



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

HUMAN RESOURCE DEVELOPMENT DIVISION
WEEKLY CONSOLIDATED ACCOMPLISHMENT REPORT
Week of 08-12 February 2021 (WW 6)

Name of Personnel	Official Schedule & Work Hours	Date(s) Authorized to Work From Home	Confirmed Total Number of Hours Rendered	Actual Start Time - End Time (Per Online Time Logs)	Accomplishments/Outputs Delivered
ROWENA B. DIRAIN SAO	Mon - Fri (8:00AM-5:00PM)	08 Feb 2021	8 hrs	WFH	(1) Checked/recommendd on the AIJC Learning and development Invites/JBCruz (2) Reviewed/revised the EUV Terminal Report/DMalunes (3) Commented on the FDL Post Training Report of DMalunes and JSCruz (4) CMP weekly Coordination Meeting (5) Reviewed/recommended on the GAD GPB 2021-PRamos of INTRU (6) Coordinaton with DOTr CARAGA on the GPB Submission- Ma'am Lorena and Sir Lino (7) Health and wellness meeting with SERwin and HRDD Staff (8) GEDSI Interface with Laura Carew- University of Queensland
		09 Feb 2021	8 hrs	WFH	(1) Coordinated with SERwin on the submission of HRDD for the APCPI-BAC (2) Coordination of ADerilo on the Scholarship Contract and Certificates of Undertaking (3) CMP Meeting on the MOA and Schedule of Orientation (4) HRDD meeting on the Feedback on the DO Procedures and Guidelines and Scholarship Policy (5) Separate discussion with DMaluness on the Tool to be used for the REAP Monitoring (6) Coordination with Doc LSuguitan (7) Coordination with Doc RCamigla and Nurse Jhunnie

					<p>(8) Coordination of Hlbanez on the Health and Wellness meeting tomorrow, 10 Feb 2021</p> <p>(9) DMalunes coordinated on the FDL Training Report</p> <p>(10) Reviewed/Finalized the Report of DMalunes on the EUVP</p> <p>(11) Inputted the updates for the HRIS</p>
		10 Feb 2021	8 hrs	WFH	<p>(1) Reviewed/revised the MANCOM Slide of Hlbanez</p> <p>(2) jerome's coordination with the manual of the Personnel Division: HRDD Scholarship: recommendation to review prior the submission</p> <p>(3) Coordinated with VDaniel and BEncinares on the DTMS of Admin- who will be assigned and what document should be listed</p> <p>(4) Health and Wellness meeting with Medical Dental/HRDD</p> <p>(5) Coordinated with Nurse Jhunnie to simplify their recommendation re Health and wellness program</p> <p>(6) Coordinated with Doc Lourddie on the Dental programs and activity</p> <p>(7) Facilitated the HRDD Preparatory for the MANCOM Report on Accomplishment.</p> <p>(8) Recommended to JBCruz re the ASEAN Scholarship will be forwarded to ADerilo for actions</p> <p>(9) Discussion with Hlbanez on the CMP re DOTr Functions</p> <p>(10) Forwarder the Evaluation report to Hlbanez and RPalma necessary for the Client Survey.</p> <p>(11) Prepared/submitted the ASEAN Scholarship as part of the MANCOM Report</p>
		11 Feb 2021		WFH	<p>(1) Reviewed the MANCOM Report sent by RPalma</p> <p>(2) Coordination of DMalunes on the Cost benefit Analysis, a query from Mr. Raymond of the Manila International Airport Authority</p>

					(3) ADerilo on ASEAN -AUN Scholarship programs (4) Coordination of DMalunes on the nomination of Alexander Felix re Pennsylvania Course (5) Coordination of BEncinares on the DTMs-explained/discussed on how data will be classified for the following: <ul style="list-style-type: none"> - Foreign- Meeting, Training Personal - Local- LTO and Memo to Attend (6) Russia Scholarship- Instructed JBCruz to check on the details prior the dissemination. (7) CORE Competency Content review (8) Commented on the email sent by SERwin on the CSC letter of MEscoto. (9) Commented on the email sent by SERwin on the Scholarship Policy
		12 Feb 2021		WFH-MARP	HOLIDAY
HELEN IBANEZ AO IV	Mon - Fri (7:00AM-4:00PM)	08 Feb 2021	08 hours	8:00am - 5:00pm	(1) Attended HRDD CMP Meeting Re: General Agreement "Consultation & Collaboration of research materials; CMP Kits" (2) Sent email Mapua University (Ms. Salvador, Coordinator for International Students) Re: VWIP (3) Attended "Health and Wellness Program Proposal" Meeting (4) Joined collaboration meeting with HRDD SAO and Ms. Tina Re: details of the H & W proposal to Medical Unit
		09 Feb 2021	08 hours	8:00am - 5:00pm	(1) Sent comments to HRDDCMP Group Re: Invitation for comments/suggestions to the "DOTr Leadership Competency Validation" Process (2) Attended HRDD Competency Modeling meeting (3) Attended HRDD feedback on final draft—Rules and Regulations governing Scholarship and Training Programs in the Department (4) Sent message update to the office of URTI (VWIP application, Ms. G. Evangelista, Mapua University)

					<ul style="list-style-type: none"> (5) Coordinated/followed-up at the Office of the Director, PMS) Virtual Work Immersion Program (6) Updated personal info & other data at the HRIS (7) Replied email to Mr. V. Literal, Industrial Eng., TIP Re: OJT (8) Prepared data for ManCom presentation Re: HRIS Audit (9) Replied emails to Mapua Univ. Immersion applicants Re: withdrawal of application
		10 Feb 2021	08 hours	8:00am - 5:00pm	<ul style="list-style-type: none"> (1) Re-sent revised ManCom material Re: HRDD-HRIS update (2) Coordinated with HRDD colleague (Tina) Re: Health and Wellness program proposal (3) Facilitated/presented in the "Health and Wellness Program proposal meeting with Medical/Dental Units (4) Attended meeting on HRDD ManCom preparation (5) Attended meeting with CMP Team Re: CMP Orientation Forms, etc. (6) Revised slides for ManCom
		11 Feb 2021	08 hours	8:00am - 5:00pm	<ul style="list-style-type: none"> (1) Checked and responded to emails (2) Reviewed old DOTr office mandates (PMS) (3) Coordinated via phone/email with Management Division Re: Office mandates of PMS; United PMO and Project Control & Documentation Division (4) Participated in the review and editing of Letter to CSC Re: request for Training Accreditation (5) Discussed with HRDD colleagues (M'Lota/Tina) Re: Health & Wellness Program and HRIS Audit
		12 Feb 2021			HOLIDAY
MA. REENA ROSE PALMA		08 Feb 2021	8 hrs	7:00 am - 4:00pm	<ul style="list-style-type: none"> (1) Checked emails for any updates and in need of action;

AO II	Mon - Fri (8:00AM-5:00PM)				<ul style="list-style-type: none"> (2) Attended VM with CMP team re: Weekly Target Meeting; (3) Drafted minutes of the meeting and share the same to the group; (4) Reformatted HRDD AR for Group 1 and 2; (5) Coordination with Ms Daryll re: Philgeps Training; (6) Coordination with Ms Grace re: LDS; (7) Sent to e-blackboard the confirmation forms for PhilGeps training; (8) Continued and finalized the Feedback form for Core and Leadership Competency Validation Process; (9) Coordinated to Sir Noy re: routing of PennState nomination to the PDC for approval;
		09 Feb 2021	8 hrs	7:00 am - 4:00pm	<ul style="list-style-type: none"> (1) Checked emails for any updates and in need of action; (2) Communicated with Sir Erwin re: schedule of ManCom Meeting due to CNY; (3) Advised all concerned HRDD to submit their updated reports tomorrow at 12nn; (4) Attended meeting with Maam Lota, Helen and Sir Jerome re CMP scheduling and feedback form; (5) Coordinated with Maam Daryll and Ms Grace re: various HRDD matters; (6) Provided Sir Erwin copy of HRDD Level 1 training evalution; (7) Consolidated the HRDD WFH Personnel and emailed to Sir Noy for printing and signature of Sir Erwin for aapproval; (8) Real time editing of MOA form via Google meet; (9) HRDD Meeting re: Final Draft of Rules and Regulations Governing the Scholarship and Training of the Department; (10) Sent invites to all HRDD re: ManCom Meeting preparation;
		10 Feb 2021	8 hrs	7:00 am - 4:00pm	<ul style="list-style-type: none"> (1) Checked emails for any updates and in need of action;

					(2) Started consolidating mancom report; (3) Continuation of Legal Service CMP; (4) Attended VM with HRDD re: ManCom prep; (5) Attended and real-time editing of Feedback form; (6) Received instructions from Sir Erwin to revise the Level 1 Training Evaluation; (7) Sent the approved HRDD WFH AR to Admin Service for compliance; (8) Sent to Sir Erwin and Maam Lota the consolidated Mancom report for review;
		11 Feb 2021	8hrs	7:00 am - 4:00pm	(1) Checked emails for any updates and in need of action; (2) Continuation of feedback form for CMP; the same has been coordinated to Sir Jerome; (3) Received a call from Maam Daryll re: nomination of Engr. Felix to PennState/WB Program; provided the contact no of Engr Felix as instructed; (4) Coordination with Maam Helen re: 1-pager report format; (5) Continuation of Legal Service CMP;
		12 Feb 2021			HOLIDAY
JEROLD JAMES B. CRUZ AO II	Mon - Fri (7:00AM-4:00PM)	08 Feb 2021	8 hours 1 minute	7:00 am-4:27 pm	(1) Replied/forwarded to concerned HRDD staff/offices incoming emails of hrdd@dotr.gov.ph within the day. (15) emails received; (5) emails sent (2) Monitored the HRIS Freshchat Inbox for incoming messages related to training. (0) messages received; (0) reply chat made (3) Coordination and provided assistance to HRDD WFH and Reporting Staff (4) Attended HRDD CMP Weekly Meeting (5) Started designing and preparing the DOTr Competency Framework User's Handbook (6) Updated Foreign Travel Database
		09 Feb 2021	8 hours 7 minutes	7:00 am-4:00 pm	(1) Replied/forwarded to concerned HRDD staff/offices incoming emails of hrdd@dotr.gov.ph within the day. (6) emails

					<p>received; (2) emails sent</p> <p>(2) Monitored the HRIS Freshchat Inbox for incoming messages related to training. (0) messages received; (0) reply chat made</p> <p>(3) Coordination and provided assistance to HRDD WFH and Reporting Staff</p> <p>(4) Made use of Attendance Form and attended HRDD Virtual Meeting re: HRDD Feedback on Final Draft - Rules and Regulations Governing Scholarship and Training Programs in the Department</p> <p>(5) Continued designing and preparing the DOTr Competency Framework User's Handbook</p>
		10 Feb 2021	8 hours 3 minutes	7:00 am-4:00 pm	<p>(1) Replied/forwarded to concerned HRDD staff/offices incoming emails of hrdd@dotr.gov.ph within the day. (6) emails received; (3) emails sent</p> <p>(2) Monitored the HRIS Freshchat Inbox for incoming messages related to training. (0) messages received; (0) reply chat made</p> <p>(3) Coordination and provided assistance to HRDD WFH and Reporting Staff</p> <p>(4) Made use of Attendance Form and attended HRDD Pre-Mancom Virtual Meeting</p> <p>(5) Submitted the finished design and layout for the DOTr Competency Framework User's Handbook</p> <p>(6) Prepared mandates and sample functional competencies for the assigned Divisions in the Competency Modeling Project</p>
		11 Feb 2021	8 hours 2 minutes	7:00 am-4:02 pm	<p>(1) Replied/forwarded to concerned HRDD staff/offices incoming emails of hrdd@dotr.gov.ph within the day. (5) emails received; (1) emails sent</p> <p>(2) Monitored the HRIS Freshchat Inbox for incoming messages related to training. (0) messages received; (0) reply chat made</p> <p>(3) Coordination and provided assistance to HRDD WFH and Reporting Staff</p>

					<ul style="list-style-type: none"> (4) Continued preparing mandates and sample functional competencies for the assigned Divisions in the Competency Modeling Project (5) Revised the design and layout for the DOTr Competency Framework User's Handbook (6) Researched details and additional information of the Scholarship Offers from Russia (2021) from a letter from DFA copy furnished by OSEC
RUBEN ORANDE ADAS II	Mon - Fri (8:00AM-5:00PM)	08 Feb 2021	8 hrs	7:00 am-4:00 pm	<ul style="list-style-type: none"> (1) Checked my emails and hangouts messages and reply (2) Prepared input Individual WW5 Accomplishment report (3) Encoded incoming and outgoing Documents (4) Attended Health and Wellness program (5) Coordination with ma'am Tina Regarding Database for encoding documents (6) Prepared an accomplishment report for my filed OB at hris
		09 Feb 2021	8 hrs	7:00 am-4:00 pm	<ul style="list-style-type: none"> (1) Checked my emails and hangouts messages and reply (2) Encoded incoming and outgoing Documents (3) Coordination with Ma'am Tina regarding of the HRIS for updating (4) Attended meeting Re: HRDD Feedback on final Draft (5) HRIS Encoding and Updating of personal Information. (6) Attended meeting Re: PBB Requirement-APCPPI Documentation
		10 Feb 2021	8 hrs	7:00 am-4:00 pm	<ul style="list-style-type: none"> (1) Checked my emails and hangouts messages and reply (2) Coordination with ma'am Tina regarding of the HRIS for Update (3) Encoded incoming and outgoing Documents (4) Coordination with Sir ninoy regarding of DTMS POC-Data configurations – Administrative Service (5) Attended meeting Re: Health and Wellness Program proposal

					(6) Attended HRDD meeting Re: Mancom Prep (7) Prepared documents input for DTMS POC-Data
		11 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Checked my emails and hangouts messages and reply (2) Coordination with ma'am Tina regarding of the HRIS for Update (3) Encoded incoming and outgoing Documents (4) Coordination with Sir ninoy regarding of DTMS POC-Data configurations – Administrative Service (5) Attended meeting Re: Health and Wellness Program proposal (6) Attended HRDD meeting Re: Mancom Prep (7) Prepared documents input for DTMS POC-Data
		12 Feb 2021			HOLIDAY
VALENTINA DANIEL ADAS II	Mon - Fri (8:00AM-5:00PM)	08 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Checked my emails and Hangouts messages (2) Acknowledged the email of Sir Noy Re; Incoming Documents for encoding (3) Coordinated with Sir Ruben Re: Encoded Documents (4) Coordinated with Sir Noy about Call log (5) Research about Wellness Program (6) Made input on WW 5 Accomplishment Report (7) Coordinated with Ma'am Helen Re; Wellness Program (8) Attended meeting on Health and Wellness Program (9) Made and sent an Invitation Link Re: Health and Wellness Program
		09 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Checked my emails and Hangouts messages (2) Coordinated with HRDD staff Re: Updating their Data on HRIS (3) Acknowledged the invitation of Sir Erwin Re: Rules and Regulation Governing Scholarship Program (4) Coordinated with Sir Ruben Re; Updating on HRIS (5) Acknowledged invitation of Ma'am Reena Re: PBB Requirement

					(6) Updated my Data on HRIS (7) Attended meeting Re: Rules and Regulation Governing Scholarship Program
		10 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Checked my emails and Hangouts messages (2) Made and sent an Invitation Link Re: Health and Wellness Program (3) Coordinated with HRDD staff Re: Updating their data on HRIS (4) Attended Health and Wellness Meeting via google meet (5) Coordinated with Sir Ruben and Sir Noy Re: Input on DTMS (6) Coordinated with Ma'am Lota Re: DTMS (7) Coordinated with Dra. Lourdie Re: Health and Wellness Program (8) Acknowledged email of Ma'am Flo Re: DTMS
		11 Feb 2021			(1) Checked my emails and Hangouts messages (2) Encoded call log (3) Updated my data on HRIS (4) Coordinated with Sir Ruben Re: Input on DTMS (5) Edited HRDD Tracker (6) Coordinated with Sir Jerold Re: Uploaded certificate on HRIS (7) Prepared an accomplishment report for my filed OB at HRIS
		12 Feb 2021			HOLIDAY
DARYLL JOY MALUNES AO IV	Mon - Fri (8:00AM-5:00PM)	08 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Checked and acknowledged emails (2) Coordination with M. Helen re HRIS filing; S. Jerold re EUVP Terminal Report; S. Jerome re CMP Meeting and assistance to print the EUVP terminal report; M. Lota re EUVP Terminal Report; S. Noy re Philgeps Training nomination; (3) Coordination with M. Pauline of BAC Sec and M. Dulce of CMD re Philgeps Pre training form; (4) Emailed the pre-training form to the nominees of CMD and BAC Secretariat (5) Finalized the terminal report of EUVP Batches 2 & 3; (6) Attended the CMP Weekly Meeting

					<ul style="list-style-type: none"> (7) Evaluated the nominees of Philgeps Training (M. Leones, M. Dela Cruz, Cruz and Reyes) (8) Prepared the Memo to attend and nomination letter of the nominees in the Philgeps Training Phase 1 (9) Answered the call of the Ms. Dulay re Maritime Security Management (10) Continuation of CMP Mandates of Air and Water Planning Transport Division
		09 Feb 2021	8 hrs	7:00 am-4:00 pm	<ul style="list-style-type: none"> (1) Checked and acknowledged emails (2) Coordination with S. Jerome re FDL Report; S. Jerold with the TA updates, M. Reena with Pennstate updates; M. Lota re Memo to attend of Philgeps training; (3) Prepared the MANcomm Slides on TA and Scholarships (4) Emailed the Statement of Account to the nominees of the Philgeps Training (5) Reviewed the final draft of the Rules and Regulations Scholarship Policy (6) Attended to the HRDD feedback on the final draft of the Rules and Regulations Scholarship Policy (7) Extended meeting with S Erwin and M. Reena on the final draft of the Rules and Regulations Scholarship Policy (8) Coordination with Sir Noy re printing of the Memo of attend; M. Lota re clarification on signatory on Memo to attend and FDL training report; (9) Finalized the FDL report and submitted the same to Sir Jerome; (10) Continuation of the COGG: Module 1
MARY GRACE ESCOTO AO V	Mon - Fri (8:00AM-5:00PM)	08 Feb 2021	8 hrs	7:00 am-4:00 pm	<ul style="list-style-type: none"> (1) Attended CMP Weekly Target Meeting (2) Drafted CSC Letter on the Accreditation of Training Programs. (3) Continued on the creation of PSTD content materials (layouting/recording/editing) (4) Coordinated with Ms. E. Valeza, Ms. R. Palma,

					and Mr. E. Carbungco on the matters regarding the training programs. (5) Made a few adjustments on the LDS.
		09 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Attended HRDD Feedback and Final Draft Meeting on the Rules and Regulations Governing Scholarships and Training Programs in the Department (2) Coordinated with Ms. E. Valeza, Ms. R. Palma, and Mr. E. Carbungco on the matters regarding the training programs. (3) Continued on the creation of PSTD content materials. (layouting/recording/editing) (4) Communicated with Ms. E. Valeza on the initial contents of the MANCOM slides for 11 Feb. (5) Contacted Mr. J Cruz on matters re: Competency Framework
ELISHA GENEVEIVE VALEZA AO II	Mon - Fri (8:00AM-5:00PM)	08 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Attended CMP Weekly Target Meeting (2) Continuation on PSTD requirements (COCG - Module 3: Lesson 1) (3) Comparative Evaluation of Attorney IV Applicants (Legal Service) (4) Reviewed the draft of the Rules and Regulations Scholarship Policy (5) Sent out Personnel Citizen/Client Satisfaction Survey
		09 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Attended HRDD Feedback and Final Draft Meeting on the Rules and Regulations Governing Scholarships and Training Programs in the Department (2) Continuation on the Comparative Evaluation of Attorney IV Applicants (Legal Service) (3) Started the Lesson 2 of the COCG - Module 3 (4) Communicated with Ms. MGEscoto re: MANCOM slide contents
		10 Feb 2021	8 hrs	7:00 am-4:00 pm	(1) Prepared and updated MANCOM slides on LDS (2) Continuation on PSTD requirements (COCG - Module 3: Lesson 2) (3) Attended the HRDD MANCOM Preparation meeting

Respectfully submitted and certified as true and correct:


ERWIN C. CARBUNGCO

Chief, HRD Division

				(4) Coordinated with Ms. MGescoto to Review One-pager for the MANCOM Presentation
	11 Feb 2021	8 hrs	7:00 am-4:00 pm	(5) Encoding of Office Mandates in the CMP Kits (1) Continuation of PSTD Requirements (COCG - Module 3: Lessons 1 & 2)
	12 Feb 2021	8 hrs	7:00 am-4:00 pm	(2) Review and research for CMP Kit Materials HOLIDAY