



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON INDIGENOUS PEOPLES

AFTER MEETING REPORT

I. ACTIVITY TITLE	1ST 2026 MISS MEETING
II. DATE OF MEETING	15 January 2026
III. VENUE	OPPR Director's Office
IV. DATE OF REPORT	15 January 2026
V. HIGHLIGHTS OF THE ACTIVITY	<p>Meeting started at 8:10 AM</p> <p>Mr. Genebee Nofuente opened the meeting and provided the following instructions and reminders:</p> <ul style="list-style-type: none">A. Raychard Atienza and Karl Timothy Cruz will generate and submit today the server logs reflecting system downtime and uptime. Mr. Nofuente will use these logs to prepare the MISS Monthly Report.B. Starting today, MISS will be required to use a Technical Assistance Form for all technical support requests, except for user creation and updates in the system.C. Mr. Atienza must check each server with an installed Information System to ensure it complies with the required system updates.D. Justin Chester Quiambao and Jamaica Esquilona to study the DRIP guidelines in preparation for DRIP Phase 2 development.E. There was a discussion regarding DOTSV3 and the creation of the System Workflow to be drafted before January 23.F. Everyone was reminded that the Daily Target and Accomplishment Report on Viber is required for daily reporting.G. All personnel under the COS will decide if they want to create their IPCR for the months of July to December 2025. However, COS personnel are required to create their own IPCR for this semester to be submitted before January 30.H. Regarding system documentation, the following systems and assigned personnel will create the necessary documents (System Analysis and Design, Users Manuals, and Video Tutorials). To be accomplished and included in 1st Semestral 2026 IPCR:<ul style="list-style-type: none">a. DRIP: Mr. Quiambao and Ms. Esquilonab. HRIS: Mr. Atienza, Mr. Cruz, Christian Cernechez and Pamela Patacsilc. ABIS: Mr. AtienzaI. Everyone was reminded to read and study the Information System Policy Guidelines created by Mr. Nofuente.J. Everyone was instructed to submit their targets and accomplishments to Mr. Jaymel Historillo on January 19 and 20, 2026.K. Mr. Quiambao will follow up on the response to the memo regarding the schedule for the presentation of the Asset or Inventory System for GSD.

	<p>L. Notify the market-researched potential suppliers, Doña Alejandra Inc. and Asiagate Networks Inc., regarding the Asset or Inventory System face-to-face system demo. The final schedule for the system demo will be finalized by the end-users.</p> <p>M. Continue development of Project Development Management Information System (PDMIS) focusing on the finalization of the Mother Project Proposal and Activity Design, along with the development of the Work and Financial Plan Module.</p> <p>N. PDMIS Orientation is scheduled on January 22, 2026, at the NCIP Central Office Conference Room.</p> <p>O. Everyone was reminded to refrain from using mobile phones during working hours and to maintain a productive daily routine. Always uphold professionalism.</p> <p>The meeting adjourned at 8:40 AM.</p>
VI. WAYS FORWARD/ ACTION PLAN	<ul style="list-style-type: none"> Next MISS Meeting on February 4, 2026.

Prepared by:


RAYCHARD E. ATIENZA
 ISA II

Reviewed by:


RAYCHELOU T. VALENCIA
 Chief, ICTD

Noted by:


ATTY. HARRIET N. ABYADANG
 Director IV, OPPr

Conforme:

GENEBEE C. NOFUENTE

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