

Department of Social Welfare and Development
National Capital Region

FOR : ALL CENTER/RESIDENTIAL CARE FACILITIES
ALL UNITS/SECTIONS
ALL RPMOs (Pantawid, SLP and RCTSU)

FROM : THE REGIONAL DIRECTOR

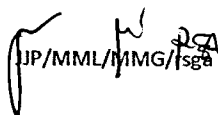
SUBJECT : BPRA and Process Flow Chart on the Acknowledgement of Calendar of Activities

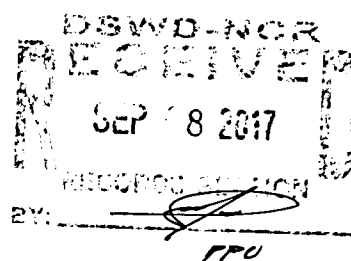
DATE : September 6, 2017

This is to share with you the approved BPRA and Process Flow Chart of Capability Building Section on the above-mentioned subject as per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and requirements Analysis and Process Flow Chart held on July 21, 2017 at Icon Hotel.

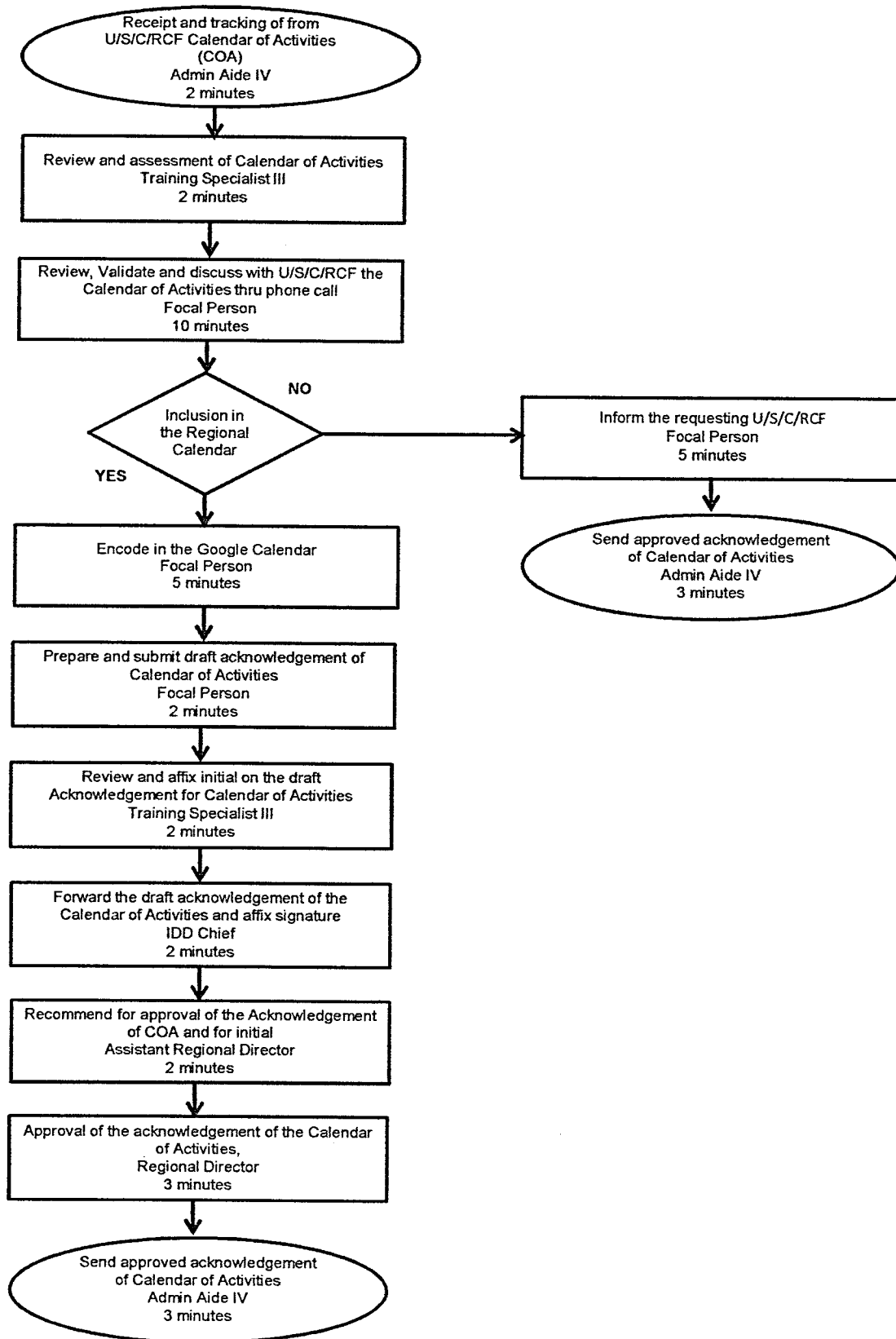
For your information and guidance.


VINCENT ANDREW T. LEYSON


JP/MML/MMG/sga



PROCESS FLOW CHART ON THE ACKNOWLEDGEMENT OF CALENDAR OF ACTIVITIES





BUSINESS PROCESS AND REQUIREMENTS ANALYSIS

Minimum Deliverable: Acknowledgement of Calendar of Activities

[A] PROCESSES					[B] REQUIREMENTS				[10] Remarks
[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
1	Receipt of Calendar of Activities from U/S/C/RCF/	AA IV	1 minute	Document properly logged in the Incoming/Tracking	RA 9845 Anti Red Tape Act of 2007	Microsoft excel	Logbook/Tracking, Computer	Record keeping	
2	Calendar of Activities endorsed to Training Specialist III	AA IV	1 minute	Documents forwarded to Training Specialist III for review	AO 20	None	None	None	
3	Review and assessment of Calendar of Activities with notes of Training Specialist III	TS III	1 minute	Document reviewed and assessed with supervisory notes	AO 20	None	Calendar of Activities, sign pen	Strategic thinking	
4	Calendar of Activities return to AA IV for tracking	TS III	1 minute	Supervisory notes was recorded properly in the logbook/tracking		Microsoft excel	None	Record keeping	
5	Calendar of Activities forwarded to Focal Person	AA IV	1 minute	Document received by the Focal Person		None	None	None	
6	Focal Person review and databank the Calendar of Activities	Focal Person	5 minutes	Focal Person reviewed and data banked the Calendar of Activities	AO 20	Microsoft Word	Calendar of Activities	Networking, Technical Writing	
7	Validate and discuss with U/S/C/RCF the Calendar of Activities thru phone call Focal Person	Focal Person	10 minutes	Validated and discussed with U/S/C/RCF the Calendar of Activities thru phone call		Telephone	Calendar of Activities, Telephone, Sign pen	Networking, Technical Writing	



[A] PROCESSES					[B] REQUIREMENTS				[10] Remarks
[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
7	Focal Person acknowledge the Calendar of Activities	Focal Person	2 minutes	Prepared Acknowledgement Calendar of Activities		None	Calendar of Activities, Computer, Bond paper, Printer	Networking, Technical Writing	
8	Acknowledgement for Calendar of Activities forward to Training Specialist III	Focal Person	1 minute	Document received by the Training Specialist III		None	None	None	
9	Training Specialist III reviews the Acknowledgement for Calendar of Activities	TS III	2 minutes	Documents were reviewed		None	Calendar of Activities, sign pen	Supervisory skills, Systematic thinking	
10	Return back to Focal Person if there are comments/inputs	TS III	1 minute	Document received by the Focal Person		None	None	None	
11	Focal Person Enhance based on inputs/ comments of Training Specialist III	Focal Person	2 minutes	Document were enhanced based on inputs/comments		Microsoft Word	Calendar of Activities, Computer, Bond paper, Printer	Completed Staff Work	
12	Submit the enhanced acknowledgement for Calendar of Activities to Training Specialist III	Focal Person	1 minute	Enhanced document were submitted to review/approval		None	None	None	
13	Approval of Training Specialist III	TS III	1 minute	Enhanced document were approved and countersigned		None	acknowledgement for Calendar of Activities, Sign pen	Systematic thinking	
14	Training Specialist III Endorse the enhanced acknowledgement	TS III	1 minute	Document received by the AA IV		None	None	None	



[A] PROCESSES					[B] REQUIREMENTS				[10] Remarks
[1] No.	[2] Task	[3] Responsible Person	[4] Time Frame	[5] Output	[6] Policy	[7] Application	[8] Material/Infra	[9] Competency	
	for Calendar of Activities to AA IV								
15	AA IV Track the acknowledgement for Calendar of Activities	AA IV	1 minute	Document was recorded and tracked		Microsoft excel	Logbook/Tracking, Computer	Record Keeping	
16	AA IV forward the acknowledgement for Calendar of Activities to IDD Head	AA IV	1 minute	Enhanced communication was recorded/ tracked and forwarded to IDD Head		Microsoft excel	Logbook	Record Keeping	
			23 minutes						
<p>Fill-up instructions for [A] Processes:</p> <p>[1] Indicate the sequential number assigned to the task to emphasize procedure. [2] Indicate the detailed description of the task/action performed by the responsible person. [3] Indicate the full name and position of the responsible person who performs the task. [4] Indicate the actual or average time consumed to complete the task/action. [5] Indicate the detailed description of the product or result attained after completing the task.</p>					<p>Fill-up Instructions for [B] Requirements:</p> <p>[6] Indicate the title of the policy, rules or regulation that govern the process and performance of task and/or indicate necessary enhancements to improve the policy, rules or regulations. [7] Indicate the title of the application necessary to support the efficient performance of task and/or indicate necessary enhancements to improve the current application. [8] Indicate the hardware and services necessary to support the effective performance of task and/or indicate the necessary enhancements to improve the existing hardware and services. [9] Indicate the knowledge, skills and attitude that the responsible person must possess to effectively perform the task and/or additional KAS that must be acquired by the responsible person. [10] To be filled by the analyst to indicate action or additional information needed.</p>				