**PROPOSED TEMPLATE**

**for the**

**Quarterly Narrative Accomplishment Report (QNAR)**

Following is the proposed format[[1]](#footnote-1) for the QNAR:

1. **EXECUTIVE SUMMARY ( as per Ms. Cris proposal)**
2. **ACCOMPLISHMENT**

**Preparation of Technical Documents**

* Accomplished the creation and submission of documents such as Daily Time Records (DTRs), Internal Memorandum, Individual Performance Commitment and Review (IPCR) forms, and Inventory Lists. Additionally, adeptly managed the successful resubmission of applications for DICT Services, demonstrating a commitment to thoroughness and excellence in administrative tasks.

**Digitalization**

* Undertakes research and development tasks concerning user authentication, user authorization, creation of PPMPs, and API integration for Vue.js and Laravel within the CWC-FMS (Financial Management System).
* I effectively aided in the deployment of the Document Tracking System by updating the code of the Login API and addressing any errors encountered.

**Technical assistance to strengthen capabilities of intermediaries**

* Effectively executed a range of technical assistance tasks, including but not limited to installation and reconfiguration of software and information systems, facilitation of Zoom requests, updating of Kobotool forms to ensure the seamless operation of MISU services, and the generation of detailed statistical reports via Kobotool.
* Successfully addressed # service requests for technical assistance from other divisions/units within three (3) days, based on completed technical assistance forms, while considering uncontrollable circumstances as necessary, and achieved satisfactory ratings.
* Contributed significantly to the successful validation process of office equipment and fixture inventories, while also providing assistance in consolidating inventories from regional coordinators.

1.1. EODB - to include a short discussion on the results of identified services (external and internal) reflected in the citizens' charter implemented within the EODB timeline. The tally sheet can be part of the body of the report (and the actual full monitoring is attached as MOVs)

***Proposed tally sheet for EODB rating:***

*(with sample rating)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Type of Services***  ***Acted Upon*** | ***Number & Average Rating per classification of requests*** | | | | | | ***TOTAL No. of Request*** | ***AVERAGE RATING*** | ***REMARKS*** |
| ***SIMPLE*** | | ***COMPLEX*** | | ***HIGHLY TECHNICAL*** | |
| ***No. of Request*** | ***Rating*** | ***No. of Request*** | ***Rating*** | ***No. of Request*** | ***Rating*** |  |
| ***A. External Services*** |  |  |  |  |  |  |  |  |  |
| ***B. Internal Services[1]*** |  |  |  |  |  |  |  |  |  |
| ***Total No. of Tas/Requests &***  ***Average Rating*** |  |  |  |  |  |  |  |  |  |

***[1] EODB includes both external and internal services. Since D/Us receive several internal requests,they may just consider only major internal services for inclusion in the reporting of EODB.***

***Rating Guide***

***5*** *- 3 days before the deadline or earlier*

***4*** *- 2 days before the deadline*

***3*** *- 1 day or on the deadline*

***2*** *- 1 to 4 days after the deadline*

***1*** *- 5 days after the deadline or later*

**Note:**

*The reckoning period for responding to the external client's request begins on the day the Records Unit receives it, unless the end-user receives the request directly.*

2. Part of the actual accomplishments can also be the results of the D/Us implementation of the activities based on their **core functions**[[2]](#footnote-2), which can be categorized as follows:

* TA provision
* Advocacy
* Capacity Building
* Meetings
* Others

**2.1. Government coordination activities responded within prescribed timelines**

The tally sheet prepared is based on a proposal from DSWD-Asec. Elaine Fallacurna during the OPC-PRE Review Meeting -- to identify the types of coordination efforts with the requesting agency.

The process only requires the time spent in responding to the request of the agency. For the results of the evaluation (Outstanding, Very Satisfactory, Satisfactory,Unsatisfactory, Poor) as Speaker/RP/facilitator may be recorded in the IPCR of the staff who served/attended to the request.

In determining how to gauge the response time to government coordination of activities, the number of days will be used instead of hours. This will also make the calculation simple but clear.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Proposed Tally Sheet for the Government Coordination Activities (see proposed tracking sheet)**  (with example of ratings per agency, type of request) | | | | | |  |
|  |  |  |  |  |  |  |
| **REQUESTING AGENCY** | **RATING** | | | **Total No. of Requests** | **AVERAGE RATING** | **REMARKS** |
| Participant/ Representative | Speaker/Resource  Person/ Facilitator | Inputs to policy briefs, MOU/ MOA,contract, etc |
|
| **A. NGAs** |  |  |  |  |  |  |
| **B. LGUs** |  |  |  |  |  |  |
| **C. Inter-Agency** |  |  |  |  |  |  |
| **D. International Agencies  (UN, Embassy,etc)** |  |  |  |  |  |  |
| **E. Others (NGOs, media,etc)** |  |  |  |  |  |  |
| 1. NGOS |  |  |  |  |  |  |
| 2. Media |  |  |  |  |  |  |
| 3. Private Sectors |  |  |  |  |  |  |
| **TOTAL NO. OF TYPE OF REQUEST & AVERAGE RATING FOR RESPONSE TIME** | **16** | **20** | **20** | **56** | **4.14** |  |

***Rating Guide***

***5*** *- 3 days before the deadline or earlier*

***4*** *- 2 days before the deadline*

***3*** *- 1 day or on the deadline*

***2*** *- 1 to 4 days after the deadline*

***1*** *- 5 days after the deadline or later*

**2.3. GAD Accomplishment Report**

* + - 1. D/Us may refer to the approved GAD Plan and Budget of the current year as a reference in monitoring the implementation of GAD activities.
      2. Salary attribution must be filled out based on the actual participation/number of hours spent by the staff.
      3. Always prepare a justification/explanation on why the activity is moved to a later schedule or not implemented at all.

**Proposed revised template for GAD Accomplishment Report:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities**  (as per approved GPB)  **(Title/Date/Place)** | **Actual Accomplishment** | **Activity Expense** | **Salary Attribution**  *(attach actual salary attribution sheet)* | **Remarks**  *Justification for any variance/*  *Changes, if any* |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Support Functions**

3.1. Freedom of Information (FOI) requests responded

3.2. 8888 Citizen’s Complaint resolved

**C. Physical Targets Accomplishment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Results Area** | **Physical Targets for the Quarter** | **Actual Physical Accomplishments** | **Source of Fund** | **Allocated Budget** | **Actual Disbursement** | **Deviation** | **Remarks** |
| **Strategic Priorities** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Core Functions** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Support Functions** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**D. Others**

**D. MOVs**

To practice paperless documentation (as part of digitalization), it is recommended that every MOV must have its own link that can be shared as reference at the last part of each accomplishment/activity report.

This would also make the retrieval and submission of MOVs to DSWD (even CWC)

more efficient and effective.

\*\*end of report\*\*

1. The sequence of the proposed format that is from A, B (nos. 1-4) and C are based on the KRAs in the OPC. [↑](#footnote-ref-1)
2. These are also commitments/targets reflected in the OPC/DPC. [↑](#footnote-ref-2)