

Department of Justice
Quarterly Report on Priority/Programs/Projects/Activities*
CY 2018 3rd Quarter

Agency: Parole and Probation Administration

Projects/Program	Indicator/Target	Actual Accomplishment	Challenges/Constraints	Action/s Taken/Recommended
Streamline frontline processes consistent with the Anti-Red Tape Act and in line with the President's directives	Frontline process streamlining complied as annually validated by the CSC	Reduced non-frontline investigation process by 30% Simplified feedback mechanism Formulated flowchart operation process	none	Referred to management for action
Develop and implement automated/online processes that will streamline processes and make services for the public more accessible and efficient	At least 1 frontline process operational online per agency	Prepared bidding documents for the procurement of the hardware and software requirements of Single Carpeta System for Luzon offices Reviewed the technical specifications of the hardware requirements of the Single Carpeta System for Luzon offices as required in the bidding documents Prepared the Terms of Reference of the following: a. Development of Probation Information System b. Supply delivery, Commissioning, Installation, Configuration, Testing and Upgrading of Server Facility and Local Area Network as Infrastructure Assets for Probation Information System	Slow procurement process administered by PSDBM resulting to delay or non-delivery of the hardware and software requirements of the Luzon Offices	Frequent follow-up of the status of the procurement through letter-inquiry addressed to PS-DBM

		<ul style="list-style-type: none"> c. Supply, Delivery and Installation of Hardware Requirements for the Human Resource Management and Development System d. Supply, Delivery and Installation of Hardware and Software Requirements for Probation Information System <p>Conducted market study of the following:</p> <ul style="list-style-type: none"> a. Development of Probation Information System b. Supply delivery, Commissioning, Installation, Configuration, Testing and Upgrading of Server Facility and Local Area Network as Infrastructure Assets for Probation Information System c. Supply, Delivery and Installation of Hardware Requirements for Human Resource Management and Development System d. Supply, Delivery and Installation of Hardware and Software Requirements for Probation Information System 		
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		<p>Prepared the bidding documents of the following:</p> <ul style="list-style-type: none"> a. Development of Probation Information System b. Supply delivery, Commissioning, Installation, Configuration, Testing and Upgrading of Server Facility and Local Area Network as Infrastructure Assets for Probation Information System c. Supply, Delivery and Installation of Hardware Requirements for Human Resource Management and Development System d. Supply, Delivery and Installation of Hardware and Software Requirements for Probation Information System 		
Establish and implement quality management systems towards ISO certification and efficient/streamlined processes	At least 1 core process certified and maintained per agency	<p>On-going implementation and monitoring on the scope of PPA-DOJ QMS</p> <p>Attendance on the ISO briefing and cascading of CAR, Region II personnel</p>	none	<p>N/A</p> <p>Request for ISO certification funding</p>
Rationalize core and support processes, and document into systems and procedures manuals	All core and vital support processes with systems/procedure manuals	<p>Compliance with the Agency's Service Manual</p> <p>Implementation of DOJ-PPA QMS Manual</p>	On-going revision of the DOJ-PPA QMS Manual	N/A
Establish/enhance public assistance and complaint desks in all offices nationwide with frontline services	All frontline offices with functional public assistance and complaint desks	Functional frontline public assistance desk in place	none	Coaching of personnel on customer service, office protocol and etiquette


		Publication / printing of information materials Institutionalized implementation of Public Assistance and Complaints Desk (PACD)		
Develop and implement public/client feedback mechanisms that will measure client satisfaction and facilitate submission/action on complaints for improper services and corruption	Public/client feedback mechanism established for client satisfaction and complaints	Monthly costumer's feedback reports submitted to Central Office Field offices utilizing a client feedback mechanism for client satisfaction Institutionalizing Customer Feedback Mechanism		Encourage clients/ transacting public to fill-up customer feedback form
Ensure transparency and freedom of information (FOI) in terms of inclusive and efficient access to public information	Transparency Seal fully complied, and FOI procedure/manual in place	FOI Procedure and Manual in place	none	N/A
Engage stakeholders particularly in the development/ implementation/evaluation of policies and programs, as applicable	Engagement mechanism/s in place, as mandated or applicable	Utilizing 100% (2216) Volunteer Probation Assistants (VPAs) in the supervision of clients and as resource person Involvement of family members of clients, local officials, community and VPAs in the implementation of the agency's reformation program Maintaining on-going convergence with regional line agencies and civil society groups		
Improve human resource management including competency mapping and development programs, harmonized staffing structure, addressing	Competency, staffing and compensation standards developed/ adopted/ implemented, as possible	Staffing and Compensation Standards in place	Update Training Needs Analysis at the regional level	Conduct of Training Needs

compensation disparities, and managing performance		Coaching and monitoring mechanism and Performance Management Audit of personnel Compliance of Prime - HRM, Recruitment and Selection, Learning Development and PMT Conducted survey on Individual Development Plan Implementation of Human Resource Management Information System	Address identified gaps in the current implementation of Prime-HRM	Attendance to HRMIS seminar - workshop
Raise the efficiency of financial and physical resource management towards optimal utilization and less dependency on local government resources	At least 90% of plantilla position filled; At least 90% budget utilization	82% of personnel filled up On-going screening for filling up of vacant positions 76.46% BUR as of 3 rd quarter 2018 Implementation of DBM Circular on the Guidelines of Early Procurement for FDY 2019		
Support the establishment of unified corrections system and uniform inmate / offender management standards, systems and procedures, towards effective, efficient, consistent and humane safekeeping and rehabilitation of inmates	Draft Bill and/or position paper/s submitted to Congress; Uniform policy on GCTA; Unified parole and executive clemency procedures	Uniform policy on GCTA implementation Permanent ex-officio membership to the MSEC Regular monthly jail decongestion activities		
Establish temporary shelter/s for criminal offenders granted probation, parole and pardon with parole conditions, especially with drug cases or drug-related offenses	Temporary shelter/s established	Halfway House and Livelihood Training Center of Region VI is 80% complete Lobby for budget support from the LGU for the construction of HHWH	Funding source for the construction of the building	Draft Manual of Operation of HHLTC Proposal for Training on Management of HWH On going linkages with LGU for funding

		Lot donation (usufruct) for the proposed HHWH		
Enhance offender reformation programs 1. Impact assessment/monitoring of rehabilitation programs 2. Strengthen offender reintegration programs	Study conducted and completed; Program developed and adopted	No study conducted yet to assess the rehabilitation program of the Agency Coordinate with LGU Aftercare Program for drug offenders through the ICAD Establishing linkage with East Visayas Medical Center for the medical needs of clients, VPAs and employees of Region VIII Linkage with DSWD for clients' Sustainable Livelihood Program (SLP)	Lack of funds	Included in the Tier 2 budget proposal. Continuous networking with stakeholders for the implementation of rehabilitation program
Establish gender-sensitive, child-friendly and accessible service facilities and procedures including frontline services, public assistance desks and amenity/infrastructure provision	Agency guidelines issued and procedures/facilities established	Set up of help desk to serve women, children, persons with special needs Provision of child minding area, lactating area and SC and PWD seats	Lack of space	
Support and sustain participation in the Justice Sector Coordinating Council (JSCC) as the adopted mechanism for inter-agency dialogue and coordinated implementation of reforms in the justice system	Sustained participation in JSCC and joint initiatives	Continuing participation in inter-agency committee on anti-drug abuse, (ICAD), Juvenile Justice and Welfare Committee Dialogue with judges regarding RA 9165 in relation to Plea Bargaining Agreement Implementation of Community-based Rehab Program for Persons who Used Drugs (PWUDS)		
Other assignments/delegated responsibilities per directives from higher management/authorities				

* Including programs/projects/activities specified in the 2017-2022 Philippine Development Plan and/or DOJ Development Plan under Executive Order No. 27 and Department Circular No. 39, S. 2017

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Date: November 5, 2018, 2018

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