Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES
San Roque, Virac, Catanduanes

INNOVATION CONTEXT	
DESCRIBE CURRENT SITUATION	SDO Catanduanes is envisioning to meet all the indicators for PRIME-HRM Level 2. Presently, our division has no dashboard for the Human Resource Management System that digitizes the transaction of clients, with complete printable certificate of appearance, client satisfaction survey, and analysis of transactions in the SDO Proper. With this, an innovation, visitor's e-Log Book was developed.
TITLE OF THE PROJECT	Visitor's e-Log Book (Ve-LB)
OBJECTIVES	The objectives are the following: a. to fast track the issuance of certificate of appearance and client/citizen satisfaction survey form. b. to have an effective and efficient tracking tool in analysing data of services offered to clients. c. to monitor the performance of all sections in the SDO in dealing with clients.
DATE OF IMPLEMENTATION	2022 onwards
LENGTH OF THE PROJECT	5-10 years
EXPECTED OUTPUTS	Utilization of Visitor's e- Log Book
BENEFICIARIES	All teachers / School Heads / PSDS / SDO Personnel / Clients
MEASURES OF SUCCESS	Performance level of all SDO Sections/Personnel

ACTIONS STEPS, REQUIRED RESOURCES AND MILESTONE

Objectives	Persons Involved	Timeline	Resources Needed	Success Indicators
1. To develop Visitor's e- Log Book	SDS, Administrative Officer V, HRMO, PSDS, School heads,	November, 2022	Laptop Printer	Developed Visitor's e- Log Book

	Teachers and other clients			
2. To quality assure the materials	QA team	November, 2022	Laptop Printer	Quality assured material
3. To cascade the utilization of Visitor's e- Log Book	SDO Personnel, School heads, Teachers and other clients	November, 2022	Laptop Printer	Accomplishment Report
4. To monitor the utilization of Visitor's e- Log Book	SDO Personnel, School heads, Teachers and other clients	Year Round	Laptop Monitoring Tool	List of Recommendations / Suggestions

RISK MANAGEMENT

MILESTONES	POSSIBLE RISKS	IMPACT	IF RISK HAPPENS, SPECIFIC ACTIONS TO LESSEN THE IMPACT
In utilizing the Visitor's e- Log Book	Non techno-savvy teachers	Non-compliant of the teachers, school heads and clients	Attendance to MS excel Training and merging data to other applications
	Availability of laptop and printer	Non-compliant of the teachers, school heads and clients	Tap potential donors

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