

## A. Attendees

1. The meeting was attended by the following:

Cluster Coordinator	:	Rex Francis B. Coz
Regional Monitors	:	Beverly V. Pascual and Mitzi Vina Tamayo
Finance Monitor	:	Karen Kimberly B. Pedro
Administrative Assistant	:	Angela M. Rivera

## B. Agenda and Agreements

1. Updates on monthly and weekly workplans

- a. Weekly workplan

- i. In preparation for the performance assessment for the 1<sup>st</sup> semester, the team shall update their weekly workplan, especially the *key output* column, as the most tangible reference and attachment to the team's IPCs.
- ii. The *key output* column may include one's own initiative within the cluster such as:
  - ✓ Encoding / facilitation of encoding of region's HRIS,
  - ✓ Documentation of enterprise and employment models of regions, and
  - ✓ Documentation of procurement model, among others.
- iii. Since Ms. Pedro will be evaluated by DPM Myda A. Nieves and Mr. Edmon B. Monteverde as her supervisors, she may consult with them on their performance assessment procedure/s.

- b. Monthly workplan

- i. As observed, field monitoring visits to all provinces of each region is not possible within the year given the urgent matters that the team needs to prioritize.
- ii. The team is therefore recommended to prioritize participating in a regional activity in one (1) province per month.
- iii. Moreover, the team is encouraged to travel less for the month of May; official businesses to regions may only be approved upon completion of deliverables within the month (see item section 2 on *Pending Tasks*). Below are agreements on particular activities that regional monitors previously intend to attend for the month of May:
  - ✓ Ms. Pascual may endorse Ms. Karen Joy O. Mamaril to the Training Officer or any RPMO-based technical staff of either FO NCR or III, depending on her preferred activity.
  - ✓ Except for the PPDA in Benguet on 11 May, Ms. Tamayo may consider attending other PPDA activities in CAR, depending on the status of her deliverables for the month.

2. Tasks for the month of May

No.	Task	Person-in-Charge	Target Date of Completion
1	Documentation of field monitoring/ visit in Aurora (FO III) <ul style="list-style-type: none"><li>- Coordination with the Director's and the DPM for Operation's secretaries for their availability within the week</li></ul>	AMR	11 May

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	- Revision of the feedback report based on the meeting with the Director and the DPM for Operations	BVP	3 working days after the meeting
2	Documentation of field monitoring visit in Benguet (FO CAR) - Inputs on the draft feedback report - Revision of the feedback report based on inputs	RBC MST	18 May 20 May
3	Documentation of field monitoring visit in La Union (FO I) - Draft feedback report for submission to immediate supervisor - Inputs on the draft feedback report - Revision of the feedback report based on inputs	MST RBC MST	11 May 20 May 25 May
4	Procurement FAQs	BVP	13 May
5	Documentation of the EF model in FOs NCR and III	RBC	16 May
6	Feedback report on the PPDA in FO I - Draft feedback report - Inputs on the draft feedback report - Revision of the feedback report based on inputs	MST RBC MST	13 May 17 May 18 May
7	Inputs to the enhanced project assessment tools	MST	13 May
8	SLP Joint Resolution	RBC	19 May
9	Comments to the Omnibus Guidelines	RBC	10 May (due last 5 May)
10	PAHP	BVP	13 May
11	Operations Unit Activity - Draft activity templates - Review narrative reports	RBC BVP and MST	10 to 20 May
12	BUB Mission Feedback Report	RBC	24 May

Note: RMs shall include the findings during their field monitoring visits as one of the agenda during RPMO meetings / dialogue. The agreements from the meeting / dialogue shall form part of the memorandum to be issued for the Regional Director.

3. Request for additional staff in Cluster A
  - a. The newly hired PDO III, Ms. Lei Montilla will be working under the supervision of Mr. Coz. She will handle either Field Office I or Caraga.
  - b. Ms. Rivera will coordinate with Ms. Larla V. Lagunsad if Ms. Montilla can possibly start on or before 30 May so that she can participate in the Operations Unit Activity.
  - c. The PDO II position that is yet to be hired shall be shared between Clusters A and C. A qualified applicant was interviewed last 6 May but is not available until 1 July. With this, Ms. Lagunsad was recommended to pool another set of applicants for the position. Shall there be a qualified applicant for the vacant position who is available to start employment in SLP earlier than 1 July, he/she will be preferred.
4. Schedule of performance assessment activities for the 1<sup>st</sup> semester
  - a. The performance assessment within the team was agreed to be conducted by end of June.
  - b. The performance assessment from regions will most likely be conducted in June.
5. Physical and financial accomplishment of regions under Cluster A
  - a. Physical
    - i. RMs shall review the SLPIS and inquire with the M&E if they considered the database submitted by the field offices.

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- b. Financial (Except for CAR, all data are as of April. CAR will submit their report on 10 May)
  - ii. For the continuing funds, CAR has the lowest obligation rate of 5% (data as of March). Ms. Pedro followed up on the region's report for the month of April. Field Office III has an obligation of 22%. Field Offices NCR, I, and Caraga obligation more than 50% of their total allocation.
  - iii. For the current funds, NCR has the highest obligation rate of 45%. Field Office I has obligated 16%, Field Office III obligated 12%, Field Office CAR obligated 2% (data as of March) and Field Office Caraga obligated 0%. The obligation rate of Caraga shall be clarified by Ms. Pedro and Ms. Tamayo.
  - iv. Funds shall be downloaded to the regions through a 1<sup>st</sup> come 1<sup>st</sup> served basis. A clarificatory memorandum shall be issued by the Finance Unit to the field offices before June.
  - v. To avoid the issuance of various templates, no new template on finance reports shall be issued to field offices.
  - vi. Ms. Pedro shall share the reports submitted by MEF to the cluster A by 2<sup>nd</sup> week of May and RMs shall match the data with the project tracker as a pre-work to the Operations Unit Activity
  - vii. Mr. Coz shall level off with other CCs the data to be used for the activity (data should cover reports from January to May).

**6. Administrative Concerns**

- a. Approval of activity proposals
  - i. Activity proposals shall be subjected for review of immediate head (CC), DPM for Operations, CBU Head (for the training design), Finance Unit, and Administrative Unit prior to submission to the Director.
- b. Memorandum to Regions
  - i. The Director only accepts / signs memoranda bearing countersigns of immediate heads. Therefore, RMs are required to submit their draft memoranda to Ms. Angela An Mari F. Ferrer in Mr. Coz's absence. The same applies when Ms. Ferrer is not in the office due to an official business and when she is on leave.
  - ii. Depending on the urgency of the document, Ms. Rivera shall request for clearance from Mr. Coz and Ms. Ferrer prior to releasing the document for the signature of the Director.
  - iii. That said, issuance of unsigned memoranda, especially those not countersigned by immediate heads shall not be sent to regions electronically.
  - iv. All memoranda shall bear tracers on the 2<sup>nd</sup> page (for external memoranda) and 1<sup>st</sup> page (for inter-office memoranda).
- c. URPMT Meeting
  - i. RMs may directly respond electronically to Ms. Sahlyna Mia Edly A. Magtibay or any representatives from the Office of the Undersecretary for Operations and Programs Group - Promotive Programs to beg off from attending URPMT meetings and inform them of the most recent visit to the field office.
- d. Requested data from the regions
  - i. RMs shall follow up on the requested data on Hanjin Heavy Industries Corporation Philippines
- e. Referrals
  - i. Ms. Rivera shall inquire feedback mechanism / updates on referrals from Ms. Agnes Palma

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- ii. Request for separate meeting with Ms. Sittie Maisah S. Hadji Monaim and/or Ms. Gina T. Villamor on the referral process (others involved on referral/walk in); agenda is to familiarize cluster A with the process and eventually proceed with handling referrals based on the cluster's agreement.
- f. HRMIS accounts
  - i. Administrative staff are not allowed to file for leaves in behalf of technical staff
  - ii. HRMIS website may only be accessed within the premise of the DSWD
- g. Status of the information dissemination system
  - i. Not yet operationalized to date but is currently being developed by the ITU.
- h. Alternate focals
  - i. Ms. Rivera's alternate is Mr. Denver C. Amores, AA for Clusters B and D.
  - ii. Only In exceptional cases can Ms. Rivera be asked to accept work which are otherwise understood to be part of the role of the technical staff; as her immediate supervisors, CCs should be informed and approve of such instances.
  - iii. Mr. Ferdinand Mago's alternate for the issuance of airfare tickets is Ms. Maria Francia Y. Magararu.
- i. Request for Special Order
  - i. The team shall attach (a) an itinerary of travel and (b) the program of activity to their request for Special Order for Ms. Rivera's facilitation.
- j. Flight arrangements
  - i. Rebooking for official travels shall be formally requested from the Director, copy furnish Mr. Mago, Ms. Rivera, and Mr. Coz.
- k. Administrative unit meeting
  - i. Ms. Rivera shall facilitate the documentation of the agreements during the Administrative Unit meeting for the reference of the Director.

**7. Others**

- a. Capacity building proposal of Caraga
  - i. Ms. Tamayo shall loop in the Director and the Deputy for Operations the follow up on the proposal. She shall include the date of receipt of proposal, date of endorsement, and dates of emails requesting for follow up.
- b. Operations Unit Activity
  - i. For the list of materials and supplies to be used for the activity, Ms. Rivera and Mr. Amores may directly coordinate with Ms. Tamayo.
  - ii. Ms. Rivera shall prepare the Special Order of attendees to the Operations Unit Activity

**C. Next meeting will be conducted in June. ■**

Prepared by:

**MITZI VINA S. TAMAYO**  
Project Development Officer