

**OFFICE FOR PLANNING AND MANAGEMENT INFORMATION SYSTEM**

OPMIS Memo No..359 , 2009

**MEMORANDUM**

FOR : **ALL HEADS OF REGIONAL AND CENTRAL OFFICES**  
SUBJECT : **Submission of 1<sup>st</sup> Semester 2009 Accomplishment Report**  
DATE : **July 3, 2009**

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May we provide you with the guidelines on the submission of the 1<sup>st</sup> Semester 2009 Accomplishment Report using the ***Work and Financial Plan Information System (WFPIS)*** which is due on **July 15, 2009**.

Thank you.

(signed)  
**VICTORIA F. ESBER**  
Director IV

***Guidelines in the preparation of 2009 Office Accomplishment Report***

*which is due for submission on July 15, 2009 using the WFP Information System (WFPIS).*

1. *Reminders before encoding the accomplishments, ensure that the following are installed in the computer you are using:*

- MS Access System (preferable MS Office 2003 version)
- WFP PMS-OPES Information System; the same file that contains your WFP Targets.

2. Ensure that all required information on the following were properly encoded in the submitted WFP since the copy of your WFP PMS-OPES IS shall be your reference data in encoding your accomplishments:

- *Year* - the current year (2009)
- *Date Submitted* – exact date of submission of the output
- *Division* – the concerned division where the output was produced
- *Output* – specific accomplishment delivered/done
- *Initiative* – specific major strategic priorities of the Commission pursuant to OM 28, s. 2009. *This is already encoded for ready reference, simply click the button or drop down arrow and scroll down the cursor to select the category where the output belong/fall.*
- *Utilized Items* – resources utilized or used in the accomplishment of the output
- *Expenses* – the total amount spend in accomplishing the output
- *Submitted by* – the person responsible who actually delivered/produced the specific output.

- *Quantity* – the number of units produced/accomplished for each type of output. *The specific OPES points for the output is already included in the system, just encode the number of outputs you accomplished then click the total points data field to automatically reflect the total points earned.*
- *Remarks* – special notes related to the Output (e.g. if it appears that there are outputs that do not belong to any of the categories [Service, Integrity, Morale and Development Impact], please specify the program/activity of the output. Example: Output is Memorandum – then put the “ARTA” if the memorandum is about ARTA).

### 3. *Data Base Build-up -*

- From the main menu, select “Accomplishments” then click “**Add/Edit Accomplishments**”
- Encode all necessary information in the form the same way the “Targets” were inputted.

Select the only available year in the list which is “**2009**”;

Input the **Date of Submission**, it is recommended that the input be in the “mm/dd/yyyy” date format.

Select the “**Division**” that produced the output;

Select the corresponding description of the “**Output**”, this will then automatically display the point/s for the said output based on the available information in the PMS Output Table,

Select the corresponding “**Initiative**” in which the output is aligned.

Input the actual “**Utilized Items**” in the production of the output;

Input the amount spent on the text box for **“Expenses”**;

Input the **Person Responsible** in the production of the Output;

Input the total number of output/s accomplished in the **“Quantity”** box, and then the **“Total Points”** is automatically calculated.

Input the any important note relative to the accomplishment in the **“Remarks”** box;

Then click the **“Save”** to record the outputs and undo to delete or clear encoded data.

4. *Report Facility – The system provides a raw module to print a report for the inputted accomplishments: Click the command button opposite the report name to preview / print the report:*

- Accomplishment Report by Office
- Accomplishment Report by Division

Other reports are not yet to be completed, a complete working system will be presented in the Training Workshop.

5. *To exit the program, click “x” placed at the upper right corner of the data entry form, then click the button with the “open door” icon to close the system.*

Compress the **WFP PMS-OPES.mdb** using WinZip and submit the same via **file transfer protocol (ftp)** using the ERPO protocol (submission examination related information procedure) or email it to [opmis\\_ppd@yahoo.com](mailto:opmis_ppd@yahoo.com) .