



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
 Correspondence and Records Division  
 City of Davao

**ACCOMPLISHMENT REPORT**  
 For the 1<sup>st</sup> Quarter of 2016

Planned program / Project / Activities for the Month	Actual Programs / Projects / Activities Implemented	Targets	Actual Output	Implementation Issues Encountered	Actions Taken
1. Records Management	1. Receiving, recording, classifying, releasing, and filing of records / documents	3,000	3,715		
	2. Delivery of communications	3,000	3,953	Short period of time to deliver rush / urgent communications	Made use of various means of information dissemination using non-internet technologies such as fax, mobile and landline phones.
	3. Reproduction of official records / documents	12,500	20,707		
	4. Certification of official documents	125	145		
	5. Bookbinds / safekeeps records	250	659		
	6. Labels binders for safekeeping	150	279		
	7. Indexing of records on file	500	408		
	8. Inventory of records	1,250	10,475		
	9. Scanning of permanent records	250	447		
	10. Disposed valueless records	0.560	0		
	11. Implementing DocTracks	1	1		
2. Document Tracking of Documents / Communication	1. Encoding of incoming / outgoing communications	3,000	3,715		
	2. Tracking the whereabouts of communications	125	227		
<b>Other Activities Conducted</b>					
1. Administrative Concerns	1. Preparing / signing of official documents / communications	875	1,517		
	2. Preparing of payrolls / vouchers	125	128		
	3. Checking of DTRs	875	1,439		
	4. Processing / filing of leave applications	50	104		
2. Property / Supply Management	1. Processing of PRs / POs	13	15		

PMC QUARTERLY ACCOMPLISHMENT REPORT  
NON-INFRASTRUCTURE PROGRAMS AND PROJECTS  
1<sup>st</sup> Quarter, CY 2016

IMPLEMENTING AGENCY : CITY MAYOR'S OFFICE – CORRESPONDENCE AND RECORDS DIVISION

Title of Program / Project	Location	Physical Accomplishment			Financial Accomplishment			Schedule of Implementation			Remarks a) Problems / Issues Encountered b) Actions Taken c) Recommendation
		Indicator		Outcome	Approved Appropriation / Fund Source	Disbursement to Date	% Utilization to Date	Time Frame	Date Started	Date Completed	
		Target	Actual								
<b>RECORDS MANAGEMENT</b>											
1. Communications received / classified / reviewed / released	Davao City	3,000	3,715	Communications released	P 1,564,000.00	P 20,286.50	1.3%	1 quarter	01/01/2016	3/31/2016	
2. Documents reproduced	Davao City	12,500	20,707	Documents reproduced							a) Reproduction machines require periodic maintenance b) Requested technical services of the machine provider for periodic maintenance c) Require periodic maintenance of the reproduction machines
3. Documents delivered / mailed to different offices	Davao City	3,000	3,953	Communications delivered to concerned offices / persons							a) Short period of time to deliver rush / urgent communications b) Information dissemination using non-internet technologies such as fax, mobile and landline phones c) Delivery of out-of-town communications through registered mail / LBC • Make use of various means of information dissemination using internet and non-internet technologies

4. Documents encoded / updated in the DOCTRACKS	Davao City	3,000	3,715	<ul style="list-style-type: none"> <li>• Easy tracking of communications</li> <li>• Status of documents are updated</li> </ul>							<p>a) Waiting for connection to other City Government Offices</p> <ul style="list-style-type: none"> <li>• Cannot upload scanned documents in the DOCTRACKS</li> </ul> <p>b) Uploaded scanned document</p> <ul style="list-style-type: none"> <li>• Technical expertise of CITC personnel sought for online viewing of documents using DOCTRACKS</li> </ul> <p>c) Encourage networking with other City Government Offices to facilitate fast and easy tracking of documents</p>
5. Documents tracked	Davao City	125	227	Documents tracked							
6. Documents filed	Davao City	3,000	3,715	Documents properly filed							
7. Documents bound and safekept	Davao City	250	659	Documents bound and safekept							
8. Binders labelled for safekeeping	Davao City	150	279	Binders labelled							
9. Records scanned	Davao City	250	447	Permanent records backed up in soft copy							<p>a) PC used has limited storage capacity</p> <p>b) Discussed with CITC IT experts on a possible data system design suitable for the DOCTRACKS</p> <p>c) Tap the technical expertise of CITC personnel to determine the IT requirements needed to store the scanned document on the file server as well as development of a program for e-storage of data</p>

10. Records indexed	Davao City	500	408	<ul style="list-style-type: none"> <li>Indexed records</li> <li>Easy retrieval of records</li> </ul>							
11. Records inventoried	Davao City	1,250	10,475	Valuable records are on file; valueless records were recommended for disposal							
12. Official communications prepared / signed	Davao City	875	1,517	Communications signed, approved and released							
13. Official records and documents certified	Davao City	125	145	Generated income in the amount of PhP 615.00							

**OTHER ACTIVITIES CONDUCTED**

1. Leave applications prepared and processed	Davao City	50	104	Leave applications approved and leave cards updated							
2. Index of payments updated	Davao City	49	49	Index of payments updated							
3. Supplies / equipment procured	Davao City	13	15	PRs / POs approved; supplies delivered and paid for							
4. Daily time records reviewed	Davao City	875	1,439	<ul style="list-style-type: none"> <li>MRA and ARA submitted to HRMO</li> <li>Undertimes / tardiness / absences deducted from payroll</li> </ul>							a) Late submission of DTRs and their supporting documents b) Provided guidelines and deadlines
5. Payrolls / vouchers prepared and processed	Davao City	125	128	Vouchers / payrolls approved							

Prepared by  
Designation  
Date

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June 7, 2016

Submitted by

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