Department of Social Welfare and Development

INDIVIDUAL PERFORMANCE CONTRACT REVIEW
FY 2023, 1st SEMESTER

Name of Ratee:	SYMON JAY COCON
Position:	COMPUTER MAINTENANCE TECHNOLOGIST II
Designation (if applicable):	
Office:	Regional Information and Communications Technology Management Section

KEY RESULTS AREA		PERFORMANCE INDICATORS (Quantity, Quality, Timeliness)	ACTUAL ACCOMPLISHMENTS (Quantity, Quality Timeliness)	RATING					REMARKS
Objective, Program, Project, Activity	Weight Allocation			Qn	Qt	T	Ave	Weighted Average (Weighted Average*Weight Allocation)	
Strategic Priorities									
100% of WFP Targets are accomplished within the prescribed timeline	5%	Qn: all WFP targets Qt: all WFP targets are 100% accomplished T: within the prescribed timeline	Qn: all WFP targets are complied Qt: all WFP targets are 100% accomplished T: within the prescribed timeline	5.00000	4.00000	5.00000	4.66667	0.23333	
Development and deployment of an information system to support program operations	15%	Qn: Two (2) information systems Qt: Information systems deployed with at least 95% uptime rate T: June 30, 2023	Qn: Two (2) information systems developed Qt: Information system deployed with at least 97.67 uptime rate T: June 30, 2023	5.00000	4.00000	5.00000	4.66667	0.70000	
Compliance to good governance condition set by AO25 Inter-Agency Task Force.									

Updating of the DSWD Caraga Transparency Seal	4%	Qn: 1 transparency seal Qt: documents uploaded to the transparency seal T: within 3 days upon receipt of document	Qn: 1 transparency seal Qt: documents uploaded to the transparency seal T: within 3 days upon receipt of document	5.00000	4.00000	5.00000	4.66667	0.18667	

Core Functions
ICT Administration

Number of ICT policies developed and maintained	4%	Qn: 2 ICT policies developed/maintained Qt: ICT policies are reviewed, analyzed, and enhanced. T : June 30, 2023	Qn: All RICTMS staff Qt: Utilized digital signature T: June 30, 2023	5.00000	3.00000	5.00000	4.33333	0.17333	
Application and utilization of digital signature in processing electronic documents	4%	Qn: All RICTMS staff Qt: Utilize digital signature in processing electronic documents T: June 30, 2023	Qn: All RICTMS staff Qt: Utilized digital signature T: June 30, 2023	5.00000	3.00000	5.00000	4.33333	0.17333	

ICT Information Systems Development

Percentage of functional information systems deployed and maintained	3%	Qn: All application servers maintained Qt: 95% uptime T: June 30, 2023	Qn: All application servers maintained Qt: 97.67% uptime rate T: June 30, 2023	5.00000	4.00000	5.00000	4.66667	0.14000	
Number of information systems maintained thru interventions and corresponding technical assistance to business owner/users	3%	Qn: 31 information systems maintained Qt: 95% uptime rate and provided interventions and technical assistance to business owners T : June 30, 2023	Qn: 31 information systems maintained Qt: 97.67% uptime rate and Provided interventions and technical assistance to business owners T : June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	
Review of information system documentations submitted by process owners	3%	Qn: ANA Qt: Complete technical documents and manuals T: June 30, 2023	Qn: ANA Qt: Complete technical documents and manuals T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	

Ensure source codes of documented information systems are uploaded in the repository	3%	Qn: ANA Qt: Source codes are up-to-date T: June 30, 2023	Qn: 3 IS Source uploaded to Caraga Code Repository Qt: Source codes are up-to-date T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	
ICT Competency Development									
Report on ICT training / competency development activities attended	3%	Qn: ANA Qt: Accepted by the Division Chief T: 5 working days after the activity	Qn: 2 ICT training attended Qt: Feedback report submitted and approved by the highest approving authority T: 5 working days after the activity	5.00000	5.00000	5.00000	5.00000	0.15000	
Number of Learning and Development Interventions (LDI) on ICT Service Management conducted	3%	Qn: One (1) LDI conducted Qt: With satisfactory average rating T: June 30, 2023	Qn: Two(2) LDI conducted Qt: Above satisfactory average rating T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	
Users trained on ICT applications, websites, solutions, tools and products	3%	Qn: ANA Qt: 100% users trained on ICT applications, websites, solutions, tools and products T : June 30, 2023	Qn: ANA Qt: 100% users trained on ICT applications, websites, solutions, tools and products T : June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	
ICT Security Management									
Information systems developed subjected to vulnerability assessment and patched accordingly	3%	Qn: One (1) information systems Qt: Information system endorsed to CO-ICTMS for vulnerability assessment T: June 30, 2023	Qn: One (1) information systems subjected to VA Qt: Information system endorsed to CO-ICTMS for vulnerability assessment T: June 30, 2023	3.00000	5.00000	5.00000	4.33333	0.13000	

Endpoints protected by enterprise	3%	Qn: 58 laptop/ desktop computers installed with anti-virus software Qt: Updated and functional T: June 30, 2023	Qn: 63 laptop/ desktop computers installed with anti-virus software Qt: Updated and functional T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000

ICT Service Management

Response to service support rendered	3%	Qn: 40 requests logged and responded Qt: All requests responded and at least 95% are resolved on-time T: Within the set timeline in the SLA	Qn: 71 requests logged and responded Qt: All requests responded and at 92.57% are resolved on-time T: Within the set timeline in the SLA	5.00000	3.00000	5.00000	4.33333	0.13000

ICT Infrastructure Management

Percentage uptime of DSWD applications	2%	Qn: 31 DSWD Caraga information systems Qt: 95% uptime rate T: June 30, 2023	Qn: 31 DSWD Caraga information systems Qt: 97.67%% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000
Uptime for DSWD Enterprise Network for the Field Office	2%	Qn: 2 network connections Qt: 95% uptime rate T: June 30, 2023	Qn: 2 network connections Qt: 99.34%% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000
Number of disaster recovery sites and backup solutions for DSWD applications maintained	2%	Qn: One (1) disaster recovery site Qt: Functional disaster recovery site with at least 95% uptime rate T: June 30, 2023	Qn: One (1) disaster recovery site Qt: Functional disaster recovery site with at least 95% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000

Expansion/rehabilitation of local area network (LAN)	2%	Qn: 1 LAN expanded/rehabilitated Qt: Accepted by the concerned T: June 30, 2023	Qn: 1 LAN expanded/rehabilitated Qt: Accepted by the concerned T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000
Uptime for Sub-Regional Sites connected DSWD Enterprise Network	2%	Qn: 9 internet connections Qt: 95% uptime rate T: June 30, 2023	Qn: 9 internet connections Qt: 99.34%% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000
Percentage Uptime of Local Servers and Storage	2%	Qn: All local servers and storage equipment Qt: 95% uptime rate T: June 30, 2023	Qn: All local servers and storage equipment Qt: 97.67%% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000
Percentage uptime of Power Management and Corresponding Power Backup	2%	Qn: 1 power source monitored Qt: 95% uptime rate T: June 30, 2023	Qn: 1 power source monitored Qt: 97.67%% uptime rate T: June 30, 2023	4.00000	5.00000	5.00000	4.66667	0.09333
New ICT systems, ICT equipment, facilities and infrastructure put in place	2%	Qn: Qn: 20 ICT systems/equipment, facilities, and infrastructure Qt: installed with required systems T : June 30, 2023	Qn: Qn: 112 ICT systems/equipment, facilities, and infrastructure Qt: installed with required systems T : June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000

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Number of functional websites developed and maintained	2%	Qn: One (1) functional website maintained Qt: 95% uptime rate T: June 30, 2023	Qn: One (1) functional website maintained Qt: 99.96% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000	
ICT Data Management									
Percentage of mission critical databases managed and maintained	3%	Qn: 31 databases Qt: 100% of databases managed and maintained T: June 30, 2023	Qn: 31 databases Qt:100% of Databases are up, managed and maintained T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	
Number of DSWD databases supporting programs, projects and services managed and maintained	3%	Qn: 31 databases Qt: 95% uptime rate T: June 30, 2023	Qn: 31 databases Qt: 95% uptime rate T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.15000	
Number of online map layers maintained	3%	Qn: One (1) online map layer Qt: map layer maintained and updated T : June 30, 2023	Qn: One (1) online map layer Qt: map layer maintained and updated T : May 30, 2023	4.00000	5.00000	5.00000	4.66667	0.14000	

For build-up databases maintained	3%	Qn: 2 databases Qt: All for build-up databases are deployed T: June 30, 2023	Qn: 3 databases Qt: all for build-up databases are deployed T: May 30, 2023	5.00000	5.00000	4.00000	4.66667	0.14000	
Support Functions									
Ensure full participation and compliance to IQA and other ISO-QMS-related audits	2%	Qn: ANA Qt: Complied requirements and audit results T: On the set timeline	Qn: One (1) Qt: Complied requirements and audit results T: On the set timeline	5.00000	5.00000	5.00000	5.00000	0.10000	
Maintenance of request for posting to DSWD Website	2%	Qn: 25 posts published Qt: At least 95% of verified requests published T: June 30, 2023	Qn: 35 posts published Qt: At least 98% of verified requests published T: June 30, 2023	5.00000	5.00000	5.00000	5.00000	0.10000	
Compliance to Quality Manual, Quality Procedures and applicable SOPs in relation to ISO-QMS implementation	2%	Qn: ANA Qt: Complied quality manual, SOPs and ISO-QMS documentations T: On the set timeline	Qn: One (1) Qt: Complied quality manual, SOPs and ISO-QMS documentations T: On the set timeline	5.00000	5.00000	5.00000	5.00000	0.10000	

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Liquidation of cash advances	2%	Qn: ANA Qt: 100% cash advances liquidated; Supporting documents complete and proper T: Within one[1] month after travel	Qn: Two (2) Qt: 100% cash advances liquidated; Supporting documents complete and proper T: Within one[1] month after travel	5.00000	5.00000	5.00000	5.00000	0.10000	
TOTAL	**100%**								

	FINAL RATING	**4.79000**
	ADJECTIVAL RATING	**Very Satisfactory**

Prepared by: **SYMON JAY COCON**   Date: July 25, 2023
Position: Computer Maintenance Technologist II
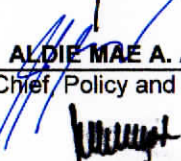
Reviewed by: **RAFFY C. POCON**   Date: _____
Position: OIC-Head, Regional ICT Management Section
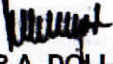
Recommending Approval: **ALDIE MAE A. ANDOY**   Date: _____
Position: OIC-Chief, Policy and Plans Division

Approved by: **MARI-FLOR A. DOLLAGA-LIBANG**   Date: _____
Position: Regional Director