



Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO
CITY OF CALAPAN
PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

Camilmil Calapan City, Oriental Mindoro
Tel. Nos. 286-7060/286-2220

ORIENTATION ON THE PGO_rM PAYROLL SYSTEM

Tamaraw Hall, Provincial Capitol Complex
Calapan City, Oriental Mindoro
27 October & 04 November 2016

Post Activity Report

I. SUMMARY / OVERVIEW

Commencing with a prayer and the singing of the National Anthem, this one-day activity which was intended to familiarize its participants on how to utilize the newly installed software that automates the PGO_rM payroll system, was held in two batches.

After the delivery of the Opening Remarks and setting of House Rules, both by Ms. Elisa O. Paala during the first batch and Mr. Rolando M. Abonador for the second batch, respectively, the floor was turned-over to the lead facilitators--- the Software Development Team of the Management Information Systems Division under the Provincial Administrator's Office led by Mr. Reywel M. Dela Roca.

A brief backgrounder was initially provided by Mr. Dela Roca prior the discussion of Ms. Sharmaine Rubia on the development and overview on the flow of the system.

During the latter part of the activity, simulations were likewise administered subsequently queries were entertained.

II. TRAINING METHODOLOGY

One unit of laptop per office was required to address a number of technical concerns during the orientation.

The team further executed their lecture with the aide of a power point presentation, the slides of which are in sync with the content of the issued manual to every department / office unit.

(Pls. see attachments on photo documentation.)

III. MONITORING AND EVALUATION

From the recently conducted training, the PA-MIS, led by Mr. dela Roca shall roll-out the system before the end of the year.

Simultaneously with the installation and briefing, the office shall likewise address reported issues and concerns by the different departments by coaching them on how to perform trouble shooting.

IV. REMARKS

a) Conclusion

After the training, the participants were able to familiarize themselves and navigate the features of the system. Further, to effectively accelerate the payroll system, they also acquired the knowledge on its tracking and monitoring.

b) Lessons learned

b.1 From the trainers point of view

The activity was a success for its goals and objectives are met. However, issues and concerns on policies that are not within the discretion of the system, but rather, needs the review and approval of the top management, emerged.

b.2 From the participants point of view

Given its expected output of accelerating the processing of payroll, the participants see the system as a very useful tool in serving the said purpose.

Meanwhile, documented hereunder are the different suggestions that emerged during the activity most especially coming from those who are involved in the process:

*So as not to do away from the requirement of the Commission on Audit, it was suggested that a document shall be attached in the hardcopies that will still be routed during the process in which approving persons would affix their signatures.

*The idea of having a reviewer and approver be incorporated in the electronic system--- approving authority like the PHRMO be granted her own account to access the system.

*It was likewise suggested for the Software Development Team to accurately set the computations required of the system.

*Since the Office of the Provincial Accountant would be the system's end user, once okay with them, access on the corresponding payroll account is suggested to be deactivated so as to avoid any further alterations.

*The payroll itself should be the one editable to the system's users rather than the pay slip.

V. BUDGET REPORT

Hereunder is a comparison between the proposed budget and the actual budget exhausted:

PARTICULARS	ALLOCATED BUDGET	ACTUAL EXPENSES
Meals: 65 pax x Php 100.00 [lunch] x 2	Php 13,000.00	Php 13,000.00
Snacks: 65 pax x Php 35.00 x 4	9,100.00	9,100.00
Supplies	11,765.00	11,765.00
TOTAL	Php 33, 865.00	Php 33, 865.00

ATTACHMENTS AND PHOTOS

Please refer to all attachments and photos as inclusion in this report.

- A. copy of approved training design
- B. copy of distributed memo
- C. copy of attendance sheets

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