



PMDP PMO

PROJECT ACCOMPLISHMENT REPORT (Records Management - DMGLD)

I. Project Information

Project Code: DMGLD
Project Title: PMDP Records Management for 2017
Project Start: June 1, 2017
Project End: March 31, 2018
Project Price: PhP 1,200,000.00
Client Organization: National Government

II. Project Team

Component Lead: Sheryl D. Reyes
Project Manager: Jay O. Martin
Team Member: Tito Cuarteron
Supervising Fellow: Nanette C. Caparros
Consultants and
Resource Persons: None

III. Project Details

Project Description: The PMDP implements an intensive, long-running, residential training for Senior Executives and Middle Managers of government. This same Program likewise confers a Diploma in Development Management and Master in Development Management.

To manage all the scholar's pertinent records and keep track of their academic status from admission to graduation, a Records Administration/Management component of the PMDP is put in place.

- Project Objective:
1. Maintain an updated database of the PMDP scholars
 2. Maintain a copy of the 201 records of scholars in electronic and printed format with the original sets of documents turned over to the DAP registrar for perpetual safekeeping
 3. Process scholars number and ID upon endorsement of the PMDP Admissions
 4. Development and Piloting of the Alumni Tracer Questionnaire administration to 610 PMDP alumni.
 5. Formulate guidelines on the access to scholar's records.
 6. Receive gradesheets from session managers and endorse to the PMDP Registrar for processing of TOR and Diploma

Focus Area: Public Management

Project Type: Professional Education

Project Beneficiary: National Government Agencies

Regional Coverage: National Coverage

IV. Project Accomplishments

Key Activities Implemented:	<ol style="list-style-type: none">1. Coordinated with DAP Registrar on the formulation of the policies and guidelines pertaining to the safekeeping, access, and release of the student records and other academic symbols used during graduation ceremonies2. Issued PMDP ID to scholars admitted in 20173. Maintains an updated of Scholars database4. Processed requests for records and certifications from scholars5. Provided needed information and statistics on PMDP to PMO and various stakeholders6. Developed Tracer Questionnaire and administered to 610 alumni7. Facilitated the signing and release of Diploma, TORS, and other certificates8. Kept track of submission of hardbound reports necessary for clearances9. Sent notification letters to scholars to claim the personal copy of ReP hardbound.10. Turned over batch folios and scholars' 201 files to the DAP Registrar
Major Outputs:	<ul style="list-style-type: none">• Updated scholars database (Summary of in and out takes included as Attachment 1)• Updated database on monitoring release of scholars' Diploma and TORS (Details shown in Attachment 2)• Notice to claim the personal copy of hardbound ReP (sample letter included as Attachment 4)• Information for PMDP updates and reports to stakeholders• Availability of TORS, Diplomas, and certifications for release to cleared graduates• Tracer questionnaire and administration to 610 PMDP alumni• Tracer Study Results Infographics (Attachment 5)• Batch folios and 201 profiles turned over to DAP Registrar: MMC10 to 13 and SEC5.• Updated monitoring sheet for turned over documents to the DAP registrar (Attachment 6)• Responses to scholars requests for certifications
Project Impact:	<p>The records management component of the PMDP offered a venue where the scholars and graduates can request for necessary documents to support further studies or promotion in their agency.</p> <p>A centralized records management system not only unloaded the Session Managers the task of responding to such concerns from the alumni of the classes they handled but allowed made it easier for Program Management to track, manage and standardized the forms, templates and records. Provision of Program-related information to stakeholders during Steering Committee meetings and budget hearings also became more convenient given the updated database maintained by the component.</p> <p>Following the institutionalization of the DAP Registrar, the records management component became the focal team in relaying PMDP processes and standards during meetings to ensure that these are considered in drafting the harmonized academic and registrar policies for DAP.</p>
Lessons Learned:	<ol style="list-style-type: none">a) A more automated system needs to be put in place to access and manage the growing PMDP database.b) Written policies on registrar policies and procedures needs to be institutionalized soon in order to have a legal base in responding to scholars queries.c) A better storage for scholars' documents and records is needed.d) Training for the staff is needed to be able to provide a much better output.

V. Attachments

1. Summary of In- and Out- Takes AO December 12, 2017
2. Summary of Availability and Releasing of TORs and Diploma
3. Summary of Certificates provided
4. Copy of notification letter sent to scholars to claim the personal copy of hardbound
5. Copy of Tracer Study Result
6. Summary of Records Turned Over to DAP Registrar
7. Sample of controlled forms of DAP Registrar implemented to PMDP

Prepared by:

JAY O. MARTIN
Project Manager

Endorsed by:

SHERYL D. REYES
Component Lead

Approved by:

NANETTE C. CAPARROS
Managing Director, PMDP

Noted by:

MAGDALENA L. MENDOZA
SVP for Programs

Notes:

1. *Project details on Section I-III can be generated thru PMIS based on PMs Inputs.*
2. *Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation*
3. *Project Managers can update/adjust the pre-filled sections(I-III) based on actual data*

ATTACHMENT 1:
Summary of In- and Out- Takes

As of December 12, 2017

Batch Name	Batch No.	No. of Scholars Admitted	Status	Date Opened	End of Residential	Date Graduated	Degree Conferred			
							Certificate	Diploma	Masters	Dropped
Tanglaw	MMC 1	40	Graduated	June 14, 2012	June 5, 2012	January 31, 2013		6	34	
Habi	MMC 2	31	Graduated	February 1, 2013	October 29, 2012	November 29, 2013		9	22	
Bulawan	MMC 3	50	Graduated	August 30, 2013	January 28, 2014	August 1, 2014	1	4	45	
Bato-Balani	MMC 4	47	Graduated	November 4, 2013	April 2, 2014	October 3, 2014	5	5	37	
Dagitab	MMC 5	41	Graduated	March 7, 2014	July 31, 2014	January 30, 2015	1	1	38	1
Bahaghari	MMC 6	38	Graduated	July 11, 2014	December 5, 2014	July 17, 2015	2	5	31	
Saluysoy	MMC 7	34	Graduated	November 7, 2014	March 27, 2015	November 17, 2015		2	31	1
Siklab	MMC 8	40	Graduated	February 20, 2015	July 3, 2015	January 29, 2016	6	8	26	
Hiyas	MMC 9	38	Graduated	April 17, 2015	September 8, 2015	July 29, 2016	1	1	36	
Binhi	MMC 10	38	Graduated	September 5, 2015	January 22, 2016	November 18, 2016		2	35	1
Bagwis	MMC11	40	Graduated	February 19, 2016	July 11, 2016	March 24, 2017	2	4	34	
Banyuhay	MMC12	40	Graduated	April 25, 2016	September 23, 2016	March 24, 2017	1	4	34	1
Balangay	MMC13	41	Graduated	September 9, 2016	February 10, 2017	October 6, 2017			41	
Anluwage	MMC14	38	On-going (Rep)	February 24, 2017	July 14, 2017					1
Enggranahe	MMC15	26	On-going (Rep)	July 15, 2017	December 9, 2017					
Sangbigkis	MMC16	34	On-going (Residential)	November 17, 2017						
Molave	SEC 1	38	Graduated	May 17, 2012	September 10, 2012	January 31, 2013		3	35	
Agila	SEC 2	26	Graduated	June 14, 2013	October 10, 2013	March 30, 2014	1	2	22	1
Sinagtala	SEC 3	25	Graduated	August 18, 2014	January 12, 2015	January 30, 2015		25		
Alab-Lahi	SEC 4	28	Graduated	June 22, 2015	October 30, 2015	January 29, 2016		28		
Dalisay	SEC 5	21	Graduated	June 20, 2016	October 7, 2016	November 18, 2016		21		
Dakila	SEC 6	24	On-going (Residential)	September 18, 2017				24		
		778					20	154	501	6

Total number of Graduates: 651

Note: Curriculum was redesigned for SEC 3; Only diploma is conferred beginning SEC3

Total number of Admitted Scholars: 778

Attachment 2
Summary of Availability and Releasing of TORs and Diploma

As of December 12, 2017

Batch	No. of Graduates	Conferred with MDM	Transcript of Records						Diploma				
			Availability	Released	Cleared for Release	With Pending Requirements	No. of Unreleased TORs	Remarks	Availability	Released	Cleared for Release	With Pending Requirements	No. of Unreleased Diploma
MIDDLE MANAGERS CLASS													
1	40	34	Available	24	5	6	11	5 DDM grads requested for their TORs	Available	23	6	5	11
2	31	22	Available	25	0	5	5	7 DDM Grads requested for their TORs	Available	20	0	2	2
3	50	45	Available	41	1	3	4	1 DDM grad requested for TOR	Available	28	8	9	17
4	47	37	Available	17	1	19	20		Available	16	2	19	21
5	40	38	Available	25	2	11	13		Available	24	4	10	14
6	38	31	Available	5	4	22	26		Available	5	4	22	26
7	33	31	Available	8	4	19	23		Available	4	8	19	27
8	40	26	Available	1	0	25	25		Available	1	0	25	25
9	38	36	Not Available	0	17	19	36		Available	0	17	19	36
10	37	35	Available	0	34	1	35		Available	0	34	1	1
11	40	34	Available	1	33	4	33		Available	34	0	6	0
12	38	34	Not Available	0	34	3	34		Available	34		3	0
13	41	41	Not Available	0	41	0	0		Available	41	41	0	
SENIOR EXECUTIVES CLASS													
1	38	35	Available	27	8	2	10	1 DDM grad requested for TOR	Available	32	3	0	3
2	25	22	Available	16	2	5	7	1 DDM graduate requested for TOR	Available	18	1	4	5
		Awarded w/ DDM											
3	25	25	Available	24	1	0	1		Available	24	1	0	1
4	28	28	Available	17	11	0	11		Available	28	0	0	0
5	21	21	Not Available	0	21	0	21		Available	21	0	0	0

Note: Curriculum was redesigned for SEC 3; Only diploma is awarded beginning SEC3

ATTACHMENT 3:
Summary of Certificates Provided

Batch	CERTIFICATES PROVIDED								
	Degree Conferred	Training Hours	Certificate of Completion	Certificate of Participation	Certificate of Grades	Certification of Class Ranking	Certification of Honors/Award Received	2nd copy of the original TOR	Authenticated Copy of TOR
MIDDLE MANAGERS CLASS									
1									
2	2	2						2	1
3		6				2		2	
4	10				1				
5					2				1
6	31	38		1	3				
7	31	33	33		3		2	2	2
8	28	6	6		2	2	2	1	1
9	36	38	37	1				2	2
10	35	37	37						
11	34	34	40		34			1	1
12	34	34	39	1	34				
SENIOR EXECUTIVES CLASS									
1									
2								1	1
3	25	25	25						
4	28	28	28			2			
5	21	21	21				5		



development academy of the philippines

05 May 2017

ANNIE D. CALIMQUIM

Commission on Population

5/F Rancho Guillermo, 3 80 North Drive, Baguio

Dear Ms. Calimquim:

This is to inform you that your personal copy of your hard bound ReP report is available for release. Kindly coordinate with **Mr. Jay O. Martin** at mobile 0908-424-9937 or email him at jhaymartin@gmail.com or pmdp.records@gmail.com to claim your copy.

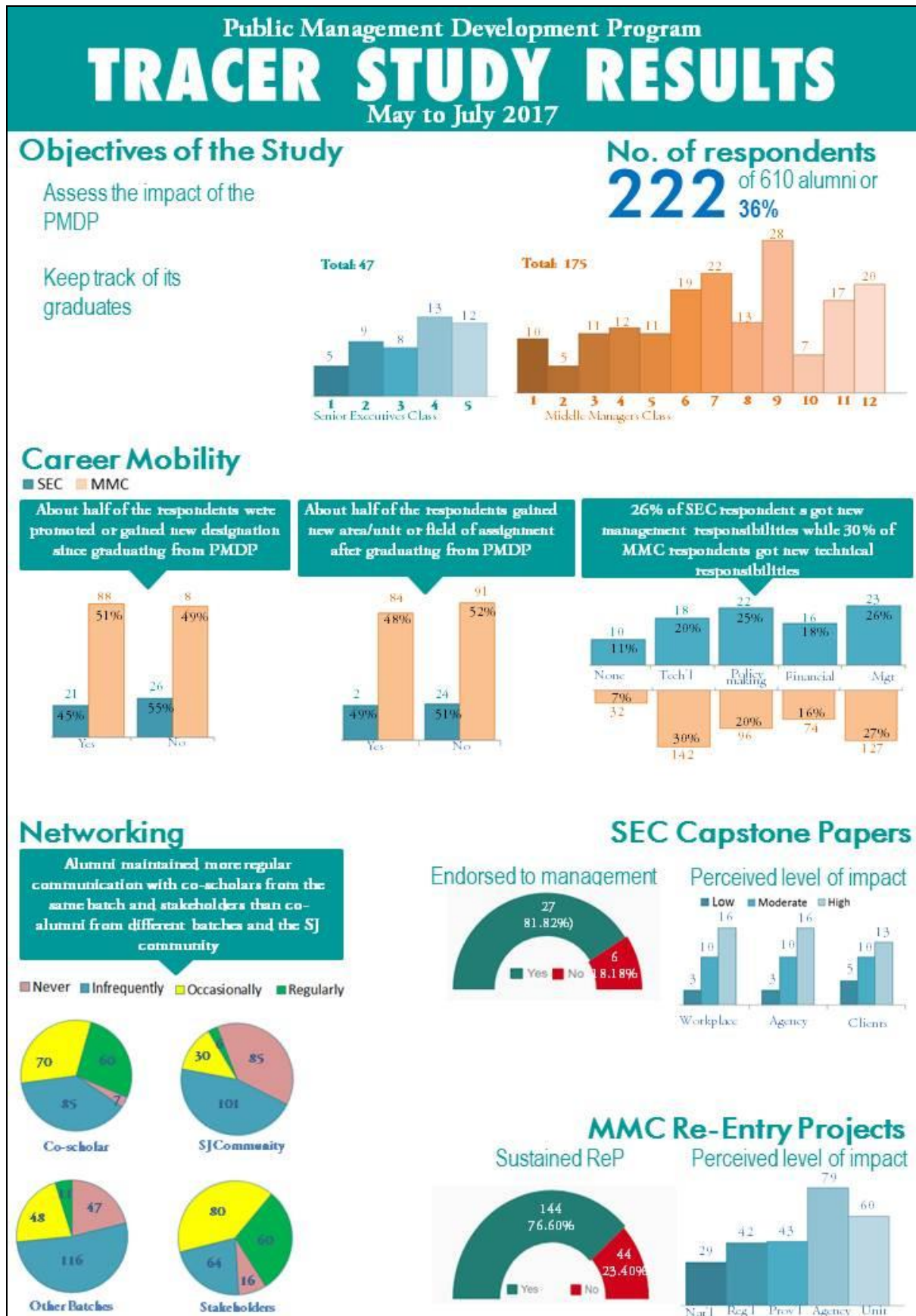
Unclaimed hardbound reports within the next **3 months** will be turned over to the Academy Central Records Unit for proper disposition.

Thank you.

Very truly yours,


NANETTE C. CAPARROS
Managing Director, PMDP





Co-scholar

Frequency	Count
Never	2
Infrequently	85
Occasionally	70
Regularly	60

SJ Community

Frequency	Count
Never	85
Infrequently	101
Occasionally	30
Regularly	2

Other Batches

Frequency	Count
Never	47
Infrequently	116
Occasionally	48
Regularly	2

Stakeholders

Frequency	Count
Never	16
Infrequently	64
Occasionally	80
Regularly	60

Endorsed to management

Response	Count	Percentage
Yes	27	81.82%
No	6	18.18%

Perceived level of impact

Level	Workplace	Agency	Clients
Low	3	3	5
Moderate	10	10	10
High	16	16	13

Sustained ReP

Response	Count	Percentage
Yes	144	76.60%
No	44	23.40%

Perceived level of impact

Level	Nat'l	Reg'l	Prov'l	Agency	Unit
Low	29	42	43	79	60
Moderate	42	43	79	60	60
High	43	79	60	60	60

Attachment 5:
Summary of Records Turned Over to DAP Registrar

Class	Status of Turnover		Remarks
	Batch Folio	Individual Scholars' 201 Files	
MMC 10	Complete	Complete	Technical Files still with Session Team
MMC 11	Complete	Complete	
MMC 12	Complete	Complete	
MMC 13	Complete	Complete	
MMC 14	(Implementing ReP)	For packaging (Admission records only)	
MMC 15	(Implementing ReP)	For packaging (Admission records only)	
MMC 16	(Class on-going)	For packaging (Admission records only)	
SEC 5	Complete	Complete	
SEC 6	(Class on-going)	For packaging (Admission records only)	Technical Files still with Session Team

Attachment 6:
Sample controlled forms of Academy Registrar implemented to PMDP

Development Academy of the Philippines
Office of the Academy Registrar

PMDP STUDENT CLEARANCE

Name: _____
Program/Major: _____
Academic Year: _____

To respective offices: Please sign if the student has been cleared of all accountabilities.
If not, state the lack of requirements under the Remarks column.

OFFICE	SIGNATURE	REMARKS
ReP Submission (Hardbound w/ e-copy)	Project Manager	
Learning Center/Library	DAP Librarian	
DAAPCC	Managing Director	
Academic & Non Academic Requirements	Managing Director	
Finance & Scholarship	Acting Managing Director	
	Finance Department	
	Program Manager	
	Academy Registrar	

DA-P-018-F19 Rev.0

Development Academy of the Philippines
Office of the Academy Registrar

OFFICIAL TRANSFER TO RECORD

Name: **SALCEDO, MARIM AMABELLE CARM**
Address: **128-L1 Sisonog Avenue, Sisonog Heights, Cebu City**
Last College University attended: **University of the Philippines**
Degree: **Bachelor of Science in Business Management**
Date of Admission: **SEPTEMBER 5, 2015**
Date of Graduation: **NOVEMBER 19, 2015**

Subject Code

Learning Area	Subject Code	Subject Title
Area 1: Governance and Development		
Area 2: Strategic Public Management		

