



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila

**OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)**  
Regional Office No. CAR

I, **EXEQUIEL RONIE A. GUZMAN**, of **DOLE-CAR**, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2016.

<b>RATING SCALE</b>	4 – Outstanding	- Meeting the success indicators
	3 – Very Satisfactory	- 90% to 99% of the success indicators
	2 – Satisfactory	- 80% to 89% of the success indicators
	1 – Unsatisfactory	- 79% or below the success indicators

MFO	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF- RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>CORE INDICATORS</b>							
<b>MFO 2: <i>Employment Facilitation and Capacity Building Services</i></b>							
	<ul style="list-style-type: none"> <li>9,445 youth-beneficiaries assisted (Regular funds)</li> </ul>	29,350,000.00	FOs/TSSD	8,424 youth beneficiaries assisted	2		
	<ul style="list-style-type: none"> <li>80% of SPES Education Vouchers (EVs) issued within three (3) days upon receipt by ROs of terminal report with all the complete documents necessary for payment</li> </ul>		TSSD	100% of SPES EVs issued within 3 days	4		
	<ul style="list-style-type: none"> <li>5% - 10% increase in number of SPES babies (using 2015 baseline)</li> </ul>		TSSD/FOs	12% increase in number of SPES babies	4		
	<ul style="list-style-type: none"> <li>100% of SPES babies in FY 2015 profiled and submitted to BLE by the end of December 2016</li> </ul>		TSSD/FOs	100% of SPES babies in FY 2015 profiled and submitted to BLE by the end of December 2016	4		
	<ul style="list-style-type: none"> <li>for ROs-NCR, 3, 6, 7 and 11: Oriented the LGUs of the conduct of SPES Impact Evaluation in coordination with BLE, ILS and Innovations for Poverty Action (IPA) from January to March 2016</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)</li> </ul>		TSSD/FOs	100% of 2,874 surveyed beneficiaries rated the services as	4		

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				<i>better</i>			
	<ul style="list-style-type: none"> <li>Utilized 100% of funds allocated for SPES</li> </ul>		IMSD/TSSD/FOs	<i>Utilized 92.98%</i>	3		
<b>Government Internship Program (GIP)</b>	<ul style="list-style-type: none"> <li><u>1,177</u> youth-beneficiaries assisted</li> </ul>	33,250,000.00	TSSD/FOs	<i>1,177 youth-beneficiaries assisted</i>			
	<ul style="list-style-type: none"> <li>70% of surveyed beneficiaries rated services as satisfactory or better</li> </ul>		TSSD/FOs	<i>100% of 247 surveyed beneficiaries rated the services as better</i>	4		
<b>JobStart</b>	for ROs-NCR, 3, 4A, 4B, 7, NIR, 10 and 11:						
	<ul style="list-style-type: none"> <li>(RO target) youth beneficiaries provided with JobStart services</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>Utilized 100% of budget allocation for JobStart</li> </ul>		Not Applicable				
<b>Public Employment Service (PES)</b>	<ul style="list-style-type: none"> <li><u>86,219</u> qualified jobseekers referred for placement</li> </ul>		TSSD/FOs	<i>126,067 qualified jobseekers referred for placement</i>	4		
	<ul style="list-style-type: none"> <li>2 capability-building trainings on employment facilitation services (e.g. CGEC, LMI, Referral and Placement) and/or related trainings conducted for PESO personnel</li> </ul>		TSSD/FOs	<i>Conducted 2 capacity building on LMI and GAD to 160 participants</i>	4		
	<ul style="list-style-type: none"> <li>o <u>154</u> participants trained</li> </ul>		TSSD/FOs	<i>160 participants trained</i>	4		
	<ul style="list-style-type: none"> <li>70% of surveyed jobseekers rated services provided as satisfactory or better</li> </ul>		TSSD/FOs	<i>100% of 9,065 surveyed jobseekers rated the service provided as better</i>	4		
<b>Labor Market Information</b>	<ul style="list-style-type: none"> <li><u>98,890</u> individuals reached</li> </ul>		TSSD/FOs	<i>121,784 individuals reached</i>	4		
	<ul style="list-style-type: none"> <li><u>592</u> institutions reached</li> </ul>		TSSD/FOs	<i>866 institutions reached</i>	4		
	<ul style="list-style-type: none"> <li>70% of surveyed individuals rated services as satisfactory or better</li> </ul>		TSSD/FOs	<i>100% of 394 beneficiaries rated the services as better</i>	4		
<b>PhilJobNet and Skills Registry System (SRS) in</b>	<ul style="list-style-type: none"> <li>(0) LGUs covered in 6th wave of NSRP implementation</li> </ul>		Not Applicable				

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
coordination with PESO	<ul style="list-style-type: none"> <li>Regional validation exercise at the PESO level conducted</li> </ul>		TSSD				
Career Guidance Advocacy Program (CGAP)	<ul style="list-style-type: none"> <li>Capacity-building activities conducted covering at least 50% (122) of the total number of 2015 membership of Networks of Career Guidance Advocates of the Philippines (NCGAPs) in the region</li> </ul>	114,383.81	TSSD/FOs	160 or 52% of the total number of NCGAP members capacitated on August 4-5, 2016.	4		
	<ul style="list-style-type: none"> <li>Career Guidance and Employment Coaching (CGEC) Activities conducted in at least 10% (31) of the total number of public education and training institutions (public high schools, TESDA Training Institutions and State Universities and Colleges) in the region</li> </ul>		TSSD/FOs	56 schools or 16% of the total number of schools covered	4		
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	<ul style="list-style-type: none"> <li>DILP: 5,601 beneficiaries provided with livelihood assistance</li> </ul>	56,006,500.00	TSSD/FOs	9,023 beneficiaries provided with livelihood assistance	4		
	<ul style="list-style-type: none"> <li>Training on Business and Work Improvement conducted for the officers and/or members of demonstrations projects enrolled under the DOLE Sustainable Livelihood Framework</li> </ul>		TSSD/FOs	Conducted BWIC to 21 groups enrolled under the DOLE SLF	4		
	<ul style="list-style-type: none"> <li>15% of beneficiaries provided with livelihood formation assistance with continued employment and income after 6 months of availment*</li> </ul>		TSSD/FOs	21% (517) of beneficiaries provided with livelihood (2,465) formation assistance with continued employment and income after 6 months of availment	4		
	<ul style="list-style-type: none"> <li>70% of surveyed beneficiaries rated the services as satisfactory or better *</li> </ul>		TSSD/FOs	100% of the 659 surveyed association rated the services as satisfactory or better	4		
	<ul style="list-style-type: none"> <li>Utilized 100% of funds allocated for DILEEP (DILP)</li> </ul>			TSSD/FOs/IMSD	Utilized 99.76%	4	
DOLE Adjustment Measures Program (DOLE-AMP) K-to-12 Program – BLE	<ul style="list-style-type: none"> <li>100% of affected workers who sought assistance provided services within 10 working days</li> </ul>		TSSD/FOs	100% of 3 workers who sought assistance provided services within 10 working days	4		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> <li>○ (RO target) beneficiaries assisted: (actual accomplishment)</li> </ul>			3 beneficiaries assisted	4		
<b>Productivity Toolbox for MSMEs in KEGs</b>	<ul style="list-style-type: none"> <li>▪ <u>750</u> MSMEs per RBs assisted</li> </ul>		RTWPB	481 MSMEs assisted	4		
	<ul style="list-style-type: none"> <li>○ <u>480</u> MSMEs provided with orientation(s)</li> </ul>		RTWPB	541 MSMEs oriented	4		
	<ul style="list-style-type: none"> <li>○ <u>220</u> MSMEs provided with training services</li> </ul>		RTWPB	258 MSMEs trained	4		
	<ul style="list-style-type: none"> <li>○ <u>50</u> MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme</li> </ul>		RTWPB	52 MSMEs provided technical assistance in formulation of performance-based incentives scheme	4		
	<ul style="list-style-type: none"> <li>▪ 100% of participants who rated training services as satisfactory or better</li> </ul>		RTWPB	100% of 751 participants rated the services as better	4		
<b>Two Tiered Wage System</b>	<ul style="list-style-type: none"> <li>▪ Tier 1: Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary</li> </ul>		RTWPB	Not applicable			
	<ul style="list-style-type: none"> <li>▪ Tier 2:</li> </ul>						
	<ul style="list-style-type: none"> <li>○ Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary</li> </ul>		RTWPB	Not applicable			
	<ul style="list-style-type: none"> <li>○ <u>5</u> MSMEs with productivity / performance-based incentives scheme documented</li> </ul>		RTWPB	12 MSMEs with productivity/performance based incentives scheme documented	4		
	<ul style="list-style-type: none"> <li>○ <u>5</u> MSMEs with productivity / performance-based incentives scheme awarded</li> </ul>		RTWPB	7 MSMEs with productivity/performance based incentives scheme awarded			
<b>MFO 3: Labor Force Welfare Services</b>							
<b>Tripartism</b>	<ul style="list-style-type: none"> <li>▪ <u>1</u> Regional/Provincial/Municipal or City TIPC and ITCs in Key Employment Generators (KEGs) strengthened thru: <ol style="list-style-type: none"> <li>1. Inclusivity of membership</li> <li>2. Increase in membership</li> <li>3. Output driven such as adoption of Resolution / Position</li> </ol> </li> </ul>	421,000.00	TSSD/FOs	1 Regional TIPC (Academe) strengthened and capacitated to become partners in labor			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<p>Papers</p> <p>4. ITCs capacitated to become partners in labor education, dispute prevention, among others</p> <p><b>NOTE: Please indicate the name of the TIPC/ITC and the activity/ies conducted</b></p>			education and DOLE K-12 AMP			
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed members of the industry to which the RTIPC regulars are connected who rated the services as satisfactory or better</li> </ul>		TSSD/FOs	100% of surveyed members rated the services as satisfactory or better			
<b>Industry Self-Regulation through Voluntary Codes of Good Practices</b>	<ul style="list-style-type: none"> <li>▪ <u>1</u> VCGPs in ITCs in KEGs enhanced:               <ol style="list-style-type: none"> <li>1. Aligned with the criteria on standard VCGPs</li> <li>2. 100% of VCGP Action Plans implemented</li> </ol> </li> </ul> <p><b>NOTE: Please indicate the industry/VCGP</b></p>		TSSD/FOs	5 VCGPs enhanced -Manufacturing -Security -Hotel and Restaurant -Agribusiness -Wholesale & Retail	<b>4</b>		
<b>Workers Organization and Development (WODP) Program</b>	<ul style="list-style-type: none"> <li>▪ <u>6</u> training grants provided to unions and workers' organizations</li> </ul>		TSSD/FOs	6 training grants provided to unions and workers' organizations			
	<ul style="list-style-type: none"> <li>○ <u>175</u> number of union members / workers' association members trained</li> </ul>		TSSD/FOs	232 number of workers' association trained			
	<ul style="list-style-type: none"> <li>▪ <u>1</u> individuals provided with scholarship grants</li> </ul>		TSSD/FOs	2 individuals provided with scholarship grants			
	<ul style="list-style-type: none"> <li>▪ <u>1</u> ongoing scholarships funded</li> </ul>		TSSD/FOs	<u>2</u> ongoing scholarships funded			
	<ul style="list-style-type: none"> <li>▪ 100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements</li> </ul>		TSSD/FOs	100% (2) of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements			
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>		TSSD/FOs	100% (2) of surveyed beneficiaries rated the services as satisfactory or better			
<b>Labor and Employment</b>	<ul style="list-style-type: none"> <li>▪ <u>85</u> seminars conducted covering 10% of target</li> </ul>		TSSD/FOs	75 seminars conducted	<b>4</b>		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Education Services</b>	establishments to be covered by LLCS in 2016 benefitting <b>2,019</b> workers, employers representatives and students (note: absolute figures should be provided)			benefitting 7,238 workers			
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed beneficiaries rated the seminars conducted as satisfactory or better</li> </ul>		TSSD/FOs	100% of 2,895 surveyed beneficiaries rated the services as satisfactory	4		
<b>Child Labor Prevention and Elimination Program (CLPEP)</b>	<ul style="list-style-type: none"> <li>▪ 6 Low-Hanging (LH) barangays certified as Child Labor-Free</li> </ul>		TSSD/FOs	6 Low-Hanging barangay certified as Child Labor Free Barangay	4		
	<ul style="list-style-type: none"> <li>▪ <u>6</u> Continuing barangays upgraded to low-hanging (C-LH) barangays</li> </ul>		TSSD/FOs	6 Continuing barangays upgraded to low-hanging (C-LH) barangays	4		
	<ul style="list-style-type: none"> <li>▪ <u>12</u> New-Frontiers barangays upgraded to Continuing (NF-C) barangays</li> </ul>		TSSD/FOs	12 New-Frontiers barangays upgraded to Continuing (NF-C) barangays	4		
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>		TSSD/FOs	86% of 400 surveyed beneficiaries rated the service as satisfactory or better	4		
<b>Social Amelioration Program (SAP) (in regions where applicable)</b>	<ul style="list-style-type: none"> <li>▪ SAP Lien Collection and Remittance Monitoring</li> </ul>						
	<ul style="list-style-type: none"> <li>○ 100% of SAP lien due monitored as collected and remitted (current crop year)</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>▪ CBF Distribution Monitoring</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 50% of current crop year monitored as distributed</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 80% of the previous crop year monitored as distributed</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 95% of the prior crop years monitored as distributed</li> </ul>		Not Applicable				

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> <li>▪ Maternity Benefit Program Monitoring</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 100% of claims filed with complete documents processed within 10 working days from receipt of documents</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 100% of processed and approved claims ready for payment within 5 working days after processing</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>▪ Death Benefit Program Monitoring</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 100% of claims filed with complete documents processed within 10 working days from receipt of documents</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>○ 100% of processed and approved claims ready for payment within 5 working days after processing</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>		Not Applicable				
<b>Family Welfare Program</b>	<ul style="list-style-type: none"> <li>▪ <b>42</b> establishments reached through DOLE initiated FWP-related services/activities</li> </ul>	398,000.00	TSSD/FOs	65 establishments reached	4		
	<ul style="list-style-type: none"> <li>○ <b>(4200)</b> workers served, including those initiated by LLCOs</li> </ul>		TSSD/FOs	18,482 workers served	4		
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>		TSSD/FOs	100% of 600 surveyed beneficiaries rated the services as better	4		
<b>DILEEP (TUPAD)</b>	<ul style="list-style-type: none"> <li>▪ <b>1,977</b> beneficiaries* assisted</li> </ul>	4,530,000.00	TSSD/FOs	4,603 beneficiaries assisted	4		
<b>DOLE Adjustment Measures Program (DOLE-AMP) – BWSC</b>	<ul style="list-style-type: none"> <li>▪ <b>100%</b> of affected workers who sought assistance provided services within 10 working days</li> </ul>	187,000.00	TSSD/FOs	<b>100%</b> of affected workers who sought assistance provided services within 10 working days	4		
	<ul style="list-style-type: none"> <li>○ <b>(RO target)</b> beneficiaries assisted: (actual accomplishment)</li> </ul>			30 beneficiaries assisted	4		
	<ul style="list-style-type: none"> <li>▪ 70% of surveyed beneficiaries rated the services as satisfactory or better</li> </ul>			100% of 30 surveyed beneficiaries rated the service as better	4		

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NRCO Reintegration Services	<b>Balik Pinay! Balik Hanapbuhay! &amp; 10K Livelihood Assistance (LDAP)</b>						
	▪ 113 workers served (OFW returnees) with livelihood (formation) assistance by the end of December 2016	1,153,600.00	NRCO	113 workers served	4		
	▪ At least 10% of the beneficiaries provided with livelihood formation assistance sustained operation after six months of availment by end of 2016		NRCO	10%	4		
	▪ 70% of surveyed beneficiaries rated the services provided as satisfactory or better		NRCO	75%	4		
	▪ Utilized 100% of budget allocation for BPBH and LDAP		NRCO	98.85% Utilization	3		
	<b>Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)</b>						
	▪ 112 workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2016	56,000.00	NRCO	188 workers provided with FAS and SBMT			
	▪ 70% of surveyed beneficiaries rated the services provided as satisfactory or better		NRCO	90% or 169 of surveyed beneficiaries rated the services as better	4		
	<b>Byaheng Agri-preneur</b>						
	▪ Conduct learning journey with at least 30 OFW returnees and/ or families as participants in each region by end of December 2016.	56,250.00	NRCO	Conducted learning journey with 40 OFWs as participants	4		
	<b>Sa Pinas, Ikaw ang Ma'am/Sir</b>						
	▪ 100% of application forms preliminarily screened and endorsed to NRCO Central Office within 7 days upon receipt of complete documents.	85,000.00	NRCO	100% of applications preliminary screened and endorsed to NRCO within 7 days	4		
	<b>Reintegration Network Strengthening</b>						
▪ Published and distributed at least four (4) Quarterly issues of Regional Reintegration Information Bulletin, with the inclusion of a finalized and firmed up directory of the Reintegration Network and the services they provide for	100,000.00	NRCO	4 info bulletin issued/published and directory finalized	4			



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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
	returning OFWs and their families							
<b>MFO 4: Employment Regulation Services</b>								
<b>Labor Laws Compliance System</b>	<ul style="list-style-type: none"> <li>▪ <b>2,019</b> establishments including registered Contractors/Subcontractor assessed by LLCS as reflected in the LLCS-MIS by end of December 2016</li> </ul>	7,060,000.00	TSSD/FOs	2,181 establishments covered	4			
	<ul style="list-style-type: none"> <li>▪ 100% of establishments with deficiencies provided assistance</li> </ul>		TSSD/FOs	100% of establishments with deficiencies provided assistance	4			
	<ul style="list-style-type: none"> <li>▪ 100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment</li> </ul>		TSSD/FOs	100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment	4			
	<ul style="list-style-type: none"> <li>▪ 100% of (GLS:664;OSHS:207) 2015-assessed establishments with deficiencies with status report submitted by end of June 2016</li> </ul>		TSSD	Status report submitted to BWC on June 30, 2016				
	<ul style="list-style-type: none"> <li>▪ OSH Investigation</li> </ul>							
	<ul style="list-style-type: none"> <li>○ 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view</li> </ul>		TSSD/FOs	Not applicable				
	<ul style="list-style-type: none"> <li>○ Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists</li> </ul>		TSSD/FOs	Not applicable				
	<ul style="list-style-type: none"> <li>▪ Utilized 100% of budget allocation for LLCS</li> </ul>		TSSD/FOs/IMSD					
<b>Dispute Resolution</b>	<ul style="list-style-type: none"> <li>▪ Single Entry Approach (SEnA)</li> </ul>							
	<ul style="list-style-type: none"> <li>○ 77% of the total request handled settled within 30 days from date of filing</li> </ul>		TSSD/FOs	93% of the total request handled settled	4			
	<ul style="list-style-type: none"> <li>○ 100% of the total request handled disposed within 30 days</li> </ul>		TSSD/FOs	100% of the total request handled disposed within 30 days	4			
	<ul style="list-style-type: none"> <li>○ 70% of surveyed clients rated services as satisfactory or better</li> </ul>		TSSD/FOs	100% of surveyed clients rated the service as satisfactory	4			

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	<ul style="list-style-type: none"> <li>▪ SpeED Cases: Labor Standards and Arbitration Cases</li> </ul>		TSSD/FOs				
	<ul style="list-style-type: none"> <li>○ 100% of handled med-arbitration cases disposed within the prescribed period pursuant to D.O. 40-03</li> </ul>		TSSD/FOs	100% or 1 out of 1 case filed disposed	4		
	<ul style="list-style-type: none"> <li>○ 100% of Labor Standards cases handled disposed within 50 days reckoned from the date of the 1<sup>st</sup> Mandatory Conference</li> </ul>		TSSD/FOs	63% of Labor Standard cases handled disposed within 50 days	3		
<b>Efficient Service Delivery/Other Employment Regulation Services</b>	<ul style="list-style-type: none"> <li>▪ <b>100%</b> of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:</li> </ul>						
	<ul style="list-style-type: none"> <li>○ Alien Employment Permit (AEP) – within 3 working days upon filing of application for new AEP and within 24 hours for renewal</li> </ul>		TSSD/IMSD/FOs	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>○ Private Employment Agency's (PEA) license – within 10 days upon filing of application</li> </ul>		TSSD/IMSD/FOs	Not applicable			
	<ul style="list-style-type: none"> <li>○ Job Fair Clearance / Permit – within 5 working days upon filing of application</li> </ul>		TSSD/IMSD/FOs	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>○ Authority to Recruit – within 2 days upon filing of application</li> </ul>		TSSD/IMSD/FOs	Not applicable			
	<ul style="list-style-type: none"> <li>○ Cleared mechanical and electrical plans and application issued within 5 working days upon receipt of complete documents</li> </ul>		TSSD/FOs	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>• Permit to operate issued within 3 days upon receipt of proof of payment of fees</li> </ul>		TSSD/FOs	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>• Certificate of electrical inspection issued within 3 days upon receipt of proof of payment of fees</li> </ul>		TSSD/FOs	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>○ Construction Safety and Health Program</li> </ul>						
	<ul style="list-style-type: none"> <li>• Notice of Approval of CSHP Application issued within 5 working days upon receipt of complete documents</li> </ul>		TSSD/FOs	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>○ Safety Practitioner's Accreditation</li> </ul>						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> <li>100% of applications processed within 15 working days upon receipt of complete documents and issued certificate of accreditation upon payment of accreditation fee for approved applications</li> </ul>		TSSD	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>DO-18-A</li> </ul>						
	<ul style="list-style-type: none"> <li>Certificate of registration or letter of denial issued within 3 working days upon receipt of complete documents and payment of fee for approved applications</li> </ul>		TSSD	100% of applications processed within the prescribed cycle time	4		
	<ul style="list-style-type: none"> <li>Working Child Permit</li> <li>Processed within eight (8) hours upon receipt of payment</li> </ul>		TSSD/FOS	100% of applications processed within the prescribed cycle time	4		
<b>NON-CORE INDICATORS</b>							
<b>SUPPORT TO OPERATIONS</b>							
<b>Support to Policy Development</b>	<ul style="list-style-type: none"> <li>Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month</li> </ul>		TSSD	Monthly reports submitted	4		
	<ul style="list-style-type: none"> <li>Submitted to BLE the Quarterly Monitoring Reports on NSRP within a week after the reference quarter</li> </ul>		TSSD	Quarterly reports submitted within a week after the reference quarter	4		
	<ul style="list-style-type: none"> <li>Submitted to BLE of regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e., "regional validation exercise") by 14 September 2016</li> </ul>		TSSD	Report submitted on September 6, 2016	4		
	<ul style="list-style-type: none"> <li>Submitted to NRCO the livelihood accomplishment every 5<sup>th</sup> day following the reference month</li> </ul>		NRCO	Reports submitted	4		
<b>Monitoring of Programs with funds for Bottom-Up Budgeting (BuB)</b>	<ul style="list-style-type: none"> <li>Submitted to the BLE and PS the quarterly accomplishments on SPES beneficiaries under BuB</li> </ul>		Not Applicable				
	<ul style="list-style-type: none"> <li>Submitted to the BWSC and PS the quarterly accomplishments on DILP beneficiaries under BuB</li> </ul>		Not Applicable				
<b>Monitoring of Programs: DILP</b>	<ul style="list-style-type: none"> <li>Submission of inventory of formation/ enhancement/ restoration projects/beneficiaries with complete Project Profile and Quarterly Progress Report</li> </ul>		TSSD	Reports submitted on time	4		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Communication Program</b>	<ul style="list-style-type: none"> <li>Submitted a copy of approved Communication Program to IPS for January to December 2016 by 31 March 2016</li> </ul>		LCO	Approved communication program submitted on March 3, 2016	4		
	<ul style="list-style-type: none"> <li>Submitted to IPS at least three (3) good news at the end of the month</li> </ul>			Submitted to IPS at least three (3) good news at the end of the month	4		
	<ul style="list-style-type: none"> <li>Developed/ disseminated at least four (4) press releases every month - one (1) for national media and three (3) for regional media</li> </ul>			4 press releases developed every month	4		
	<ul style="list-style-type: none"> <li>Attended to 100% of requests for TV appearance/radio guesting</li> </ul>			100% of requests for TV appearance/radio guestings attended	4		
	<ul style="list-style-type: none"> <li>Conducted press briefings at least once a month</li> </ul>			Conducted press briefings at least once a month	4		
	<ul style="list-style-type: none"> <li>At least 2 AVPs on success stories of programs submitted to the IPS/Program Manager not later than May 31, 2016 for the 1st semester and October 31, 2016 for the 2nd semester</li> </ul>			2 AVP on success story submitted to LCO	4		
<b>Statistical Performance Reporting System</b>	<ul style="list-style-type: none"> <li>Validated the monthly performance report of Field Offices not later than the 7<sup>th</sup> day following the reference month</li> </ul>		TSSD	Validated the monthly performance report of Field Offices not later than the 7 <sup>th</sup> day following the reference month	4		
<b>Gender and Development (GAD)</b>	<ul style="list-style-type: none"> <li>Utilized at least 5% of total budget for GAD activities</li> </ul>		TSSD/IMSD				
	<ul style="list-style-type: none"> <li>Submitted to BWSC the 2018 GAD Plan and Budget (GPB) by end of December 2016</li> </ul>			Submitted to BWSC the 2018 GAD Plan and Budget (GPB) on Oct. 18, 2016	4		
	<ul style="list-style-type: none"> <li>Submitted to PS Agency's GAD 1st Semester 2016 Accomplishment Report on or before 10 July 2016</li> </ul>			Submitted to PS Agency's GAD 1st Semester 2016 Accomplishment Report on May 2016	4		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> <li>Submitted to PS the 2016 GAD Annual Report not later than 5 January 2017</li> </ul>			Submitted to PS the 2016 GAD Annual Report on January 5, 2017	4		
<b>Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) standards or continuing ISO certification of Process/es and system/s</b>	<p>Sustained and/or expanded ISO Certification and submitted reports to FMS not later than the 15<sup>th</sup> day of the month after the reference quarter on the following:</p> <p>On Sustaining ISO Certification:</p> <ul style="list-style-type: none"> <li>Complied 100% with the internal and external/ surveillance audits findings and recommendations based on set timelines</li> </ul> <p>On Expanding ISO Certification:</p> <ul style="list-style-type: none"> <li>Enrolled/documented additional work processes; or</li> <li>Included additional units/field offices/branches in the coverage of QMS</li> </ul>			100% of internal and external audit findings/recommendations complied on time	4		
<b>Citizens Charter/Anti-Red Tape Act (ARTA) Implementation</b>	<ul style="list-style-type: none"> <li>Achieved at least 70% of client satisfaction rating of Very Satisfactory on Quality of Services and Quality of Facilities</li> </ul>		IMSD	Achieved 100% client satisfaction rate	4		
	<ul style="list-style-type: none"> <li>Acted upon 100% of client satisfaction feedback / complaints / recommendations within 3 working days upon receipt</li> </ul>			100% of client satisfaction acted upon	4		
<b>GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)</b>							
<b>Integrity Development Program</b>	<ul style="list-style-type: none"> <li>Submitted to the LS not earlier than the 1st day or later than the 5th day of the month after the end of the reference quarter, completely and correctly filled-up prescribed forms on the latest status of complaints and cases (administrative, civil and criminal), against the officials and employees of the office filed or pending before the DOLE offices, regular courts and other quasi-judicial bodies</li> </ul>		IMSD	Reports submitted	4		
	<ul style="list-style-type: none"> <li>Submitted 100% of SALN to HRDS not later than 15 April 2016</li> </ul>			Report submitted	4		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<b>Strategic Performance Management System</b>	<ul style="list-style-type: none"> <li>Submitted to PS the 2016 OPCR within 10 days from receipt of the approved 2016 Core (for ROs) and Non-Core (all agencies) indicators for endorsement to the Secretary thru the Cluster Head</li> </ul>		TSSD	2016 OPCR submitted within 10 days from receipt of the approved 2016 Core indicators	4		
	<ul style="list-style-type: none"> <li>Submitted to PS the 1<sup>st</sup> semester 2016 Reformulated OPCR accomplishments with self-ratings not later than 10 December 2016</li> </ul>		TSSD	1 <sup>st</sup> semester 2016 Reformulated OPCR accomplishments with self-ratings submitted on December 10, 2016	4		
	<ul style="list-style-type: none"> <li>Submitted to PS the 2<sup>nd</sup> semester 2016 Reformulated OPCR accomplishments with self-ratings not later than 05 January 2017</li> </ul>		TSSD	1 <sup>st</sup> semester 2016 Reformulated OPCR accomplishments with self-ratings submitted on January 06, 2017	4		*We have to wait reports from the accounting unit
	<ul style="list-style-type: none"> <li>Submitted to PS the 2016 quarterly OPCR accomplishments with cumulative data within 10 days after the reference quarter</li> </ul>		TSSD	Quarterly reports submitted	4		
	<ul style="list-style-type: none"> <li>Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)</li> </ul>		IMSD	Submitted on July 29, 2016	4		
<b>Financial Management</b>	<b><u>Funds Utilization</u></b>						
	Budget Utilization Rate (BUR) <ul style="list-style-type: none"> <li>Utilized the allotted funds to wit:               <ul style="list-style-type: none"> <li>1<sup>st</sup> quarter: 20%</li> <li>2<sup>nd</sup> quarter: 30%</li> <li>3<sup>rd</sup> quarter: 25%</li> <li>4<sup>th</sup> quarter: 25%</li> </ul> </li> <li>*<i>Obligation Rate = <math>\frac{Obligation}{Allotment}</math></i></li> </ul>		IMSD	95.29% utilization rate  *tentative	3		
	<b><u>Funds Accountability</u></b>						
	<ul style="list-style-type: none"> <li>Submitted the monthly Statement of Appropriations, Allotment, Obligations, and Balances (SAAOB) report to FMS using the FAR no. 1 template not later than the 10th day after the reference month</li> </ul>		IMSD	Monthly reports submitted within the deadline	4		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
	<ul style="list-style-type: none"> <li>▪ Submitted the following Budget Preparation (BP) forms to FMS 5th day prior to the schedule of submission to DBM:</li> </ul>		IMSD					
	1. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects		IMSD	Submitted on February 12, 2106				
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities		IMSD					
	3. BP Form 100 – Statement of Revenues		IMSD					
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund (if applicable)		IMSD					
	5. BP Form 100-B – Statement of Other Receipts / Expenditures (if applicable)		IMSD					
	6. BP Form 100-C – Statement of Donations and Grants (if applicable)		IMSD					
	7. BP Form 200 – Comparison of Appropriations and Obligations		IMSD					
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects		IMSD					
	9. BP Form 201 A – Obligations for Personnel Services		IMSD					
	10. BP Form 201 A-1 – Multi-year requirements for FY 2017 Tier 2 Proposals – Obligations for PS		IMSD					
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)		IMSD					
	12. BP Form 201 B-1 – Multi-year requirements for FY 2017 Tier 2 Proposals – Obligations for MOOE		IMSD					
	13. BP Form 201 C – Obligations for Financial Expenses (FINEX)		IMSD					
	14. BP Form 201 C-1 – Multi-year requirements for FY 2017 Tier 2 Proposals – Obligations for FINEX		IMSD					
	15. BP Form 201 D – Obligations for Capital Outlay (CO)		IMSD		Submitted on February 12, 2106			
	16. BP Form 201 D-1 – Multi-year requirements for FY 2017 Tier 2 Proposals – Obligations for CO		IMSD					
	17. BP Form 201-E – Program Expenditure Plan		IMSD					
	18. BP Form 201-F – Climate Change Expenditure		IMSD					


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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	19. BP Form 202 – Profile and Requirements of Locally-Funded Projects		IMSD				
	20. BP Form 300 – Proposed Special Provisions (if applicable)		IMSD				
<b>Financial Accountability of Selected Accounts</b>	<ul style="list-style-type: none"> <li>▪ Submitted quarterly report on the status of the following accounts to IAS not later than the 5<sup>th</sup> day of the month following the reference quarter through the Internal Audit Service Information System (IASIS):               <ol style="list-style-type: none"> <li>1. Due from LGUs</li> <li>2. Due from NGOs/POs</li> <li>3. Due from NGAs</li> <li>4. Due from GOCCs</li> </ol> </li> </ul>		IMSD	Quarterly reports submitted on time	4		
	<ul style="list-style-type: none"> <li>▪ Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS every 5<sup>th</sup> day of the month following the reference quarter through the Internal Audit System Information System (IASIS):               <ol style="list-style-type: none"> <li>1. Due from Officers and Employees</li> <li>2. Advances to Officers and Employees</li> <li>3. Advances for Operating Expenses (if applicable)</li> <li>4. Advances to Special Disbursing Officers (if applicable)</li> <li>5. Advances for Payroll</li> </ol> </li> </ul>		IMSD	Reports submitted	4		
	<ul style="list-style-type: none"> <li>▪ Submitted quarterly Report of Collections/ Settlement of Loan Receivables (Account 126) by at least 50% to IAS including the requests for write-off with complete documentation submitted to IAS every 5<sup>th</sup> day of the month following the reference quarter through the Internal Audit System Information System (IASIS)</li> </ul>		IMSD	Reports submitted	4		
<b>Compliance to COA Observations</b>	<ul style="list-style-type: none"> <li>▪ Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 5<sup>th</sup> day of the month following the reference quarter (March, June, September and December) through the Internal Audit Service Information System (IASIS)</li> </ul>		IMSD	Reports submitted	4		
	<ul style="list-style-type: none"> <li>▪ Submitted quarterly reports to IAS every 5<sup>th</sup> day of the month following the reference quarter through the Internal Audit Service Information System (IASIS)               <ol style="list-style-type: none"> <li>1. 100% Settlement of Suspensions within the prescribed period (within 90 days)</li> <li>2. Appeal on Notices of Disallowance submitted to COA</li> </ol> </li> </ul>		IMSD	Reports submitted	4		



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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	within the prescribed period (within 6 months)						
<b>HRD Interventions</b>	<b><u>Recruitment and Selection</u></b>						
	▪ Submitted to HRDS recommendations of 50% of vacant positions as of 31 August 2016 by end of November 2016 (Supervising LEO and above)		IMSD	Report submitted on November 29, 2016	4		
	▪ Submitted to HRDS report on filling-up of vacancies for January to November 2016 on 09 December 2016 with Certification on validation/invalidation of appointments by CSC		IMSD	Report submitted on December 5, 2016	4		
	▪ Achieved/Maintained Level 2 accreditation of the four systems under the CSC PRIME HRM		IMSD	For audit of CSC			
	<b><u>Capacity Building of Staff</u></b>						
	▪ Submitted to HRDS 2016 competency assessment report not later than 4th week of November (form to be provided by HRDS)		IMSD	Not applicable			
	▪ Trained/provided training opportunities to 80% of staff by end of the year and submitted report to HRDS on the trainings (grouped into: prescribed and optional trainings) attended by staff within 7th day of the month after the reference semester		IMSD	Report submitted	4		
	▪ Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries end of May and November 2016		IMSD	Report submitted on May 20, 2016	4		
<b>Green Our DOLE Program (GODP)</b>	▪ 100% accomplishment of GODP Plan 2016 containing activities that contribute to cost efficiency		IMSD	Report submitted	4		
<b>Transparency Seal Compliance</b>	▪ 100% compliance with Transparency Seal requirements in accordance with 2016 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority::		IMSD/TSSDF	100% compliance	4		
	<b><u>General Appropriations Act 2016</u></b>						
	1. Agency's mandates and functions, names of its officials with their position and designation, and contact information		IMSD	Posted			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	2. Approved budgets and corresponding targets immediately upon approval of 2016 GAA		IMSD	Posted			
	3. Realignment made pursuant to the general and special provisions in GAA 2016		IMSD	Posted			
	4. Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant		IMSD	Posted			
	5. Major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011 and their target beneficiaries		IMSD/TSSD	Posted			
	6. Status of implementation, evaluation and/or assessment reports of said programs or projects		IMSD/TSSD	Posted			
	7. Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014		IMSD	Posted			
	8. Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the legal basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year		IMSD	Posted			
<b><u>IATF MC 2015-1 dated 12 August 2015</u></b>							
	9. System of Ranking Delivery Units and Individuals			Posted			
	10. Quality Management System Certified by international certifying body or Agency Operations Manual			Posted			
<b>Additional Transparency Seal Requirements</b>							
	11. Statuses of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: a. Pending Cases b. Released Decision c. Cases with Entry Judgment		TSSD	Posted			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	12. Net Worth of Officials, as required under CSC Republic Act No. 6713		IMSD	Posted			
	13. COA Annual Audit Report		IMSD	Posted			
<b>Property, Plant and Equipment Monitoring</b>	<ul style="list-style-type: none"> <li>Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2015 in soft copy (MS Excel spreadsheet file) to <a href="mailto:procure100@gmail.com">procure100@gmail.com</a> after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than last working day of February 2016</li> </ul>		IMSD	Report submitted during the first semester	4		
<b>Total Overall Rating:</b>					421		
<b>Final Average Rating:</b>					421/107 =3.93		
<b>Adjectival Rating:</b>							

Submitted by:	Date	Endorsed by:	Date	Validated by:	Date	Recommended by:	Date
 <b>EXEQUIEL RONIE A. GUZMAN</b>		<b>UNDERSECRETARY CIRIACO A. LAGUNZAD III</b>				<b>UNDERSECRETARY CIRIACO A. LAGUNZAD III</b>	
Regional Director		Chairperson-DOLE PMT		DOLE Validation Team		Cluster Head	

Approved by:

<b>COMMENTS/OBSERVATIONS:</b>	
<hr/> <b>SILVESTRE H. BELLO III</b> <b>Secretary</b>	<hr/> <b>Date</b>