

Minutes of Meeting

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|-------------------------|--|------------------------|---------------------|
| Meeting Name: | DOCAS Documentation | | |
| Date of Meeting: | February 19, 2021 | Time: | 10:00 am - 12:00 pm |
| Meeting Purpose: | <ol style="list-style-type: none"> 1. Finalization of DOCAS UI Documentation 2. Presentation of SOW Version 1 of DOCAS | Meeting Leader: | Mr. Dexter Tindoc |

| A. Attendees (Add rows as necessary) | |
|---|------------|
| Name | Office |
| Antonio S. Bautista, Jr. | KISS-ISD |
| Elizabeth L. Arcinas | KISS-ISD |
| Klarisse C. Angeles | KISS-ISD |
| Mylene Bucoy | KISS-ISD |
| Mark Allan R. Francisco | KISS-ISD |
| Dexter Tindoc | HRDS - CDD |
| Liren de Guzman | HRDS - CDD |
| Claro M. Aquino | HRDS - CDD |
| Maria Cristinellie C. Garcia | HRDS - CDD |
| Carlo Alfonso A. Sarte | HRDS - CDD |
| Jenet Lady Fe S. Sobremisana | HRDS - CDD |
| Angelita Tolentino | HRDS - TDD |
| Carlo Fajardo | HRDS - TDD |
| Honey Pacio | HRDS - PD |
| Leo Prieto | HRDS - PD |

| B. Meeting Notes |
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| <p>Online meeting started at 10:00 am on February 19, 2021 through Zoom, presided by Mr. Dexter Tindoc of HRDS - CDD. Ms. Mylene Bucoy of KISS-ISD presented the consolidated revisions in the UI of the system by HRDS. It was followed by the presentation of DOCAS Scope of Work (SOW) Version 1 by Ms. Klarisse C. Angeles of KISS-ISD. It was agreed during the meeting that on February</p> |

23, 2021, the system will be presented to the directors of KISS and HRDS and that the copy of documents will be submitted to HRDS for checking and finalization. Below are the comments of HRDS CDD on DOCAS UI:

EMPLOYEE / SUPERVISOR

| PAGE | COMMENTS |
|------------------------------|---|
| Login | <ul style="list-style-type: none"> Remove Gray Circle around the DENR logo Rename title to Online Competency Assessment System |
| Dashboard | <ul style="list-style-type: none"> Add picture on the left side of the name employee on the self progress assessment Align center the Status and Action |
| Forms (Rating Tab) | <ul style="list-style-type: none"> Box of the icon to the Cluster Competencies must be clickable Rename Questions to Indicators |
| CA Ratings (List of Ratings) | <ul style="list-style-type: none"> Rename CA Rating to Competency Assessment Result Rename Calibrated Rating to Competency Assessment |

ADMINISTRATOR PAGE

| PAGE | COMMENTS |
|-----------|--|
| Dashboard | <ul style="list-style-type: none"> Rename Submission per Office to Submission per Service |

| C. Action Items | | | |
|---|--------------------|-------------------|---------|
| Activity | Responsible Office | Target Date | Remarks |
| 1. Submission of the Final DOCAS UI Documentation | KISS-ISD | February 23, 2021 | |
| 2. Submission of the DOCAS SOW Version 1 for checking of HRDS | KISS-ISD | February 23, 2021 | |
| 3. Presentation of DOCAS to Director, KISS | KISS-ISD | February 22, 2021 | |

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| 4. Presentation of DOCAS to Director, HRDS | KISS-ISD | February 23, 2021 | |
| 5. Submission of report templates to KISS-ISD | HRDS-CDD | February 23, 2021 | |

Prepared by:

KLARISSE C. ANGELES
CPIII, Information Systems Division

MYLENE BUCOY
CPII, Information Systems Division

Noted by:

ANTONIO S. BAUTISTA JR.
OIC Chief, Information Systems Division (ISD)