

Department of Science and Technology
Philippine Council for Industry, Energy and Emerging Technology Research and Development

INDIVIDUAL WORKPLAN FOR FOUR-DAY WORK WEEK AND WORK FROM HOME

March 16 - April 15, 2020

DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 16-20	March 23-27	March 30-April 3	April 6-10	Accomplishments as of 20 March 2020
SO 4. Institutionalized Efficient Mechanisms and Processes	Number of business process or internal policy related to QMS and ISMS drafted	Policy on Change Management	Draft policy on Change Management				Drafted change management policy and uploaded in TQM Folder
		Policy on Incident Management		Draft Incident Management			
Others Assignments	% of other assignments/task accomplished	Assessment of PCIEERD on Digital Transformation	Gather references on digital assessment tool		Draft of digital assessment tool		Gathered references on digital assessment tool and uploaded in TQM Folder

Prepared by:

Approved by:

NERRY NEIL S. TEOLOGO
 Science Research Specialist I

GRACE F. ESTILLORE
 Division Chief / PCMD

Department of Science and Technology
Philippine Council for Industry, Energy and Emerging Technology Research and Development

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SO 4. Institutionalized Efficient Mechanisms and Processes	Number of business process or internal policy related to QMS and ISMS drafted	Updating of Quality Policy	Draft Revised Quality Policy				Drafted revised quality policy and uploaded in TQM Folder
		Policy on Clear Desk and Clear Screen Policy			Draft Clear Desk and Clear Screen Policy		
		Policy on Incident Management		Draft Incident Management			
	Number of business process updated	Updating on Risk Registry (Risk		Draft Risk Taxonomy			
Others Assignments	% of other assignments/task accomplished	Preparation of Internal Policies	Prepare addendum to Special Order on skeletal workforce				Prepared Addendum to Skeletal Workforce and approved by ECP. Uploaded signed SO in the TQM Folder
			Prepare certification to skeletal workforce				Prepared certification to Skeletal Workforce and approved by ECP. Uploaded signed SO in the TQM Folder

			Prepare, seek comments from R&D-TWG and finalize draft revised Work Instruction for Project Proposal Evaluation, Rev2				Prepared and finalized draft revised work instruction based on comments by TWG. Uploaded finalized draft instruction in the TQM Folder
		Attendance to meetings	Attend PMT meeting				Attended 341st PMT meeting on 18 March 2020 thru Video Conference. Uploaded proof of meeting in the TQM Folder
		PCIEERDEA	Preparation of PCIEERDEA Resolution - Request for Service Incentive to Mr. Alex Gesmundo				Prepared and endorsed resolution for service incentive of Mr. Alex Gesmundo. Uploaded support documents in the TQM Folder

Prepared by:

Approved by:

ROLANDO A. YANQUILING
Planning Officer III

GRACE F. ESTILLORE
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SO 4. Institutionalized Efficient Mechanisms and Processes	Number of performance of business processes prepared and reported	Status of project proposal evaluation	Prepare working report of status of proposal evaluation 2016-2020	Prepare report of status of proposal evaluation 2016-2020			Prepared working report of status of proposal evaluation 2016-2020 and uploaded in the TOM Folder
		Status of project implementation of new and ongoing projects			Prepare working report of project implementation of new and ongoing projects	Prepare report of project implementation of new and ongoing projects	
		Budget Proposal Preparation	Update budget requirements of PCIEERD	Update budget requirements of PCIEERD			
		Policy on Clear Desk and Clear Screen Policy			Draft Clear Desk and Clear Screen Policy		
Others Assignments	% of other assignments/task accomplished	Updating of Transparency Seal	Gather and upload requirement in the Transparency Seal		Gather and upload requirement in the Transparency Seal		Gathered requirement and uploaded in the TS. Requirement was uploaded in the TQM Folder

Prepared by:

Approved by:

CYDSYL ANN Z. PRESTADO
SRS I

GRACE F. ESTILLORE
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Responsive S&T Policies	No. of commented draft policies such as Legislative Bills, Executive Orders, DOST Guidelines referred to the Council	As assigned/Upon Receipt						Position Paper, Drafted Comments	Drafted the comments on House Bills nos. 206 and HB No. 2246 or the SRDP
	No. of Policy papers (relating to or as an output of supported/monitored projects) developed and published	Policy Brief: 1) Solar Energy - Review of project data and Reports - Review of Guide Questionnaires Coordination with with Project Managers, ADDU and DOST XI						Questionnaires for KII, and Reports Reviewed	Review of proposals, progress reports of the project
								Schedule of KII	
		2) Geochemical, Chemical and Physical Evaluation of Concrete Raw Materials - Data Gathering - 1st Draft Finalization						Draft Policy brief	
								Finalized brief	
	Supoort to Policy Development	Impact Assessment of Vigormin Technology - Review of Inception Report - Review of Drafted Questionnaires							Reviewed the inception report submitted by Ms. Farrah Berrido
		Review of FGD Plan Pre Test of Questionnaires						Draft FGD Plan, Pre-tested questionnaires	
Monioring and Evaluation Process	Project Monitoring	Development of Health Technology Assessment Program - Pre-implementation Highlights - Progress Report						Highlights of the meeting, progress report	Reviewed/edited the draft highlights of the meeting submitted by Syrene Marcaida

		Technology Foresight Protocol - Coordination with PCAARRD						Coordinated with Ms. Mia on updates of the project
		TECHNICOM Impact Assessment - Coordination with focal persons - Submission of revised letter of endorsement					Revised endorsement letter submitted	
Others	Other Assignments	Drafting of GFE's spiel on SERD						on hold per Ms Mia's info that the launching is postponed
		GAD Accomplishment Report GAD Agency Assessment Form					Accomplishment Report, Filled out Assessment Form	

Prepared by:

ULYSSES M. PALMONES
Sr. SRS

Approved by

MS. GRACE F. ESTILLORE
Division Chief, PCMD

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Responsive S&T Policies	No. of Commented draft policies such as Legislative Bills, Executive Orders, DOST Guidelines and International Agreements referred to the Council	As assigned		*No assigned task					* Commented draft policies and orders
	No. of Policy papers (relating to or as an output of supported/monitored projects) developed and published	Concrete Raw Materials * Data Gathering: KI * Draft Write-up * Draft Layout * Collation of gathered data/information Solar * Scheduling of KI * Data Gathering: KI		*Draft Write-ups and Layout *Outline *Data from other related studies					* KI data * Draft Write-ups and Layout * Consolidated data
	Support to Policy Development	Vigormin IA * Revision of Questionnaires (including Economic aspect) * Testing of Questionnaires TECHNICOM IA * Document Preparation * Other tasks related TECHNICOM							* Revised Questionnaires * Documents for TECHNICOM
Monitoring and Evaluation Process	Project Monitoring	Development of Health Technology Assessment Program * Preparation of the highlights of the meeting * Follow-up requirements from PCHRD * Update PMIS * Other tasks related to HTAC		*Highlights of the meeting *Sent email to follow-up requirements from PCHRD					* Highlights of the meeting * Status of the requirements to be submitted by PCHRD * Updated HTAC Project input on PMIS
Others	Special assignment performed and delivered on time	Gender and Development (GAD) TWG member							* Attendance to meetings

Prepared by:

SYRENE ROMA B. MARCAIDA
Science Research Analyst

Approved by:

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Division Chief

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Responsive S&T Policies	No. of commented draft policies such as Legislative Bills, Executive Orders, DOST Guidelines referred to the Council	As assigned		None assigned					Commented bills, orders
	No. of Policy papers (relating to or as an output of supported/monitored projects) developed and published	Policy brief on Concrete Raw Materials Coordination with DPWH-BRS Drafting of Letter for KII Request Scheduling of KII with BRS Conduct of KII (Phone/Email/Video chat)		Sent Email of Request to BRS					1. draft letters 2. recorded approval of KII schedule 3. recorded KII (notes, sound/video recording)
		Policy Brief on Solar Table research Drafting of Letter for KII Request Scheduling of KII Conduct of KII Draft Policy Brief		-Writeup -Layout -Letters for KII					1. write-up of preliminary research 2. draft letter 3. recorded approval of KII schedule 4. recorded KII (notes, sound/video recording) 5. Draft Policy Brief
		1) Eco-friendly Septic System (Vigormin) Coordination with consultant Facilitation in conduct of lecture		-Coordinated with Dr. Arobelda (consultant)					1. Recorded communication with consultant (phone calls and texts, emails, etc.) 2. Recorded video conference of lecture 3. Highlights of lecture

	Support to Policy Development	2. TECHNICOM -coordination with focal persons -preparation of executive brief -preparation of slide presentation -highlights of meetings -updating of PMIS other tasks as may be assigned							1. Executive brief 2. slide presentation file 3. minutes of the meeting (if any) 4. updated status of project in PMIS 4. other documents as per other tasks that may be assigned
Monitoring and Evaluation Process	Project Monitoring	Development of Technology Foresight and Protocols -Updating PMIS Coordination with Project Leader -Other tasks as may be assigned							1. Updated project status in PMIS 2. Letters, communications with project leader
Others	Special assignment performed and delivered on time	Policy TWG Secretariat -coordination with TWG for activities -facilitation of meetings		-Inquire to PCHRD about a project -Inquire to EUSTDD about projects					1. Minutes of the meeting 2. Memo/Letter

Prepared by:

SAMUEL L. SUTARE
SRA

Approved by

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INDIVIDUAL WORKPLAN WORK FROM HOME

March 16 - April 15, 2020

DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 16-20	Accomplishments	March 23-27	Mar 30 - Apr 3	April 6-10	April 13-15
Responsive S&T Policies	No. of commented draft policies such as Legislative Bills, Executive Orders, DOST Guidelines referred to the Council	As assigned	As assigned		As assigned	As assigned	As assigned	As assigned
Well-defined and Effective S&T Programs	No. of GC Meetings with resolutions finalized and disseminated for approved projects	email to Project Managers, documents prepared, minutes of meeting prepared, GC meeting held Minutes of Meeting	Prepare Minutes of the 102 GC Meeting.	Started with the Minutes but not yet completed.	Draft Agenda for the 103 GC Meeting on April 16, 2020. Arrange venue of meeting. Notify GC of the meeting.	Coordinate with Project Managers on the documents required. Prepare documents for the GC meeting	Send out GC materials	Prepare presentation materials for the GC meeting
	No. of PMT Meetings	Email to Project Managers and PMT members Videocon meeting Minutes of Meeting	a. Prepare minutes of 340 PMT Meeting and Emergency Meeting. b. Review submitted documents for the 341 PMT meeting. c. prepare agenda for the 341 PMT Meeting on 18 March 2020. d. Notify PMT of the meeting and send documents. e. Meeting Proper f. Edit minutes of the 322 and 323 PMT Meetings (from D. Solis)	a. Done b. Done c. Done d. Done e. Meeting lasted for 9 hours and 30 minutes f. Done	a. Prepare minutes of 341 PMT Meeting b. Review submitted documents for the 342 PMT meeting. c. prepare agenda for the 342 PMT Meeting. d. Notify PMT of the meeting and send documents. e. Meeting Proper f. Edit minutes of 325 and 327 PMT Meetings (from D. Solis)	a. Prepare minutes of 342 PMT Meeting b. Review submitted documents for the 343 PMT meeting. c. prepare agenda for the 343 PMT Meeting. d. Notify PMT of the meeting and send documents. e. Meeting Proper f. Edit minutes of 328 and 329 PMT meetings (from D. Solis)	a. Prepare minutes of 344 PMT Meeting b. Review submitted documents for the 345 PMT meeting. c. prepare agenda for the 345 PMT Meeting. d. Notify PMT of the meeting and send documents. e. Meeting Proper f. Prepare 330 PMT Minutes	a. Prepare minutes of 345 PMT Meeting b. Review submitted documents for the 346 PMT meeting. c. prepare agenda for the 346 PMT Meeting. d. Notify PMT of the meeting and send documents. e. Meeting Proper
	No. of Technical Panel Evaluation Conference organized	Procurement Request; venue.						
	No. of reports packaged and submitted to appropriate agencies	communication report Science for Change Program; DOST GIA projects, PCIEERD	as assigned		as assigned	as assigned	as assigned	as assigned
	Supervise Planning Unit	report	review details of 2020 Budget and 2021 budget proposal		Physical Accomplishments for submission to DBM and DOST	Performance Measures and Indicators 2020-2022 Outcomes 1-2	Performance Measures and Indicators 2020-2022 Outcomes 3-4	Performance Measures and Indicators 2020-2022 Outcomes 5-7
Engaged Stakeholders and partners	No. of new and ongoing partnerships with public and private stakeholders and international organizations	report for first quarter			prepare report on the number of approved projects with their beneficiaries			
	No. of correspondence / coordination activities with new partners (public and private stakeholders and international organizations)	Draft letter/ communication- MECO TECO & JSPS and others	as assigned		as assigned	as assigned	as assigned	as assigned

TRACE checked and assigned tasks done		Check TRACE	Check TRACE		Check TRACE	Check TRACE	Check TRACE	Check TRACE
Others	Special assignment performed and delivered on time	Committee related tasks						
		PCMD Cash Advance						

Prepared by:

Approved by

CARLOTA P. SANCHO
Senior SRS

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Chief SRS, PCMD

Department of Science and Technology
Philippine Council for Industry, Energy and Emerging Technology Research and Development

INDIVIDUAL WORKPLAN FOR FOUR-DAY WORK WEEK AND WORK FROM HOME
March 16 - April 15, 2020

DIVISION: POLICY COORDINATION AND MONITORING DIVISION (PCMD)

Major Final Output	Success Indicators	Details	March 16-20	March 23-27	Mar 30 - Apr 3	April 6-10	April 13-15
Confirmation of appointments/meetings	Administer and/or arrange 90% of appointments/meetings (internal and/or external) within 30 minutes upon receipt of instruction	- Action taken, as assigned - Updating of PCMD Calendar - Coordination of activities among concerned clients/division	1.) Updated the Calendar of Ms. Grace				
Preparation of Simple Correspondence/Communication (SO, AO, Letter)	Oversee and/or prepare 90% of simple documents (internal and/or external) within 30 minutes with 1 minor revision	- Action taken, as assigned - Monitoring of record sheet and daily activities - Monitoring of documents to be routed thru email/actual					
Process of Request for payment	Oversee 90% of request for payment with complete attachment within 1 working day	- Action taken, as assigned - Monitoring of record sheet and daily activities	1.) Forwarded to FAD 4 request for payments at evoucher				
Cash Advances/Reimbursement Processes	Oversee 90% of cash advances/ reimbursements with complete attachment are liquidated within 30 working days	- Action taken, as assigned - Monitoring of Cash Advances/Reimbursement requests					
Response/Action taken on communications and materials/references	Administer and/or coordinate 90% of communications and secure materials/references (internal and/or external) to/among concerned division/s within 1 working day upon receipt of instruction	- Action taken, as assigned - Coordination of activities among concerned clients/division	1.) Forwarded an email to Ms. Grace regarding the draft Comments on SRDP				
Minutes of Meeting	Oversee and/or prepare 90% of minutes of the meeting within 5 days after the meeting with 1 minor revision	- Action taken, as assigned					
Incoming and Outgoing Communications/Updating of DTS and/or TRACE	Facilitated incoming and outgoing communications (internal and/or external) within 30 minutes upon receipt of document with 90% accuracy	- Action taken, as assigned - Monitoring of PCMD record sheet and daily activities	1.) Recorded and Monitored 30 Incoming Documents 2.) Encoded 7 proposals to the PMIS				
Review and proofreading of documents prior to the signature of Division Chief	Oversee 90% of reviewed and proofread documents within 15 minutes upon receipt after encoding	- Action taken, as assigned - Monitoring of activities among concerned clients/division					

Organized Division Files	Oversee 90% of division records and/or documents (internal and/or external) were filed as soon as acted upon receipt/instruction	- Organize e-files routed thru email	1.) Forwarded an incoming project proposal from email to Records for barcoding 2.) 2 CTOs were approved by Ms. Grace				
Special tasks requested by the Division Chief among Division Personnel	Oversee and/or coordinate 90% of special tasks among concerned PCIEERD Personnel within 1 working day upon receipt of instruction	- Action taken, as assigned - Coordination of activities among concerned clients/division	1.) reminded personnel that needed to be notified				
Customer Relations	Oversee and/or manage 90% of attended and handled inquiries, complaints and special requests from internal and external clients upon receipt within 30 minutes with no negative feedback	- Action taken, as assigned - Response/coordination to inquiries complaints and special requests from internal and external clients	1.) Changed 3 Project names in the PMIS 2.) Answered Elsevier queries such as registrations problems.				
Special Assignments	Oversee and/or perform 90% of special assignments that may be assigned	- Coordination of other matters among personnel in the division - Coordination of Vehicle for key personnel that will be appointed/designated - Cascading of information concerning the division through announcement in Email, SMS, Group Chat etc.	1.) Forwarded an email to SUCs, DOST Agencies, and researchers from Elsevier regarding remote access options. 2.) Updated the 2020 PPMP and Finished the 2021 PPMP				

Prepared by:

JOSHUA EMMANUEL D. HAGAD

Secretary II

Approved by:

GRACE F. ESTILLORE

Chief SRS, PCMD

Department of Science and Technology
Philippine Council for Industry, Energy and Emerging Technology Research and Development

INDIVIDUAL WORKPLAN

DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	Mar-20	Accomplishment
Responsive S&T Policies	Spearhead PCIEERD Preparations for PQA Application	1. Identification and engagement of PQA Consultant	Updates on the engagement of PQA Consultant	Called up DAP last March 5, 2020 (Thursday) to follow up inquiry about Mr. Joel Amante, one of the lecturers in PQA application course as PCIEERD consultant for PQA re-application. According to Melani Garcia-Mercader Project Manager-DAP, they have already emailed Mr. Amante regarding the same. DAP is awaiting for his reply. On March 13, 2020. (Friday) the undersigned called up DAP but can't get through their landline. Last March 16, 2020 (Monday) , even though there is a news about work suspension due to COVID quarantine in NCR, the undersigned tried to call up DAP again to follow up regarding the same but no one answers the call.
		2. Organization and review of documents needed	Compilation and review of needed materials: CSFs, Wis, Guidelines, IRR, etc.	The undersigned brought home a hard copy of PCIEERD's Quality Management System (QMS) Manual. Other materials were sought in the PCIEERD intranet but some were not posted therein. The undersigned asked the assistance of Mary Rose Navarro to secure copies of all available PCIEERD CSFs. The undersigned initially focused on the review of PCIEERD's CSFs since the same were the most emphasized items in previous PQA application which need to be improved. The CSF forms which PCIEERD is currently using are for the following purposes/services: 1) Walk-ins, 2) Evaluation of Proposal, 3) Monitoring of Projects, 4)Completed Projects, 5) PCIEERD events and 6) Technical Panel Evaluation Conference. In the PQA feedback report, it was emphasized that the purpose of the CSFs is to determine and address the various and changing needs of PCIEERD stakeholders and customers. This is the reason why the identified stakeholders and customers must be properly segmentized. There is a need to re-examine if the items in the CSFs can clearly provide the kind of information that PCIEERD needs from its customer and stakeholders which serve as guide for the Council's continual improvement. The contents of CSFs especially for important functions/services such as the Evaluation of Proposal, Monitoring of Projects, Completed Projects and Technical Panel Evaluation Conference, must be designed in this regard. In addition, the ratings of the respondents in the CFS must be effectively interpreted and unsatisfactory ratings must be clearly addressed. The recent PCIEERD TWG on Customer Satisfaction must also look into these areas of concern and determine if the current CSF is reflective of its customers' varying needs and interests. On the PCIEERD QMS, the manual is a 6-year old source, dated February 18, 2014. It is a good source of task identification since the Work Instructions (WIs) provide functional objective, purpose and scope. These information will serve as a guide in the design of CSFs since it clearly defines the step by step process of activities which may or may not affect the quality and timely discharge of PCIEERD services to its customers and stakeholders. In addition, the contents of the Council's policy corner in the intranet must include those recent issuances especially regarding operations such as M&E IRR, TPEC Guidelines, Financial and Administrative matters and other policy directions coming from PMT and GC deliberations and resolutions. In this regard, it is recommended that there should be a designated official 'clearing house' that is responsible for the updated and timely postings in the PCIEERD intranet for the guidance of all its employees. All these concerns must be looked into and addressed since these are part of the Deployment of initiatives towards the development of the Council's Culture of Innovation, Integrity and Excellence. These are what the PQA excellence criteria is looking for. Also, it is good to note that the Council was able to exhibit its ability and agility in adapting to emergency situations. It was able to conduct video or tele-conferencing to continue its PMT meetings and other official meetings. These also allow the Council to continue operations off-site which includes its Work from Home arrangements.

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Supervising SRS

Approved by:

Grace F. Estillore
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 March 16 - April 15, 2020

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Major Final Output	Success Indicators	Details	March 20 (Friday)	March 27 (Friday)		April 3 (Friday)		April 10 (Friday)		April 17 (Friday)	
Effective and Efficient Information Technology Resources (ITR) Management: Plans and Programs	No. of Test Documents created and approved within the prescribed timeframe	1. PMIS v4.0 Test Plan and Test Cases Phase 1 - Project Manager Account - Project Leader Account - FAD Account - Admin Account - Super Admin Account	* Created PMIS v4.0 Test cases - Phase 1 for the following accounts: - Project Manager - Project Leader - Super Admin - Admin Account * PMIS v4.0 Test cases - Phase 1 for the following Modules: - Log-in Functionality - Log-out Functionality - View All Projects Menu and tabs - View My Projects Menu and tabs * Studied the restrictions and capabilities of Project Leader and FAD account in PMIS v4.0								
Effective and Efficient Information Technology Resources (ITR) Management: Software Development and Data Management	No. of Documentation created and approved within the prescribed timeframe	HRMIS v10 (whole) * System Design Specifications * Software Requirements Specifications * User Manuals * Other related manuals or documentations Note: Functional Requirement is already under Software Requirements Specification									
	% of Test cases executed within the prescribed timeframe	Test Cases for: 1. PMIS v4.0 Test cases Phase 1 - Project Manager Account - Project Leader Account - FAD Account - Admin Account - Super Admin Account 2.Re-test and Regression testing									

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ISA II, PCMD

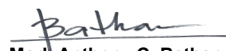
Approved by

Grace F. Estillore
Division Chief / PCMD

DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 16 to 20	March 23 to 27	March 30 to April 3	April 6 to April 10
Effective and Efficient Information Technology Resources (ITR) Management: IT Projects implementation and Monitoring	Number of completed & deployed IT projects within approved deadline	1. Assesment Web Hosting Manager 2. Continuous Monitoring of: Office 365 users:	1. Checked the feature and functionality of Webmin applications for the Web Hosting Project			
Effective and Efficient Information Technology Resources (ITR) Management: Network Systems and Hardware Management	100% ICT resource requirement requested for purchase within the prescribed period	1. Additional Licenses of office 365 2. Procurement of Antivirus (Already Coordinated to Mr. Prestado) (Revision of PPMP as per advised of Mr. Presado)	1. Coordinated revision of PPMP to Josh for the additional licenses of Office 365 and Antivirus Subscription, this is for checking of Ms. Grace.			
	Number of completed & deployed IT projects within approved deadline	Deployment of Web Hosting (T: March) Assist in Cloud Migration				
	% of IT service requests rendered within the prescribed time	IT Service request rendered (Remote/phone support)	1. Installed and configured VPN applications to our End-User. 2. Assisted in Microsoft teams meeting and other office 365 related concerns. 3. Configuration of ENGAS for FAD staff. 4. Assisted end user in some ict concerns. Please see the accomplishment document for the detailed support and attachment			
Others	Special Assignments	Events during the timetable				

Prepared by:


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 SRS I, PCMD

Approved by:

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Effective and Efficient Information Technology Resources (ITR) Management: Software Development	% of new & ongoing IT projects implemented/monitored in accordance with the approved timeline - implemented	PCIEERD Evaluation: Integration of status to PMIS	1. Meeting with Sir George and Jhon about the integration of PCIEERD Evaluation System and PMIS 2. Prepare finalize button in the summary of total result in the evaluation system to be integrate to PMIS					
		GC Proposal Monitoring Web UI Design	Design login page					
		PCIEERD Evaluation Enhance Evaluation Form Design	1.Include Project Objective, Expected Output, Expected Outcome, Review of related literature, and Scientific Basis. 2.update the evaluation form UI design					
		PCIEERD Evaluation PMT Evaluation: Create/Read/Update/Delete/of project proposal	1. Create/update: Project proposal information for PMT Module 2. Create List of project proposal to evaluate 3. Sending of invitation to non registered user by email 4. Sending of invitation to registered user by email 5. Create and enhance the design of email invitation. 6. Adding of registered PMT evaluator 7. Create and enhance the design of email invitation for adding of registered PMT evaluator. 8. Create and design secretary dashboard page for PMT 9. Create and design PMT dashboard page					
		PCIEERD Evaluation PMT Evaluation: Uploading of Files(Workplan, Executive Summary, Financial Documents)	Upload/delete attachment for PMT Module					
		PCIEERD Evaluation PMT Evaluation: Evaluation Form						
		PCIEERD Evaluation PMT Evaluation: Approval Process						
		PCIEERD Evaluation PMT Evaluation: Report(Summary)						

		GC Proposal Monitoring						
		PMT Result						
		PMIS Reports						
		Detailed Projects of the Program						
		PMIS Reports						
		Prioritized Program						
Effective and Efficient Information Technology Resources (ITR) Management: Network Systems and Hardware Management	% of IT service requests rendered within the prescribed time	Technical Support (Not in the target)	15 Technical Support					

Prepared by:

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Information System Analyst II

Approved by:

GRACE F. ESTILLORE
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DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 16 to 20	March 23 to 27	March 30 to April 3	April 6 to April 10	April 13-15
Effective and Efficient Information Technology Resources (ITR) Management: IT Projects implementation and Monitoring	Number of completed & deployed IT projects within approved deadline	1. Microsoft Azure Implementation 2. Continuous Monitoring of: - VPN access users - Office Internet Access - Servers	Assist VPN installation (See daily logs attached) Monitoring of IT Infrastructure (See daily logs attached)				
Effective and Efficient Information Technology Resources (ITR) Management: Network Systems and Hardware Management	Number of completed & deployed IT projects within approved deadline	- Automatic Failover of all Information services in the cloud) (T; June) - Deployment of Web Hosting (T: March) - All internal services will up in the cloud in case the on premise server is down (T: June)	Conduct daily meeting on Microsoft PH (See daily logs attached)				
	% of IT service requests rendered within the prescribed time	IT Service request rendered (Continuous)	Tech support: Email and Chat support (daily logs attached)				
Others	Special Assignments	Events during the timetable					

Prepared by:



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GRACE F. ESTILLORE
Division Chief / PCMD

Major Final Output	Success Indicators	Details	March 20 (Friday)	March 27 (Friday)		April 3 (Friday)		April 10 (Friday)		April 17 (Friday)	
	No. of reports packaged and submitted to appropriate agencies within the prescribed timeframe	1.ICT Policy									
		1.1.Edit ICT Policy									
Effective and Efficient Information Technology Resources (ITR) Management: IT Projects implementation and Monitoring	% of new & ongoing IT projects implemented/monitored in accordance with the approved timeline - Monitored	1. TQMS (ongoing)									
	% of new & ongoing IT projects implemented/monitored in accordance with the approved timeline - Implemented	1. PMIS v4.0 Phase 1									
		1.1. [CRUD] LIB									
		1.2.[CRUD] Uploading of files									
		1.3 [CRUD] Accomplishment									
		1.4 [CRUD] Project Disbursement									
		Cloud Migration (Not in the target)	- Assist in Finalizing Strategic Migration Assessment & Readiness Tool (SMART) -Meeting with microsoft philippines for the use of code Assessment Tool - retrieve source codes of PMIS, API Server and SSO Server for code Assessment								

		DPMIS (Not in the target)	- Coordinate with sir Arief about the meeting in ICC on Thursday - Attended Meeting with the DOST ICC on the proposal submission and Development of the DOST PMIS - API Update Tables of live PMIS Database (eproposal_files, libs, lib_items) - Coordinate with Arief for Testing of DPMIS/API								
Effective and Efficient Information Technology Resources (ITR) Management: Software Development and Data Management	% enhancement/bug fix requirements implemented within the week of the target date w/o revision	Bug Fixes (Not in the Target)	-Fix issues with API server because of the changes in form fields -Fixed BUGs in Saving proposals API -Fixed Error in My Projects (Project Leader) -Fixed issue with PMIS Database								
Effective and Efficient Information Technology Resources (ITR) Management: Network Systems and Hardware Management	% of IT service requests rendered within the prescribed time	Technical Support (Not in the target)	-Reply Email to Ms. Russel regarding TRACE access Teams Meeting with DepOps								
Others	Special Assignments										

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DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 20 (Friday)		March 27 (Friday)		April 3 (Friday)		April 10 (Friday)		April 17 (Friday)	
Effective and Efficient Information Technology Resources (ITR) Management: IT Projects implementation and Monitoring	% of new & ongoing IT projects implemented/monitored in accordance with the approved timeline Implemented	1. PMIS v4.0 Phase 1										
		1.1. [UI Design] LIB	1.Created a wireframe design for LIB with modal.									
		1.2. [UI Design] Project Files/Project Details	1. Prepare online survey for PMIS Project Details Interface. 2. Created a wireframe design for File interface. 3. Created the front-end code for Project Details interface from the consolidated survey votes.									
Effective and Efficient Information Technology Resources (ITR) Management: Software Development and Data Management	% enhancement/bug fix requirements implemented within the week of the target date w/o revision	2.Mobile HRMIS										
		2.1 Notification/Attendance	1. Added the column "Date", "In OT", "Out OT", "Remarks" in attendance section. 2. Still working on the modules of computeLate, computeOt and computeUT. 3. Created a notification badge.									
		2.2 Menu										
		2.3.PDS										
	% of documents uploaded in the website and intranet within the prescribed timeframe	1. Uploading of PCIEERD News Articles in the PCIEERD Website 2. Uploading of Job Vacancies in the PCIEERD Website 3. Uploading of Transparency Seal 4. Uploading of Procurement Biddings 5. Uploading of S&T Innovation Ecosystem on Intranet	1. Posted 'Public Service Announcement' banner in PCIEERD Website. 2.Posted "DOST-PCIEERD, USC unveil first laboratory in Visayas for Computational Science" news article in PCIEERD website.									
Effective and Efficient Information Technology Resources (ITR)	% of IT service requests rendered within the prescribed time	IT Service request rendered	Provide assistance and technical support to some users									
Others	Special Assignments											

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DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 16-20	March 23-27	March 30 - April 3	April 6-10	April 13-17
Effective and Efficient Information Technology Resources (ITR) Management: Plans and Programs	3-Year Information Systems Strategic Plan (ISSP) endorsed	1. Revision of ISSP					
		1. 1 Agency Profile	Updated Contacts and Personnel Distribution				
		1.2 PRESENT ICT SITUATION	Updates will be done on the next week due to unforeseen workload				
		1.3 STRATEGIC CONCERNS FOR ICT USE					
		1.4 CONCEPTUAL FRAMEWORK FOR IS (DIAGRAM OF IS INTERFACE)					
		1.5 DETAILED DESCRIPTION OF PROPOSED INFORMATION SYSTEMS					
		1.6 DETAILED DESCRIPTION OF ICT PROJECTS					
		1.7 RESOURCE REQUIREMENTS					
		1. 8 DEVELOPMENT AND INVESTMENT PROGRAM					
	No. of reports packaged and submitted to appropriate agencies within the prescribed timeframe	2. ICT Policy					
Efficient Information Technology Resources (ITR) Management: Procurement and Deployment of ICT Resources"	100% ICT resource requirement requested for purchase within the prescribed period	3. Procurement of additional office 365					
		3.1 Coordinate Procurement Section	Coordinated with Martin on the procurement process, and updates to PPMP				
		3.2 Revision of PPMP					
	100% Configured and deployed equipment within the prescribed period	4.0 Monitor Configuration of PC	- Monitored Configuration of Computers. (2 Computers were configured last wed) *- Coordinate with the property section for another 2 computers but apparently, no property staff is allowed in the skeletal workforce				
Effective and Efficient Information Technology	% of new & ongoing IT projects implemented/monitored in accordance with the approved timeline	5. Monitor PMIS v4.0 Phase 1 Development	Conducted weekly updates and target setting				
		6. Monitor PCIEERD Evaluation System Development					
		HRMIS Mobile App (Not in the Target)	Provides input on the process of integration of PCIEERD Evaluation System and PMIS				
		7. Monitor Development of PMIS Reports					
		8. Elsevier Remote Access Distribution	Identified 35 Remote Access Given to PCHRD				
		9. Helps in the Assesment Web Hosting Service					

Resources (ITR) Management: IT Projects implementation and Monitoring	Number of completed & deployed IT projects within approved deadline	10. Cloud Migration	- Finalized Strategic Migration Assessment & Readiness Tool (SMART) -Meeting with microsoft philippines for the use of code assessment tool '- retrieve source codes of hrms, intranet and website for code assessment				
		DPMIS (Not in the target)	- Attended Meeting with the DOST ICC on the proposal submission and Development of the DOST PMIS				
Effective and Efficient Information Technology Resources (ITR) Management: Network Systems and Hardware Management	% of IT service requests rendered within the prescribed time	Technical Support (Not in the target)	11 Technical Support Done				
Other Tasks	Project Monitoring	Strengthening of Industry Strategic Science and Technology Plan (ISP) Information System for Improved R&D Management (Not in the target)	Sent eCopy of the response letter on PCAARRD's request for realignment				

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DIVISION: POLICY COORDINATION AND MONITORING DIVISION

Major Final Output	Success Indicators	Details	March 23 - March 27 (Friday)	March 30 - April 3 (Friday)	April 6 - April 10 (Friday)	April 13 - April 17 (Friday)
		Elsevier				
	3-Year Information Systems Strategic Plan (ISSP) endorsed	Resource Requirements				
Effective and Efficient Information Technology Resources (ITR) Management: IT Projects implementation and Monitoring	% of IT service requests rendered within the prescribed time	IT Service request rendered	1. Install and Configure VPN to end user 2. Assisted Office 365 related concerns 3. Install and Configure eNGAS to end user			
	Number of completed & deployed IT projects within approved deadline	Configuration of Desktop(5)	1. Create Admin & User Account 2. Install Applications needed			
	% data encoded/modified to the information systems based on end-user's required timeframe	Elsevier Remote Access				
Others	Special Assignments	Events during the timetable	1. Interchange aircon inside Server Room 2. Print OT Request Form with e sig of Miss Grace 3. Bring documents to Records Section 4. Buy food for the Skeletal Workers 5. Assist the cashier to check the employee's salary list			

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