

ACCOMPLISHMENT REPORT
ADMINISTRATIVE SERVICES DEPARTMENT
1st QUARTER 2020
JANUARY - MARCH

HUMAN RESOURCE SERVICES DIVISION

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
I. Training Programs			
1. In-House Training Programs			
Month	: January		
No. of programs	: 1		
Male	: 4		
Female	: 16		
Budget	: ₱ 42,689.65		
Month	: 1	<ul style="list-style-type: none"> Maintain competency proficiency levels or address competency gaps Help employees learn specific knowledge or skills to improve performance in their current roles. Provide regular updates from latest guidelines and/or issuances from other government agencies 	
No. of programs	: February		
Male	: 17		
Female	: 37		
Budget	: ₱ 90,000.00		
Month	: March		
No. of programs	: 2		
Male	: 13		
Female	: 26		
Budget	: ₱ 750,000.00		

Successfully Completed

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CORPORATE PLANNING DEPARTMENT

BY: dyka

DATE: 11/16/20

TIME: 11:05 am

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2. Outside Training Programs Month : January No. of programs : 2 Male : 0 Female : 6 Budget : ₱ 41,052.00 Month : February No. of programs : 1 Male : 1 Female : 0 Budget : ₱ 3,600.00 Month : March No. of programs : 3 Male : 0 Female : 7 Budget : ₱ 45,040.00			Successfully Completed
II. Employees Assembly			
1. Flag Ceremony Schedule : Every Monday Venue : THEZA Training Room, 3 rd Floor Budget : ₱ 5,000.00		This in support to Republic Act No. 8491, Heraldic Code of the Philippines and in compliance with CSC Memorandum Circular No. 19 series of 2012. This is an expression of nationalism and as a constant reminder for employees to be exemplary public servants.	The program is on-going

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III. GAD-related Programs/Activities/Projects					
<div>1. <i>Activity Planning Workshop for TIEZA's 2020 GAD Community Assessment</i></div> <div>Venue : TIEZA Mess Hall Date : January 22, 2020 Male : 4 Female : 16 Conducting Agency : Ms. Analie R. Bolo - Apostol Budget : ₱ 42,689.65</div>		<div><ul style="list-style-type: none">• Formulate target assessment and activity plan for the upcoming GAD Community Assessments scheduled this 2020;• The target output-activity plan shall serve as assessment guidelines and shall be the basis for program implementation or primary module reference;• To develop necessary assessment conduct parameters and become familiar with gender analysis tools, approaches and data assessment and shall commit participative GAD advocacy commitment and sensitivity.</div>		<div>Successfully Completed</div>	
<div>2. <i>Gender-Responsive Community Assessment Activity</i></div> <div>Venue : San Vicente, Palawan Date : February 23-24, 2020 Male : 3 Female : 5 Conducting Agency : TIEZA Budget : ₱ 387,600.00</div>		<div><ul style="list-style-type: none">• Participating TIEZA GAD Community Assessment Team (Palawan) shall conduct the Pilot Assessment activity after established and agreed details resulting from the pre-assessment activity conducted;• Using the template design for the conduct of GAD Community Assessment, gather necessary and relevant data and information that will provide source/reference for GAD planning and programing;• Apply necessary assessment conduct parameters and become familiar with gender analysis tools, approaches and data assessment and shall commit participative GAD advocacy commitment and sensitivity;• Value principles of Gender-responsive GAD Community Assessment in line with government rules and public accountability principles; and• Submit reports based data and information gathered during the conduct of the assessment</div>		<div>Successfully Completed</div>	

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		and provide input consideration on learning gained for future reference of the subsequent GAD Community Assessment schedules (Bataan and Cagayan de Oro.	
3. 2020 National Women's Month (NWM)		Theme: We Make Change Work for Women	
Budget : ₱ 2,134,100.00	In 2017, the PCW Board Members and Inter-Agency Technical Working Group identified the NWMC theme "We Make Change Work for Women", which shall be used from 2017-2022. It highlights the empowerment of women as active contributors to and claimholders of development. This pursuit of development is also anchored on the commitment of "Malasakit at Pagbabago" or True Compassion and Real Change. The 2017-2022 NWMC generally aims to: <ul style="list-style-type: none">inform and engage women as stakeholders of government programs and services – to promote citizen-centric governance and make "change" a conscious effort to know, understand, and provide what ALL citizens needcreate and facilitate platforms to discuss good practices, gaps, challenges, and commitments in pursuing gender and development (GAD) – to strengthen implementation of the Magna Carta of Womeninspire and empower women and girls to be agents of change – to contribute in promoting gender equality and the empowerment of all women	Only 3 events were conducted due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.	
a. Women 2020 Entrepreneurship Summit	The summit highlighted women's contribution in the Philippines and ASEAN with wonderful lessons in	Successfully Completed	

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Venue : World Trade Center, Pasay City Date : March 3, 2020 Male : 1 Female : 3 Conducting Agency : Go Negosyo		entrepreneurship, agriculture, style and substance, tourism, diplomacy, finding confidence and in life.	
b. PICPA Women Summit Venue : Makati Shangri-la Hotel Date : March 6, 2020 Male : 1 Female : 3 Conducting Agency : Philippine Institute of Certified Public Accountants (PICPA)		With the theme, "Proud. Loud. Leading without a Doubt", the whole-day event was designed to provide women and men alike with opportunities to learn from women leaders from the public and private sector, and to find ways to support each other as they build their professional careers.	Successfully Completed
c. NWM Kick-Off Activity Venue : Multi-Purpose Hall Date : March 9, 2020 Male : 9 Female : 26 Conducting Agency : TIEZA		An agency-wide simple program that highlighted the upcoming activities the agency will engage in, in support of the NWMC.	Successfully Completed
IV. Office Practicum			
1. Main Office Certificates of Completion Issued Male : 0		In line with the Commission on Higher Education (CHED) Memorandum Order No. 23 series of 2009, "Guidelines for Student Internship Program in the Philippines (SIPP)" for all programs with practicum subject, the TIEZA practicum program aims to:	The program has been suspended due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and

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Female : 0		<ul style="list-style-type: none"> • Provide exposure to actual work related to the students/trainee's course; • Provide venue for familiarization of work and actual situations in the Philippine bureaucracy, particularly processes in the country's Civil Service; • Facilitate experience-based learning drawn from handling challenges and some complex tasks or problems; • Enhance the student's skills and competitiveness; • Develop a sense of professionalism and discipline; • Give guidance to decisions that would influence future career decisions. 	Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.
V. Compensation and Benefits Administration			
1. Preparation of Payroll for Regular Employees		Prepare payment of employees' salary in exchange for the completed work for the Authority on a monthly basis.	<p>Average processing time: 5.00 days</p> <p>Nett amount for 2nd quarter: ₱ 32,229,894.98</p>
2. Preparation of Payroll for Job Orders		Prepare payment of employees' salary in exchange for the completed work for the Authority on a per-day basis.	<p>Average processing time: 1.60 days</p> <p>Nett amount for 1st quarter: ₱ 13,409,483.80</p>
VI. Internal Customer Satisfaction Rating			
1. Internal Customer Satisfaction		The program aims to determine effectiveness of HRSD's service delivery.	<p>1st Quarter 2020 Survey Results No. of Respondents: 261</p> <p>Rating Outstanding: 84%</p>

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VII. Competency-based Recruitment and Selection			
1. TIEZA OSSP Profile as of March 31, 2020			Plantilla Positions: Filled-up Positions - 446 Unfilled-up Positions - 81 Total Positions - 527 Sex: (including Cotermious with the Incumbent) Male - 193 Female - 302 Total - 495
2. Personnel Selection Board Assessment and Deliberation	The program aims to be able to search for candidates that can demonstrate the behaviorally defined characteristics (knowledge, skills, and attitude) that will lead to superior performance in the vacant position sought to be filled.		Appointments issued: 6
VIII. Competency Assessment and Framework Update			
1. Procurement of a project consultant for the Review/Update/Development of the Authority's Competency Manual, Job Profile Description Forms, and Pre and Post-Performance Assessment Tool	<p>The project aims to produce:</p> <ul style="list-style-type: none">Updated Competency Manual which includes:<ul style="list-style-type: none">Competency FrameworkCompetency CatalogueCompetency TablesCompetency MatricesUpdated Job Profile Description FormsCustomized Pre and Post Performance Assessment Tool based on existing competencies (for Leadership & Functional Competencies)Customized Pre and Post Performance Assessment Tool based on new competencies (for Core, Leadership, Technical & Functional Competencies) (for year 2020)		Status as of March 31, 2020 ProfilesAsia, consultants for the project interviewed officers from ACOO to Division Manager level re: job analysis survey.

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IX. TIEZA Rightsizing			
1. Workforce Measurement and Reorganization Initiative	<ul style="list-style-type: none">To comply with the provisions of CSC, COA and DBM Joint Circular No. 1, 2, 2017;To determine quantity and quality of the job orders (JOs) who can be absorbed or be part of the corporation (in whatever appropriate working arrangement); andTo consider them in the HR processes, when some of these JOs eventually become holders of regular plantilla positions.	<p><i>Status as of March 31, 2020</i></p> <p>A 2-day workshop was held last 27 – 28 February 2020 with the following objectives:</p> <ol style="list-style-type: none">To give a clear overview of the TIEZA Change Management Program;To facilitate the preparation of a Transition Plan that includes stakeholder analysis and communication plan; andParticipants to submit stakeholder analysis and action plan matrix	
X. TIEZA Overall Workforce			
1. Workforce as of March 31, 2020		<p><u>Overall Workforce:</u></p> <p>1,022</p> <p><u>Status of Employment:</u></p> <p>Permanent (CTI, Cotern, CPOE, Temp) – 495 Job Orders – 486 Consultants – 6 Contract of Service – 25 TIEZA Regulatory Office – 10</p> <p><u>Sex:</u></p> <p>Male – 508 Female – 514</p>	
XI. Corporate Social Responsibility			
1. Relief Operations and Donation Drive for Taal Eruption Victims	A relief operations and donation drive activity dubbed as “Operations Tulong Ala Ehi” was organized for the victims of Taal Volcano eruption.	Successfully Completed	

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Venue : Sto. Tomas, Batangas Date : March 06, 2020 Male : 6 Female : 7 Conducting Agency : TIEZA Budget : ₱ 228,500.00		Target beneficiaries were 160 family-evacuees housed in Padre Pio National Shrine in Sto. Tomas Batangas. Also, a bulk of goods were turned over to the Evacuation Hub located in the same area.	

GENERAL SERVICES DIVISION

I. Property and Supply Management			
1) Office/Maintenance/Soap/ Supplies Withdrawal Slips (WS) attended/served			131 withdrawal slips
2) Inspection & Acceptance Reports (IAR) prepared			39 inspection & acceptance reports
3) Memorandum Receipts (MR) issued/prepared			235 memorandum receipts
4) Inventory Tags & Property Identification Stickers placed on a newly-acquired properties			632 stickers
5) Property Clearances of Officials/Employees processed and acted upon	To administer properties such as supplies, materials & equipment from its acquisition to disposition.		12 clearances
6) Cancellation Reports made/filed			65 reports
7) Waste Material Reports (WMR) made/filed			20 reports
8) Registration & Insurance of Vehicles/ Properties filed/claimed			10 vehicles
9) Monitored/Supervised Contractual Ancillary Services			
a) Security Services			36 monitored/ memos

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b) Janitorial Services			33 monitored/ memos
II. Ancillary/Maintenance			
1) Number of carpentry works completed		To ensure efficient & effective service of the Ancillary services.	7 job orders
2) Number of electrical/ communication & audio serviced			42 orders
3) Number of complaints received and acted upon			16 acted upon complaints
III. Carpool			
1) Gas slip requested/approved/issued		To render transportation services.	31 gas slips
2) Trip ticket issued			113 trip tickets
IV. Procurement			
1) Number of purchase requests received and processed		To obtain resources such as supplies, materials, equipment & services required by the department/ sections of the agency.	176 purchase requests
2) Number of purchase requests processed and purchased			--
a) Purchase order			₱ 16,952,767.54 (amount)
b) Job order			₱ 3,910,972.42 (amount)
c) Petty cash voucher			₱ 395,739.00 (amount)
3) Number of plane ticket purchased (Domestic)			288 tickets
4) Number of plane ticket purchased (International)			--
V. Records			
1) Number of documents received from other Agencies		To establish and implement a records system for efficiency, effectiveness and economy.	616 documents
2) Office Orders numbered/ reproduced/ authenticated/disseminated			54 documents

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3)	Travel Orders numbered/ reproduced/ authenticated/disseminated		359 documents
4)	Office letters mailed thru Makati Post Office		10 mails
5)	Official letters mailed thru DHL (Domestic and International)		101 letters
6)	Official letters mailed thru LBC		158 letters
7)	Picked up mails from Makati Post Office		74 mails
8)	Sorted/Distributed magazines		--
9)	Sorted/Distributed newspaper		2,040 newspapers

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