





WORK/ACTIVITY (1)		REFERENCE CODE (refer to the number corresponding to the SI in the IPCR) (2)	EFFECTIVENESS/ QUALITY (3)		EFFICIENCY (No. of outputs - fixed or running targets) (4)	TIMELINESS (EFFICIENCY if enrolled in the Citizen's Charter) (5)					REMARKS (6)
			No. of Revisions/ Quality of Output	Rating		Target Date of Completion (refer to SI and translate to	Started (Date of Receipt)	Finished	Result	Rating	
	CHANGE DESIGN IN <b>LOGIN TEMPLATE</b>										
	DISABLE THE INSPECT ELEMENT EXCEPT DASHBOARD.										
CF-A.10. Management of Database	CF-A.10.1. 1 Database monitored, maintained, and backed-up by the End of Semester.	CF-A.10.1		5						5	
	*Created the backup.						1/1/2023	1/31/2023			
Prepared by:				Verified by:				Confirmed by:			
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DATA ANALYST											
Employee				IT Officer I				Assistant Regional Director			

Receiving Officer (Division) \_\_\_\_\_

Date: \_\_\_\_\_

Notes: **Reference Code** refers to the number corresponding to the Success Indicator in the IPCR to which the work/activity contributes.

**Quality** - may refer to: Consolidation, Compliance, Updates, Completeness, Comprehensiveness, Accuracy, etc. (Ratings for these should be: 5 or 1 only)

**Timeliness/Efficiency** should reflect actual dates (translate the timeliness in the IPCR success indicator i.e. 5 working days = October 5-9, 2020)