

INDIVIDUAL PERFORMANCE CONTRACT AND REVIEW
INTERCOUNTRY ADOPTION BOARD (ICAB)
CY 2018

I, Bernadette B. Abejo, commit to deliver and agree to be rated on the attainment of the following targets and indicators for my duties.

KEY RESULT AREAS/KEY RESULTS	SUCCESS INDICATOR (may be stated as Quantity, Quality, Timeliness)	WEIGHT ALLOCATION (PER SECTOR)	Actual Accomplishment	Rating			
				Qn	QL	T	Ave
1. STRATEGIC PRIORITIES (Please leave blank. The rating for this section will be delivered from the score/rating in the OPCR)		50%	See attached OPCR CY 2017				
II. KRAs/CORE FUNCTIONS OF THE AGENCY		35%					
1. Execute and implement policy standards, regulation work plans established by the Office.	100% delivery/implementation of policies/programs/services on time and/or within timeline		100% programs/services implemented/delivered within timeline				
2. Initiate/formulate strategic plan for the implementation of different programs and services in the line with its mandate, thrusts and priorities.	8 plans provided inputs capturing agency targets aligned to office KRA and PAPs and proper allocation of funding, submitted and approved within the set timeline		16 plans provided inputs capturing agency targets consistent with agency KRA, PAPs and MFOs with proper allocation of funds approved within timeline				
3. Supervise evaluation of accomplishments and performance of staff	Performance review and evaluation conducted by December 30, 2017 47 signed and approved IPCRs of staff (Permanent and Outsourced)		31 Plantilla staff assessed performance 16 outsourced personnel evaluated performance				
4. Conduct periodic inspection/monitoring of ICAB's programs, services, processes to determine its effectiveness	14 office processes/systems inspection conducted per schedule		19 office processes and systems inspected, evaluated with technical inputs				
5. Recommended systems improvements/changes in program policies for efficient and effective delivery of programs and services.	12 responsive and facilitative policy guidelines introduced/institutionalized		28 Clear, substantive and facilitative policies and guidelines formulated with stakeholders participation				
6. Manage staff performance by providing technical assistance, coaching and mentoring, training and other activities related to staff development.	47 staff provided with technical assistance, coaching, mentoring and other staff development activities		47 ICAB staff mentored and coached in performance delivery. Continuing education facilitated to Secretariat personnel				

7. Build and maintain networks and partnership by representing the ICAB or the Department in various engagements	100 networks/partnerships strengthened		Strengthened partnership with 168 local stakeholders 106 accredited foreign adoption agency partners HCC Asia Pacific The Hague Private Bureau Australia Post Adoption Festival Child Protection Network UNICEF =CWC re UNCRC				
8. Resolving issues/gaps affecting the over-all implementation of programs and services and recommends strategies to address these.	100% of organizational/operational issues/problems addressed and resolved.		100% of organizational challenges addressed and resolved				
9. Promote and advocate plans, programs, projects and services of the agency.	30 advocacy activities supported		54 advocacy activities attended, participated and supported				
10. Monitor and ensure submission of required reports by other agencies/department	100% of required documents submitted to concerned Bureaus, other Departments within the deadline		100% submission of required documents/reports to concerned offices/agencies within deadline				
11. Review/action to documents	100% of documents were responded and provided substantive inputs to staff		100% responded and provided substantive inputs to staff documents within the day				
12. Act as Chair and/or membership in various internal and inter-agency committees	5 inter-agency committee membership with active participation		13 Inter-Agency membership actively participated				
13. Compliance to Secretary's Directives							
a. On Succession Plan – ensure that all staff have updated PDS/SALN	100% plantilla personnel with updated PDS and SALN and submitted in the first quarter		100% plantilla personnel submitted updated PDS and SALN within the 1 st quarter 2017				
b. On PBB Good Governance Compliance – monitor and ensure ICAB's compliance to good governance conditions for performance based bonus	100% submission of Certificate of Compliance (COC) and justification to CO PBB Focals on set deadline		100% submission of COC on Good Governance requirements within the deadline				
c. Delivery of Coordinated Social Welfare Programs Provided by Local Government Units Improved	4 capacity building packages conducted		3 Capacity building packages conduction for 122 social work participants				

	60 social workers from LGUs capacitated to implement intercountry adoption program		60 LGU social workers assisted/capacitated to implement ICA program				
d. Ensure value and strategy based allocation and utilization of resources	100% utilization of budget allocation and submission of reports in accordance to the schedule provided		99.90% budget utilization as of end December 2016				
Final Average Rating							
Adjectival Rating							

Prepared by:

Recommending Approval:

BERNADETTE B. ABEJO
EXECUTIVE DIRECTOR- ICAB
(Signature over Printed Name)

ICAB ALTERNATE CHAIRMAN
(Signature over Printed Name)

Approved by:

SECRETARY - DSWD
(Signature over Printed Name)

MFOs		SUCCESS PERFORMANCE INDICATORS	2018 TARGET
MFO 1 REGULATION OF FOREIGN ADOPTION AGENCIES (20%)			
1. Policy Formulation and Research (10%)			
a. Development and formulation of guidelines, policies on ICA guided by RA 8043 and The Hague Convention	Number of clear, substantive and facilitative policy guidelines developed and are acceptable/responsive to stakeholders issues and concerns		
b. Conduct research for planning, policy and program development	Accurate and systematic research conducted		
2. Standards setting and Compliance Monitoring (5%)			
a. Continuing Monitoring of CCAs/CPAs and Liaison Service Agencies	1. Number of CCAs/CPAs monitored as to compliance to RA 8043, rules and regulations, policies and guidelines 2. Number of Liaison Service Agency re-accredited. 3. Number of Liaison Service Agency monitored		
b. Accreditation/Re-accreditation of foreign Adoption Agencies (FAAs)	1. Number of FAAs accredited/re-accredited 2. Number of FAAs monitored for compliance to standards		
3. Networking, and Capability building (5%)			
a. Consultative dialogues and sessions with international and local partners	1. Number of consultative dialogues (in-country) adoption representatives 3. Strengthened partnerships and collaboration with stakeholders/partners		
b. NOC Meetings for 14th Global Consultation on Child Welfare Services and attendance to the 14th Philippine Global Consultation on Child Welfare Services	1. Number of NOC meetings 2. One (1) Global Consultation conducted 3. Number of participants attended 4. Number of partnership developed and strengthened		
c. Capacitate social workers from DSWD, NGOs, LGUs, hospitals and Family Courts to implement intercountry adoption program	1. Number of Trainings on ICA and Preparing Children for Adoption 2. Number of participants capacitated 3. Number of local stakeholders provided with technical assistance in assessing and preparing children for adoption 4. Timely endorsement of improved, substantive and complete CSRs and supporting documents of children cleared for ICA 5. Recognized red flags in the child's medical psycho-social developments 6. Receptive and sensitive social workers and caregivers 7. Increased level of awareness of social workers/caregivers on new trends and good practices on ICA		
MFO 2: ENTRUSTMENT SERVICES (70%)			
1. Placement Services (Program Development and Implementation)			

a. Technical Inquiries on adoption	<ol style="list-style-type: none"> 1. Number of technical adoption inquiries acknowledged with inputs and comments within 10 working days of receipt 2. Clarified ICA requirements, policies & procedures which resulted to complete and substantive endorsed adoption applications and/or eligible child 	
b. Adoption Applications	<ol style="list-style-type: none"> 1. Number of adoption applications assessed and approved within one month upon receipt of applications 2. Number of acceptance of child referral within required 15 working days of receipt of proposal with issuance of Placement Authority 3. Number of PAPs entrusted with Prospective Adoptive Child (PAC) 	
c. Children for ICA	<p>c.1. Placement of ICA Cleared Children</p> <ol style="list-style-type: none"> 1. Number of children cleared for ICA matched within 2 weeks of their ICA Clearance 2. Updated, substantive and complete documentary requirements of ICA cleared children which facilitated the early matching to prospective adoptive parents (PAPs) 3. Prospective adoptive children prepared and ready for the entrustment to PAPs. 4. Number of entrustment of PAC to PAPs <p>c.2. Supervision of Prospective Adoptive Child/ren (PAC) under trial custody</p> <ol style="list-style-type: none"> 1. Regularly monitored submission of Post Placement Reports (PPRs) 2. Gauged adjustment and integration of child through timely submission of PPRs 3. Ascertained reciprocal and positive parent-child relationship 4. Timely issuance of Consent to Adoption (ACA) to Foreign Adoption Agency (FAA) 5. Timely receipt of Adoption Decree and Citizenship Certificate 6. Percentage of the number of adoption placement that suffer from disruption 	
<p>c.3. Special Projects Program</p> <ol style="list-style-type: none"> 1. Hosting Program 2. Adoption Ambassador 	<ol style="list-style-type: none"> 1. Number of ICA cleared children identified as participants to the Hosting/Adoption Ambassador Program 2. Number of children participants eventually adopted 3. Developed/enhanced self confidence of children participants through exposure to family living, different lifestyle and culture. 4. Facilitated/increased probable adoption placement of long waiting children 	
B. OTHER KRAS		
1. Post Legal Adoption Services (2%)		
a. Motherland Tour	<ol style="list-style-type: none"> 1. Number of adoptees returned for Motherland Tour and visit to orphanage 2. Contented adoptees with expectations fulfilled 	
b. Search and Reunion	<ol style="list-style-type: none"> 1. Number of adoptees requesting for search and reunion with birthmother/parent 2. Facilitated and assisted in the preparation for search and reunion 3. Three adult adoptees reunited with birthmother/parent 	
2. Advocacy, Documentation and Reporting (3%)		
a. Reportorial requirements	<ol style="list-style-type: none"> 1. Comprehensive accomplishment report (quarterly/semestra/annual) 2. Comprehensive Annual Strategic Plans with Forward Estimates (Target and Income) 3. Number of budget proposals reviewed and given timely inputs and appropriate recommendations 4. Approved NMIDC Materials 5. Timely submission and accurate statistical data and statistical reports 	

b. Production of IEC materials	<ol style="list-style-type: none"> 1. Purpose, consumer friendly advocacy and IEC materials 2. Updated and Informative ICAB website 3. Updated, informative and interactive ICAB Facebook Page 	
3. Institutional Strengthening (2%) a. Continuing education and training of ICAB officers/staff	<ol style="list-style-type: none"> 1. Number of CAB personnel who have undertaken capacity building and re-tooling activities 2. Enhanced and strengthened team work 3. Well informed and knowledgeable ICAB social workers and support staff 	
b. Competency based Personnel	<ol style="list-style-type: none"> 1. Number of permanent positions filled up by competent personnel 2. Number of outsourced manpower 3. Just and timely payment of salaries and other mandatory benefits 	
c. Financial Stewardship	<ol style="list-style-type: none"> 1. 100% Absorptive capacity 2. Compliance to COA recommendations 3. 100% of AOM settled 4. 100% of funds released one week before the activity 5. Compliance to Good Governance conditions 6. Percentage of liquidation/cash advance 7. Zero percent of disallowance 8. Timely payment of utilities, supplies, communication services, security services, etc. 	
C. DIRECTIVES FROM THE SECRETARY (3%) Attendance and participation in OPG Cluster, NMDC, TWGs, etc.	Active participation in OPG Cluster, NMDC, TWGs and others	
Coordination and networking among attached agencies and DSWD (OBSUs and FOS)	Improved coordination, partnership and linkages among and between attached agencies and with DSWD OBSUs and Fos	
		TOTAL

Submitted by:

BERNADETTE B. ABEJO
Executive Director
Date:

Conurred by:

Use for Operations and Programs Grc
ICAB Alternate
Date:

FORM A
DEPARTMENT/AGENCY PERFORMANCE ACCOMPLISHMENT FY 2017

DEPARTMENT/AGENCY:

MFOs AND PERFORMANCE INDICATORS ⁽¹⁾	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT/AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS ⁽⁴⁾
Major Final Outputs (MFOs) / Operations						
MFO 1:						
2017 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
MFO 2:						
2017 Budget:						
Performance Indicator 1:						
Performance Indicator 2:						
Performance Indicator 3:						
STO⁽²⁾						
2017 Budget						
a. QMS Certification or ISO-aligned QMS Documentation						
b. 2 nd STO Indicator to be identified in accordance with the priority of the Agency Head						

MFOs AND PERFORMANCE INDICATORS (1)	DEPARTMENT/AGENCY FY 2016 ACTUAL ACCOMPLISHMENT	DEPARTMENT /AGENCY FY 2017 TARGET	RESPONSIBLE BUREAUS/ OFFICES	DEPARTMENT/AGENCY FY 2017 ACTUAL ACCOMPLISHMENT	ACCOMPLISHMENT RATE	REMARKS (4)
GASS (3)						
2017 Budget						
A. Budget Utilization Rate						
a.1. Obligations BUR						
a.2. Disbursement BUR						
B. Quarterly Submission of Budget and Financial Accountability Reports						
b.1. - 1 st Quarter BFAR						
b.2. - 2 nd Quarter BFAR						
b.3. - 3 rd Quarter BFAR						
b.4. - 4 th Quarter BFAR						
C. Full Compliance with at least 30% of the prior years' COA audit recommendations						

Recommending Approval:

Prepared by:

 Planning Officer

 Date

 Budget Officer

 Date

Approved by:

 Department Secretary/Agency Head

 Date

FORM A1
 DETAILS OF BUREAU/OFFICE PERFORMANCE INDICATORS AND ACCOMPLISHMENTS

DEPARTMENT/AGENCY: _____

MFOs/ Responsible Bureaus/Delivery Units (1)	Performance Indicator 1 (2)	FY 2017 TARGET for Performance Indicator 1 (3)	FY 2017 ACCOMPLISHM ENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2017 TARGET for Performance Indicator 2 (6)	FY 2017 ACCOMPLISHME NT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2017 TARGET for Performance Indicator n (9)	FY 2017 ACCOMPLISHME NT for Performance Indicator n (10)	REMARKS (11)
A. Major Final Outputs (MFOs)										
<i>(Note: All MFOs and indicators enrolled in the 2017 GAA should be included. Agency may add rows and columns if necessary)</i>										
Major Final Output 1:										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
Major Final Output n:										
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
B. Support to Operations (STO)										
STO	Certification/Continuing Certification of the agency QMS for at least one core process			2nd STO Indicator for the Priority of the Agency Head						
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
C. General Administration and Support Services (GASS)										
BUR	Obligations BUR			Disbursement BUR						
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										
Submission of BFAR	Submission of 1st Quarter Budget and Financial Accountability Reports			Submission of 2nd Quarter Budget and Financial Accountability Reports			Submission of Quarter "n" Budget and Financial Accountability Reports			
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										

MFOs/ Responsible Bureaus/Delivery Units (1)	Performance Indicator 1 (2)	FY 2017 TARGET for Performance Indicator 1 (3)	FY 2017 ACCOMPLISHM ENT for Performance Indicator 1 (4)	Performance Indicator 2 (5)	FY 2017 TARGET for Performance Indicator 2 (6)	FY 2017 ACCOMPLISHME NT for Performance Indicator 2 (7)	Performance Indicator n (8)	FY 2017 TARGET for Performance Indicator n (9)	FY 2017 ACCOMPLISHME NT for Performance Indicator n (10)	REMARKS (11)
Compliance to COA Audit Recommendation	Full Compliance with at least 30% of the prior years' COA audit recommendations									
Delivery Unit 1										
Delivery Unit 2										
Delivery Unit 3										

Recommending Approval:

Prepared by:

Planning Officer

Date

Budget Officer

Date

Approved by:

Bureau/Agency Head

Date

For Agencies with No Frontline Services

(Agency letterhead)

CERTIFICATION OF COMPLIANCE

Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor

I, *(full name)*, Filipino, of legal age, *(position of the Head of Agency)* of the *(name of agency)*, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

- 1) The *(name of agency)* has no frontline services, thus, an equivalent Citizen's Charter or Service Charter has been established that enumerates the following:
 - a. Vision and mission of the agency
 - b. Internal services offered
 - c. Step-by-step procedure in availing of the services
 - d. Employee responsible for each step
 - e. Time needed to complete the procedure
 - f. Required documents
- 2) The Service Charter is posted as information billboard.
- 3) The Service Charter is positioned at the entrance or at the most conspicuous place of the delivery unit that delivers the services.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS HEREOF, I have hereunto set my hand this (day) of (month), (year) in (city, province), Philippines.

(full name)
(Position of the Head of Agency)
(name of agency)

SUBSCRIBED AND SWORN to before me this (day) of (month) 20 in (city, province), Philippines, with affiant exhibiting to me his/her (government-issued ID) issued on (date of issuance) at (place of issuance).

NOTARY PUBLIC

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Page No. _____
Book No. _____
Series of _____

ANNEX 5
Form 1.0

REPORT ON RANKING OF DELIVERY UNITS

Department/Agency _____

1.0 Summary of Information Required
1.1 Total No. of Delivery Units _____
1.2 Total No. of Delivery Units that achieved their performance targets _____
1.3 Total No. of Filled Positions as of December 31, 2017 _____
1.4 Total No. of Officials and Employees Entitled to PBB _____
1.5 Total Amount Required for Payment of PBB PHP _____

REPORT ON RANKING OF DELIVERY UNITS

Department/Agency: _____

Details for Head of Agency			
Name	Salary Grade	Months in service in 2017	Amount of PBB

Ranking	Names of Delivery Units	Rate of Accomplishment of Targets (in %)	List of Employees			
			Names of Employee	Salary Grade (and Step Increment)	Months in service in 2017	Amount of PBB
2.1 Best (10%)	Delivery Unit 1					
	Delivery Unit 2					

				TOTAL BEST				
2.2 Better (25%)	Delivery Unit 1							
	Delivery Unit 2							
				TOTAL BETTER				
2.3 Good (65%)	Delivery Unit 1							
	Delivery Unit 2							
				TOTAL GOOD				
2.4 Did not meet Targets (No PBB)	Delivery Unit 1							
	Delivery Unit 2							
				TOTAL POOR				

2.5 Did not submit SALN					
	TOTAL Did not submit SALN				
2.6 Did not liquidate Cash Advance within reglementary period					
	TOTAL Did not liquidate Cash Advance within reglementary period				
2.7 Did not submit SPMS Forms					
	TOTAL Did not submit SPMS Forms				
2.8 Excluded due to other reasons (i.e Responsible for not submitting APP, APCPI, or others)					
	TOTAL Excluded due to other reasons				

**GUIDELINES/MECHANICS IN RANKING OF DELIVERY UNITS
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2017**

(Agency should provide the guidelines and process in determining and evaluating the performance ranking and rating of offices / delivery units within the department/agency.)

Head of HR

Date:

Department Agency Head

Date:

EVALUATION MATRIX SUMMARY

(Agency should fill-out the Form 1.0 Evaluation Matrix and reflect the information therein in the Matrix Summary. It shall be the prerogative of the Agency to add as many delivery units as may be necessary.)

Ranking	No. of Delivery Units	Name of Delivery Unit	No. of Officials and Employees Entitled to PBB	Total Requirement
BEST				
<i>Sub-Total</i>				
BETTER				
<i>Sub-Total</i>				
GOOD				
<i>Sub-Total</i>				
<i>Agency Head</i>	<i>(name of Incumbent)</i>	<i>(Position Title & Salary Grade)</i>	<i>(Rate of PBB)</i>	
Grand Total				