



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

FORM A

ANNUAL AGENCY EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN
 January to December 2016

Agency Name: DOLE-CAR
 Reporting Period: 2016

EIDP COMPONENT	Annual Verifiable Target/milestones	Responsible Person/Unit/ Division	Timeline	Funding Source	Budgetary Requirements
A. PROMOTING TRANSPARENCY					
1. Submission and or Posting in the DOLE Website of the following:					
a. Prompt submission of the Statement of Assets and Liabilities and Net worth of all staff.	2015 SALN of 3 rd level officials and Division Chiefs submitted to HRDS for posting	IMSD	Until April 15, 2016		
b. Update and submit status report of Labor Standard cases to BWC and LS	Complete monthly reports submitted to BWC through e-mail	TSSD	Monthly		
c. DOLE Citizen's Charter	DOLE-CAR Citizen's Charter Updated at the Regional and Field Offices.	TSSD/IMSD	As the need arises		
d. Management Actions on COA Audit Observation	Management actions on COA Audit Observation updated every quarter and data posted at the DOLE Regional website under the Transparency Seal	IMSD/TSSD	Quarterly or upon receipt of COA AOM		
e. Transparency Seal per general provisions of the General Appropriations Act (Section 93)	Data posted in the Transparency Seal portion is being updated immediately upon provision of data/reports by concerned division/personnel	TSSD	End of month, quarter and yearend		
e. 1. Agency's mandates and functions, names of its officials with their position and designation, and contact information;					
e. 2. Annual reports, as required under National Budget Circular Nos. 507 and 507-A dated 31					


<p>January 2007, respectively for the last three(3) years;</p> <p>e. 3. Their respective approved budgets and corresponding targets immediate upon approval of this Act;</p> <p>e. 4. Major programs and projects categorized in accordance with the five(5) key result areas under EO No. 43, s. 2011</p> <p>e. 5. The program/project beneficiaries as identified in the applicable special provisions;</p> <p>e. 6. Status of implementation and program/project evaluation and/or assessment reports;</p> <p>e.7. Annual procurement plan, contracts awarded and the name of contractor/suppliers/consultants</p>					
<p>2. Continuous implementation of the Zero and Performance-Based Budgeting System</p>	<p>Approved Budget(Physical and Financial Plan – against OPIF implemented)</p> <p>Civil Society Organization Consultation Workshop conducted</p>	IMSD			
B. STRENGTHENING ACCOUNTABILITY					
<p>1. Strengthening of Systems Integrity to eliminate opportunities for corruption</p>					
<p>1.1 Improvements of existing manuals of operations and putting in place procedures to ensure uniformity of implementation and avoid personal discretions of implementing personnel</p>	<p>Procedures and Operations Manual for frontline services and support/ administrative processes are in place and implemented.</p>	TSSD/IMSD	Continuing		
<p>1.2 Conduct of Semi-annual Internal Quality Audit for both operation and management processes</p>	<p>IQA conducted semi-annually, results tackled during conduct of Management Review</p>	TSSD/IMSD/ IQAs	March & Sept.		
<p>1.3 Strict implementation of rules and regulations on the liquidation of cash advance</p>	<p>Cash advances fully liquidated/settled within the corresponding rate per selected account and within the prescribed period.</p>	IMSD, accountant and FOs	continuing		
<p>2. Sustaining a culture of excellence and integrity among DOLE Officials and employees</p>	<p>No negative feedback from clients; quarterly report on Admin Cases filed against DOLE CAR employees prepared</p>	Report submitted to HRDS and LS	5 th of the mo. ff the quarter		

	and submitted. No administrative cases against employees filed				
2.1	Holding of moral and character development related activities for officials and employees (values formation seminars, annual retreat, outreach activities, etc)	Conduct or implementation of any character development related activities for officials and employees	TSSD/IMSD	4th quarter	
2.2	Strict adherence with the DOLE Code of conduct including the no-contact and no-gift/solicitation policy	Implemented by all DOLE –CAR staff. No complaint received from clients.	ORD	continuing	
2.3	Enhancement and Implementation of the existing PRAISE guidelines	PRAISE guidelines implemented	PRAISE Committee/IMSD	Annually and as applicable	
C. OBSERVANCE OF THE RULE OF LAW					
1.	Speedy resolution of administrative complaints/cases, especially graft and corruption related complaints/cases	Complaints received acted upon	ORD/IMSD	Based on existing guidelines	
2.	Creation of an Administrative Complaints Committee with clear procedure in the handling of administrative complaints and cases In CAR	Administrative Complaints Committee Created and functional	IMSD		
3.	Quarterly Monitoring of cases and complaints against DOLE-CAR officials and employees lodged with the Regional Office	Reports submitted	IMSD	Every 5 th of the mo. ff the quarter	
D. DEMOCRATIC GOVERNANCE					
4.	Inclusion of compliance with anti-graft and corruption laws in the industry's Voluntary Code of Good Practices	Approved resolutions implemented and corresponding reports submitted to the Regional TEIB	TSSD	continuing	

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