



Center for Organizational Development

**2015 PROJECT ACCOMPLISHMENT REPORT**

**I. Project Information**

Project Code: KMRQU  
Project Title: Transition Planning & Exit Program for DOST-ICT Office  
Project Start: March 10, 2014  
Project End: January 31, 2015  
Project Price: PHP12,604,000.00  
Client Organization: DOST-ICT Office

**II. Project Team**

Project Manager: Cristina L. Bobis  
Team Members: Loretta Y. Balanzat, Gloria B. Lim, Andres P. Largo,  
Flordeliza T. Martin, Zemalyn O. Gutierrez, Immanuel A.  
Magalit, Rina Loriza Datiles, Edmarie Vallores, Carina F.  
Evangelista, Trygve A. Bolante  
Supervising Fellow: Marietta Q. Umbay  
Consultants/ Resource Person: Maria Esperanza B. Rasco,

**III. Project Details**

**Project Description:**

On May 2, 2013 the Department of Budget and Management (DBM) formally approved the new structure of Information, Communications, and Technology Office (ICTO) under the Department of Science and Technology (DOST). In line with this, the ICT Office management has committed itself to preparing for and managing the smooth implementation of Executive Order No. 366 ("Directing a Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees who may be Affected by the Rationalization of the Functions and Agencies of the Executive Branch") that brought about the integration of three former government agencies – CICT, NCC, TelOf – into one, now known as ICT Office.

With the lean staff complement there is a necessity to optimize the present knowledge in the new ICT Office structure to deliver its mandate under a rationalized set-up. The ICT Office management recently conducted the strategic planning for its officers and management staff the result of which shall be cascaded to the different levels of the agency not only at the head office but throughout the Field Operations Offices (FOOs) located in eight regional clusters, namely CAR and Regions I and II; Region III; Regions IV and V; Region VI; Regions VII and VIII; Region IX; Region X and CARAGA; and Regions XI and XII. A fitting closure to the old set-up to honor the contribution of the exiting personnel who contributed much in the knowledge bank of the new ICT Office but were separated due to the resultant structural changes is also being planned as a step towards managing both personal and organizational transitions as they and ICTO move forward to a new beginning.



## **development academy of the philippines**

In view of this, Dir. Tess Camba, head of Administrative, Finance, and Asset Management Group of ICT Office sought the assistance of the Development Academy of the Philippines in designing a program that will address this need.

DAP proposed the conduct of a project entitled "Transition Planning and Exit Program for the DOST-ICT Office" to prepare the FOOs for the implementation of the ICT Office's approved structure and the identification of plans and programs at the field level. The technical assistance aims to facilitate the deployment of the agency's new strategic directions to the different Field Operations Offices (FOOs) and conduct the Recognition Program honoring former members of the three defunct agencies..

### **Project Objective:**

At the end of the project, ICT Office was able to:

1. Deploy its 2014-2016 Strategic Directions in eight identified FOO clusters;
2. Lead in the crafting of ICTO-FOO's operational plan for 2014-2016;
3. Ensure the alignment between ICT Office proper and FOO strategic and operational plans;
4. Assist its retirees in managing their transitions toward a private life after their stint at the ICT Office; and
5. Provide a formal recognition in honor of its retirees

Focus Area:	Knowledge Management
Project Type:	Regular
Regional Coverage:	National

## **IV. Project Accomplishments**

### **Key Activities Implemented**

To achieve the set objectives, the project was designed into major clusters where the FOOs are located employing two key activities that were implemented simultaneously per conduct:

1. **Operational Planning.** Senior officers and managers representing the identified FOOs attended the one-day operational planning session with the management team from the Head Office. It aimed to strengthen collaboration and knowledge sharing between and among the Head Office and the FOOs. Specifically, it increased awareness on the strategic direction of the ICT Office, helped FOOs understand their role in plan implementation, and translated the ICT Office's directions into programs and projects that would respond to the requirements at the local level.
2. **Recognition Program.** All of the retirees under the rationalization program were invited to attend the one-day recognition activity. It aimed to provide a venue for sharing knowledge and getting together with former and present co-workers. Specifically, it increased the awareness on financial wellness and present opportunities that are available for personal advancement even after government service. A recognition ceremony capped the day's event to celebrate milestones, acknowledge personal contributions, and re-establish networks.



### Major Outputs

1. Operational Plan of the Field Operations Office for 2014-2016 addressing the first three specific objectives of the project.
2. Conduct of the Recognition Program formal recognition accorded to them by their former office and the assistance extended to them on the business and livelihood opportunities that they can avail of.

### Project Impact

The DAP-CKM's acceptance to deliver the project was greatly appreciated by the client. First and foremost, the CKM had a string of successful project implementation partnerships with the client in prior years. The positive feedback from the target participants confirmed the status of DAP as a capable service provider in terms of consultancy and technical services. The impact of the project on the target recipients was significant coming from a group affected by the rationalization program. They proposed to the management to continue the program as they find it very good, simple but memorable. The very organized conduct and design that included a knowledge management segment through the sharing sessions with practitioners made it unique and inspiring.

### Lessons Learned

1. Role clarification at the start of a project is essential in project management
2. Constant communication with the client and within the project team abates problem implementation problems and leads to further improvement in project delivery
3. "Repeat orders" will only happen if the client's requirement was met and the client was satisfied with the intervention.
4. The client develops trust in the service provider if the provider adheres to the highest professional standards in providing service.

### V. Attachments

- Notice of Project Completion (DAP-WI-05 F2, REV.0)
- Summary of Course Evaluation and Resource Person (for Training Program)

Prepared by:

*Cristina L. Bobis*

**Cristina L. Bobis**

Project Manager

Noted/ Approved by:

*Trygve A. Bolante*

**Trygve A. Bolante**

Center Head

### 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