



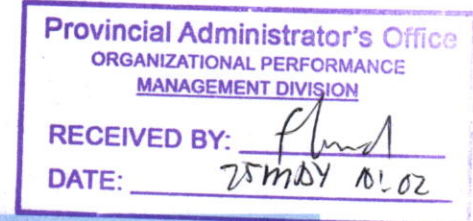
Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO
CITY OF CALAPAN
PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

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

WORKSHOP ON ENHANCED PGOm PAYROLL SYSTEM

Tamaraw Hall, Provincial Capitol Complex
Calapan City, Oriental Mindoro
28 April 2017

Post Activity Report



I. SUMMARY / OVERVIEW

After putting into place the automated payroll system software that was introduced during the last quarter of 2016, difficulties were encountered by its users from the different departments of the Provincial Government. This made way for its developer-- the Software Development Team of the Management Information System (MIS) Division under the Provincial Administrator's Office, to develop new features and functions.

Armed with its aim to capacitate its users on how to easily navigate the referred enhanced system, its new features and functions were introduced on this one-day activity that was held last 28 April and was participated by the Payroll Officers of all capitol- based office units and concerned personnel of the Provincial Human Resource Management Office (PHRMO), Provincial Budget Office (PBO), Office of the Provincial Accountant (OPA) and Provincial Treasurer's Office (PTO).

II. TRAINING METHODOLOGY

Introductions were uttered by Mr. Reywel dela Roca while the main discussion was delivered by Ms. Sharmine S. Rubia and Mr. Chester L. Martinez. Mr. Jonel D. Golfo of the Payroll System Unit of the PHRMO, withal, talk of the process on deduction of loans.

And lastly, once again, the floor was held open to the participants for their queries.

A powerpoint presentation which slides are in sync with the content of the issued manual to every department / office unit aide, as well, the team on the execution of their lecture.

(Pls. see attachments on photo documentation.)

III. MONITORING AND EVALUATION

There has been a remarkable increase on the level of pertinent stock and acquired knowledge and skills pertinent to the following aspects according to the results of the self-evaluation tool accomplished by each participants, to wit:

- preparation of electronic payroll
- tracking of payroll
- computing; and
- generating payroll documents

(Kindly refer to the attached evaluation report)

By October of this year, the PHRMO, in coordination with the MIS, shall conduct a post-evaluation to measure if the long term goals, learning objectives and expected output of this training are met.

IV. REMARKS

a) Conclusion

Although a number of flaws were still observed with the payroll software application by its users, these flaws seem to be, both, minimal and tolerable. The MIS-PA is commendable for the efforts they exerted on taking actions towards the initial feedback regarding the latter during its inception last February. The team, likewise, assured its users on its continuous enhancement.

The learning activity also acknowledges the crucial role of all payroll officers in checking the status of their respective office's payroll to facilitate its processing.

b) Lessons learned

b.1. From the trainers point of view

With reference to the conduct of orientation on the system last quarter of 2016, discourse on this session had been easier since the participants are already familiar with it. Discussion revolve around more on technicalities as compared to the first session when everything needs to be spoonfeed to the participants, given their profile.

The development team are always open for comments and suggestions when it comes to ease and comfort of the system's users as long as it is feasible and within their means.

b.2 From the participants point of view

Use of the recently installed payroll system has been more convenient to its users since the whole process was defined more by its developers which also results from the feedback that the team was able to gather during its roll-out.

Documented hereunder are some of the pointers that were cited from the memo issued by the Provincial Administrator, which pertains to the guidelines on the use of the system, and were, likewise, reiterated during the course:

*changes in the personnel deductions must be requested at the Payroll System Unit (PSU) of the PHRMO and OPA before the payroll is created

*adding newly appointed employees in the system is one of the responsibilities of the payroll officers

*payroll attachments (e.g. approved DTR, Travel Order, Locator Slip, etc) must be submitted to the PHRMO not later than the 5th day of every month.

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 125.00 [lunch]	Php 13,975.00	Php 13,975 .00
Snacks: 65 pax x Php 45.00 x 2		
Supplies	5,960.00	5,960.00
TOTAL	Php 19, 935.00	Php 19, 935.00