



Annex D

CVA Vulnerability Analysis Matrix

Area: Performance Management

Activity	Responsible Unit/Person	Objective	Risk Factor	Likelihood of Occurrence	Significance of Impact	Control Activity/Mechanism	Assessment of Control or Safeguard	Area for Improvement
Submission of Unit Accomplishment Reports	Unit Head	Submit a report on the office's performance for the month	Lack of Time standards resulting to unnecessary delays or neglect of duty	High	High	None	--	<p>Make an inventory of pending and expected transactions before the start of period covered by report, then set targets for the period.</p> <p>Supervisors and employees should agree on target set.</p> <p>Set time and motion guidelines. Add a column for received/pending claims/obligations in the Accomplishment Reports</p> <p>Set sanctions for non-adherence to guidelines.</p>
	Special Projects Div.	Collates data for evaluation of over-all agency performance	Lack of mechanism for the checking of submitted data's accuracy resulting to misevaluation	High	High	None	--	<p>Establish mechanisms to countercheck data submitted, e.g. filing of Unit performance records and regular random checking of data.</p>



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CSC – Personnel Evaluation System	Immediate Supervisor; Personnel Section	Evaluate the performance of each personnel. Review and correction of reports as evaluated and approved by supervisors and other signatories; and Recording of Performance Evaluation for Incentive Purposes	Lack of Adequate Orientation, Negligence of Duty, Abuse of Discretion	High	High	None	--	<p>Training of employees and their raters to the proper administration of the PES;</p> <p>Set up mechanism to effectively monitor reports, e.g. Random Checking of Performance within the 6-month period; Record-keeping of performance files for each individual made available for random checking</p> <p>Translate, or at least consider, findings,/evaluations/remarks/comments made on reports into policies/plans/programs including personnel trainings.</p>



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Performance Management in the Processing of Applications, especially in document management	Process holders, Examiners, Approving Signatories	Screen and approve applications	Lack of know-how (e.g. rules on documentary requirements, appreciation of documents authenticity, etc.) of personnel assigned resulting to Unnecessary delays; Intervention of Fixers; Abuse of Discretion	High	High	Checklist of documents; Routing Slips; Oversight of Immediate Superior; Sanctions provided under CSC rules, re: neglect of duty	No time and motion guidelines. Lack of system for the regular monitoring non-compliance, hence non-compliance is not sanctioned.	Standardization of Processing time; Personnel Accounting; Supervisors made accountable to the performance of their subordinates; Regular updating and re-orientation of personnel; Implementation of sanctions applicable to erring personnel.
Performance Management in the Payment of Pension and Other Benefits	Process Holders, Data Processors	Process and release payment of claims	Unsecured information resulting to unnecessary delays; Favoritism, Intervention of Fixers; Misdelivery of pensions	High	High	Policy on limited access of data. Results from previous monitoring/ evaluation schemes/ agencies, e.g. COA Reports, SGV Report, IAS Report Applicable sanctions are provided.	Policy on limited access to data is not strictly followed. Existing data/documents are useful for establishment of policies and decisions are not well utilized	Strict implementation of limited access to data policy. Implementation of Sanctions for misuse of data provided under CSC rules. Utilization of existing documents/results from previous monitoring/evaluation schemes/agencies.