member of Inventory Committee for Effective and Accurate Property Record Inventory	MADO
Governance Performance Report/Status on Sustainable Education	Address the concern and Education Plan of MSB, it is possible to attend the focal person of MSB	MO/MSB
Compliance to COA AOM	Give the opportunity to make and allocate funds to the request of One Time Cleansing that will benefit and correct/straighten the records between GSO and MACCO	MO/MBO/MACCO
Insurances / Registrations of Equipment & DTS	RTO Registration and GSIS Insurance	GSO
Electrification of Motorpool Building	Installation	MO/MEO
No Breakdown of Officiating Office, the number of Civil / Church Wedding	Breakdown	MCR
BAC Services	Recommended for the creation of "Procurement Services Division" where all BAC related services are under the function hereof	MADO
Inclusion to SGLG the integration of barangay business clearance to eBPLS	Passage of an ordinance and resolution authorizing the LGU to issue barangay clearance and to collect and remit the fees and charges	DILG-ABC and SB

ANNUAL AGENCY PERFORMANCE APPRAISAL / EXIT-UTILIZATION CONFERENCE SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS

OBSERVATIONS/FINDINGS	RECOMMENDATIONS	RESPONSIBILITY CENTER
Gaps on SGLG; target not met	Departments and offices concerned should focus on proper planning and on timely execution of program	DILG
Certificate of registration of CSO	Required before accreditation of SB	MO SB
CSOs accreditation of SB/CSO accreditation by office of the civil defense (OCD) thru portal application process	continuity process in the accreditation of CSO, preparation in anticipating the possibility of inclusion as indicators for GAWAD KALASAG	MDRRMO / SB
	Recommended to allocate separate funds for equipment and supplies and to assign JO	MO
Full compliance to RA 11032 (Ease of Doing Business and Efficient Government Service Delivery)	Data sharing between endorsing offices involved in the Business Permitting process for full implementation	BPLO
Parking space for PWD is indiscriminately used by MGOP employees	1) Create memorandum order / policy for designated parking space (2) Strict Enforcement of proper parking of vehicles/ heavy equipment on motorpool and on designated areas only	MO / MADO/MSWDO
(Lack of) Legal Basis of Creation of PESO with SG-22 (DILG)	To provide legal basis for such creation of PESO	DILG
Financial Constraint of the LGU in the creation of Mandatory IP Representative in the Legislature	Allocation of funds for the creation of Mandatory IP Representative in the Legislature	LFC, SB
Unsettled boundary disputes	Consolidation of all existing documents for the settlement of boundary disputes	MASSO, SB, MO, Barangay
No identified area for Landbanking for specific usage of lot	Identification of area for Landbanking Prioritization of allocation of fund	MASSO, MO, LFC, SB
Existing number of police personnel does not meet ideal police population ratio	Hire additional police personnel	MPS
Lack of ICT Department/ IT Personnel that will man/supervise the existing systems in the municipality (e.g. eNPLS, iTax System, and others)	Creation of ICT Department /Regular/ Creation of IT Personnel (Regular Plantilla Position	MO, HRMO, LFC, SB
Revenue Code is outdated	Revisit the existing Revenue Code and the possible revisions of such (Market Code, Slaughterhouse Code)	OVM/ SBB
High rate of dependency on IRA/National Tax Allocation	Intensive Campaign on revenue collection	Revenue Generating Offices / SB OVM
Slow implementation of priority and funded development projects and PPAs	Proper monitoring of plan and budget	All Offices
Absence/lack of PPEs and Basic Sanitary items provided to sweepers, garbage collectors and truck drivers	Provide budget exclusively for procurement of PPEs and basic sanitary items	LCE / MBO / MENRMD/GSO
Absence of needed plantilla positions of the LGU	Creation of needed Plantilla Position of the LGU	LGU

ANNUAL AGENCY PERFORMANCE APPRAISAL / EXIT-UTILIZATION CONFERENCE SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS

OBSERVATIONS/FINDINGS	RECOMMENDATIONS	RESPONSIBILITY CENTER
B. SOCIAL DEVELOPMENT SECTOR		
Low utilization of GAD Plan and Budget	Preparation of Supplemental GAD Plan and Budget consisting of GAD-related PPAs funded under annual budget and supplemental budgets Proper Monitoring of PPAs	MSWDO, Offices Concerned
Low utilization of GAD Plan and Budget; GAD accomplishment 1.066%	Funding of proposed GAD plan for 2024 and SIP GAD for 2023 will be funded or will have sure funding	MO, MBO, MSWDO, MEO
GAD Utilization: Proposed GAD Project was not funded. GAD attribution projects was not coordinated to MEO	Close coordination of MSWDO AND MEO about GAD project / GAD Attribution Projects	
Absence of Annual Physical Health Examination Program for MGOP Employees	Creation of Program on Annual Physical Health Examination for MGOP Employees	MHO/MO
Establishment of permanent shelter for the poor especially in the IP communities	Put up important basic and necessary daily needs of the occupants in the area	MSWDO
Lack of blood letting activities in the barangay	Conduct Bloodletting activity to every barangay	MHO
Need of assistance of the Municipal Dental Clinic for regular dental check-up of learners	Provide assistance at least quarterly/semi-annually dental check-up to school children	MHO
Lot purchase MSWD intended for senior citizens, LCW, PWD	Additional amount from 5M to 10M in order to purchase the said lot	MSWDO
LCAT-VAWC not functional	Activation of LCAT-VAWC through meetings and coordinations with concerned agencies/offices	MSWDO
Needs to include in the action plan the LCW center or office and allowance monthly for the LCW federation president	Fixed place to meet 37 barangay presidents of LCW monthly meeting and quarterly. Another thing is there is a permanent place for the properties of LCW, like chairs, tables, for rental purposes	MSWDO
Without Social Protection Development Report being prepared (though the data are integrated with the social development assessment report)	Preparation and submission to concerned office / agency of social Protection Development Report	MSWDO
Implementation of Barangay Comprehensive Juvenile Intervention Program	Comprehensive monitoring of its implementation in 37 barangays	MSWDO
Seal of Child Friendly Local Governance	Include in the priority PPAs the proposed programs related to Child-Friendly and fund allocation thereof	MSWDO
LGU - Link - 4Ps	Hiring of LGU Link who will be assigned to 4Ps	MSWDO, MBO, MO
Insertion/ Inclusion of 4Ps Related PPAs to the 202X SIP of the 4Ps	Inclusion to SIP No. 02	MSWDO, 4Ps
For MSWD - Municipal Housing Board, No Regular Meeting	Conduct of Regular Meeting and planning activities	All members of Housing Board
Sanitation Program is not prioritized	Hire / Create position for licensed Sanitary Engineer / Sanitary Inspector	MHO
No regular / periodic LSB meetings	At least bi-monthly meetings shall be conducted	LSB
Lact of potential indicators on performance	Performance indicators such as participation rate, cohorts, survival rate, completion rate, dropout rate, and others must be included in the reports	DEPED
No indications of impacts of PPAs to schools performance	impact of SEF to Brigada Iskwela activities must be reported	LSB / Deped

ANNUAL AGENCY PERFORMANCE APPRAISAL / EXIT-UTILIZATION CONFERENCE SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS

OBSERVATIONS/FINDINGS	RECOMMENDATIONS	RESPONSIBILITY CENTER
C. ECONOMIC DEVELOPMENT SECTOR		
Absence of ordinance for imposition of penalty on damage/s in marine protected areas/fish sanctuaries	Make a letter request to the Sangguniang Bayan for the formulation of an ordinance for imposition of penalty on damage/s in marine protected areas/fish sanctuaries	MAgO
Lack of funds in promotion and protection of municipal fish sanctuary	Formulate plans and programs and include in AIP	MAgO
Implementation of closed season within municipal waters/territory the affected fisherfolks of the coastal barangay of the municipality	Formulate plans and programs and include in AIP	MAgO
Non-compliance of Various Barangays on Implementation of Solid Waste Management	Massive IEC-implementation of SWM Garbage materialized for the production of organic fertilizer	MENRMD, Liga ng Barangay
Poor waste management in the municipality	Develop ways to properly manage waste like hiring of private waste management company	MENRMD/MO
Opportunity for recycling of Styrofoam Waste Collected	Proper Coordination with Municipal Agriculture Office on the turn-over of Styrofoam Waste to municipal fisherfolks to be used in Payao Making	MAgO, MENRMD, MFARMC
Non-Observance on Municipal Ordinance No. 02-2022 or Solid Waste Management Ordinance of Pinamalayan (Improper waste disposal of the stall occupants on Trade Fair or Baraklan, Fun Fair and Night Market)	Conduct Orientation on Solid Waste Management for Stall Occupants on Trade Fair or Baraklan, Fun Fair and Night Market Strict enforcement of Municipal Ordinance No. 02-2022	MENRMD
Limited Number of Technical Personnel in MENRMD to provide mandated functions and services stated in RA 7160	Creation of technical plantilla positions	MENRMD, MO, HRMO, SB
Loitering stray animals causing accidents and problem in waste disposal	Review Municipal Ordinance on Stray Animals	SB
	Local adoption of national ordinance related to stray animals	
	Installation of chips on pets	MAgO, MO
	Establishment of Impounding Area/Adoption Center for Stray Animals	MEO
Lax implementation of responsible pet ownership	Clear delineation of responsibilities of sectors involved	MAgO / DILG / BRGY / MO
	Review and revisit ordinance	SB
	IEC and conduct of anti-rabies vaccination	MAgO
Absence of sewage treatment plant for resorts and public market	Policy on requiring commercial establishment on providing sewage treatment facility and septic tanks	SB
	Construction of Sewage Treatment Facility for Poblacion area with desludging system	MO/MEO/MENRMD/MHO
Income of Slaughterhouse not sustained	Strict enforcement of Municipal Ordinance No. 01-2023 (an ordinance regulating the sale, transport and handling of meat in meat markets in the municipality of Pinamalayan and for other purposes)	SOD/ BPLO/ MHO
Slow implementation of infrastructure projects	Constant Monitoring of Project Procurement Management Plan (PPMP)	MEO
Conflict of project titles on AIP specially on brgy. projects / constant project realignment of brgy. projects	Close coordination of MEO / MPDO / Barangays on their proposed projects. Site validation conducted prior the finalization of AIP	MEO /MPDO

ANNUAL AGENCY PERFORMANCE APPRAISAL / EXIT-UTILIZATION CONFERENCE SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS

OBSERVATIONS/FINDINGS	RECOMMENDATIONS	RESPONSIBILITY CENTER
Delays on the implementation of municipal and brgy. projects affecting the utilization of funds due to some factors that is change of project preference during the implementation period, no proof of ownership of the submitted project location during AIP, delay approval of brgy. counterpart funds because of late submission to budget office	Brgy. should properly identify the location of their proposed projects with proof of ownership even before/ during project preparation. encourage brgy's to prepare and submit their financial documents to concerned government office	MEO / MBO / MPDO
PWD accessibility LAW (non-skid flooring)	POW preparation should include the PWD Accessibility Law	MEO
Absence of Road Map and Outdated of Road Inventory for basis in the implementation	Preparation of Road Map	MEO
	Recommended to require the complete/updated inventory of roads in the municipality with indicator of its status that shall be the basis in the implementation of road development projects	MEO
Notable discrepancies in the preparation of POW as to what is indicated in the approved AIP	Constant review of the AIP and Project Procurement Management Plan (PPMP) as per Project title, desired output, timeline of implementation and actual amount appropriated	MEO
Delays in preparation of program of works	Create timeline in completion of POW; additional personnel in POW preparation	MEO
High workload of limited personnel of THDD	Creation of plantilla position and hiring of additional staff	THDD/MO
No legitimate office is responsible in meat monitoring	Create Bantay Karne Task Force	MO / SOD
D. OTHER SERVICES SECTOR		
Absence of categorization of vehicular accidents victims as to survival	Categorize all vehicular accident victims being responded to prioritize safety programs	MDRRMO/MPS/BFP
Non-regulation of traffic management in front of JMSMPS	Provide proper parking area	MDRRMO-TMO
Standard Operating Procedures for 24/7 Emergency Response Center not yet formulated	Formulation of Standard Operating Procedures for 24/7 Emergency Response Center	MDRRMO



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



IMPACT OF THE APPRAISAL-UTILIZATION ACTIVITY

RACING TOWARDS A SUSTAINABLE FUTURE



ANNUAL AGENCY PERFORMANCE APPRAISAL (AAPA) ANNUAL AGENCY EXIT/UTILIZATION CONFERENCE

IMPACT OF APPRAISAL-UTILIZATION ACTIVITY

This year's holding of appraisal/utilization activity is aptly significant taking into account that 2022 is a transition period for the municipality witnessing the assumption to office of the fresh slate of elected officials in the Sanggunian, being the election year; the functionality of newly-created departments mandatory under Mandanas-Garcia ruling; the gradual ease in travel restrictions and observance to minimum health protocols to manage the continuing effects of the pandemic; and recalibration towards a more enhanced and competent organization committed to delivering transparent, empowered, data-driven public service for the general welfare of the people.

The two-in-one activity intended to capacitate, empower, and engage public servants in upholding the values of excellent public service and good local governance generated learnings and opened up opportunities to enhance the capacities and competency of the agency.

Through a systematic review, discussion, assessment, and deliberation on the level of agency performance based on its accomplishments, identified gaps, issues, and concerns taking into consideration the results of the performance assessment of the recent previous years, the activity served as a venue in validating such issues, addressing backlogs, responding to urgent concerns, and finally generating recommendations through multi-sectoral approach to be able to reach an agreement on the courses of actions to be taken in order to fill the gaps, carry out interventions, and maximize the resources and capabilities of the agency to resolve these concerns.

These matters have been duly documented in the required reports as activity deliverables to serve as official reference of performance in governance and public administration of the current administration. Additionally, the rise or decline of the agency's level of competency is measured against the government established performance standard guides and success indicators. Thus, in the financial utilization and implementation of its endeavors, it must be aligned with the mandatory development and thematic plans, investment programs, budget and other pertinent documents which are sources of policies and actions of the agency.

Through the sectoral and cross-sectoral open discourse introduced in this appraisal-utilization activity, all involved sectors were given the chance to meet and exchange ideas arousing fresh perspectives and unfolding the interconnectedness, correlation, and intersection of issues from various sectors. From the generated multi-sectoral findings/observations and recommendations, the importance of each sector's participation and engagement was highlighted, noting that sectoral actions or lack thereof will contribute to the resolution of such issues/concerns.

Using a purpose-driven approach that continually aligns endeavors to the pursuit of excellence in local governance, our people become direct beneficiaries of the improved services and long-term socioeconomic progress. Thus, with the institutionalization of this germane performance since it was first carried out in 2014, it has become a way of cultivating the tenets of local good governance.





Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

2nd/F Finance Building, Municipal Complex, Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro

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MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

ACTIVITY MANAGEMENT FOCAL



#FullDevolution #LocalAutonomy #LocalEmpowerment





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



**MUNICIPAL PLANNING & DEVELOPMENT OFFICE (MPDO):
THE ACTIVITY MANAGEMENT FOCAL**

←←← RACING TOWARDS A SUSTAINABLE FUTURE →→→



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MPDO: THE ACTIVITY MANAGEMENT FOCAL

The Municipal Planning and Development Office (MPDO) as part of its mandate to formulate and prepare integrated agency accomplishment report and performance appraisal documents facilitated the conduct of the Annual Agency Performance Appraisal (AAPA) and Annual Agency Exit/Utilization Conference of the Municipality of Pinamalayan. The twin-activity was conducted at Filipiniana Hotel, Calapan City on March 14-17, 2023. Being the Activity Management Focal, the team, headed by EnP. Rosenio A. Toriano, Municipal Planning and Development Coordinator conducted all preparatory planning requirements and appropriate coordination prior to the conduct of the activity.

On March 13, 2023, the team left the station at 8 o'clock in the morning, ahead of the whole delegation from the municipal government as advanced party for the preparation and coordination of the program of activities, venue, and accommodation. The staff brought along all needed documents, references, IT equipment, materials and other activity requirements. Upon arrival, engagements of the MPDO team with the hotel management started right away. Set-up on physical arrangements, audio-visual testing, secretariat working place, room assignments, and other necessary services proceeded.

At 4:00 o'clock in the afternoon, the team convened for a meeting. Functions and responsibilities of all personnel were assigned for proper and efficient facilitation of the activity. Changes for the procedure of billeting the arriving participants were also discussed. Sector coordinators were instructed to follow-up on the unsubmitted AAPA sector presentations. Brief discussion of AAPA matrices was also facilitated by the MPDC for proper appreciation of all to facilitate coherent accomplishment of the mentioned forms during enhancement activities.

Another subject instructed was sector coordinators' active participation by raising unresolved issues and concerns that were excluded during the sector presentations. Generation of cross-sectoral recommendations and findings was also ordered by the MPDC through the accomplishment of the form drafted by EnP. Orlex Marayan. Content of said forms will serve as basis and be taken into consideration in the enhancement and adjustment of each sector's matrices. Lastly, the MPDC emphasized the proper execution of the activity as take-off in the preparation the agency's Annual Investment Plan (AIP) and Annual Budget 2024. The meeting lasted until early in the evening of said date.

During the 4-day duration of the activity, the team provided all the needed technical and administrative services. Upon arrival of the participants at the activity's venue, the team immediately facilitated the registration and billeting. Sector coordinators provided technical assistance to their respective sectors through provision needed forms, reference materials, technical advice during simultaneous sectoral workshops and managing sector presentations. Dissemination of improved cross-sectoral results and suggestions that served as a foundation for addressing issues and concerns not explicitly implied as related to one sector was one of the primary responsibilities taken on by the sector coordinator and the entire team. A broader perspective in the delivery of interventions was attained, leading to efficient action plans for each sector of concern. As the activity management focal, the team was also in-charge of supervising the flow of the activity and time management ensuring scheduled activities were conducted on time. Evaluation and consolidation of every activity's outputs were executed as early preparation in the formulation of the activities final output.

On the last day, all participants have checked out and headed back home at 4:00 o'clock in the afternoon, except for the AMT for the wrap up, inventory, and pack up of the IT equipment, documents and all materials used during the activity. Final coordination with the venue management was conducted regarding participant's check-out status and other services concerned. The team finally left the venue at 5:00 o'clock in the afternoon.





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ACTIVITY MANAGEMENT FOCAL: MUNICIPAL PLANNING AND DEVELOPMENT OFFICE



SECTORAL COORDINATION STRUCTURE



GENERAL PUBLIC SERVICES & OTHER SERVICES SECTOR COORDINATORS



ECONOMIC DEVELOPMENT SECTOR COORDINATORS



SOCIAL DEVELOPMENT SECTOR COORDINATORS



SECRETARIAT



ADMINISTRATIVE AND TECHNICAL ASSISTANTS



SUPERVISING SECTOR COORDINATOR



ACTIVITY MANAGEMENT HEAD

#FullDevolution #LocalAutonomy #LocalEmpowerment





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 1: GOVERNANCE PERFORMANCE REPORT

- > LOCAL GOVERNANCE PERFORMANCE MANAGEMENT SYSTEM
 - > SEAL OF GOOD LOCAL GOVERNANCE
- > CHILD-FRIENDLY LOCAL GOVERNANCE AUDIT REPORT
 - > GAWAD KALASAG SEAL

RACING TOWARDS A SUSTAINABLE FUTURE

**LOCAL GOVERNANCE PERFORMANCE MANAGEMENT SYSTEM (LGPMS)
LGU PROFILE CY 2021**



Department of the Interior and Local Government
LGPMS Profiling
CY 2021

Form 1. LGU Profile (CM)

Local Governance Performance Management System – DATA COLLECTION AND CERTIFICATION FORM
Form 1. LGU Profile

City / Municipality : **Pinamalayan** Region : **MIMAROPA**
of
Province : **Oriental Mindoro**

INSTRUCTIONS: PLEASE READ BEFORE PROCEEDING TO THE ITEMS.

(1) To be completed and certified by the LGU-LGPMS Team. (2) The data or information should be based on the current situation of the year under review i.e., as of October 31, 2021; except for select indicators with specific reference year e.g., financial data based on CY 2020 records. (3) Members of the LGU-LGPMS Team are to affix their respective signatures on the Certification Page. (4) Encode data via Google Survey to be accessed through <http://bit.ly/2021-LGU-Profile> until December 15, 2021.

I. Basic Information	
Income Class	First Class
Population (CY 2020)	90,383
No. of Households (CY 2020)	20,085
Land Area (in sq.km)	282.66
Website	www.pinamalayan.gov.ph

II. Ecosystems
Please tick available condition(s):
<input checked="" type="checkbox"/> Agricultural
<input checked="" type="checkbox"/> Coastal Marine
<input checked="" type="checkbox"/> Forest
<input checked="" type="checkbox"/> Freshwater
<input checked="" type="checkbox"/> Urban

III. Hazards
Please indicate the type of hazards present in the LGU (check all that apply):
<input checked="" type="checkbox"/> Earthquake / Ground-shaking
<input checked="" type="checkbox"/> Flood
<input checked="" type="checkbox"/> Rain-induced Landslide
<input checked="" type="checkbox"/> Storm surge / Tsunami
<input checked="" type="checkbox"/> Typhoon
<input type="checkbox"/> Others: _____

IV. Economic Activity
Please rank the economic activities present in the LGU (start from "1" for the most dominant; write N/A for activities not present):
1 Agriculture
2 Commercial and service centers
4 Fisheries
3 Industrial
6 Mining and quarrying
5 Tourism
Others: _____

V. Financial Summary CY 2020			
LGU Income		Resource Allocation and Utilization	
IRA share	PhP 247,913,679	Personal services expenditure ratio	34.61 %
Locally-sourced revenues	PhP 51,124,407.28	Total expenditure per capita	PhP 3,400.33
Other revenues	PhP 44,221,242.	Debt service ratio	0 %
Total	PhP 343,259,329.24		
Revenue Generation			
Cost-to-collect revenue	24.33 %	Real property tax accomplishment rate	98.46 %
Locally-sourced revenue per capita	PhP 641.51	Locally-sourced revenue to Total Income	14.90 %
		Regular revenue to Total Income	14.90 %

VI. LGU-owned Economic Enterprise	
Please tick the LGU-owned enterprise(s) present in the locale (check all that apply):	
<input type="checkbox"/> Museum	<input type="checkbox"/> Public park
<input type="checkbox"/> Public cemetery	<input checked="" type="checkbox"/> Slaughterhouse
<input checked="" type="checkbox"/> Public market	<input type="checkbox"/> Transport terminals
<input type="checkbox"/> Others. Please specify: _____	



VII. Local Special Bodies, Committees and Other Councils

Please indicate which local entities are organized in the LGU and their year of constitution (write "N/A" for entities not organized):

	Organized?		Year
	Yes	No	
Local Anti-Drug Abuse Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Council for the Protection of Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Council for the Welfare of Disabled Persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Council on Anti-Trafficking and Anti-Violence Against Women and their Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Culture and Arts Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Development Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Disaster Risk Reduction and Management Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Drinking Water Quality Monitoring Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2020
Local Health Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Housing Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Nutrition Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Peace and Order Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local School Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Solid Waste Management Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019
Local Tourism Council	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2019

VIII. Legislative Profile and Support to Operations

Please indicate which local issuances have been approved / passed by the LGU (check all that apply):

	Year last updated
<input checked="" type="checkbox"/> Annual Investment Plan	2021
<input checked="" type="checkbox"/> Capacity Development Agenda	2021
<input checked="" type="checkbox"/> Code of General Ordinances	1991
<input checked="" type="checkbox"/> Comprehensive Development Plan	2018
<input checked="" type="checkbox"/> Comprehensive Land Use Plan	2019
<input checked="" type="checkbox"/> Contingency Plan	2020
<input checked="" type="checkbox"/> Environmental Code	2016
<input type="checkbox"/> Freedom of Information Ordinance or EO	
<input checked="" type="checkbox"/> Gender and Development Plan and Budget	2021
<input checked="" type="checkbox"/> Health and Sanitation Code	1993
<input checked="" type="checkbox"/> Local Development Investment Program	2020
<input checked="" type="checkbox"/> Local Climate Change Action Plan	2021
<input checked="" type="checkbox"/> Local Public Transport Plan	2021
<input checked="" type="checkbox"/> Local School Board Plan	2020
<input checked="" type="checkbox"/> Local Shelter Plan / Resettlement and Relocation Action Plan	2021
<input type="checkbox"/> Manual of Operations	
<input checked="" type="checkbox"/> Market Code	2015
<input checked="" type="checkbox"/> Peace and Order, and Public Safety Plan	2021
<input checked="" type="checkbox"/> Revenue Code	2019
<input checked="" type="checkbox"/> Safe Closure and Rehabilitation Plan	2017
<input checked="" type="checkbox"/> Solid Waste Management Plan	2021

IX. Housing and Basic Utilities

No. of Informal Settlers	1,357 HH	HH w/ access to piped-in water (Level III)	41.18 %
Households (HH) w/ access to electricity	91.06 %	HH w/ access to sanitary toilets	81.71 %



X. Appointed/Designated Local Officials/Employees

Please tick box if Department Head position is present in the LGU and if the incumbent Head occupies a plantilla (permanent) position. Also, kindly indicate below the year of appointment:

Position present? (tick if Yes)	Position Title	Occupies Plantilla Position? (tick if Yes)	Year Appointed
<input checked="" type="checkbox"/>	Accountant	<input checked="" type="checkbox"/>	1993
<input checked="" type="checkbox"/>	Administrator	<input checked="" type="checkbox"/>	2016
<input checked="" type="checkbox"/>	Agriculturist	<input checked="" type="checkbox"/>	2002
<input type="checkbox"/>	Architect	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Assessor	<input checked="" type="checkbox"/>	2018
<input checked="" type="checkbox"/>	Budget Officer	<input checked="" type="checkbox"/>	2006
<input checked="" type="checkbox"/>	Civil Registrar	<input checked="" type="checkbox"/>	1993
<input type="checkbox"/>	Cooperatives Officer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Disaster Risk Reduction and Management Officer	<input checked="" type="checkbox"/>	2017
<input checked="" type="checkbox"/>	Engineer	<input checked="" type="checkbox"/>	2020
<input type="checkbox"/>	Environmental and Natural Resources Officer	<input type="checkbox"/>	
<input type="checkbox"/>	General Services Officer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Health Officer	<input checked="" type="checkbox"/>	2021
<input type="checkbox"/>	Information Officer	<input type="checkbox"/>	
<input type="checkbox"/>	Legal Officer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Planning and Development Coordinator	<input checked="" type="checkbox"/>	1989
<input type="checkbox"/>	Population Officer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Secretary to the Sanggunian	<input checked="" type="checkbox"/>	2015
<input checked="" type="checkbox"/>	Social Welfare and Development Officer	<input checked="" type="checkbox"/>	2021
<input type="checkbox"/>	Tourism Officer	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Treasurer	<input checked="" type="checkbox"/>	2020
<input type="checkbox"/>	Veterinarian	<input type="checkbox"/>	

XI. Personnel Complement

Please provide the total number personnel occupying the following positions:

Elective officials	12		
Permanent appointive officials	20	Barangay health workers	395
Permanent employees (exclude officials counted in item above)	205	Doctors	3
Contractual employees	0	Fire Officers	16
Job order and/or contract of services	328	Midwives	8
		Nurses	2
		Police officers	70

XII. LGU-managed Facilities

Please indicate total no. of facilities managed by the LGU:

Drug rehabilitation center	0
Health center	1
Hospital	0
Infirmery	0
Isolation Facility	1
Museum	0
Park	1
Pre-school	1

XIII. LGU Service Vehicles

Please indicate total no. of vehicles owned by the LGU:

Ambulance	2
Fire truck	1
Garbage truck	3
Motorcycle	40
Patrol car	3
Service vehicle	21
Other: (Please specify)	_____



Reading center / library	1	
Residential care facility	0	
Socio-cultural center	0	
Sports facility	1	
Vocational / technical school	0	
		3 Dump Trucks
		4 Mini Dump Trucks
		3 Payloaders
		1 Road Grader
		1 Man Lifter
		1 Mobile Kitchen
		1 Mobile Clinic
		1 Rescue Truck
		1 Backhoe with Concrete Breaker
		1 Self-Loading Truck

XIV. Other sectoral profiles

A. Senior citizens' welfare

1. The LGU has an Office of Senior Citizen's Affairs (OSCA) Yes No

If yes:

- 1.1 OSCA is headed by *(indicate position title of Head)*: Senior Citizen Federation President
 1.2 OSCA Officer occupies the position as: *plantilla/permanent* *designated*
 1.3 OSCA Officer receives remuneration: SG – N/A
 1.4 OSCA Officer occupies: *dedicated office space* *designated desk*

B. Youth development

1. The LGU has a Local Youth Development Office (LYDO) Yes No

If yes:

- 1.1 LYDO is headed by *(indicate position title of Head)*: Executive Assistant II
 1.2 LYDO Officer occupies the position as: *plantilla/permanent* *designated*
 1.3 LYDO Officer receives remuneration of: SG 17
 1.4 LYDO Officer occupies: *dedicated office space* *designated desk*

2. There is a Sanggunian-approved Local Youth Development Plan Yes No

If yes:

- 2.1 Plan was approved in *(indicate date)*: 2021
 2.2 Plan covers the following period: 2022 - 2024

C. Disaster Risk Reduction and Management

Notes: DILG is monitoring the availability of plans to address public health emergencies, such as LDRRMP and CBDRRMP. Also for monitoring is the presence of plans that respond to and accommodate unexpected changes in operational requirements in the workplace, such as the PSCP.

1. The LGU has a Local Disaster Risk Reduction and Management Plan (LDRRMP) Yes No

If yes:

- 1.1 Plan was approved in *(indicate date)*: 05/24/2021
 1.2 Plan covers the following period: 2020 - 2022
 1.3 The LDRRMP covers the following elements:
(check all that apply)
- Prevention and Mitigation
 - Disaster Preparedness
 - Response
 - Rehabilitation and Recovery



1.4 The LDRRMP provides guidance to address the following types of disasters: *(check all that apply)*

- Natural disasters
 - Biological/Public health emergency
 - Drought
 - Earthquake/Ground-shaking
 - Flood
 - Rain-induced landslide
 - Storm surge/Tsunami
 - Typhoon
 - Other: _____
- Human-induced disasters
 - Armed conflict
 - Terrorism
 - Other: _____

1.5 Current plan is being updated to include guidance for the following aspects of DRRM / disasters: *(list all that apply)*

Covid 19 Response and Vaccination Plans;
Disaster Risk Reduction and Management for Health Plan

2. The LGU has a Public Service Continuity Plan (PSCP) Yes No

If yes:

- 2.1 Plan has been drafted: Yes No
- 2.2 Plan was approved in *(indicate date)*: October 25, 2021
- 2.3 Plan covers the following period: 2022 - 2023

3. The LGU's barangays have formulated and approved Community - based Disaster Risk Reduction and Management Plans (CBDRRMP) Yes No

If yes:

3.1 The number of barangays with formulated and approved CBDRRMP is:

Total No. of Brgys in the LGU	37
No. of Brgys with CBDRMMP	37
Percentage of Brgys with CBDRRMP	100%

3.2 Number of barangays which have incorporated the following elements of DRRM into their CBDRRMPs:

No. of Brgys.	Elements of DRRM
37	Prevention and Mitigation
37	Disaster Preparedness
37	Response
37	Rehabilitation and Recovery

3.3 Number of barangays affected by different types of disasters which have incorporated responsive measures into their CBDRRMs: *(please ensure consistency with the types of disasters applicable to the LGU, as indicated in item 1.4)*

Types of Disasters	No. of Brgys affected	No. of Brgys w/ responsive measures
Natural disasters		
<input checked="" type="checkbox"/> Biological/Public health emergency	37	37
<input checked="" type="checkbox"/> Drought	28	28
<input checked="" type="checkbox"/> Earthquake/Ground-shaking	37	37
<input checked="" type="checkbox"/> Flood	29	29
<input checked="" type="checkbox"/> Rain-induced landslide	37	37
<input checked="" type="checkbox"/> Storm surge/Tsunami	9	9
<input checked="" type="checkbox"/> Typhoon	37	37
<input type="checkbox"/> Other: _____	_____	_____
Human-induced disasters		
<input type="checkbox"/> Armed conflict	_____	_____
<input type="checkbox"/> Terrorism	_____	_____
<input type="checkbox"/> Other: _____	_____	_____



D. Climate Change Expenditure Tagging

- 1. Climate change expenditures are identified in the CY 2021 Annual Investment Programs (AIP) Yes No
- 2. Identified climate change expenditures in AIP are tagged using the prescribed AIP Form Yes No

E. Project Monitoring

- 1. The LGU has a Local Project Monitoring Committee Yes No
- If yes:
 - 1.1 Project Monitoring Reports are submitted to the Local Development Council:
 - Monthly
 - Quarterly
 - Semi-annual
 - Annual
 - No submission

F. Pantawid Pamilyang Pilipino Program (4Ps) [For cities and municipalities only]

- 1. There is a City/Municipal Advisory Committee that oversees implementation of 4Ps in the LGU Yes No
- 2. The LGU designated a Focal Person who serves as a DSWD-Link in the implementation of the Program Yes No

G. Agriculture and Fisheries

- 1. The LGU organized an Agriculture and Fishery Council Yes No
- If yes:
 - 1.1 Indicate year the Council was organized: 2021
- 2. The LGU has an Agriculture Office Yes No
- If yes:
 - 2.1 Indicate name of the Office: Municipal Agricultures Office
 - 2.2 The Office has an Agricultural and Biosystems Engineering Division / Section Yes No

H. Labor and Employment

- 1. The LGU has a Public Employment Service Office (PESO) Yes No
- If yes:
 - 1.1 PESO is headed by (indicate position title of Head): Assistant MPDC
 - 1.2 PESO Officer occupies the position as: plantilla/permanent designated
 - 1.3 PESO Officer receives remuneration of: SG - 22
 - 1.4 PESO Officer is assisted by (other PESO staff, if any): 3 Job Order Personnel

XV. Awards and Recognitions

Enumerate local governance-related awards and recognitions received by the LGU since CY 2018, both national and international. Note: Please do not include the following: a) personal awards, and b) regional awards.

Award title	Year conferred	Award-giving body	Nat' 	Int'
Best in e-Governance Customer Empowerment	2018	DigitalCitiesPHAwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presidential Awards on Child Friendly Municipality	2018	Council for Welfare of Children	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seal of Child Friendly Local Governance	2018	Child Friendly Local Government Unit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRIME-HRM Bronze Award	2019	Civil Service Commission	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2019 PARA EL MAR 3 rd Place-Outstanding Locally-Managed Marine Protected Area	2019	Marine Protected Area Support Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Most Improved First to Second Class Cities and Municipalities Competitive Index 2020 Rankings	2020	Department of Trade and Industry	<input checked="" type="checkbox"/>	<input type="checkbox"/>



XVI. LGU Description

Please provide a brief description of the local government that highlights its governance thrusts and how these are translated in programs and commitments. The LGU can also feature what it is known for (e.g., products, destinations and taglines). **Description MUST NOT EXCEED 70 words.**

The Municipal Government of Pinamalayan is founded in the RAINBOW Values (i.e Responsible Leadership, Accountable and Transparency in Governance, Innovative and Excellent Services, Nurturers of Faith and Patriotic Ideals, Builders of Positivity and Team Spirit, Objectivity and Integrity of Purpose and Well-Balanced Ecology Advocate) which aims in 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 with social equity.

XVII. LCE Profile

Name of Mayor	ARISTEO APASAN BALDOS, JR.
Term of Office (1 st , 2 nd or 3 rd)	2 nd
Party Affiliation	Liberal Party
Telephone No.	(043) 284 71 46
Fax No.	(043) 284 71 46
E-mail address	mayorsoffice@pinamalayan.gov.ph



City / Municipality of : PINAMALAYAN
 Province : ORIENTAL MINDORO

Region : MIMAROPA

Date: December 9, 2021

CERTIFICATION PAGE

We, the members of the LGU-LGPMs Team, hereby confirm the answers provided in Form 1. LGU Profile CY 2021.

We assume the responsibility in providing credible and realistic data.

SIGNED:


(Note: Place your signature above printed name. Indicate your position)


HON. ARISTEO A. BALDOS, JR. Municipal Mayor, Chairperson


MS. MIRASOL J. SANTOS Municipal Administrator, Member


EnP. ROSENIO A. TORIANO MPDC, Member


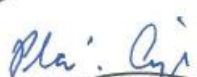








MS. GRACE EUNICE F. FABELLA MSWD Officer, Member


DR. MARK JAYSON F. CASTRO Rural Health Physician, Member


MS. ZAIDA D. MICIANO Municipal Budget Officer, Member


MS. JUDY D. MORENTE Municipal Accountant, Member



 ENGR. MANOLITO E. MASCOLINO	Municipal Engineer, Member
MR. CARLITO M. MEJICO	Municipal Assessor, Member
 MR. PLARIDEL S. CUPIADO	Municipal Treasurer, Member
 MR. DANNY S. VILLACRUSIS	Municipal Agriculturist, Member
 MS. CHITA P. LACDANG	Municipal Civil Registrar, Member
 MR. RONE B. MADRID	OIC – General Services Officer, Member
 MR. ARNEL G. ABRENICA	Secretary to the Sanggunian, Member
MR. RICARDO A. LIM	SCO Focal/PESO Manager, Member
 MR. MARLO C. ROSALES	LDRRMO III, Member
 MS. AMELIA L. RAMOS	MLGOO, Member
 PLTCOL ANTHONY J. RAMOS	OIC – Chief of Police, Pinamalayan MPS, Member
MS. AMMAFE D. JARABE, Ed. D.	DepEd Public Schools District Supervisor, Member



PAGKILALA SA KATAPATAN AT KAHUSAYAN NG PAMAHALAANG LOKAL

Governance Assessment Report (GAR)

PINAMALAYAN

FINANCIAL ADMINISTRATION  **DID NOT MET THE CRITERIA**  **MET THE CRITERIA**  **RECONSIDERED LGU CONDITION**  **NOT APPLICABLE**

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Unqualified or Qualified COA Opinion	1. Most recent Unmodified or Qualified COA Audit Opinion (CY2020 or 2021) 2. 30% of recommendations fully complied with	2020 -Qualified 5.08% 2021- Qualified 7.5%	
Compliance with Full Disclosure Policy	1.Full compliance with CY 2021 2nd to 4th qtrs & CY 2022 1st qtr posting in: a. 3 conspicuous places b. FDP Portal 2. Submission of FY 2021-Q4 SRE reports in the eSRE System		
Local Revenue Collection Growth	At least a positive increase in average local revenue growths for FYs 2018-2020		At least a 7% increase in average local revenue growths for FYs 2020-2022
Utilization Rate of 20% Internal Revenue Allotment Component	1. Should have appropriated at least 20% component of IRA FY 2020 for development projects 2. Bylaws and related policies, 100 % utilization of the 20% DF as of December 31, 2020 Consideration: LGU met the median for ● Province: 63%, ● City: 66%, and ● Municipality: 73%		consideration with at least 77% utilization as of December #1, 2022
Utilization Rate of Performance Challenge Fund	1. PCF in 2019: 100% fund utilization by June 30, 2021. Consideration: (on the utilization of 2019 PCF) request for an extension has been granted by the DILG-RO or BLGD which is only until December 31, 2021. 2. PCF before 2019 should also have 100% fund utilization. All unobligated balances must be reverted back to the National Treasury		
Utilization rate of Assistance to Municipalities Fund	1. 100% utilization of all received funds in CY 2020 as of December 31, 2021 2. AM/BUB before 2020 should also have 100% fund utilization. All unobligated balances must also be reverted back to the National Treasury.		1. 100% utilization of all received funds in CY 2021 as of December 31, 2022
Approved Annual Budget	CY 2022 budget should have been approved by December 31, 2021 Consideration: CY 2022 budget approved beyond December 31, 2021, but not later than March 31, 2022 (Sec. 323 of LGC).		

Potential Indicators for CY 2024 and CY 2025 ● Year-On-Year growth in social and economic services expenditures maintained above baseline of 10% ● Submission of the Public Financial Management and Improvement Plan (PFMIP) Monitoring Table to DBM-RO ● 100% timely filing of withholding tax returns per taxable year ● 100% timely remittance of taxes withheld per taxable year

DISASTER PREPAREDNESS



DID NOT MET THE CRITERIA



MET THE CRITERIA



RECONSIDERED LGU CONDITION



NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Organized Municipal Disaster Risk Reduction and Management Council	1. LDRRMC Members include, in addition to heads from different government and non-government offices: <ul style="list-style-type: none"> a. At least 4 accredited CSO members and b. At least 1 private sector member 2. LDRRMC Meetings must be convened at least once during every quarter of CY 2021		Full MDRRMC membership and regular meetings for all quarters CY 2022
Established Municipal disaster Risk Reduction and Management Office	A. LDRRM OFFICER <ul style="list-style-type: none"> 1. LDRRMO Heads must: (1st to 3rd Class M) <ul style="list-style-type: none"> a. Hold Plantilla position (LDRRMO III) and b. Receive at least SG 18. 1. LDRRMO Heads must: (4th to 6th Class M) <ul style="list-style-type: none"> a. Hold Plantilla position (LDRRMO II) and b. Receive at least SG 15. 		Has a workspace
Established Municipal disaster Risk Reduction and Management Office	Consideration1: LGU with an appointed LDRRMO (Head of Office) with temporary status; provided that said temporary appointment: <ul style="list-style-type: none"> a. Has not exceeded 1 year period; b. Has the prescribed salary grade; and c. Is CSC-attested. Appointment that is yet to be attested by CSC may be considered if it bears the required SG and LGU has already transmitted its copy to CSC Field Office.		
Established Municipal disaster Risk Reduction and Management Office	Consideration2: recently vacated plantilla LDRRMO position; provided that: <ul style="list-style-type: none"> 1. Vacancy happened within CY2021 or 2022; 2. Vacated position has the prescribed SG; Efforts to hire new LDRRMO is already ongoing; and 3. With designated LDRRMO Head in the meantime 		Consideration with at least 77% utilization as of December #1, 2022
Established Municipal disaster Risk Reduction and Management Office	B. LDRRMO STAFF COMPLEMENT (1st to 3rd Class M) at least 3 LDRRMO staff plantilla positions are filled (4th to 6th Class M) at least 1 plantilla LDRRMO staff Consideration1: LGU with an appointed LDRRMO staff with temporary status; provided that said temporary appointment: <ul style="list-style-type: none"> a. Has not exceeded 1 year period; and b. Is CSC-attested. Appointment that is yet to be attested by CSC may be considered if LGU has already transmitted its copy to CSC Field Office.		
Established Municipal disaster Risk Reduction and Management Office	Consideration 2: recently vacated plantilla LDRRMO position/s; provided that: <ul style="list-style-type: none"> 1. Vacancy happened within CY 2021 and 2. Efforts to hire new LDRRMO staff are already ongoing 		

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
	C. LDRRMO Work Space physical space within LGU premises which is allocated for the LDRRMO		
Approved Comprehensive Land Use Plan	1. CLUP with zoning ordinance covering CY 2022 AND 2. engagement of component barangays in the planning process or initiative to communicate the plan to their component barangays Consideration: CLUP is still under review, provided that results of risk assessment should have already been incorporated in the final draft of CLUP, as certified by PLUC or Regional/Central DHSUD		
Approved Municipal Disaster Risk Reduction And Management Plan	LDRRM Plan that: 1. Covers CY 2022; and 2. DRR-CCA development initiatives incorporated in the CY 2022 AIP, as verified by the DRR-CCA Focal Person of DILG-RO.		
Approved Local Climate Change Action Plan	Approved LCCAP or approved PDPFP/CLUP/CDP verified by DRR-CCA Focal Person of the concerned DILG-RO, containing: 1. Results of risk assessment; and 2. Climate change adaptation and mitigation actions.		Approved LCCAP submitted to CCC with approved 2023 AIP with LCCAP Expenditure tagging
Approved Contingency Plan	LDRRMC-approved CP for the ranked 1 and 2 high-risk hazards updated for COVID/EREID concerns AND must contain: 1. Anatomy of the Hazard; 2. Scenario Generation; 3. Affected Population; 4. Coordination, Command & Control Protocols; and 5. Activation, Deactivation & Non- Activation Protocols Consideration: Has existing CP approved in 2019 onwards which is currently being updated for COVID/EREID concerns	on-going efforts to integrate COVID/EREID concerns	Approved Contingency plan integrated COVID-EREID Concerns
Utilization of the 70% component of CY 2021 local disaster risk reduction and management fund	1. Appropriated not less than 5% of the estimated revenue from regular sources in 2020 as LDRRMF for 2021; 2. Utilized at least 50% of the 70% Disaster Preparedness and Mitigation Fund of LDRRMF for the 2021 Current Fund as of December 31, 2021; and 3. A signed report on LDRRMF utilization is consistent with the LDRRMF utilization report posted in the FDP Portal.		At least 60% Utilization of 70% component of LDRRMF
Early warning system in-place	1. At least one marker per hazard area present (ranked 1 and 2 hazards); 2. Audible and wide-ranging warning and alarm system (e.g siren, church bell, radio); 3. Automated rain gauge OR locally- innovated technology to measure the amount of rainfall; 4. IEC on EWS posted; AND 5. SOP on the end-to-end use of EWS and feed backing mechanisms) communicated to residents in high risk areas		
Established pre-emptive & forced evacuation mechanism	Established pre-emptive and forced evacuation procedures captured in the EO or equivalent issuance		Pre-emptive and forced evacuation mechanism AND tested through actual conduct of evacuation during slow-onset disasters, as applicable or through evacuation drills

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Established evacuation management system and resources	A. evacuation center identified evacuation center – permanent, semi-permanent or temporary, that has: <ol style="list-style-type: none"> 1. Met minimum required facilities and standards provided in DSWD-DILG-DOH-DepED JMC No. 1, series of 2013 as shown in the actual facility or in the provisions in the EC Management Plan; 2. Evacuation Center Management Plan or other camp management-related protocol/system integrating observation of health protocols; 		Established Evacuation Management (EM) system and resources: (a) evacuation center (EC) with minimum required facilities and standards, management plan/protocol/system integrating the observation of minimum health protocols, info guide in EC, and management committees/teams; (b) evacuation info guide in the communities; and (c) prepositioned goods, resources, and services
Established evacuation management system and resources	<ol style="list-style-type: none"> 3. System for registration of evacuees (both center-based and home-based); 4. Localized information guide with facilities and map; AND 5. Organized EC Management Team/Committee. B. Evacuation information guides 100% of barangays with evacuation information guides.		
Established evacuation management system and resources	C. Prepositioned goods, resources, and services Must have all of the following mechanisms: <ol style="list-style-type: none"> 1. Mobilization and management of volunteer groups; 2. Goods for relief operations (stockpiling that must include at least 500 food packs and 500 hygiene kits, OR in partnership with suppliers); 		
Established evacuation management system and resources	<ol style="list-style-type: none"> 3. Medical services, at least 1 health emergency response team to respond during emergencies and disasters provided by either in-house professionals or in partnership with other entities; 4. Psycho-social support, provided by either in-house professionals or in partnership with other entities; 5. Security services; and 6. Transport services to transport the possibly affected residents to the identified evacuation center 		
Established LDRRM operations center	at least a temporary LDRRM OpCen functioning 24/7 during disasters		LDRRM Operations Center with SOP
Incident command system in-place	<ol style="list-style-type: none"> 1. Established ICS; AND 2. At least one LDRRMC head/member (LGU-based) or LDRRMO head/staff trained in any level of ICS 		
Approved Community Based Disaster Risk Reduction and Management Plans and Budget	at least 75% of barangays with approved CBDRRM Plans that are incorporated into the 2022 AIP Consideration: matrix-type barangay plans detailing DRR-related PPAs with clear targets, timeframes, budget, and approved by the BDC		
Participation in 2022 Gawad Kalasag Seal for LDRRMCs/LDRRMOs	participated in the conduct of the 2022 GK Seal assessment for LDRRMCs and LDRRMOs (until April 30, 2022)		Participation and compliance with submission of required documents to Gawad Kalasag

SOCIAL PROTECTION



DID NOT MET THE CRITERIA



MET THE CRITERIA



RECONSIDERED LGU CONDITION



NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Seal of Child-friendly Local Governance Awardee	CY 2021 SCFLG awardee – (2019 data) Consideration: a. At least 80% overall rating and at least 60% rating for each category; OR b. It is compliant with CFLGA indicators on the implemented plans for children, and budget allocation and utilization for children’s PPAs.		
Presence of gender and development mechanism	All six GAD mechanisms present: 1. Focal Point System 2. GAD Database – at least w/ sex disaggregation 3. 2021 Accomplishment Report 4. Updated GAD Code (2016 onwards)		Gender and development (GAD) mechanisms: (a) Focal point system, (b) Database, (c) CY 2022 Accomplishment report, (d) Updated GAD Code, (e) Compliant CY 2022 and At least submitted to DILG-FO CY 2023 plan and budget, (f) At least 75% utilization/completion of CY 2022 GAD budget
Presence of gender and development mechanism	Consideration: (a) existing Code that is adopted not earlier than CY 2011, (b) old Code has been amended or revised by a new ordinance enacted not earlier than CY 2011; or (c) for CC/M, localized Provincial GAD Code; provided it was enacted not earlier than 2011 by the originating Sanggunian		
Presence of gender and development mechanism	5. CY 2021 and CY 2022 GAD Plan and Budget reviewed by DILG Field Office and found compliant in form and content per PCW-DILG-DBM-NEDA JMC No. 2016-01 Consideration: CY 2022 plan and budget that is at least submitted for review 6. At least 75% completion rate on PPAs OR utilization rate of CY 2021 GAD Budget		
Presence of violence against women and children mechanism	Organized LCAT-VAWC 100% of barangays with Violence Against Women (VAW) Desks At least 85% of barangays with submitted report for all quarters of CY 2021 Consideration: At least 85% of barangays with submitted reports in CY 2021 3rd and 4th quarters at least)		(d) Approved LCAT-VAWC Annual Work and Financial Plan for CY 2022, (e) Quarterly meetings of LCAT-VAWC conducted for all quarters of 2022, (f) Local issuance/ordinance on anti-trafficking in persons, (g) Established Migrants Advisory Information Network (MAIN) Desks, (h) Ordinance on anti-violence against women and their children (VAWC), (i) Ordinance on anti-gender-based sexual harassment in streets and public spaces, (j) ASH Hotline, and (k) 100% of barangays with ASH desks (VAW Desks may also serve as ASH Desks)
Updated Local Code for children	Code for Children must be updated not earlier than CY 2016, OR The existing Code has been amended or revised by a new ordinance enacted not earlier than CY 2016. Consideration: (a) existing Code was adopted not earlier than CY 2011; (b) old Code was amended or revised by a new ordinance enacted not earlier than CY 2011; or (c) For CC/M, localized Provincial Children’s Code provided it was enacted not earlier than 2011 by the originating Sanggunian.		
Efforts on early childhood care and development	any one of the following: a. Encoding of at least 80% of all ECCD Child Profile in the ECCD-Information System		

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
	until Dec. 10, 2021 (Consideration: encoded at least 80% of all ECCD Child Profile for SY 2020-2021 in the ECCD-IS until April 30, 2022) b. Provision of complete required data on ECCD Service Providers (Day Care Workers/Child Development Workers) and Facilities (Day Care Centers/Child Development Centers) to DSWD Field Office		
Efforts on early childhood care and development	c. At least 90% accomplishment rate in the implementation of the Supplementary Feeding Program (SFP) Implementation Cycle 10 - House to house during pandemic (as of Sept. 30, 2021)		100% accomplishment rate in the implementation of the Supplementary Feeding Program (SFP) Implementation Cycle 11 as of March 31, 2023

*At least 60% of barangays with approved Comprehensive Barangay Juvenile Intervention Program (CBJIP)

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Compliance with Accessibility Law	Must have the following in the LG building, main hospital/health facility, and one LG-managed tertiary educational facility/technical vocational education and training center, if any: 1. Ramps with 2-level handrails on both sides with non-skid flooring (at least "good" per Annex A), and passed the Ramp Gradient Finder Test Exemptions: - Ground level entrance or exit - With dropped curb due to an elevation of short distance and its lowest point does not exceed 25 mm from the road or gutter, and it also passed the Ramp Gradient Test - With special lift or elevator at the ground level - For ramps with only one handrail (2-level): If ramp is adjacent to a wall and has a width less than 1.20m.		ALL health facilities managed by the municipal government: (a) stairs (if applicable); (b) walkways; (c) corridors; (d) doors; (e) washrooms and toilets; (f) ramps; (g) parking areas; (h) Switches, Controls, Buzzers; (i) handrails; (j) floor finishes; (k) drinking/water fountains; (l) public telephone; (m) seating accommodations; (n) signages; and (o) elevator (if applicable). Consideration: Submission of a plan to be implemented within the next 3 years for the compliance with the minimum requirements
Compliance with Accessibility Law	2. PWD Toilet (at least one) with appropriate turning space and non-skid flooring. - In case PWD toilet is not located in the ground floor, special lift/elevator should be present to ensure PWD access 3. Signages – directional and information signs to help PWDs in finding way inside and outside the building 4. Parking space for persons with disabilities Consideration: (a) LG building is a historical site, provided that LGU has facility or building catering to all PWD-related concerns or services (b) LG building is under construction, provided that LGU has facility or building catering to all PWD-related concerns or services & construction plans include provision of ramps with 2-level handrails		
Functional Persons with Disabilities Affairs Office	C/ 1st-3rd Class M 1. PDAO established by an ordinance 2. Permanent PDAO Head whose appointment has undergone the prescribed recruitment process 4th-6th Class M		Functionality of Persons with Disability Affairs Office with (a) ordinance for the establishment; (b) head; (c) accomplishment Report of PWD-related PPAs indicating at least 50% budget utilization or completion of PPAs; and (d) all issued IDs uploaded in the DOH PRPWD

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
	Designation of Focal Person performing the functions of PDAO Consideration: a) P/HUC: PDAO established through an executive order; provided that there is at least a designated PWD affairs officer b) CC/M: Designated PDA Officer/focal person		
Functional Persons with Disabilities Affairs Office	Any 2 of the following: a) Accomplishment Report of PWD-related PPAs; b) Mechanism for the issuance of persons with disability IDs; and/or c) Uploading of data on PWD to the DOH PRPWD		
Established senior citizens center	at least 1 SCC either as LGU-owned facility or managed in partnership with DSWD, other LGU, or private organization		
Compliance with Indigenous peoples mandatory representation in the sanggunian	IPMR has CoA and all of the following requirements met: 1. IPMR is seated in the Sanggunian, 2. IPMR receives compensation and other regular benefits of a Sanggunian Member, and 3. IPMR attends meetings/sessions as indicated in the Minutes Consideration: LGU with extenuating circumstances, subject to the CGLG deliberation		Integration of the Ancestral Domain Sustainable Development and Protection Plan (ADSDPP) or components therein in the CDP
Fund utilization/completion of PPAs for senior citizens and PWDs, LCPC	at least 75% completion rate on PPAs or utilization rate of CY 2021 funds allocated for each: 1. Programs & projects for SCs and PWDs; AND 2. 1% of IRA allocation for LCPC. Consideration: on 1% allocation for LCPC: at least 75% completion rate on PPAs for children OR utilization rate of CY 2021 funds for them		Separate allocation of at least 1% of NTA for PPAs for senior citizens, PWDs, and LCPC; AND at least 75% fund utilization/completion of PPAs in CY 2022
Utilization rate of SALINTUBIG Fund	1. 100% utilization of CY 2019 and 2020 funds as of December 31, 2021 2. LGUs that received funds in earlier years (before 2019) should also have 100% fund utilization. All unobligated balances must also be reverted back to the National Treasury.		

*At least 1 accredited LGU-managed center-based non-residential OR residential care facility for vulnerable sectors

*Presence of 4Ps-related PPAs in AIP or CDP or Local Poverty Reduction Action Plan (LPRAP) and at least 50% of graduated/exited beneficiaries are provided /facilitated with programs and services based on agreed Exit/Intervention Plan (for municipalities with graduated beneficiaries

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Functional Local Social Welfare and Development Office	1. Appointed (in permanent status, and CSC-attested) LSWDO that is a licensed and registered social worker Consideration: LSWD Officer is vacated in CY 2021 or later due to retirement, resignation or death of incumbent, but there is a designated OIC that is also a RSW Exemption: Where the head of Office was hired before the Magna Carta for Social Workers (April 11, 2007), there must be at least a RSW working as a technical staff in the office 2. Targeting System for Poor and Vulnerable Sectors and Households, AND 3. Manual of Operations or local guidelines on a case management system.		(b) Use of CBMS data as a registry to update the profiles of current beneficiaries of social development programs; (c) With Manual of Operations or local guidelines on a case management system; and (d) ALL social workers provided with Magna Carta grant benefits

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Local issuance on social protection	Local issuance adopting any of the following: the (a) SP Operational Framework, (b) SP Handbook, or © Family Risk and Vulnerability Adaptation Manual, or (d) creation of an SP Team. – Issuance should be from 2016 onwards. Consideration: other policies on social protection may be considered enacted or adopted not earlier than 2011.		Efforts to further mainstream social protection: (a) Comprehensive Social Protection Development Report (SPDR) submitted to the PSWDO, (b) Social Development Plan based on the SPDR is integrated in CDP and LDIP, and (c) policy issuance on any area of recommendation of the SPDR
Institutionalized Public Employment Service Office	1. Established office 2. permanent PESO Manager with: Municipalities - At least SG 22 Consideration: an LGU with any of the following: (a) appointed PESO Manager with temporary status, provided: - Has not exceeded one year; - Conforms to the prescribed SG; and - Is CSC-attested (b) recently vacated plantilla PESO Manager position due to the incumbent’s separation from office, provided that: - Vacancy happened within 2021 and 2022 of the following year, and - Vacated position conforms with the prescribed SG (c) with a designated PESO Manager		
Functional Local Development Council	A. structures and socio-economic plans and policies Must comply with all tests of functionality: a. composition b. meetings (both semesters in CY 2021); c. Executive Committee; d. Local Project Monitoring Committee; e. approved PDPFP/CDP, LDIP and AIP; and f. Secretariat Consideration: If currently under review, consideration for PDPFP as indicated in Disaster Preparedness area will be applied.		
Functional Local Development Council	Satisfactory participation of civil society organizations (CSOs) in LDC CSO participation as demonstrated in: 1. Attendance to meetings held at least once in a semester for CY 2021; AND 2. Inputs from the CSO or actual participation of CSO representative as captured in the Minutes of Meeting or any LGU official document, OR at least 1 CSO Plan of Action submitted in CY 2021 Exemption in ¼ composition: if LGU does not have a sufficient number of organized and accredited CSOs		

*Established Population Office with appointed or designated Population Officer/Coordinator

*Established Teen Center (community or school-based) [For 1st -3 rd Mun only]

HEALTH COMPLIANCE AND RESPONSIVENESS



DID NOT MET THE CRITERIA



MET THE CRITERIA



RECONSIDERED LGU CONDITION



NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Local Investment Plan for Health	LIPH endorsed to PHO		Complete final version of the Annual Operation Plans (AOP) which details the Local Investment Plan for Health (LIPH) and accomplished appraisal checklist for the 2022 AOP endorsed by the Municipal Health Officer/Mayor to PHO
Plus any two (2) of the following:			
Stunting rate among children	at least 80-110% coverage AND a mean stunting rate lower or equal to the average for each LGU category presented below: Municipalities ●8.93% for 1st to 2nd income class ●10.31% for 3rd to 4th income class ●13.02% for 5th to 6th income class		
Household with access to safely managed drinking water services	more than or equal to the set national target of 47.5%		At least 55% of households with access to safely managed drinking water services in CY 2021
TB case notification rate	CY 2020 TB Case Notification Rate is equal to, or above CY 2019 accomplishment		TB Case Notification Rate (CY 2021 rate is equal to, or above 2020 accomplishment)
TB treatment success rate	more than or equal to 90% TB Treatment Success Rate in CY 2020		At least 60-110% Operation Timbang (OPT) Plus coverage and stunting prevalence among children under 5 years old within the medium level of public health significance or better
			At least 43.60% of households with safely managed sanitation services in CY 2021
Institutionalized DRRM-H system	Must have all the 4 components of DRRM-H System		Institutionalized DRRM-H system: (a) Disaster Risk Reduction and Management in Health (DRRM-H) Plans; (b) Organized and trained Health Emergency Response Team on minimum required trainings: Basic Life Support and Standard First Aid; (c) Available and accessible within 24 hours essential health emergency commodities; and (d) Functional Health Operations Center or Emergency Operations Center
			At least 43.60% of households with safely managed sanitation services in CY 2021
Functional local epidemiology surveillance unit	Must have ALL ESU components		Functional Local Epidemiology Surveillance Unit: (a) ordinance or EO creating the ESU; (b) staff complement; (c) organogram/organizational chart; (d) budget/work and financial plan; and (e) Disease and Event Surveillance Report

*At least 43.60% of households with safely managed sanitation services in CY 2021

SUSTAINABLE EDUCATION

 DID NOT MET THE CRITERIA
  MET THE CRITERIA
  RECONSIDERED LGU CONDITION
  NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Pass any three (3)			
Functional Local School Board	1. LGUs with LSB that complies with the “mandatory membership provision” under Section 98 of the LGC; and 2. Met at least once a month (or as often as necessary) in CY 2021 Consideration: at least six LSB meetings in CY 2021, but with justifiable reasons for the failure to meet monthly. Among the acceptable reasons are the COVID-19 situation (at least Alert Level 3 / ECQ, MECQ or MGCQ), occurrence of disasters, and/or poor internet connectivity		Functional municipal school board: (a) composition and (b) monthly meetings in CY 2022
Collaborative PPAs with external partners	at least 2 PAPs conducted in collaboration with two different external partners in CY 2021 *In case the PAPs pertain to Brigada Eskwela, LGUs will be asked to identify the general nature of activities initiated by the local government and its partners. Kindly refer to the list in Annex B (Nature/Type of BE Interventions).		
Utilization rate/PPAs completion for Special Education Fund budget	at least 85% completion rate on either PAPs or utilization rate of the fund intended for the CY 2021 SEF Budget as of December 31, 2021		
Reforms aligned with local priority education reform areas	At least 2 PAPs for CY 2022 indicated in the LGU's LDIP/AIP or SEF Budget/LSB Plan that are aligned with the local priority education reform areas of DepEd as provided under the DEDP/SIP/AIP.		
Programs and projects that promote inclusive education	At least 2 PPAs in CY 2021 that promote inclusive education		

*Potential Indicators for CY 2024 and CY 2025 • Improvement in Pupils’ Performance Indicators (current year versus previous year’s data) i.e., participation rate, cohort survival rate, completion rate, literacy rate, net intake rate, and dropout rate • Current year’s data is lower than previous year’s data on the presence of Out-Of-School Youth (OSY) and incidence of bullying

BUSINESS-FRIENDLY AND COMPETITIVENESS

 DID NOT MET THE CRITERIA
  MET THE CRITERIA
  RECONSIDERED LGU CONDITION
  NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Must pass Item 1 or 2			
Finalist of 2021 PCCI's Most Business-Friendly LGU Award: OR	2021 Finalist of the PCCI's Most Business-Friendly LGUs Award;		
Top 20 in the Competitiveness Index of DTI-CB: OR	Belongs to the Top 20 (P/C/M) of the 2021 Competitiveness Index		
Or meets all of the following:			

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Local Economic Development and Investment Promotions Office/Unit	Designated LEDIPO (officer)		Established LEDIPO
Updated citizens charter	<ol style="list-style-type: none"> Is Visible within Business Permit and Licensing Office (BPLO) Reflects current fees Reflects the processing time of 3 days for new business permit applications Reflects the processing time of 3 days for business permit renewals. 		
Streamlined process in doing business	<ol style="list-style-type: none"> Business or mayor's permit released in: <ol style="list-style-type: none"> one step for fully implemented eBOSS; 4 steps or less for BOSS in transition* to fully automated (per Citizen's Charter) Not more than 3 days processing both for new and renewal of business (per Certified Form 2B) 		
Streamlined process in doing business	*May include manual of operation <ol style="list-style-type: none"> Presence of Business One Stop Shop (BOSS): <ul style="list-style-type: none"> -C: Must be established all-year round BOSS -M: Established seasonal BOSS 		
Updated local economic development data	Computerized or computer-aided tracking system and must be able to provide at least three of the four economic data required		

SAFETY, PEACE AND ORDER  DID NOT MET THE CRITERIA  MET THE CRITERIA  RECONSIDERED LGU CONDITION  NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Passed the 2021 POC Performance Audit	CY 2021 POC Performance Audit passers (LGUs who were able to get a total score of 65% and above)		
Rated Highly Functional in CY 2021 ADAC Performance Audit	Rated highly functional in the CY 2021 ADAC Performance Audit		
Logistical support to local police station	With logistical support provided such as ammunition, communication, vehicles, police station, supplies for CY 2021		
Organized barangay peacekeeping action teams	100% of barangays with organized and trained BPATs, barangay tanods, and/or any similar unit		
Increase in drug-cleared barangays	Drug-free city/municipality as declared by the Oversight Committee, or increase in drug-cleared barangays in CY 2021 as compared to CY 2020		
Designated firecracker zones	<ol style="list-style-type: none"> total ban on firecrackers & pyrotechnic devices; or designating specific zones for manufacturing, display and exhibition of firecrackers 		

*Potential Indicators for CY 2024 and CY 2025 ● Crime Index, Crime Solution Efficiency Rate (Data source: PNP) ● Functionality of BADACs (at least 60% of moderate functional BADACs) (Data source: NBOO) ● Functionality of BPOCs (at least 60% of moderate functional BPOCs) (Data source: NBOO) ● At least 50% of Component Barangays with High Functional Lupong Tagapamayapa (Data source: NBOO) ● Formulation of Local Public Transport Route Plan ● Support to local jail and fire unit / operations and community reintegration LGUs with BJMP and BFP (Data source: BJMP)

ENVIRONMENTAL MANAGEMENT  DID NOT MET THE CRITERIA  MET THE CRITERIA  RECONSIDERED LGU CONDITION  NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Must pass items 1 and 2			
Organized Local Solid Waste Management Board	SWM Board should have: 1. A composition showing the CSO, and private sector membership; and 2. Convened at least once in CY2021	incomplete members no certification on the absence of prescribed members	
No operating/controlled dumpsite	Has not operated open/controlled dumpsite within jurisdiction per NSWMC or DENR-EMB list Consideration: LGU with closed dumpsite as of CY 2021, provided that it has met the following: 1. An approved Safe Closure Rehabilitation Plan (SCRCP) 2. Access to an authorized SLF; or with operational Residual Containment Area (RCA) with proposed programs for access to authorized SLF (LGU owned or contract with private operator)	closed dumpsite but no data on SCRCP and RCA	
Any two (2) of the following			
Ten-year solid waste management plan	Approved 10-year Solid Waste Management Plan covering CY 2022 Consideration: an SWM Plan that is still under review of NSWMC		
Materials recovery facility	All component barangays must be serviced by an operational MRF Consideration: LGUs with planned programs on increasing operational MRFs or expanding its operation of a single MRF servicing multiple Barangays		
Access to sanitary landfill	LGU-managed SLF or access to SLF thru MOA with an entity managing same facility Consideration: LGUs with Operational Temporary Residual Containment Area, plus ongoing construction of LGU's own sanitary landfill or with proposed programs for access to authorized SLF		

Met any one of these two indicators on Wetlands and Water Management: 8.6 Any three of these initiatives contributing to biodiversity conservation and enhancement focusing on inland wetlands and water bodies: (a) registry and map included in the ecological profile, approved CDP, or approved LCCAP; (b) ordinance establishing wetland/s or water body as a conservation area or with protection purposes; (c) PPAs on biodiversity conservation and enhancement in the LDIP or AIP covering CY 2023; (d) management plan for an inland wetland or waterbody; (e) Wetland information sheet with the profile and assessment of the wetland/waterbody prepared in coordination with DENR; (f) Program or project conducted on biodiversity and conservation or water management in CY 2022 or 2023 8.7 Any two of these initiatives on Water Quality Management: (a) Annual Water Quality Monitoring Results of a water a body indicating the water quality within the river classification; (b) Water Quality Monitoring Unit created with monitoring capabilities; (c) Water quality management and monitoring 18 Note: Items in this format are new, upgraded and/or redefined indicators from 2022 SGLG Assessment Criteria. Also in this format are some insights relating to CY 2024 and CY 2025 assessments.

*Potential Indicators for CY 2024 and CY 2025 • Presence of Permanent City Environment and Natural Resources Officer • Strengthened Wildlife Law Enforcement • Compliance with Waste Diversion Targets

PPAs in the LDIP or AIP covering CY 2023; (d) Compliance scheme or localized Water Quality Management Area Action Plan (for LGU WQMA Members) Met this indicator on Park and Green Space Development: 8.8 Any three of these efforts for the establishment or maintenance of public parks and green spaces: (a) at least one public park or green space maintained; (b) List and map of all public parks and green spaces in their jurisdictions should be included in the Ecological Profile or CLUP; (c) related PPAs in AIP for CY 2023; and (d) site profile and assessment of at least one public park or green space.

*Potential Indicators for CY 2024 and CY 2025 • Presence of Permanent City Environment and Natural Resources Officer • Strengthened Wildlife Law Enforcement • Compliance with Waste Diversion Targets

TOURISM, HERITAGE AND CULTURE  DID NOT MET THE CRITERIA  MET THE CRITERIA  RECONSIDERED LGU CONDITION  NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Tourism Development (For LGUs where tourism is a significant industry, any two (2) of the following:)			
With local tourism officer	Must have a filled-up permanent position local tourism officer or designated officer		
Tourism information and assistance center or desk in-place	Local tourism and assistance center or desks with promotional materials and references for the tourist sights found in the LGU		
Established tracking system of tourism data	Local tourism database either manual or computer-aided as manifested in the availability of tourism data updated as of CY 2021		
			Approved Local Tourism Development Plan or at least the presence of one of these: (a) EO or Resolution creating the Tourism Development Plan Committee or TWG; (b) approved work plan for the formulation of the plan; and (c) draft plan
			Submission of the Annual Supply Tourism Statistics Report based on the DOT Standard Reporting Format under the Standard Local Tourism Statistics System (SLTSS) to the DOT Regional and Central Office
Cultural Heritage Promotion and Conservation (Any three (3) of the following:)			
Council for the promotion of culture and the arts	Presence of local council for culture and the arts		
Utilization rate of the budget appropriated for the conservation and preservation of cultural property	At least 75% utilization rate of budget appropriated for the conservation and preservation of cultural property, CY 2021 Cut-off date: December 31, 2021	74.45% utilization	
Cultural property inventory conducted	Cultural property inventory that is: 1. Updated not earlier than 2021 2. Adopted by the LGU 3. Submitted to NCCA for review Consideration: LGUs with cultural inventory that is updated not earlier than 2021, and is yet to be adopted and transmitted to NCCA for review.	incomplete data of property inventory	Cultural property inventory using the templates provided in DILG-NCCA JMC No. 2021-001
Published narrative of history & culture	Actual published narrative available for public consumption or reference on the historical and cultural background of the LGU		documented and published

YOUTH DEVELOPMENT



DID NOT MET THE CRITERIA



MET THE CRITERIA



RECONSIDERED LGU CONDITION



NOT APPLICABLE

INDICATOR	REQUIREMENTS	GAPS	PROPOSED 2023
Pass any two (2)			
Functional local youth development council	I. LYDC Members include: 1. Two (2) core members from the SK; AND 2. At least 8 representatives from youth organizations or youth serving organizations II. Convened at least once in CY 2021 III. LYDC Members (all members) must have participated in at least 1 training on leadership, project-development and sustainability, and other related subjects during their incumbency (at least 2018 onwards)		Functional municipal youth development council: (a) structure; (b) quarterly meetings; and (c) trained members
Local youth development plan	a. LYDP is LYDC-approved; OR b. Draft LYDP (covering 2022) is still under review or has been transmitted for review to LYDC		Municipal Youth Development Plan (either stand-alone and Sanggunian-approved OR incorporated in the approved CDP)
LGU support for youth development	a. At least 1 ordinance / resolution passed on Youth Development or adoption of local youth anti-poverty agenda in CY 2018 onwards. b. At least 1 facility / designated space dedicated for youth-related programs or activities (other facility/space other than the LYDO office or designated space). c. At least 1 youth-related program or service conducted by any LGU office (aside from LYDO) in CY 2021. -co-implemented w/ LYDO is acceptable		LGU support to youth development with any two of these: (a) ordinance / resolution passed on Youth Development or adoption of local youth anti-poverty agenda in CY 2022; (b) facility / designated space dedicated for youth-related programs or activities; (c) youth-related program or service conducted by any LGU office (aside from LYDO) in CY 2022

TESTS of RESULTS-ACCEPTABILITY (For deliberation of the Council of Good Local Governance)

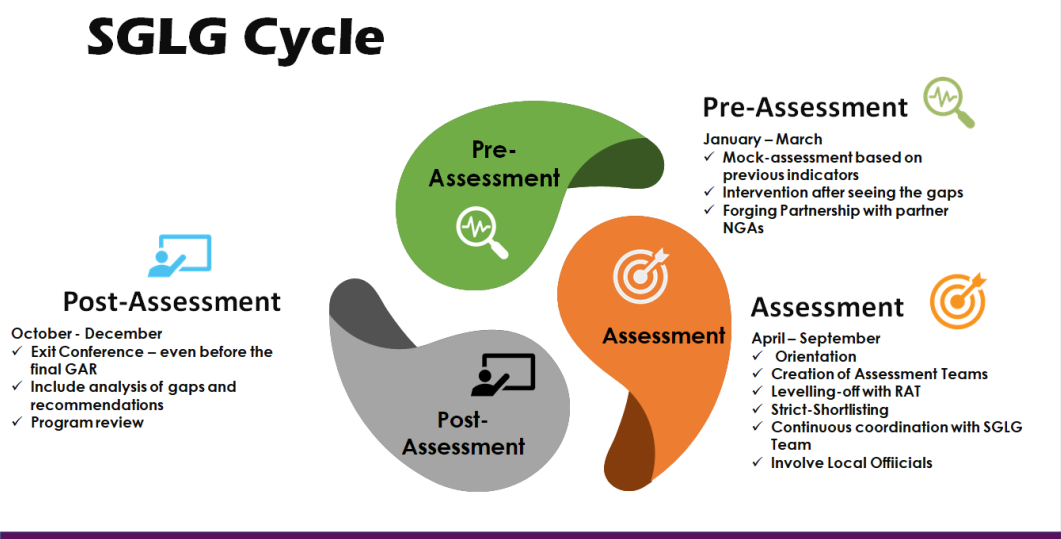
- 11.4 Zero death after a disaster
- 11.5 Institutional integrity e.g., should not have been found guilty in corruption cases
- 11.6 50% of component barangays have participated in SGLG-

OVER-ALL RESULTS	
GOVERNANCE AREA	STATUS OF COMPLIANCE
1. FINANCIAL ADMINISTRATION AND SUSTAINABILITY	Red
2. DISASTER PREPAREDNESS	Green
3. SOCIAL PROTECTION AND SENSITIVITY	Green
4. HEALTH COMPLIANCE AND RESPONSIVENESS	Red
5. SUSTAINABLE EDUCATION	Dark Green
6. BUSINESS-FRIENDLINESS AND COMPETITIVENESS	Green
7. SAFETY, PEACE AND ORDER	Green
8. ENVIRONMENTAL MANAGEMENT	Red
9. TOURISM, HERITAGE AND CULTURE	Red
10. YOUTH DEVELOPMENT	Dark Green

● DID NOT MET THE CRITERIA
 ● MET THE CRITERIA
 ● RECONSIDERED LGU CONDITION
 ● NOT APPLICABLE

PROPOSED STRATEGIES:

- Creation of LGU SGLG Team
- Constant coordination with the DILG PO SGLG Team
- Creation of GC per Team
- Early preparation and conduct of Pre-assessment
- Year- round SGLG cycle
- Utilization of the DILG Oriental Mindoro SGLG Tracker



CFLGA Form 1-A

CFLGA Form 1-A: Right of Children to Survival (15%)
LGU: Pinamalayan

1.1. Percentage coverage of Fully Immunized Children (FIC) aged 0-12 months old

	Actual Data	Projected Data	Score
Number of fully immunized children	1,488	1,600	5.00
Total population of 0-12 months old	1,507	1,600	
Percentage Coverage	98.74%	100.00%	

No data
Data Source: FHSIS, Local Health Office

Accomplishment (%)	Point
FIC 95-100%	5.00
90-94%	4.00
85-89%	3.00
80-84%	2.00
below 80%	1.00

1.2. Prevalence of malnutrition among children aged 0-59 months old

	Actual Data	Projected Data	Score
Actual number of 0-59 months weighed	6,390	6,390	1.00
Total Population of 0-59 months old	6,390	6,390	
OPT Plus Coverage (0-59 months)	100.00%	100.00%	

No data

If OPT Plus coverage is at least 80%, proceed to the following section:

Nutritional Status	Actual Data	Prevalence	Score
a. Stunted	917	14.35%	2.00
b. Wasted	264	4.13%	
c. Overweight and Obese	146	2.28%	

Data Source: Operation Timbang (OPT) Plus, Local Nutrition Office

Accomplishment (%)	Point
OPT Plus Coverage	80-110% 1.00
below 80%	0.00

Accomplishment (%)	Point
Status	Less than 1.00
Stunting	14.39% 2.00
Wasting	4.40% 1.50
Overweight	3.50% 0.50

1.3. Percentage coverage of pregnant adolescents provided with prenatal and postpartum services

Total Population of 10-19 years old (female adolescents)	11,525
Total Number of Pregnant Adolescents	200
Prevalence of Adolescent Pregnancies	1.74%

1.3.1 Percentage coverage of pregnant adolescents with prenatal services

Prenatal visits (at least 4)	Number of Pregnant Adolescents	Adolescents with at least 4 prenatal visits	Coverage	Score
10-14 years old	31	31	100.00%	3.00
15-19 years old	169	169		
Total	200	200		

No data

Note: For 2019, if the available data is consolidated for 10-19 years old only, encode in the space for the 15-19 years old data then leave a note in the Remarks section.

Data Source: Safe Motherhood Program - Pregnancy Tracking, Local Health Office

Accomplishment (%)	Point
Prenatal	80-100% 3.00
70-79.99%	2.00
60-69.99%	1.00
below 60%	0.00

1.3.2 Percentage coverage of pregnant adolescents with postpartum services

Postpartum visits (at least 2)	Number of Pregnant Adolescents	Adolescents with at least 2 postpartum visits	Coverage	Score
10-14 years old	0	0	100.00%	2.00
15-19 years old	5	5		
Total	5	5		

No data

Note: For 2019, if the available data is consolidated for 10-19 years old only, encode in the space for the 15-19 years old data then leave a note in the Remarks section.

Data Source: Safe Motherhood Program - Pregnancy Tracking, Local Health Office

Accomplishment (%)	Point
Postpartum	80-100% 2.00
70-79.99%	1.00
below 70%	0.00

CFLGA Form 1-B

CFLGA Form 1-B: Right of Children to Development (25%)
LGU: Pinamalayan

2.1. Percentage coverage of children aged 3-4 years old provided with early childhood care and development (ECCD) services, both public and privately managed, and may be facility, home, or community-based

	Number of Children	% from total in area	Score
a. Public Centers (i.e. Day Care, Child Development)	1,906	94.53%	5.00
b. Private Centers (i.e. Montessori)	71	2.03%	
c. Community-Based (i.e. SHPs, mother/learning)	15,911	49.22%	
d. Other modalities, please specify:		0.00%	
Total Number of ECCD workers	3,478		
Total Population of 3-4 years old	3,478	100.00%	

No data
Data Source: Enrollment/Registration List, LSWOOD / ECCD Focal Person

2.2. Presence of ECCD services in all barangays, either private or publicly managed, in any of the following modality - center/facility, home, community, or other modalities

2.2.1. Percentage of barangays with at least one (1) ECCD service

	Number of barangays with at least 1 ECCD service	Percentage	Score
Number of barangays with at least 1 ECCD service	37	100.00%	2.00
Total Number of barangays	37	100.00%	

No data

2.2.2. Percentage of accredited or recognized center-based ECCD services

	Number of accredited/recognized Public Centers	Percentage	Score
Number of accredited/recognized Public Centers	60	100.00%	3.00
Total number of Public Centers	60	100.00%	

No data
Note: For 2019, only the accreditation/recognition for public centers is required.

ECCD Services available (please list):

Private Centers (i.e. Montessori) _____ Other modalities, please specify: _____

Number of Accredited Private Centers _____

Community-Based (i.e. SHPs, mother/learning) _____

Home Stimulation (for 0-2 years old) _____

Data Source: LSWOOD / ECCD Focal Person

2.3. Percentage of out-of-school children and youth assisted for enrollment/re-enrollment to school, alternative learning system or other flexible learning options

2.3.1. Percentage of children who have dropped out from school that were reintegrated in the academic year being audited

	Number of children	Score
a. Total number of school dropouts reintegrated in formal school	2	2.50
b. Total number of school dropouts aged 5-17 years old	2	
<input type="checkbox"/> No data		
Percentage of school dropouts re-integrated	100.00%	

Data Source: Simple Dropouts Rate from Elementary and Secondary Schools

2.3.2. Percentage of OSCY registered/enrolled to schools, ALS, or other flexible learning options

	Total number of OSCY aged 5-17 years old	Rate of OSCY	Score
Total number of OSCY aged 5-17 years old	987	05.06%	2.50
Total population of child in aged 5-17 years old	25,751		
a. Number of OSCY enrolled in Elementary/Secondary school	34		
b. Number of OSCY enrolled in Alternative Learning System (ALS)	253		
c. Number of OSCY enrolled to other modalities/flexible learning options, please specify:			
<input type="checkbox"/> No data			
Total Number of 5-17 years old OSCY assisted for enrollment	287	100.00%	

Data Source: LSWOOD

Remarks: _____

CFLGA Form 1-C

CFLGA Form 1-C: Right of Children to Protection (15%)
 LGU: Pinamalayan

3.1. Management of reported cases of children in need of special protection (CNSP)

3.1.1. Percentage coverage of Case Management

Number of Reported Cases	27	Coverage	Score
Number with Case Management Report	27	100.00%	5.00
<input type="checkbox"/> No data			

3.1.2. Case management preparation

<input checked="" type="checkbox"/> Prepared and signed by a registered social worker	Score
<input checked="" type="checkbox"/> Prepared and signed by a trained social worker	
<input type="checkbox"/> Prepared and signed by a trained staff (non-sw)	
	7.00

3.1.3. Established referral network

<input checked="" type="checkbox"/> With established referral network	Score
	3.00

Data Source: LSWDO

Report Acceptors (check as applicable, for reference only)

<input checked="" type="checkbox"/> LSWDO	<input checked="" type="checkbox"/> City/Municipal LCPC
<input checked="" type="checkbox"/> WCPD	<input checked="" type="checkbox"/> BCPC
<input type="checkbox"/> School CPC	<input checked="" type="checkbox"/> VAWC Desk

Others, please specify: _____

Remarks: _____

Accomplishment (%)	Point
Coverage 100%	5.00
90-99.99%	4.00
80-89.99%	3.00
70-79.99%	2.00
60-69.99%	1.00
below 60%	0.00
Preparation RSW	7.00
Trained SW	4.00
Trained Staff	2.00
Accomplishment (%)	Point
Referral all or nothing	3.00

CFLGA Form 1-D

CFLGA Form 1-D: Right of Children to Participation (15%)
 LGU: _____

4.1. Child representation in the Local Council for the Protection of Children

4.1.1. Child Representative in the City/Municipality CPC

<input checked="" type="checkbox"/> Executive Order <u>21-201</u>	Score
	1.00

4.1.2. Child Representative Selection Process at the City/Municipal level

<input checked="" type="checkbox"/> Thru Children's General Assembly	Score
<input checked="" type="checkbox"/> Appointed/Designated	
	4.00

4.1.3. Child Representative in the Barangay CPC

Total Number of barangays	37	Score
Total Number of BCPCs with Child Representative	37	
Percentage of Barangays with Child Representative	100.00%	

Data Source: LCPC Secretariat

Accomplishment (%)	Point
with Child Rep	1.00
Child Rep Selection	
General Assembly	4.00
Appointed/Designat	2.00
Child Rep in BCPCs	
90-100%	3.00
80-89.99%	2.00
70-79.99%	1.00
below 70%	0.00

4.2. Development of program, project, activity (PPA) or policy with children's participation in the planning, implementation or monitoring phase

Core PPA / Plan / Policy	Specific Activity Conducted	Score (quantity)
<input checked="" type="checkbox"/> Crafting of Children's Sectoral Plan	_____	3.00
<input checked="" type="checkbox"/> National Children's Month Celebration	_____	
Other PPA / Plan / Policy:		
<input checked="" type="checkbox"/> Nutrition Month Celebration	_____	Score (quality)
<input checked="" type="checkbox"/> Parent Session Effective	_____	
<input checked="" type="checkbox"/> Linggo ng Wika	_____	
<input checked="" type="checkbox"/> Mr. and Ms. Valentines	_____	
<input type="checkbox"/> _____	_____	
Note: Tick box for each item		
Specific role/involvement of children in the activity:	Number of Activity/ies	Score (quality)
Child-led Advocacy	1	4.00
Planning	_____	
Monitoring	_____	
Attendance	_____	

Data Source: LCPC Secretariat

Remarks: _____

In terms of Quantity	
5 or more PPAs	3.00
3-4 PPAs	2.00
at least 2	1.00
Total	6
In terms of Quality	
Child-led Advocacy	4.00
Planning	3.00
Monitoring	2.00
Attendance	1.00

CFLGA Form 1-D

CFLGA Form 1-E: Governance (40%)
LGU: Pinamalayan

5.1. Database on children

5.5.1. Established and updated database on children Score **5.00**

With all of the following disaggregated information on children:

Age Ethnicity School Status (in/out)
 Sex Disability No data

5.5.2. Annual Local State of Children Report Score **2.00**

Report delivered/presented during NCM Celebration

Data Source: Local Planning and Development Office / LSWDO

5.2. Available and Implemented Local Plans for Children Score **6.00**

Local Development Plan or Annual Work and Financial Plan for Children
 Comprehensive Local Juvenile Intervention Program (CLJIP)
 Integration of the Comprehensive Emergency Program for Children in the LDRRM Plan and budget

Data Source: Local Planning and Development Office / LSWDO

Accomplishment (%)	Point
updated database	5.00
Reported LSCR	2.00
Accomplishment per plan	2.00

5.3. Updated Local Code for Children adopting recently issued national laws on children Score **5.00**

Early Years Act (RA 10410)
 Children's Safety on Motorcycles Act (RA 10666)
 Children's Emergency Relief and Protection Act (RA 10821)
 National Mental Health Policy (RA 11036)
 Masustansyang Pagkain para sa Batang Pilipino (RA 11037)
 Kalusugan at Nutrisyon ng Magnanay Act (F1KD, RA 11148)
 Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act (RA 9231)
 Special Protection of Children in Situations of Armed Conflict Act (RA 11188)

Data Source: Sangguniang Bayan / Panlungsod

5.4. Budget allocated and utilized for children's PPAs

5.4.1. Approved Local Investment Program for Children Score **1.00**

Resolution **No. 134-2020**

5.4.2. Budget allocation for children's PPAs Score **2.00**

Item	Amount	Allocation Rate
LGU's Total Budget	P 236,992,053.00	
Internal Revenue Allotment	200,030,053.00	
Revenue from local sources	36,962,000.00	
Budget Allocated for Children's PPAs	15,147,690.65	6.39%

5.4.3. Utilization of budget for children's PPAs Score **1.00**

Item	Amount	Utilization Rate
Budget utilized for children's PPAs	12,021,152.89	79.36%

Accomplishment (%)	Point
LCC + 4 and above	5.00
LCC + 3 ordinances	4.00
LCC + 2 ordinances	3.00
LCC + 1 ordinance	2.00
w/ ordinance/s only	1.00

Accomplishment (%)	Point
Allocation	
10% above	4.00
7-9.99%	3.00
4-6.99%	2.00
1-3.99%	1.00
below 1%	0.00
Utilization	
100%	4.00
90-99.99%	3.00
80-89.99%	2.00

(please fill out)

Revenue from Real Property Tax Collection	5,266,285.57	
Budget allocated for the Special Education Fund	5,996,750.00	112.73%
Budget utilized for the Special Education Fund	4,004,961.72	67.46%

Data Source: LSWDO / Budget Office / Accounting Office

5.5. Functional LCPCs

5.5.1. Functional City/Municipal LCPC Score **2.00**

Ideal Mature Progressive Basic

5.5.2. Functional Barangay LCPCs Score **4.30**

Item	Count	Percentage
Total Number of Barangays	37	
Barangays with Ideal Functionality	24	64.86%
Barangays with Mature Functionality	13	35.14%
Barangays with Progressive Functionality	0	0.00%
Barangays with Basic Functionality	0	0.00%

Data Source: LCPC Functionality Assessment Report, DILG City/Municipal Field Office

5.6. Child-Friendly Facilities in all Barangays Score **2.00**

Item	Count	Percentage
Designated Play / Recreational Area		
No. of Brgys. with play/recreational area	37	100.00%
Library/ Reading Center		
No. of Brgys. with library/reading center	37	100.00%

Data Source: Monitoring Report - Brgy. Facilities and Workers, DILG City/Municipal Field Office

Remarks:

Accomplishment (%)	Point
C/M LCPC Functionality	
Ideal	3.00
Mature	2.00
BCPC weighted value	
Ideal	5.00
Mature	3.00
Progressive/Basic	0.00

Accomplishment (%)	Point
90-100%	2.00
80-89.99%	1.50
70-79.99%	1.00
below 70%	0.00



CHILD FRIENDLY LOCAL GOVERNANCE AUDIT

City/Municipality: Pinamalayan
 Province: Oriental Mindoro
 Date Accomplished: 2/11/2023

Audit Summary

Survival		14.00
1.1.	Percentage coverage of Fully Immunized Children (FIC) aged 0-12 months old	4.00
1.2.	Prevalence of malnutrition among children aged 0-59 months old	5.00
1.3.	Percentage coverage of pregnant adolescents provided with prenatal and	
1.3.1.	Percentage coverage of pregnant adolescents with prenatal services	3.00
1.3.2.	Percentage coverage of pregnant adolescents with postpartum services	2.00
Development		15.00
2.1.	Percentage coverage of children aged 3-4 years old provided with early childhood care and development (ECCD) services, both public and privately managed, and may be facility, home, or community-based	5.00
2.2.	Presence of ECCD services in all barangays	
2.2.1.	Percentage of barangays with at least one (1) ECCD service	2.00
2.2.2.	Percentage of accredited or recognized center-based ECCD services	3.00
2.3.	Percentage of OSCY assisted for enrolment/re-enrolment to school, ALS or other flexible learning options.	
2.3.1.	Percentage of children who have dropped out from school that were reintegrated in the academic year being audited	2.50
2.3.2.	Percentage of OSCY registered/enrolled to schools, ALS, or other flexible learning options	2.50

Protection		15.00
3.1.	Management of reported cases of children in need of special protection	
3.1.1.	Percentage coverage of Case Management	5.00
3.1.2.	Case management preparation	7.00
3.1.3.	Established referral network	3.00
Participation		15.00
4.1.	Child representation in the Local Council for the Protection of Children	
4.1.1.	Child Representative in the City/Municipality CPC	1.00
4.1.2.	Child Representative Selection Process at the City/Municipal level	4.00
4.1.3.	Child Representative in the Barangay CPC	3.00
4.2.	Development of program, project, activity (PPA) or policy with children's participation in the planning, implementation or monitoring phase	7.00
Governance		32.30
5.1.	Database on children	
5.1.1.	Established and updated database on children	5.00
5.1.2.	Annual Local State of Children Report	2.00
5.2.	Available and implemented Local Plans for Children	6.00
5.3.	Updated LCC adopting recently issued national laws on children	5.00
5.4.	Budget allocated and utilized for children's PPAs	
5.4.1.	Approved Local Investment Program for Children	1.00
5.4.2.	Budget allocation for children's PPAs	2.00
5.4.3.	Utilization of budget for children's PPAs	1.00
5.5.	Functional LCPCs	
5.5.1.	Functional City/Municipal LCPC	2.00
5.5.2.	Functional Barangay LCPCs	4.30
5.6.	Child-Friendly Facilities in all Barangays	4.00
TOTAL		91.30

Prepared by the City/Municipal Inter-Agency Monitoring Task Force

Composition	Name	Position/Designation	Signature
Chairperson	MS. AMELIA L. RAMOS	MLGOO	
Vice-Chairperson	MS. GRACE EUNICE F. FABELLA, RSW	MSWDO	
Members:			
Planning and Development Office	EnP ROSENIO A. TORIANO	MPDC	
Health and Nutrition Office	DRA. NIÑA KRISTINNE L. PUNZALAN	RHU	
Department of Education / Academe	MS. AMMAFE D. JARABE	DepEd East West Supervisor	
Non-government or Interfaith Organization	MS. ESTELITA M. FIEDALAN	Lingap Foundation	

Noted by:

HON. ARISTEO A. BALDOS, JR.

Mayor



Name of Province: PINAMALAYAN
Province (for City / Municipality): ORIENTAL MINDORO
Region: REGION 4-B (MIMAROPA)

Gawad KALASAG Seal for LDRRMCO National Assessment Result

X	INDICATORS		NVC SCORE	REMARKS
STRUCTURE	1.1	Establishment of LDRRMC	3.0	
	1.2	Convene the LDRRMC quarterly or as necessary	3.0	
	1.3	Organization of DRRMC	1.0	
	1.4	Secretariat and Executive Arm of LDRRMC	3.0	
	1.5	Creation of LDRRM Office	3.0	
	1.6	LDRRMO Staffing/Personnel Complement		
	1.7	Local DRRM Officer	3.0	
	1.8	Establishment of Provincial/ City/ Municipal DRRM Operation Center	2.0	
	1.9	Take all necessary steps on a continuing basis to maintain, provide, or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;	3.0	
SUMMARY			2.6	

COMPETENCY	2.1	Facilitation and Support to Risk Assessment	3.0	
	2.2	Maintenance of Local Risk Maps	1.0	
	2.3	Consolidation of Local Disaster Risk Information (Natural hazards, vulnerabilities and climate change risks)	0.0	no MOVs
	2.4	Operation of multi-hazard end- to-end early warning system to provide accurate and timely advice to national or local emergency response organizations and the general public	2.0	
	2.5	Information dissemination and public awareness campaigns on, i.e. hazards, risks, effects, EWS and counter- measures, among others	2.0	
	2.6	Designing, Programming and Coordination of DRRM Activities (consistent with NDRRM Council's Standards and Guidelines)		
		• Presence of approved LDRRMP (aligned with NDRRMP 2013-2028)	3.0	
		• Presence of BDRRM Plan	3.0	
		• Presence of LCCAP	3.0	
		• Presence of contingency plans	2.0	

	2.7	Monitor and evaluate the implementation of the LDRRMPs and Regularly review and test the plan consistent with other national and local planning programs	1.0	
	2.8	Organization and conduct of training (including Training of Trainers), orientation and knowledge management activities on DRRM at the local level	1.0	
	2.9	Recommend the implementation of forced or pre-emptive evacuation of local residence, if necessary	3.0	
	2.10	Pre-positioning	1.0	
	2.11	Evacuation Center	3.0	
	2.12	Response to and management of adverse effects of emergencies / disasters	2.0	
	2.13	Facilitation of early recovery and rehabilitation interventions	3.0	
	2.14	Facilitation of Rehabilitation and Recovery Program	2.0	
SUMMARY			2.1	

MANAGEMENT SYSTEM	3.1	Hazard-specific SOPs	2.0	
	3.2	Ensure the integration of risk reduction and climate change adaptation into local development plans, programs, and budgets as strategy in sustainable development and poverty reduction	1.0	
	3.3	Programming and budgeting for LDRRMF and other DRRM resources/funding and budgetary support to LDRRMO	1.0	
SUMMARY			1.3	
ENABLING POLICIES	4.1	Recommendation to enact DRRM-related ordinances through the LDRRMC	3.0	
	SUMMARY			3.0

KMA	5.1	Database is maintained for DRR-related resources	2.0	
	5.2	Conducted information dissemination and public awareness	2.0	
	SUMMARY			2.0
PAP	6.1	Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer group	3.0	
	6.2	Participation on other external activities set by higher DRRM Councils	3.0	
	SUMMARY			3.0

Gawad KALASAG Seal for LDRRMCO National Assessment Result

	NVC
I. Structure	2.6
II. Competency	2.1
III. Management Systems	1.3
IV. Enabling Policies	3.0
V. Knowledge Management and Advocacy	2.0
VI. Partnership and Participation	3.0
AVERAGE RATING	2.34
ADJECTIVAL RATING	Fully Compliant

Weighted Mean	Adjectival Rating
2.50 - 3.00	Beyond Compliant (Excellence)
1.50 - 2.49	Fully Compliant (Standard)
0.50 - 1.49	Partially Compliant
0 - 0.49	Non-Compliant

Description
The LGU exceeded the standards for the establishment and functionality of the Local DRRM Councils and Local DRRM Offices as prescribed under Sections 11 and 12 of the Republic Act 10121
The LGU generally adheres to the standards for the establishment and functionality of the Local DRRM Councils and Local DRRM Offices as prescribed under Sections 11 and 12 of the Republic Act 10121
The LGU partly adheres to the standards for the establishment and functionality of the Local DRRM Councils and Local DRRM Offices as prescribed under Sections 11 and 12 of the Republic Act 10121
The LGU doesn't generally adhere to the standards for the establishment and functionality of the Local DRRM Councils and Local DRRM Offices as prescribed under Sections 11 and 12 of the Republic Act 10121

LEVEL	SCORE
National	2.34
Regional	2.43



**Last December 7, 2022
at The Manila Hotel, Metro Manila**



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 2: PROGRAMME

←←← RACING TOWARDS A SUSTAINABLE FUTURE →→→



MUNICIPAL GOVERNMENT OF PINAMALAYAN

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE

March 14 – 17, 2023

Filipiniana Hotel Calapan, Brgy. Sto. Niño, Calapan City, Oriental Mindoro



P R O G R A M M E

DAY/DATE	TIME	ACTIVITY	RESPONSIBILITY CENTER
Day 1 (Tue) March 14	8:00 AM	Arrival, Registration, Distribution of Workshop Kits and Billeting	All Participants assisted by Activity Management Team
PART I: PRELIMINARIES			MS. PRINCESS EUNICE L. DEL VALLE Project Development Officer I / Master of Ceremony
	10:00 AM	Introduction and Words of Welcome <ul style="list-style-type: none"> Invocation Philippine National Anthem: <i>Lupang Hinirang</i> Municipal Hymn: <i>Martsa Magandang Pinamalayan</i> Roll Call/Acknowledgement of Participants 	
		• Opening Remarks	HON. RODOLFO M. MAGSINO Municipal Vice-Mayor
		• Keynote Message	MR. DANIEL Q. FRUELDA MGADH I / OIC-Municipal Administrator
		• <i>Motivational Video</i>	
		• Inspirational Message	HON. ARISTEO APASAN BALDOS, JR. Municipal Mayor
		• Performance Evaluation and Competency Assessment as Tool in Good Governance and Strategic Management	MS. AMELIA L. RAMOS MLGOO VI
		• Activity Overview	EnP. ROSENIO A. TORIANO MPDC / Activity Management Focal
	12:00 NN	LUNCH BREAK	
PART II: ACTIVITY PROPER			
	1:00 PM	Prayer, Energizer and Order of Business	HOST: GENERAL PUBLIC SERVICES SECTOR
	1:15 PM	<ul style="list-style-type: none"> Governance Performance Reports/Status Prepared e-Presentation (maximum of 10 minutes) per Office <ul style="list-style-type: none"> ➤ Local Governance Performance Management System (LGPMS) - LGU Profile ➤ Seal of Good Local Governance (SGLG) <ul style="list-style-type: none"> ▪ Financial Administration and Sustainability ▪ Disaster Preparedness ▪ Social Protection and Sensitivity ▪ Health Compliance and Responsiveness ▪ Sustainable Education ▪ Business-Friendliness and Competitiveness ▪ Safety, Peace and Order ▪ Environmental Management ▪ Tourism, Heritage Development, Culture and Arts ▪ Youth Development ➤ Public Policies and Measures <ul style="list-style-type: none"> ▪ Executive Issuances ▪ Legislative Enactments ➤ Municipal Organization, Composition, Structure and Personnel Complement ➤ PRIME-HRM Maturity Level ➤ Municipal Government Scholarship Programs ➤ Public Financial Management <ul style="list-style-type: none"> ▪ Appropriation and Allotment Services 	MS. AMELIA L. RAMOS MLGOO VI
			MR. DANIEL Q. FRUELDA MGADH I / OIC-Municipal Administrator
			MS. MIRASOL J. SANTOS Secretary to the Sangguniang Bayan
			MS. NEMIA B. MONSANTO MGDH I - HRMO
			MS. ZAIDA D. MICIANO Municipal Budget Officer





MUNICIPAL GOVERNMENT OF PINAMALAYAN

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE

March 14 – 17, 2023

Filipiniana Hotel Calapan, Brgy. Sto. Niño, Calapan City, Oriental Mindoro



PROGRAMME

DAY/DATE	TIME	ACTIVITY	RESPONSIBILITY CENTER
		<ul style="list-style-type: none"> ▪ Accounting and Internal Auditing Services ▪ Compliance to COA Audit Observation Memoranda (AOM) ▪ Collection and Disbursement Services 	MS. JUDY DG. MORENTE Municipal Accountant
		<ul style="list-style-type: none"> ➢ Cities and Municipalities Competitiveness Index (CMCI) Ranking ➢ Ease of Doing Business ➢ Inventory of LGU' Properties 	MR. EDWIN C. MICIANO MGDH I - BPLO
		<ul style="list-style-type: none"> ➢ Local Government Procurement Process ➢ Civil Registration Process, Records and System ➢ Zoning Administration 	MR. RONE B. MADRID Administrative Officer IV/OIC-GSO MR. ENRIQUE N. MOCLING MGADH-I/OIC-MCR/BAC Secretary
		<ul style="list-style-type: none"> ➢ Real Property Appraisal and Assessment Operations ➢ Municipal Landbanking Project ➢ Development Planning and Coordination Services 	ENGR. ROY C. LUCBAN Zoning Officer III MR. CARLITO M. MEJICO Municipal Assessor EnP. ROSENIO A. TORIANO MPDC
		<ul style="list-style-type: none"> ➢ Tech4ED Center / Community eCenter Project ➢ Functionality of Local Special Bodies ➢ CSOs Accreditation, and Institutionalizing of People's Council 	MR. EDCEL M. MARMOL Administrative Aide V / Tech4ED Manager MR. DANIEL Q. FRUELDA MGADH I / OIC-Municipal Administrator MS. AMELIA L. RAMOS MLGOO VI MS. MIRASOL J. SANTOS Secretary to the Sangguniang Bayan MS. AMELIA L. RAMOS MLGOO VI
	6:00 PM	DINNER BREAK	
	7:00 PM onwards	<ul style="list-style-type: none"> • Presentation of Governance Performance Assessment Reports/Status Continuation.... 	
Day 2 (Wed) March 15	8:00 AM	Prayer, Energizer and Order of Business	HOST: SOCIAL DEVELOPMENT SECTOR
	8:15 AM	<ul style="list-style-type: none"> • Presentation of Governance Performance Assessment Reports/Status Continuation.... ➢ Child-Friendly Local Governance Audit (CFLGA) Report ➢ Gender and Development (GAD) Plan, Budget, Monitoring System, Accomplishment Report and Database ➢ Social Welfare Program ➢ DHSUD-Required Local Shelter Plan ➢ Health, Nutrition and Population Control Program ➢ Environment and Natural Resources Management Program ➢ Waste Disposal and Management System Program ➢ CCC-Required Local Climate Change Action Plan ➢ Youth and Sports Development ➢ Local Youth Development Plan (LYDP), Comprehensive Barangay Youth Development Plan (CBYDP), Annual Barangay Youth Investment Program (ABYIP) ➢ Economic Development and Investment Promotion ➢ State of Formal and Non-Formal Education ➢ Special Education Fund (SEF) Program 	MS. GRACE EUNICE F. FABELLA Municipal Social Welfare and Development Officer DR. NIÑA KRISTINNE L. PUNZALAN Municipal Health Officer ENGR. ANGELA CAMILLE F. SAMARITA Administrative Officer IV / OIC-MENRMD MR. JOHN DAVE M. DELOS SANTOS Executive Assistant II DR. AMMAFE D. JARABE, Ed.D. DepEd Public Schools District Supervisor





MUNICIPAL GOVERNMENT OF PINAMALAYAN

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE

March 14 – 17, 2023

Filipiniana Hotel Calapan, Brgy. Sto. Niño, Calapan City, Oriental Mindoro



PROGRAMME

DAY/DATE	TIME	ACTIVITY	RESPONSIBILITY CENTER
		<ul style="list-style-type: none"> ➤ Public Works and Infrastructure <ul style="list-style-type: none"> ▪ Project Status <ul style="list-style-type: none"> ○ Locally Funded Projects (GF, 20%DF) ○ LGSF Projects ○ LBP Loan-Funded Projects ▪ Philippine Rural Development Project (PRDP) ➤ Road Clearing Monitoring Operations Status Report ➤ Building Code Enforcement 	ENGR. MANOLITO E. MASCULINO Municipal Engineer
		<ul style="list-style-type: none"> ➤ Agriculture, Livestock and Fisheries Program ➤ African Swine Fever (ASF) Prevention and Control ➤ Coastal Resource Management ➤ State of Marine Protected Areas 	MR. DANNY S. VILLACRUSIS Municipal Agriculturist
		<ul style="list-style-type: none"> ➤ Local Economic Enterprises <ul style="list-style-type: none"> ▪ Market Operations ▪ Slaughterhouse Operations 	MR. ALAN MICHAEL V. ANSALDO AO V / OIC-Market Supervisor V
		<ul style="list-style-type: none"> ➤ Tourism, History, Culture and Arts Program 	MR. RANDY S. RODIL Tourism Operations Officer I
		<ul style="list-style-type: none"> ➤ Labor, Employment and Special Concerns 	EnP. RICARDO A. LIM Special Concerns Focal/Asst. MPDC
		<ul style="list-style-type: none"> ➤ Disaster Risk Reduction and Management Program ➤ Gawad KALASAG 	MR. MARLO C. ROSALES MGDH I - LDRRMO
		<ul style="list-style-type: none"> ➤ Project Monitoring and Assessment (Project Monitoring Committee) 	MR. DANIEL Q. FRUELDA PMC Chairperson
		<ul style="list-style-type: none"> ➤ Peace and Order and Public Safety <ul style="list-style-type: none"> ▪ Law Enforcement, Crime Prevention and Maintenance of Peace and Order ▪ Drug Clearing Program ▪ Fire Protection Services 	PLTCOL JUAN D. CALALUAN Chief of Police, PMPS
			SFO4 BENJAMIN H. NAVARRO Municipal Fire Marshall
	12:00 NN	LUNCH BREAK	
	1:00 PM	<ul style="list-style-type: none"> • Presentation of Highlights of Accomplishments and Performance Evaluation and Competency Assessment by Sector <ul style="list-style-type: none"> ➤ AAPA Matrix 1: Program Project Status PY 2022 ➤ AAPA Matrix 2: Organizational Competency – Strengths and Weakness Analysis Self-Assessment Matrix PY 2022 <ul style="list-style-type: none"> ▪ Self-Rating (Individual Office as Ratee-Rater) ▪ Agency Rating (Municipal Government as Ratee) 	Sector Chairpersons: MR. DANIEL Q. FRUELDA General Public Services Sector Chairperson MS. GRACE EUNICE F. FABELLA Social Development Sector Chairperson ENGR. MANOLITO E. MASCULINO Economic Development Sector Chairperson MS. ZAIDA D. MICIANO Other Services Sector Chairperson
		<ul style="list-style-type: none"> • Open Forum and Critiquing in Plenary: Observations, Findings and Recommendation 	All Participants
	6:00 PM	DINNER BREAK	
	7:00 PM onwards	<ul style="list-style-type: none"> • <i>Presentation of Highlights of Accomplishments and Performance Evaluation and Competency Assessment by Sector Continuation....</i> 	
Day 3 (Thu) March 16	8:00 AM	Prayer, Energizer and Order of Business	HOST: ECONOMIC DEVELOPMENT SECTOR
	8:15 AM	<ul style="list-style-type: none"> • Presentation of Draft 2022 Agency Annual Accomplishment Report <ul style="list-style-type: none"> ➤ Introduction and Executive Summary 	Activity Management Team





MUNICIPAL GOVERNMENT OF PINAMALAYAN

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE

March 14 – 17, 2023

Filipiniana Hotel Calapan, Brgy. Sto. Niño, Calapan City, Oriental Mindoro



PROGRAMME

DAY/DATE	TIME	ACTIVITY	RESPONSIBILITY CENTER
		<ul style="list-style-type: none"> Presentation of Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations 	Sector Chairpersons: MR. DANIEL Q. FRUELDA General Public Services Sector Chairperson MS. GRACE EUNICE F.ABELLA Social Development Sector Chairperson ENGR. MANOLITO E. MASCULINO Economic Development Sector Chairperson MS. ZAIDA D. MICIANO Other Services Sector Chairperson
		<ul style="list-style-type: none"> Open Forum and Critiquing in Plenary: Observations, Findings and Recommendation 	All Participants
	12:00 NN	LUNCH BREAK	
	1:00 PM	<ul style="list-style-type: none"> Simultaneous Workshop/Writeshop/Focus Group Discussion: <ul style="list-style-type: none"> Enhancement/Adjustment of Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations 	Sectoral Compositions/Functionaries assisted by Assigned MPDO Coordinators
	6:00 PM	DINNER BREAK	
	7:00 PM onwards	<ul style="list-style-type: none"> Plenary Presentation of Enhanced Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations 	Sector Chairpersons
Day 4 (Fri) March 17	8:00 AM	Prayer, Energizer and Order of Business	HOST: OTHER SERVICES SECTOR
		PART III: ACTION PLANNING	
	8:15 AM	<ul style="list-style-type: none"> Presentation of Action Planning Matrices by Sector <ul style="list-style-type: none"> AAPA Matrix III: Action Plan (April – December 2023) AAPA Matrix IV: Capacity Development Matrix 2024 	Sector Chairpersons
		<ul style="list-style-type: none"> Open Forum and Critiquing in Plenary: Observations, Findings and Recommendation 	All Participants
		<ul style="list-style-type: none"> Simultaneous Workshop/Writeshop/Focus Group Discussion: <ul style="list-style-type: none"> Enhancement/Adjustment of Sector Action Planning Matrices 	Sectoral Compositions/Functionaries assisted by Assigned MPDO Coordinators
	12:00 NN	LUNCH BREAK	
	1:00 PM	<ul style="list-style-type: none"> Plenary Presentation of Enhanced Sector Action Planning Matrices 	Sector Chairpersons
	2:30 PM	<ul style="list-style-type: none"> Next Steps / Ways Forward Synthesis of the Workshop Proceedings Workshop Evaluation Closing Program 	Activity Management Team
	3:00 PM	Check-out and Departure (Homeward Bound)	All Participants

PUBLIC ADVISORY: PLEASE OBSERVE PUBLIC HEALTH STANDARDS / PROTOCOLS (SELF-DISINFECTION, WEARING OF FACE MASK, SOCIAL/PHYSICAL DISTANCING, ETC.)

MUNICIPAL PLANNING & DEVELOPMENT OFFICE
Activity Management Team (AMT)

Approved:

HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

Date Approved: **MAR 03 2023**





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 3: ATTENDANCE SHEET

««« RACING TOWARDS A SUSTAINABLE FUTURE »»»



**MUNICIPALITY OF
PINAMALAYAN**
PROVINCE OF ORIENTAL MINDORO

**ANNUAL AGENCY PERFORMANCE APPRAISAL
AGENCY EXIT/UTILIZATION CONFERENCE**

FILIPINIANA HOTEL
BARANGAY STO. NIÑO, CALAPAN CITY, ORIENTAL MINDORO
MARCH 14 - 17, 2023

A T T E N D A N C E

NAME	POSITION/DESIGNATION	GENDER		CONTACT NUMBER	Mar 14		Mar 15		Mar 16		Mar 17	
		M	F		AM	PM	AM	PM	AM	PM	AM	PM
Municipal Elective Officials												
1	HON. ARISTEO A. BALDOS, JR			Municipal Mayor	/							
2	HON. RODOLFO M. MAGSINO			Municipal Vice-Mayor	/							
3	HON. RIO S. MERCENE			SB Member	/							
4	HON. DUNHILL MARCELO DELMO V			SB Member	/							
5	HON. ANGELO MARLO D. MADRID			SB Member	/							
6	HON. MAURO P. HELERA			SB Member	✓							
7	HON. ANJUNE A. ZAMORA			SB Member	✓							
8	HON. EDWIN DG. HERNANDEZ			SB Member	/							
9	HON. JEOFFREY PAUL A. UMBAO			SB Member	/							
10	HON. NAPOLEON M. MANGARING			SB Member	/							
11	HON. ANTONIO VICTOR R. OLYMPIA			ABC President/Liga ng mga Barangay	/							
12	HON. JOVEN S. VELASCO			SK Federation President	✓							
Municipal Department Heads												
13	MR. DANIEL Q. FRUELDA, RN, MMPA			OIC - Municipal Administrator/MGADH I	✓							
14	MR. DANNY S. VILLACRUSIS			Municipal Agriculturist	✓							
15	MS. NIÑA KRISTINNE L. PUNZALAN, M.D.			Municipal Health Officer	-							
16	MS. ZAIDA D. MICIANO			Municipal Budget Officer		✓						
17	MR. PLARIDEL S. CUPIADO			Municipal Treasurer	✓							
18	MR. ALAN MICHAEL V. ANSALDO			OIC - Market Supervisor	/							
19	MR. MANOLITO E. MASCULINO, ENGR.			Municipal Engineer/EDS Chairperson	✓							



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 4: LIST OF PARTICIPANTS

RACING TOWARDS A SUSTAINABLE FUTURE



OFFICE OF THE MUNICIPAL MAYOR

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

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No.043-284-7146

ANNUAL AGENCY PERFORMANCE APPRAISAL / AGENCY EXIT/UTILIZATION CONFERENCE

March 14-17, 2023

LIST OF PARTICIPANTS

ELECTIVE OFFICIALS:

- | | |
|------------------------------------|------------------------------------|
| 1. HON. ARISTEO A. BALDOS, JR. | Municipal Mayor |
| 2. HON. RODOLFO M. MAGSINO | Municipal Vice Mayor |
| 3. HON. RIO S. MERCENE | SB Member |
| 4. HON. DUNHILL MARCELO M. DELMO V | SB Member |
| 5. HON. ANGELO MARLO D. MADRID | SB Member |
| 6. HON. MAURO P. HELERA | SB Member |
| 7. HON. ANJUNE A. ZAMORA | SB Member |
| 8. HON. EDWIN D. HERNANDEZ | SB Member |
| 9. HON. GEOFFREY PAUL A. UMBAO | SB Member |
| 10. HON. NAPOLEON M. MANGARING | SB Member |
| 11. HON. ANTONIO VICTOR R. OLYMPIA | ABC President/Liga ng mga Barangay |
| 12. HON. JOVEN S. VELASCO | SK Federation President |

DEPARTMENT HEADS:

- | | |
|-------------------------------------|--|
| 13. MR. DANIEL Q. FRUELDA | OIC-Municipal Administrator |
| 14. MR. ENRIQUE N. MOCLING | OIC-Municipal Civil Registrar |
| 15. MS. ZAIDA D. MICIANO | Municipal Budget Officer |
| 16. MS. JUDY DG. MORENTE | Municipal Accountant |
| 17. MR. DANNY S. VILLACRUSIS | Municipal Agriculturist |
| 18. MR. PLARIDEL S. CUPIADO | Municipal Treasurer |
| 19. MR. CARLITO M. MEJICO | Municipal Assessor |
| 20. ENGR. MANOLITO E. MASCULINO | Municipal Engineer |
| 21. DRA. NIÑA KRISTINNE L. PUNZALAN | Municipal Health Officer |
| 22. MR. ALAN MICHAEL V. ANSALDO | OIC-Market Supervisor V |
| 23. MS. GRACE EUNICE F. FABELLA | Municipal Social Welfare and Development Officer |
| 24. MS. MIRASOL J. SANTOS | Secretary to the Sanggunian |
| 25. MR. MARLO C. ROSALES | MGDH I - MDRRMO |
| 26. MS. NEMIA B. MONSANTO | MGDH I - HRMO |
| 27. MR. EDWIN C. MICIANO | MGDH I - BPLO |

CHIEFS-OF-OFFICE:

- | | |
|--------------------------------------|---|
| 28. ENP. RICARDO A. LIM | Special Concerns Focal/Asst. MPDC |
| 29. DR. MARC JAYSON F. CASTRO | Rural Health Physician |
| 30. ENGR. ROY C. LUCBAN | Zoning Officer III/Motorpool Supervisor |
| 31. MR. RONE B. MADRID | Administrative Officer IV/OIC-GSO |
| 32. MR. JOHN DAVE M. DELOS SANTOS | Executive Assistant II |
| 33. ENGR. ANGELA CAMILLE F. SAMARITA | OIC-MENRMD/ Administrative Officer IV |
| 34. MR. RANDY S. RODIL | Tourism Operations Officer I |

NATIONAL AGENCY HEADS:

- | | |
|---------------------------------|---|
| 35. MS. AMELIA L. RAMOS | Municipal Local Government Operations Officer VI |
| 36. MS. AMMAFE D. JARABE, Ed.D. | DepEd Public Schools District Supervisor |
| 37. PLTCOL JUAN D. CALALUAN | Chief of Police, Pinamalayan Municipal Police Station |
| 38. SFO4 BENJAMIN H. NAVARRO | Municipal Fire Marshall |



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

CIVIL SOCIETY ORGANIZATION REPRESENTATIVES:

- | | |
|-------------------------------|--|
| 39. MS. CECILIA L. KASILAG ✓ | President, Local Council for Women |
| 40. HON. FERNANDO T. RODIL ✓ | President, Pinamalayan Bahaghari Farmer's Federation |
| 41. MR. GREGORIO LACAY, JR. ✓ | Chairperson, Municipal Fisheries and Aquatic Resources Management Council (MFARMC) |

EXECUTIVE AND LEGISLATIVE STAFF:

- | | |
|----------------------------------|---|
| 42. MS. LYN T. OZAR | Administrative Officer III / Executive Staff |
| 43. MS. MARIA CORAZON F. MARAYAN | Legislative Staff Officer II / Legislative Staff |
| 44. MS. ANA LIZA S. MAHAGUAY | Legislative Staff Officer I / Legislative Staff |
| 45. MR. EDILBERTO B. SADIWA | Administrative Aide IV / Driver / Executive Staff |

ACTIVITY MANAGEMENT TEAM/FACILITATOR - MPDO:

SECTORAL COORDINATING UNIT

GENERAL PUBLIC SERVICES SECTOR (GPSS)

- | | |
|--|---|
| 46. MR. JAN-NEIL H. EVANGELISTA ✓ | Sector Coordinator/ Senior Administrative Assistant II |
| 47. MR. ROMEL T. MARAYAN ✓ | Assistant Sector Coordinator/ Statistician I |
| 48. MS. PRINCESS EUNICE L. DEL VALLE ✓ | Assistant Sector Coordinator/ Project Development Officer I |

SOCIAL DEVELOPMENT SECTOR (SDS)

- | | |
|----------------------------------|---|
| 49. ENP. VIRGILIO M. KING | Sector Coordinator/ Project Development Officer III |
| 50. MR. JOHN ERIC G. MONDOÑEDO ✓ | Assistant Sector Coordinator/Draftsman I/Planning Assistant |
| 51. MS. MA. LORRAINE F. FESTIN ✓ | Assistant Sector Coordinator/Project Evaluation Assistant |

ECONOMIC DEVELOPMENT SECTOR (EDS) AND OTHER SERVICES SECTOR (OSS)

- | | |
|-----------------------------------|---|
| 52. ENP. ORLEX H. MARAYAN ✓ | OS Sector Coordinator/DMO IV/Assistant to the MPDC |
| 53. MR. FREDELINO A. TORIANO, JR. | ED Sector Coordinator/Planning Officer II |
| 54. MS. MARIANNE L. LUARCA ✓ | Assistant Sector Coordinator/Administrative Aide II |
| 55. MR. JAYSON M. MAUPAY | Assistant Sector Coordinator/Administrative Assistant I |

ADMINISTRATIVE SERVICES

- | | |
|--------------------------|---|
| 56. MS. RUTH D. MALING ✓ | Administrative Officer IV/Logistics-In-Charge |
|--------------------------|---|

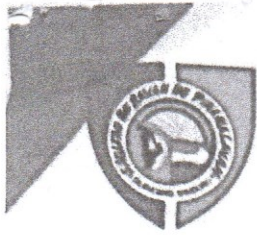
ACTIVITY MANAGEMENT FOCAL

- | | |
|-------------------------------|--|
| 57. ENP. ROSENIO A. TORIANO ✓ | Municipal Planning and Development Coordinator/
Activity Management Focal |
|-------------------------------|--|

Approved:


HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

Date of Approval: FEB 20 2023



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

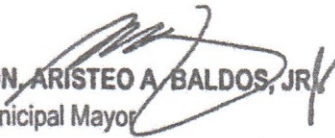
OFFICE OF THE MUNICIPAL MAYOR
Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Email: mayor.office@pinamalayan.gov.ph
Telephone No. 043-284-7145

**ANNUAL AGENCY PERFORMANCE APPRAISAL
PLENARY SESSION**

**LIST OF ADDITIONAL PARTICIPANTS
March 14-17, 2023**

- | | | |
|---|--------------------------------|------------------------------|
| ① | Engr. Rhea Ann C. Dimaculangan | - Engineer III |
| ② | Ms. Maricel M. Rodil | - SWO III |
| ③ | Ms. Eunice P. Magculang | - Administrative Officer V |
| ④ | Mr. Rodel L. Pompa | - Senior Agriculturist |
| ⑤ | Ms. Ma. Corazon P. Dinglasan | - Administrative Officer IV |
| ⑥ | Mr. Aaron Achilles Abel | - Administrative Officer II |
| ⑦ | Mr. Jhon Fiel P. Privado | - Administrative Assistant I |
| ⑧ | Ms. Astrid Anne F. Marayan | - Administrative Assistant I |
| ⑨ | Mr. Edcel L. Marmol | - Process Server |
| ⑩ | Mr. Edison Delas Alas | - Administrative Aide VI |
| ⑪ | Ms. Robylyn V. Mangcupang | - Administrative Aide II |

Approved by:


HON. ARISTEO A. BALDOS, JR.
Municipal Mayor





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 5: ACTIVITY IDENTIFICATION (ID) CARD

RACING TOWARDS A SUSTAINABLE FUTURE



THE MUNICIPAL GOVERNMENT of
PINAMALAYAN

ARIS

HON. ARISTEO A. BALDOS, JR.
MUNICIPAL MAYOR

ANNUAL AGENCY PERFORMANCE APPRAISAL

Filipiniana Hotel, Calapan City
March 14-17, 2023

AAAA

EXIT/UTILIZATION CONFERENCE



THE MUNICIPAL GOVERNMENT of
PINAMALAYAN

RODEL

HON. RODOLFO M. MAGSINO
MUNICIPAL VICE MAYOR

ANNUAL AGENCY PERFORMANCE APPRAISAL

Filipiniana Hotel, Calapan City
March 14-17, 2023

AAAA

EXIT/UTILIZATION CONFERENCE





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



**ANNEX 6:
CERTIFICATE OF PARTICIPATION
CERTIFICATE OF APPEARANCE**

RACING TOWARDS A SUSTAINABLE FUTURE



THE MUNICIPAL GOVERNMENT OF
PINAMALAYAN

presents this
CERTIFICATE OF PARTICIPATION
to

for actively participating in the



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**

held on March 14-17, 2023 at Filipiniana Hotel, City of Calapan,
Province of Oriental Mindoro, PHILIPPINES.

His contributions shall prove invaluable to the realization of
a service-driven organization valuing the welfare of our people and
the best interest of public service.

Given this 17th day of March of 2023
at Filipiniana Hotel, City of Calapan, Province of Oriental Mindoro,
PHILIPPINES.

HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor



RAISING TOWARDS A SUSTAINABLE FUTURE



THE MUNICIPAL GOVERNMENT OF
PINAMALAYAN

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE


CERTIFICATE OF APPEARANCE

This is to certify that

attended the



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**

conducted by the
Municipal Government of Pinamalayan
on March 14-17, 2023 at FILIPINIANA HOTEL,
Calapan City, Oriental Mindoro,
PHILIPPINES

Issued this 17th day of March, 2023

EnP. ROSENIO A. TORIANO
MPDC - MGDH I
Workshop Focal



RAISING TOWARDS A SUSTAINABLE FUTURE



MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 7: ACTIVITY DESIGN

RACING TOWARDS A SUSTAINABLE FUTURE



OFFICE OF THE MUNICIPAL MAYOR

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

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No.043-284-7146

ANNUAL AGENCY PERFORMANCE APPRAISAL AND/OR ANNUAL AGENCY EXIT/UTILIZATION CONFERENCE

ACTIVITY DESIGN

I. INTRODUCTION

Being conclusive indicators of rational public administration and good governance, improving the caliber and promptness of public service delivery should be consistent and incessant. It is essential to nurture a shared passion to inspire and engage public servants in adopting and upholding the values of instilling transparency, accountability, loyalty, integrity, dignity, and excellence in the workplace. The institutionalization of the germane performance appraisal since it was first carried out by the agency in 2014, forged a way of cultivating, sustaining, and strengthening the tenets of good local governance through devoting time, talent, resources, and efforts to evaluate and self-assess the annual agency performance in order to fill the gaps and employ necessary measures to improve overall service delivery.

II. DESCRIPTION:

The activity is an annual agency-self-assessment exercise aiming to measure the satisfaction level in the delivery of services by the municipal government during the immediate preceding year. A plenary activity- it is a participatory and consultative forum utilizing relevant indicators and matrices to facilitate the process systematically. The primary bases of the performance review and evaluation are the mandatory development and thematic plans, investment programs, budget and other pertinent documents which are sources of policies and regulatory actions as against the actual physical and financial accomplishments of the entire agency and of the different national agencies operating within the municipality. As an exit/utilization forum, the activity seeks to validate issues and details regarding the current state of local governance and to bring out specific actions and interventions as offshoots of management process the performance results' analysis and which are calculated to address organizational weaknesses towards maximizing to the fullest the resources and capabilities available to the municipal government. And this leads to a purpose-driven strategy of consistently aligning these endeavors to the efforts in pursuit of excellence in local governance with our constituents as the immediate recipients of better services and sustainable socio-economic progress.

For integration in the agency's Annual Accomplishment Report CY 2022, the activity's emerging findings, recommendations, and plan of action shall also serve as inputs and pointers to other similar periodic assessment activities such as annual COA Exit Conference, appraisal of our Public Financial Management Improvement Plan as required by DBM, DILG Utilization Conference, review of the municipality's compliance to SGLG indicators and that of Cities and Municipalities Competitiveness Index, Road Clearing (Displacement Rehabilitation and Sustainability Plan), Solid Waste Management Program, etc. Generally, this activity shall set the mode for informed decision-making regarding current and future undertakings consistent with the municipality's vision, mission, and development goals in the best interest of public service.

III. OBJECTIVE:

The key objective of this activity is to encourage a transparent appraisal-discernment process among all concerned elective and appointive officials and functionaries of the municipal government, national agencies operating within the municipality, as well as Civil Society Organizations' representatives through an appropriate forum to present, discuss, assess, and

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OFFICE OF THE MUNICIPAL MAYOR

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Telephone No.043-284-7146

deliberate on the level of our agency's (Municipal Government of Pinamalayan) performance for the CY 2022.

Specifically, the forum is expected to bring out and define major management challenges the agency faces and identify operational elements, such as what is working and what isn't, what needs to be reinforced, and where improvements should be focused. Then ultimately, to agree on the courses of actions that shall address such challenges; to reach the best way of securing the commitment of the concerned functionaries responsible for resolving such challenges; and to ensure the full support of the entire organization in order to promote the general welfare of our constituents.

IV. RATIONALE:

Section 16 (General Welfare) of the Local Government Code of the Philippines or RA 7160 provides that every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental of its efficient and effective governance, and those which are essential to the promotion of the general welfare. Further, Section 3 provides that there should be a continuing mechanism to enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms. Likewise, a number of existing executive, legislative and judicial issuances require adherence to transparency and accountability in governance, public administration and government operations.

As a meaningful way of conformity, the Municipal Government of Pinamalayan regularly conducts the Annual Agency Performance Appraisal and/or Annual Exit/Utilization Plenary Conference as an essential forum to determine the level of efficiency and effectiveness of the organization in the delivery of public services necessary in the promotion of the welfare of the people. In the course of performance review and evaluation, parameters for transparency and accountability are strictly observed in order to find out compliance to government accounting and auditing rules and regulations in the use of public funds. Likewise, the performance of duties, functions and other responsibilities is being assessed with reference to the Civil Service rules and regulations and other organizational policies and guidelines. Further, the implementation of priority programs, projects and activities is being appraised based on approved pertinent documents such as the Procurement Act. Significantly, project impact is objectively assessed based on technical requirements and as physically accomplished, community feedback and the socio-economic effect on the lives of the project beneficiaries. And while there can never be a perfect plan execution, there will always be room for improvements and better performance results.

The activity, of course, requires sincere, impartial and independent assessment of accomplishments and shortfalls, well founded and unbiased identification of issues and problems, and concerted choice of appropriate interventions and practical solutions. Sensible recognition and unconditional acceptance of findings and recommendations are positive gauges of the activity's success that can energize and inspire again the organization to transform into a dynamic institution valuing accountability, integrity, dignity, loyalty and excellence at workplace.

V. METHODOLOGY:

The activity's program proper focuses on the presentation, discussion and critiquing of outputs by each department of office anchored on the approved Annual Investment Program (AIP) and Annual Budget and consistent with the vision and mission of the municipality. To facilitate the process flow, customized forms are provided for the following:



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- Annual Agency Performance Self-Assessment Matrix
 - Actual Accomplishments/ Status of PPAs based on approved AIP, Budget and other available resources
 - Analysis of results/ outputs as accomplished and its significance and/or impact
 - Factors/Justifications for either delayed or failure to implement PPAs
 - Recommendations, Interventions and Other Options
 - Other Outscored PPAs Accomplished

- Organizational Competency Self-Assessment Matrix
 - Review of Organizational Structure and Personnel Complements
 - Inputs/Insights on the effects of prevailing management and operational processes, competencies, skills and technology, and the workforce and its capacity, finances and other sources.

- Governance Performance Assessment
 - Governance Assessment Report (GAR)
 - Seal of Good Local Governance (SGLG)
 - Local Governance Management System (LGPMS) –LGU Profile
 - Cities and Municipalities Competitiveness Index (CMCI) Ranking
 - Child Friendly Local Governance Audit Report
 - Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance
 - Electronic Public Financial Management Assessment Tool (ePFMAT)
 - Audit Observation Memorandum (AOM)
 - Gender and Development Transformation & Institutionalization through Mainstreaming of Programs, Agenda, Linkages & Advocacies (GADtimpala)
 - Local Peace and Order Council (POC) Performance Audit
 - Local Finance Committee (LFC)
 - Municipal Development Council (MDC)
 - Functionality of Local Special Bodies
 - Municipal Anti-Drug Abuse Committee (MADAC)
 - Maintenance of Peace and Order Committee (MPOC)
 - Municipal Committee on Anti-Trafficking and VAW (MCAT-VAW)
 - Municipal Bids and Awards Committee (MBAC)
 - Municipal Disaster Risk Reduction and Management Council (MDRRMC)
 - Municipal Council for the Protection of Children (MCPC)
 - Municipal Price Coordinating Council (MPCC)
 - Municipal Ecological Solid Waste Management Board (MESWMB)
 - Local Tourism Council (LTC)
 - Local Housing Board (LHoB)
 - Local Nutrition Committee

- Physical Accomplishment/Work and Financial Status of Programs, Projects and Activities during the First Quarter of 2023

Each presentation shall be followed by plenary critique on the report purposely to determine program effectiveness, efficiency and accountability and establish open-communication on the actions needed to achieve or modify those goals that have not been met.

Use of visual aids and devices such statistics, graphs and documentations shall be allowed as long as they can supplement clarity to the report.

#FullDevolution #LocalAutonomy #LocalEmpowerment





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Email: mayoroffice@pinamalayan.gov.ph

Telephone No.043-284-7146

As much as possible, the presentation and critique time shall be regulated for all offices/agencies to fit in the schedule.

After the successful conduct of the activity, a broad and organized documentation of the annual performance appraisal and exit/utilization forum shall be prepared and packaged by the Municipal Planning and Development Office for submission to offices concerned, particularly to the DILG.

Also, be advised that strict adherence to public health standards/protocols, particularly wearing of facemask and social/physical distancing shall be observed during the conduct of said activity.

VI. PARTICIPANTS:

Target participants include the Mayor, Vice Mayor, SB Members, all local Department Heads and Chiefs of Office, Representatives of concerned National Agencies (DILG, BFP, PNP, DepEd, etc.), Civil Society Organizations' Representatives, concerned Executive and/or Legislative Staff, and the regular personnel of the Municipal Planning and Development Office as Activity Management Team/Facilitators.

VII. DATE/VENUE/FACILITIES:

The activity proper/plenary appraisal which is scheduled on March 13–17, 2023 shall be held in a venue within the province of Oriental Mindoro as the condition/situation allows purposely to focus on the activity by way of avoiding distractions from local transactions, devoting enough time and necessary effort as required in the methodology and providing an environment observing organizational protocol considering the sensitive nature of the activity. Live-in accommodation consisting of room accommodations, meals provision, and inclusive use of facilities such as a large plenary hall enough to accommodate all participants; adjacent work areas for break-out group activities such as focus group discussions; and other relevant amenities for the activity are anticipated. The package deal contract shall also include free use of audio-visual equipment, devices, etc. and other incidental provisions.

VIII. ESTIMATED BUDGETARY REQUIREMENT:

Venue, Accommodation, Food and Snacks (Package Deal for 57 pax during the period March 13 - 17, 2023) March 14 -17, 2023 45 pax x 4 days x Php 2,730.00/pax = 491,400.00 March 13 -17, 2023 12 pax (Activity Management Team/Facilitators) x 5days x Php 2,730.00/pax = 163,800.00 Inclusions: 1. Buffet Meals (Breakfast, Lunch & Dinner) and Snacks (AM & PM) 2. Room Accommodation 3. Free use of Function Room from 8:00 am – 10:00 pm 4. Free use of work-areas for break-out group activities 5. Free flowing coffee or tea 6. Tarpaulin, Signage, lobby posting and registration table 7. Other standard hotel/resort provisions	Php 655,200.00
Office Supplies and Materials	70,000.00
Vehicle Rental (Package Deal) – 1 unit service-van (vice-versa) for safe and secured transport of government-owned IT/Office equipment, supplies, materials, kits, reports, reference documents, forms, etc. and serves as standby service.	50,000.00
TOTAL	Php 775,200.00



#FullDevolution #LocalAutonomy #LocalEmpowerment





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

Prepared by:


PRINCESS EUNICE L. DEL VALLE
Project Development Officer I 1/5/23


Reviewed by:


ORLEX H. MARAYAN, EnP.
Development Management Officer II 1/5/23

Certified as to Consistency with the:
Approved 2023 AIP (1000-3-01-009-2-8-1-1)


ROSENIO A. TORIANO, EnP.
MGDH I - MPDC

Certified as to funds availability:


ZAIDA D. MICIANO
Municipal Budget Officer 1/5/23


JUDY DG. MORENTE
Municipal Accountant

Recommending Approval:


MIRASOL J. SANTOS
Municipal Administrator

Approved:


HON. ARISTEO APASAN BALDOS, JR.
Municipal Mayor

Date of Approval: JAN 06 2023





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



**ANNEX 8:
MO MEMORANDUM NO. 008-2023**

RACING TOWARDS A SUSTAINABLE FUTURE



OFFICE OF THE MUNICIPAL MAYOR

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

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No. 043-284-7146

09 February 2023

MO 008-2023

MEMORANDUM

TO : HONORABLE MUNICIPAL VICE-MAYOR, HONORABLE SANGGUNIANG BAYAN MEMBERS, ALL MUNICIPAL DEPARTMENT HEADS, DIVISION CHIEFS AND OTHER KEY FUNCTIONARIES; CONCERNED NATIONAL GOVERNMENT AGENCY HEADS, CIVIL SOCIETY ORGANIZATION (CSO) REPRESENTATIVES AND OTHERS CONCERNED
This Municipality

FROM : THE LOCAL CHIEF EXECUTIVE

SUBJECT : ANNUAL AGENCY PERFORMANCE APPRAISAL / AGENCY EXIT/UTILIZATION CONFERENCE

Section 440 of Republic Act No. 7160 (LGC 1991) states that “the municipality serves primarily as a general-purpose government for the coordination and delivery of basic, regular and direct services and effective governance of the inhabitants within its territorial jurisdiction.” Further, Section 16 provides that “every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental of its efficient and effective governance, and those which are essential to the promotion of the general welfare.” To this end, ensuring the general welfare of the constituents is a foremost action-area of commitment of the current administration so that the Municipal Government of Pinamalayan is untiringly exerting enormous efforts in upholding good governance, transparency and accountable leadership to better improve the delivery of services. As such, appropriate mechanism in monitoring and evaluation of local governance, public administration, performance management, project implementation and delivery of services as provided for in pertinent government issuances is an indispensable tool to objectively validate and assess the outcome and impact of the extent of compliance to institutional standards and the initiatives carried out in the best interest of public service, underscoring current and emerging public health, socio-economic and governance challenges.

While the Annual Agency Performance Appraisal and/or Exit/Utilization Conference has been institutionalized as one best practice of our agency as a regular assessment activity meant for the immediately preceding year, this year’s holding of governance and management performance appraisal-utilization forum scheduled on **March 14-17, 2023 (VTBA)** is significantly relevant and appropriate taking into consideration that 2022 was a governance transition year, hence the necessity to weigh up major accomplishments during subject performance period, but to recognize shortfalls and areas for improvement as well and the applicable ways of addressing such concerns. With that, the primary objective of this activity is to inspire a transparent appraisal-discernment process that is participatory as we present, discuss, assess and deliberate the agency’s performance level and then instigate a plan of action to successfully resolve gaps arising from the issues and concerns negating the intended efficient and effective delivery of services and apt project implementation. While inadequacy of resources is anticipated as bottom-line issue, it is always to the best advantage of public service to ensure that public servants are capacitated and empowered to maximize their potentials in the efficient and effective delivery of services so that **Capacity Development Agenda** should likewise be a paramount aspect of the action plan for the desired change. As such, the activity’s deliverables shall serve as guide and reference in the upcoming development planning and investment programming undertakings, particularly in the preparation of different Thematic Plans and Programs (TPP) 2024, in updating the Municipal Development Investment Program (MDIP) 2024-2025 and in formulating the Annual Investment Program (AIP) 2024, and then of course, the preparation of our agency’s Annual Budget 2024. Flawless linkage among all these mandatory institutional requirements in local governance is the key towards achieving our vision, “**Pinamalayan City: the Central Trading Hub of Oriental Mindoro and the rest of MIMAROPA Region.**”





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

With the foregoing, all concerned are hereby enjoined to prepare and submit the fully accomplished **1. Annual Agency Performance Self-Assessment Matrix for Performance Year (PY) 2022, 2. Organizational Competency Self-Assessment Matrix for PY 2022, 3. Office Action Plan (April-December) 2023, 4. Capacity Development Matrix 2024** as per attached templates, and all other documents as may be required prior to the conduct of the forum.

Also, concerned focal offices/functionaries of local special bodies/committees are hereby instructed to **prepare and submit in advance pertinent presentations providing relevant data/information substantiating the accomplishments and other findings in different service areas** during the performance period, but not limited to the following:

- | | |
|--|--|
| <ul style="list-style-type: none">• Local Governance Performance System (LGPMs) – LGU Profile• Assessment Report/Status<ul style="list-style-type: none">➢ Seal of Good Local Governance (SGLG)➢ Cities and Municipalities Competitiveness Index (CMCI)➢ Para El Mar and Malinis at Masaganang Karagatan➢ Gawad Kalasag➢ Prime-HRM Maturity Level➢ Ease of Doing Business• Child-Friendly Local Governance Audit (CFLGA) Report• Gender and Development (GAD) Plan, Budget, Monitoring System, Accomplishment Report and Database• Accomplishment/Compliance (COVID-19 Pandemic) Report• Philippine Rural Development Project (PRDP)• Balik Probinsya, Bagong Pag-Asa Program• Disaster Risk Reduction and Management (DRRM) Program• Health Services and Nutrition Program<ul style="list-style-type: none">➢ COVID-19 Vaccination Accomplishment Report• Social Welfare Program• DHSUD Required-Local Shelter Plan• Youth and Sports Development• Labor, Employment and Special Concerns• State of Formal and Non-Formal Education• Public Safety and Security Services• Agriculture, Livestock and Fisheries Program• Tourism, History, Culture and Arts Program• Economic Development and Investment Promotion• Local Economic Enterprises<ul style="list-style-type: none">➢ Market Operations➢ Slaughterhouse Operations | <ul style="list-style-type: none">• Environment and Natural Resources Management Program• Waste Disposal and Management System Program• Public Works and Infrastructure<ul style="list-style-type: none">➢ Projects Status<ul style="list-style-type: none">▪ Locally Funded (GF, 20% DF)▪ LGSF, Loan, Grant, etc• Road Clearing Monitoring Operations Status Report• Zoning Administration• Building Code Enforcement• Project Supervision and Monitoring• Public Financial Management<ul style="list-style-type: none">➢ Appropriation and Allotment Services➢ Accounting and Internal Auditing Services➢ Collection and Disbursement Services• Compliance to COA Audit Observation Memoranda (AOM)• Real Property Appraisal and Assessment Operations• Civil Registration Process, Records and System• Municipal Organization Composition and Structure• Public Polices and Measures<ul style="list-style-type: none">➢ Executive Issuances➢ Legislative Enactments• Inventory of LGU's Properties• Local Government Procurement System• Development Plans and Investment Programs<ul style="list-style-type: none">➢ Long-Term, Medium-Term and Short-Term• Tech4ED Center / Community eCenter (CeC) Project• Functionality of Local Special Bodies/Committees/Councils (MPOC, LCPC, MADAC, LCAT-VAWC, MDC, PMC, LIAC-IS) etc.)• CSO Desk Establishment and Institutionalization of People's Council in the LGUs |
|--|--|

All concerned are hereby officially notified and enjoined to promptly submit **both hard and electronic copies of properly accomplished templates and documents, and the required presentations** to the Municipal Planning and Development Office, **not later than March 1, 2023.**

Kindly be guided accordingly.

ARISTEO APASAN BALDOS, JR.
Municipal Mayor

#FullDevolution #LocalAutonomy #LocalEmpowerment





MUNICIPAL GOVERNMENT OF PINAMALAYAN



**ANNUAL AGENCY PERFORMANCE APPRAISAL
EXIT/UTILIZATION CONFERENCE**



ANNEX 9: PHOTO GALLERY

RACING TOWARDS A SUSTAINABLE FUTURE

PHOTO GALLERY

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE 2023

Day 0 - Date: **March 13, 2023**

Venue: **Filipiniana Hotel Calapan City Oriental Mindoro**



PREPARATION



PHOTO GALLERY

Day 0 - Date: **March 13, 2023**

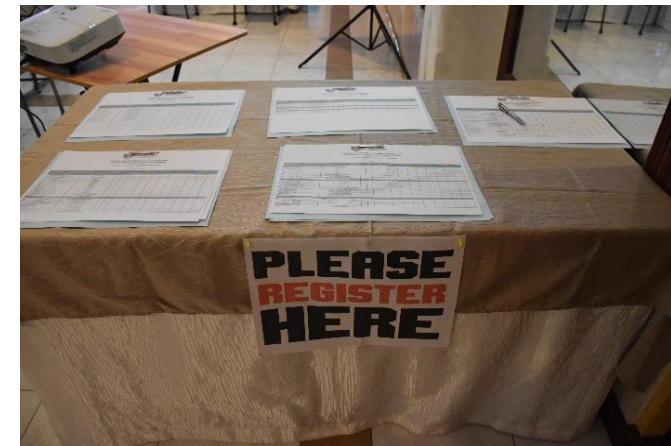


PHOTO GALLERY

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE

Day 1 - Date: **March 14, 2023**

Venue: **Filipiniana Hotel Calapan City Oriental Mindoro**



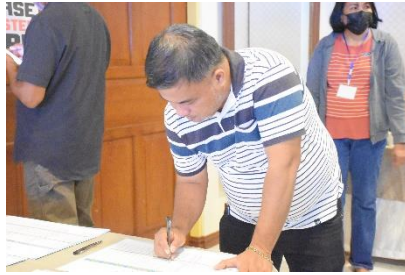
ARRIVAL AND REGISTRATION



PHOTO GALLERY

Day 1 - Date: **March 14, 2023**

ARRIVAL AND REGISTRATION



PART I: PRELIMINARIES



Ms. Princess Eunice L. Del Valle
Project Development Officer I
Master of Ceremony

PHOTO GALLERY

Day 1 - Date: **March 14, 2023**

PART I: PRELIMINARIES



Hon. Rodolfo M. Magsino
Municipal Vice Mayor
For his Opening Remarks

Day 1 - Date: **March 14, 2023**

PART I: PRELIMINARIES



Mr. Daniel Q. Fruelda
MGADH I/ OIC- Municipal Administrator
For His Keynote Message



Hon. Aristeo A. Baldos, Jr.
Municipal Mayor
For His Inspirational Message



Ms. Amelia L. Ramos
MLGOO VI
Presenting the Performance Evaluation and Competency Assessment as Tool in Good Governance and Strategic Management.



EnP. Rosenio A. Toriano
Municipal Planning & Development Coordinator/AMT Head
For the Activity Overview: Process Flow, Mechanics and House Rules

PHOTO GALLERY

Day 1 - Date: **March 14, 2023**

PART II: ACTIVITY PROPER



Ms. Eunice P. Magculang
Administrative Officer IV
Host: General Public Services Sector



Ms. Amelia L. Ramos
MLGOO VI
For the presentation of Local Governance Performance Management System (LGPMs), LGU Profile and Updates of Seal of Good Local Governance (SGLG)



Mr. Daniel Q. Fruelda
MGADH I / OIC – Municipal Administrator
For the presentation of Executive Issuances



Ms. Mirasol J. Santos
Secretary to the Sanggunian
For the presentation of Legislative Enactments



Ms. Nemia B. Monsanto
MGDH I - HRMO
For the presentation of Municipal Organization Composition, Structure & Personnel Complement, PRIME-HRM Maturity Level, and Municipal Government Scholarship Programs.



Ms. Zaida D. Miciano
Municipal Budget Officer
For the presentation of Appropriation and Allotment Services

PHOTO GALLERY

Day 1 - Date: **March 14, 2023**

PART II: ACTIVITY PROPER



Mr. Ace Bryan A. Alimurong
MGADH I

For the presentation of Accounting and Internal Auditing Services, Compliance to COA AOM



Mr. Plaridel S. Cupiado

Municipal Treasurer
For the presentation of Collection and Disbursement Services.



Mr. Edwin C. Miciano
MGDH I - BPLO

For the presentation of Cities and Municipalities Competitiveness Index (CMCI) Ranking and Ease of Doing Business



Mr. Rone B. Madrid

Administrative Officer IV / OIC-GSO
For the presentation of Inventory of LGU Properties



Mr. Enrique N. Mocling

MGADH-I / OIC- MCR / BAC Secretariat
For the presentation of Local Government Procurement Process and Civil Registration Process, Records, and System.



Engr. Roy C. Lucban

Zoning Officer III
For the presentation of Zoning Administration

PHOTO GALLERY

Day 1 - Date: **March 14, 2023**

PART II: ACTIVITY PROPER



Mr. Carlito M. Mejico
Municipal Assessor
For the presentation of Real Property
Appraisal and Assessment Operations and
Municipal Land banking Project



EnP. Orlex H. Marayan
Development Management Officer IV
For the presentation of Development
Planning and Coordination Services



Mr. Edcel M. Marmol
Tech4ED Center Manager
For the presentation of Tech4ED Center /
Community eCenter Project



Mr. Daniel Q. Fruelda
MGADH I / OIC – Municipal Administrator
For the presentation of Functionality of Local
Special Bodies



Ms. Amelia L. Ramos
MLGOO VI
For the presentation of Functionality of Local
Special Bodies and CSOs Accreditation, and
Institutionalization of People's Council

PHOTO GALLERY

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE 2023

Day 2 - Date: **March 15, 2022**

Venue: *Filipiniana Hotel Calapan City Oriental Mindoro*



ACTIVITY PROPER



Ms. Cecilia L. Kasilag
President, Local Council of Women
Host: Social Development Sector

Day 2 - Date: **March 15, 2022**

ACTIVITY PROPER



PRESENTATION OF GOVERNANCE PERFORMANCE ASSESSMENT REPORT/STATUS



Ms. Maricel M. Rodil
Social Welfare Officer III
For the presentation of Child-Friendly Local Governance Audit (CFLGA), Gender and Development (GAD) Plan, Budget, Monitoring System, Accomplishment Report and Database, Social Welfare Program, and DHSUD-Required Local Shelter Plan



Dra. Niña Kristinne L. Punzalan
Municipal Health Officer
For the presentation of Health, Nutrition, and Population Control Program



Engr. Angela Camille F. Samarita
Administrative Officer IV / OIC - MENRMD
For the presentation of Environmental and Natural Resources Management Program, Waste Disposal and Management System Program, and CCC-Required Local Climate Change Action Plan

Day 2 - Date: **March 15, 2022**

PRESENTATION OF GOVERNANCE PERFORMANCE ASSESSMENT REPORT/STATUS



Mr. John Dave M. Delos Santos
Executive Assistant II
For the presentation of Youth and Sports Development, Local Youth Development Plan (LYDP), Comprehensive Barangay Youth Development Plan (CBYDP), Annual Barangay Youth Investment Program (ABYIP), and Economic Development and Investment Promotion



Dr. Ammafe D. Jarabe, Ed.D.
DepEd Public Schools District Supervisor
For the presentation of State of Non-Formal Education, and Special Education Fund (SEF) Program



Engr. Rhea Ann C. Dimaculangan
Engineer III
For the presentation of Public Works and Infrastructure Re: Project Status of Locally Funded Projects (GF, 20% DF), Project Status of LGSF Projects, Project Status of LBP Loan-Funded Projects, and Philippine Rural Development Project (PRDP), Road Clearing Monitoring Operations Status Report, and Building Code Enforcement



Mr. Rodel M. Pompa
Senior Agriculturist
For the presentation of Agriculture, Livestock and Fisheries Program, African Swine Fever (ASF) Prevention and Control, Coastal Resource Management, and State of Marine Protected Areas



Mr. Alan Michael V. Ansaldo
Administrative Officer V / OIC-Market Supervisor V
For the presentation of Local Economic Enterprises under Market Operations and Slaughterhouse Operations

PHOTO GALLERY

Day 2 - Date: **March 15, 2022**

PRESENTATION OF GOVERNANCE PERFORMANCE ASSESSMENT REPORT/STATUS



Mr. Randy S. Rodil
Tourism Operations Officer I
For the presentation of Tourism, History,
Culture and Arts Program



EnP. Ricardo A. Lim
Special Concerns Focal / Assistant MPDC
For the presentation of Labor, Employment,
and Special Concerns



Mr. Marlo C. Rosales
MGDH I - LDRRMO
For the presentation of Disaster Risk
Reduction and Management Program, and
Gawad KALASAG



Mr. Daniel Q. Fruelda
PMT Chairperson
For the presentation of Project Monitoring and
Assessment (Project Monitoring Committee)



PLTCOL Juan D. Calaluan
Chief of Police, PMPS
For the presentation of Peace and Order and
Public Safety for Law Enforcement, Crime
Prevention and Maintenance of Peace and
Order, and Drug Clearing Program



Insp. Benjamin H. Navarro
Municipal Fire Marshall
For the presentation of Peace and Order and
Public Safety for Fire Protection Services

PHOTO GALLERY

Day 2 - Date: **March 15, 2022**

SECTORAL PRESENTATION OF HIGHLIGHTS OF ACCOMPLISHMENTS AND PERFORMANCE EVALUATION AND COMPETENCY ASSESSMENT



Mr. Daniel Q. Fruelda
MGADH I / General Public Services Sector
Chairperson
For the presentation of Highlights of Accomplishments
for General Public Services Sector



Dr. Marc Jayson F. Castro
Rural Health Physician / Social Development
Sector Representative
For the presentation of Highlights of
Accomplishments for Social Development Sector



Engr. Manolito E. Masculino
Municipal Engineer / Economic Development
Sector Chairperson
For the presentation of Highlights of Accomplishments
for Economic Development Sector



Ms. Zaida D. Miciano
Municipal Budget Officer / Other Services
Sector Chairperson
For the presentation of Highlights of
Accomplishments for Other Services Sector

PHOTO GALLERY

Day 2 - Date: **March 15, 2022**

OPEN FORUM AND CRITIQUING OBSERVATIONS, FINDINGS AND RECOMMENDATION



MS. GRACE EUNICE F. FABELLA
Municipal Social Welfare and Development
Officer/SD Sector Chairperson



MS. ZAIDA D. MICIANO
Municipal Budget Officer/OSS Sector
Chairperson



MS. AMELIA L. RAMOS
Municipal Local Government Operations
Officer VI



MR. DANIEL Q. FRUELDA
OIC-Municipal Administrator/GPS Sector
Chairperson



HON. ARISTEO APASAN BALDOS, Jr.
Municipal Mayor



ENGR. MANOLITO E. MASCULINO
Municipal Engineer/ED Sector Chairperson



PLTCOL. JUAN D. CALALUAN
Chief of Police, Pinamalayan Municipal
Police Station



HON. NAPOLEON M. MANGARING
SB Member



MR. ENRIQUE N. MOCLING
OIC-Municipal Civil Registrar



HON. RIO S. MERCENE
SB Member

PHOTO GALLERY

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE 2023

Day 3 - Date: **March 16, 2022**

Venue: *Filipiniana Hotel Calapan City Oriental Mindoro*

ACTIVITY PROPER



Mr. Randy S. Rodil
Tourism Operations Officer I
Host: Economic Development Sector

PRESENTATION OF DRAFT 2022 AGENCY ANNUAL ACCOMPLISHMENT REPORT: INTRODUCTION AND EXECUTIVE SUMMARY



Ms. Princess Eunice L. Del Valle
Project Development Office I
For the presentation of Draft 2022 Agency Annual
Accomplishment Report: Introduction and Executive
Summary

PRESENTATION OF SECTOR NARRATIVE REPORT AND HIGHLIGHTS OF SECTOR ACCOMPLISHMENTS INCLUDING SECTORAL AND CROSS- SECTORAL FINDINGS AND RECOMMENDATIONS



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
For the presentation of GPS Sector Narrative
Report and Highlights of Sector
Accomplishments including Sectoral and Cross-
Sectoral Findings and Recommendations



Dr. Niña Kristinne L. Punzalan
Social Development Sector Secretary
For the presentation of SDS Sector Narrative
Report and Highlights of Sector Accomplishments
including Sectoral and Cross-Sectoral Findings
and Recommendations

PHOTO GALLERY

Day 3 - Date: **March 16, 2022**



Engr. Manolito E. Masculino
Economic Development Sector Chairperson
For the presentation of EDS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations



Ms. Zaida D. Miciano
Other Services Sector Chairperson
For the presentation of OSS Sector Narrative Report



Mr. Marlo C. Rosales
Other Services Sector Secretary
For the presentation of OSS Sector Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations

OPEN FORUM AND CRITIQUING OBSERVATIONS, FINDINGS, AND RECOMMENDATION



HON. ANJUNE A. ZAMORA
Sangguniang Bayan Member



HON. ARISTEO A. BALDOS, Jr.
Municipal Mayor



MS. AMMAFE D. JARABE, Ed.D.
DepEd Public Schools District Supervisor



MR. EDWIN C. MICIANO
Municipal Agriculturist



MR. DANNY S. VILLACRUSIS
Municipal Agriculturist



HON. RODOLFO M. MAGSINO
Municipal Vice-Mayor



ENGR. ANGELA CAMILLE F. SAMARITA
OIC-MENRMD/Environmental Management Specialist I



MR. GLENN TORRES
Vice-Chairperson, MFARMC



MS. MIRASOL J. SANTOS
Secretary to the Sanggunian



MS. AMELIA L. RAMOS
Municipal Local Government Operations Officer VI



HON. RIO S. MERCENE
Sangguniang Bayan Member

PHOTO GALLERY

Day 3 - Date: **March 16, 2022**

SIMULTANEOUS WORKSHOP/WRITESHOP/FOCUS GROUP DISCUSSION: ENHANCEMENT/ADJUSTMENT OF SECTOR NARRATIVE REPORT AND HIGHLIGHTS OF SECTOR ACCOMPLISHMENTS INCLUDING SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS

GENERAL PUBLIC SERVICES SECTOR



SOCIAL DEVELOPMENT SECTOR



ECONOMIC DEVELOPMENT SECTOR



OTHER SERVICES SECTOR



PHOTO GALLERY

Day 3 - Date: **March 16, 2022**

PRESENTATION OF ENHANCED SECTOR NARRATIVE REPORT AND HIGHLIGHTS OF SECTOR ACCOMPLISHMENTS INCLUDING SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS



Engr. Manolito E. Masculino
Economic Development Sector Chairperson
For the presentation of Enhanced EDS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations



Ms. Zaida D. Miciano
Other Services Sector Chairperson
For the presentation of Enhanced OSS Sector Narrative Report



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
For the presentation of Enhanced GPS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations



Ms. Grace Eunice F. Fabella
Social Development Sector Chairperson
For the presentation of Enhanced SDS Sector Narrative Report and Highlights of Sector Accomplishments including Sectoral and Cross-Sectoral Findings and Recommendations

PHOTO GALLERY

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE 2023

Day 4 - Date: **March 17, 2022**

Venue: *Filipiniana Hotel Calapan City Oriental Mindoro*

ACTIVITY PROPER



Mr. Edison Delas Alas
Administrative Assistant VI
Host: Other Services Sector

ACTION PLANNING

PRESENTATION OF ACTION PLANNING MATRICES BY SECTOR - AAPA MATRIX III: ACTION PLAN (APRIL-DECEMBER 2023) - AAPA MATRIX IV: CAPACITY DEVELOPMENT MATRIX 2024



Mr. Daniel Q. Fruelda
General Public Services Sector Chairperson
For the presentation of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Zaida D. Miciano
Other Services Sector Chairperson
For the presentation of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Engr. Manolito E. Masculino
Economic Development Sector Chairperson
For the presentation of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Grace Eunice F. Fabella
Social Development Sector Chairperson
For the presentation of Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024

PHOTO GALLERY

Day 4 - Date: **March 17, 2022**

OPEN FORUM AND CRITIQUING OBSERVATIONS, FINDINGS AND RECOMMENDATION



MS. AMMAFE D. JARABE, Ed. D.
DepEd Public Schools District Supervisor



MR. EDCCEL L. MARMOL
Process Server/Tech4Ed Manager



MR. DANNY S. VILLACRUSIS
Municipal Agriculturist



MR. EDWIN C. MICIANO
MDGH I – Business Permits and Licensing Officer



ENGR. ROY C. LUCBAN
Zoning Officer III/Motorpool Supervisor



MR. AARON ACHILLES A. ABEL
Administrative Officer II



HON. DUNHILL MARCELO DELMO V
Sangguniang Bayan Member



MS. CECILIA L. KASILAG
President, Local Council for Women



MS. AMELIA L. RAMOS
Municipal Local Government Operations Officer VI



EnP. ROSENIO A. TORIANO
MGDH I-MPDC/Activity Management Focal



MS. NEMIA B. MONSANTO
MGDH I/Chief Administrative Officer/ HRMO



MR. ACE BRIAN A. ALIMURONG
MGADH I/Assistant Municipal Accountant



MR. DANIEL Q. FRUELDA
OIC - Municipal Administrator/MGADH



INSP BENJAMIN H. NAVARRO
Municipal Fire Marshall



HON. RODOLFO M. MAGSINO
Municipal Vice-Mayor

PHOTO GALLERY

Day 4 - Date: **March 17, 2022**

SIMULTANEOUS WORKSHOP/WRITESHOP/FOCUS GROUP DISCUSSION: ENHANCEMENT/ADJUSTMENT OF SECTOR ACTION PLANNING MATRICES

GENERAL PUBLIC SERVICES SECTOR



SOCIAL DEVELOPMENT SECTOR



ECONOMIC DEVELOPMENT SECTOR



OTHER SERVICES SECTOR



PHOTO GALLERY

Day 4 - Date: **March 17, 2022**

PRESENTATION OF ENHANCED SECTOR NARRATIVE REPORT AND HIGHLIGHTS OF SECTOR ACCOMPLISHMENTS INCLUDING SECTORAL AND CROSS-SECTORAL FINDINGS AND RECOMMENDATIONS



Mr. Daniel Q. Fruelda

General Public Services Sector Chairperson
For the presentation of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Grace Eunice F. Fabella

Social Development Sector Chairperson
For the presentation of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Engr. Manolito E. Masculino

Economic Development Sector Chairperson
For the presentation of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024



Ms. Zaida D. Miciano

Other Services Sector Chairperson
For the presentation of Enhanced Action Planning Matrices
- AAPA Matrix III: Action Plan (April-December 2023)
- AAPA Matrix IV: Capacity Development Matrix 2024

NEXT STEPS/WAYS FORWARD



EnP. Rosenio A. Toriano

MPDC/Activity Management Team Focal
For the Next Step/Ways Forward, Synthesis of the Workshop Proceedings, Workshop Evaluation and Closing Program

PHOTO GALLERY

ANNUAL AGENCY PERFORMANCE APPRAISAL EXIT/UTILIZATION CONFERENCE 2023

Venue: Filipiniana Hotel Calapan City Oriental Mindoro

SECTORAL PHOTO OPPORTUNITY



GENERAL PUBLIC SERVICES SECTOR



ECONOMIC DEVELOPMENT SECTOR



SOCIAL DEVELOPMENT SECTOR



OTHER SERVICES SECTOR



**CIVIL SOCIETY ORGANIZATIONS &
NATIONAL GOVERNMENT AGENCIES**



**LOCAL CHIEF EXECUTIVE &
SANGGUNIANG BAYAN MEMBERS**

PHOTO GALLERY

ACTIVITY MANAGEMENT TEAM MUNICIPAL PLANNING AND DEVELOPMENT OFFICE



GENERAL PUBLIC SERVICES SECTOR



SOCIAL DEVELOPMENT SECTOR



ECONOMIC DEVELOPMENT SECTOR



OTHER SERVICES SECTOR

WELCOME!!!

HON. MAYOR ARISTEO APASAN BALDOS, JR.

HON. VICE MAYOR RODOLFO M. MAGSINO

HON. SANGGUNIANG BAYAN MEMBERS

MUNICIPAL OFFICIALS AND FUNCTIONARIES

NATIONAL AGENCY REPRESENTATIVES

CIVIL SOCIETY ORGANIZATION REPRESENTATIVES

ACTIVITY MANAGEMENT TEAM



**THE MUNICIPAL GOVERNMENT OF PINAMALAYAN
ANNUAL AGENCY PERFORMANCE APPRAISAL & EXIT/UTILIZATION CONFERENCE**



FILIPINIANA HOTEL, CALAPAN CITY

RACING TOWARDS A SUSTAINABLE FUTURE

MARCH 14-17, 2023