



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

FM-DOLE-PS-01.01 Revision No. 00 Date Issued: 10Dec 2014

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

Regional Office No. CAR
As of October 31, 2015

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

I, **HENRY JOHN S. JALBUENA**, 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, 2015.

MAJOR FINAL OUTPUT (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)
CORE INDICATORS							
MFO 2: <i>Employment Facilitation and Capacity Building Services</i>							
Special Program for Employment of Students (SPES)	<ul style="list-style-type: none"> ▪ <u>(5,546)</u> youth-beneficiaries assisted¹ 	28,617,000	TSSD/FOs	5,945 youth-beneficiaries assisted			
	<ul style="list-style-type: none"> ▪ 2% - 3% increase in SPES beneficiaries who graduated/finished tech voc/college monitored <ul style="list-style-type: none"> ○ 100% of SPES beneficiaries from 2014 to present profiled, especially those who graduated with tech voc certificates or college degrees 		TSSD/FOs	64% increase			
	<ul style="list-style-type: none"> ▪ 100% of check payments issued within three (3) days upon receipt by ROs of all the complete documents necessary for payment 		IMSD/FOs	100%			
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better 		IMSD/FOs	100%			
Government Internship Program	<ul style="list-style-type: none"> ▪ <u>527</u> youth-beneficiaries assisted 	7,383,000	TSSD/FOs	613 youth-beneficiaries			

¹No. of youth-beneficiaries placed

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(GIP)				assisted			
	<ul style="list-style-type: none"> 70% of surveyed beneficiaries rated services as <u>satisfactory or better</u> 		TSSD/FOs	100%			
Public Employment Service (PES)	<ul style="list-style-type: none"> 70,252 qualified jobseekers referred for placement 		FOs/PESOs	104,129 qualified jobseekers referred for placement			
	<ul style="list-style-type: none"> 2 capability-building trainings on employment facilitation services (e.g. CGEC, LMI, Referral and Placement) and/or related trainings conducted for PESO personnel 		TSSD/FOs	1 capacity-building conducted on September 29-30, 2015			
	<ul style="list-style-type: none"> 70% of surveyed jobseekers rated services provided as satisfactory or better 		TSSD/FOs	85%			
National Jobs Fairs (Independence Day, Labor Day)	<ul style="list-style-type: none"> 100% of applicants registered during the conduct of Job Fairs 		TSSD/FOs	100% (3,905) applicants registered			
	<ul style="list-style-type: none"> 15% of qualified applicants hired-on-the-spot (HOTS) 		TSSD/FOs	24.17% HOTS (570/2,358)			
	<ul style="list-style-type: none"> Assessment report on placement submitted within 90 days after the conduct of Jobs Fair 		TSSD	Report submitted			
Local Jobs Fairs	<ul style="list-style-type: none"> Annual calendar of Job Fairs (indicating date, venue, employers, and vacancies) posted at the RO website and Phil-JobNet website by 1ST Quarter 	798,000	TSSD/FOs	Posted			
	<ul style="list-style-type: none"> Calendar of Job Fairs updated quarterly 		TSSD/FOs	Calendar of Job Fairs updated quarterly			
Labor Market Information	<ul style="list-style-type: none"> 82,018 individuals reached 		FOs/PESOs	103,574 individuals reached			
	<ul style="list-style-type: none"> 634 institutions reached 		FOs/PESOs	691 institutions reached			
	<ul style="list-style-type: none"> 70% of surveyed individuals rated services as satisfactory or better 		FOs/PESOs	82%			
Skills Registry System (SRS) and DOLE Data Warehouse Sub-system in coordination with PESO	<ul style="list-style-type: none"> (RO target) LGUs covered in 6th wave of SRS implementation 	1,362,000	FOs/PESOs				
	<ul style="list-style-type: none"> Quarterly Monitoring Reports on NSRP submitted to BLE within a week after the reference quarter 		TSSD	Report submitted			
	<ul style="list-style-type: none"> Regional validation exercise at the PESO level 		TSSD	Conducted 1 Regional			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> conducted <ul style="list-style-type: none"> o Submission of regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e., “regional validation exercise”) by end of August 2015 			validation exercise on August 18-20, 2015. Post activity report submitted			
Career Guidance Advocacy Program (CGAP)	<ul style="list-style-type: none"> ▪ Capacity-building activities conducted covering at least 50% of the total number of 2014 membership of Networks of Career Guidance Advocates of the Philippines (NCGAPs) in the region. 		TSSD	1 capacity-building conducted covering 60% or 147 members			
	<ul style="list-style-type: none"> ▪ Career Guidance and Employment Coaching (CGEC) Activities conducted in at least 10% of the total number of public education and training institutions (public high schools, TESDA Training Institutions and State Universities and Colleges) in the region 		TSSD	99 career guidance and employment coaching conducted covering 31% or 106 schools			
	<ul style="list-style-type: none"> ▪ Regional Career Congress conducted by the end of the 3RD Quarter of the year 		TSSD	56 Career Guidance Advocates attended the Regional Career Congress conducted on September 22-25, 2015.			
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	<ul style="list-style-type: none"> ▪ DILP: 6,160 beneficiaries provided with livelihood assistance <ul style="list-style-type: none"> o Individual: <u>(actual accomplishments)</u> o Group: <u>(actual accomplishments)</u> 	43,124,000	TSSD/FOs	5,841 beneficiaries provided with livelihood assistance <ul style="list-style-type: none"> o Individual: o Group: 5,761 			
	<ul style="list-style-type: none"> ▪ Conducted the following interventions to the 20 livelihood projects to be assisted towards transitioning to sustainable enterprise by end of December 2015 <ul style="list-style-type: none"> o Conducted Training Needs Analysis o Conducted Training on Business and Work Improvement 		TSSD/FOs				
	<ul style="list-style-type: none"> ▪ 10% increase in livelihood income of beneficiaries achieved due to improved production for the first year of implementation 		TSSD/FOs	29%			
	<ul style="list-style-type: none"> ▪ 100% of beneficiaries assisted within 15 days upon submission of complete documents 		TSSD/FOs	100%			
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services 		TSSD/FOs	100%			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	as satisfactory or better						
Productivity Toolbox for MSMEs in KEGs	<ul style="list-style-type: none"> ▪ 720 MSMEs assisted² <ul style="list-style-type: none"> ○ 210 out of 720 MSMEs assisted are trained³ ▪ 90% of surveyed individuals rated training services as satisfactory or better 		RTWPB	1068 MSMEs assisted			
			RTWPB	100%			
Two Tiered Wage System	<ul style="list-style-type: none"> ▪ Wage rates adjusted above poverty threshold level (for ROs 1, 3, 4B, 5 & 8 only) 			Not applicable			
MFO 3: Labor Force Welfare Services							
Tripartism	<ul style="list-style-type: none"> ▪ <u>1</u> Industry Tripartite Councils (ITCs) in Key Employment Generators (KEGs) established / strengthened 	410,000	TSSD/FOs	1 ITC for Agriculture established on July 2, 2015			
	<ul style="list-style-type: none"> ▪ 70% of surveyed members of the industry to which the RTIPC regulars are connected who rated the services as satisfactory or better⁴ 		TSSD/FOs	84% of surveyed members rated the services as better			
	<ul style="list-style-type: none"> ▪ <u>2</u> of existing ITCS capacitated to become partners in labor education, dispute prevention, among others 		TSSD/FOs	<u>2</u> of existing ITCs (Motorcycle, Academe) capacitated to become partners in labor education, dispute prevention, among others			
Industry Self-Regulation through Voluntary Codes of Good Practices	<ul style="list-style-type: none"> ▪ <u>1</u> VCGPs in ITCs in KEGs established 		TSSD/FOs	1 VCGPs in Agribusiness industry established			
	<ul style="list-style-type: none"> ▪ <u>Reviewed 100% of the existing VCGPs to align with the standards</u> 		TSSD/FOs	100% of existing VCGPs reviewed			
Workers Organization and Development (WODP) Program	<ul style="list-style-type: none"> ▪ <u>125</u> members of unions and workers' organizations trained 	395,000	TSSD/FOs	222 members of unions and workers' organizations trained			
	<ul style="list-style-type: none"> ▪ <u>5</u> training grants provided to unions and workers' organizations 		TSSD/FOs	6 training grants provided			
	<ul style="list-style-type: none"> ▪ <u>1</u> individuals provided with scholarship grants 		TSSD/FOs	2 individuals provided with scholarship grants			

²Refers to MSMEs provided with orientation this year

³ Can be taken from the 720 MSMEs provided with orientation in 2015 and those MSMEs given orientation in 2014

⁴BLR to provide guidance to ROs

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> 100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements 		TSSD/FOs	100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements			
Labor and Employment Education Services	<ul style="list-style-type: none"> Labor Relations, Human Relations and Productivity (LHP) <ul style="list-style-type: none"> 51 LHP Seminars conducted 	389,000	LLCOs/FOs	79 LHP Seminars conducted			
	<ul style="list-style-type: none"> Continuing Labor Education Seminars (CLES) /Special Topics <ul style="list-style-type: none"> 77 CLES conducted 		LLCOs/FOs	81 CLES conducted			
	<ul style="list-style-type: none"> Labor Education for Graduating Students (LEGS) <ul style="list-style-type: none"> 7% of graduating students (State Universities and Colleges/private schools/institutions) oriented 		LLCOs/FOs	29% or 5,305 graduating students oriented			
	<ul style="list-style-type: none"> 70% of surveyed beneficiaries rated the seminars conducted as satisfactory or better 		LLCOs/FOs	70%			
Child Labor Prevention and Elimination Program (CLPEP)	<ul style="list-style-type: none"> 5 Low-Hanging (LH) barangays certified as Child Labor-Free 	1,411,000	TSSD/FOs	5 low-hanging barangays certified as Child Labor-Free <ul style="list-style-type: none"> Pacdal Mines View Gibraltar Sto. Tomas Irisan 			
	<ul style="list-style-type: none"> 6 Continuing barangays upgraded to low-hanging (C-LH) barangays 		TSSD/FOs	6 continuing barangays upgraded to low-hanging barangays <ul style="list-style-type: none"> Tuding, Itogon, Benguet Abatan, Buguias, Benguet Balbalan Proper, Kalinga Balantoy, Balbalan, Kalinga 			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
				<ul style="list-style-type: none"> ○ Poblacion, Balbalan, Kalinga ○ Talalang, Balbalan, Kalinga 			
	<ul style="list-style-type: none"> ▪ <u>12</u> New-Frontiers barangays upgraded to Continuing (NF-C) barangays 		TSSD/FOs	<ul style="list-style-type: none"> 12 New-Frontier barangays upgraded to Continuing barangays ○ Angad, Bangued, Abra ○ Maoay, Bangued, Abra ○ Catengan, Besao, MP ○ Laylaya, Besao, MP ○ Mainit, Bontoc, MP ○ Guina-ang, Bontoc, MP ○ Bedbed, Mankayan ○ Poblacion, La Trinidad ○ Pantikian, Kalinga ○ Balbalasang, Kalinga ○ Banao, Ifugao ○ Duklingan, Ifugao 			
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 		TSSD/FOs	100%			
Social Amelioration Program (SAP) (in regions where applicable)	<ul style="list-style-type: none"> ▪ SAP Lien Collection and Remittance Monitoring <ul style="list-style-type: none"> ○ 100% of SAP lien due monitored as collected and remitted (current crop year) ○ Analysis report on Sugar Production and Withdrawal Lien Collection and Remittance submitted to BWSC within 15 days after end of reference month 			Not Applicable			
	<ul style="list-style-type: none"> ▪ SAP Fund Utilization <ul style="list-style-type: none"> ○ Monthly Cash-In Bank Register submitted to BWSC within 15 days after the end of the reference month 						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> ▪ CBF Distribution Monitoring <ul style="list-style-type: none"> ○ 50% of current crop year monitored as distributed ○ 80% of the previous crop year monitored as distributed ○ 95% of the prior crop years monitored as distributed ○ Report on the implementation of Cash Bonus distribution program submitted to BWSC within 15 days after end of reference quarter 						
	<ul style="list-style-type: none"> ▪ Maternity Benefit Program Monitoring <ul style="list-style-type: none"> ○ 100% of claims filed with complete documents processed within 10 working days from receipt of documents ○ 100% of processed and approved claims ready for payment within 5 working days after processing ○ Monthly report on maternity benefits submitted to BWSC within 15 working days after end of reference month 						
	<ul style="list-style-type: none"> ▪ Death Benefit Program Monitoring <ul style="list-style-type: none"> ○ 100% of claims filed with complete documents processed within 10 working days from receipt of documents ○ 100% of processed and approved claims ready for payment within 5 working days after processing ○ Monthly report on death benefits claims submitted to BWSC within 15 working days after end of reference month 						
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 						
Family Welfare Program	<ul style="list-style-type: none"> ▪ <u>52</u> establishments reached through DOLE initiated FWP-related services/activities <ul style="list-style-type: none"> ○ <u>10,400</u> workers served, including those initiated by LLCOs 		TSSD/FOs	<u>76</u> establishments reached			
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 		TSSD/FOs	100%			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
DILEEP	<ul style="list-style-type: none"> ▪ TUPAD (Special Project Fund): <u>191</u> beneficiaries assisted 	7,383,000	TSSD/FOs	323 beneficiaries assisted			
DOLE Adjustment Measures Program (DOLE-AMP)	<ul style="list-style-type: none"> ▪ 100% of affected workers who sought assistance provided services within 10 working days <ul style="list-style-type: none"> ○ No. of beneficiaries assisted: <u>87</u> 	187,000	TSSD/FOs	100%			
NRCO Reintegration Services	<ul style="list-style-type: none"> ▪ BalikPinay! BalikHanapbuhay! & 10K Livelihood Assistance (LDAP) <ul style="list-style-type: none"> ○ <u>52</u> OFW returnees provided with livelihood (formation) assistance by the end of December 2015 ○ At least 10% of the beneficiaries provided with livelihood formation assistance sustained operation after six months of availment by end of 2015 ○ 70% of surveyed beneficiaries rated the services provided as satisfactory or better 		NRCO				
	<ul style="list-style-type: none"> ▪ Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT) <ul style="list-style-type: none"> ○ <u>52</u> OFW returnees/families provided with FAS and SBMT services by end of December 2015 ○ 70% of surveyed beneficiaries rated the services provided as satisfactory or better 		NRCO				
	<ul style="list-style-type: none"> ▪ 100% of proposals under BalikPinay! BalikHanapbuhay! approved and starter Kits released within 15 days from completion of training ▪ 100% of LDAP proposals approved and starter kits released within 45 days upon receipt of complete documents 		NRCO				
	<ul style="list-style-type: none"> ▪ Sa Pinas, IkawangMaám/Sir <ul style="list-style-type: none"> ○ 100% of application forms preliminarily screened and endorsed to NRCO Central Office within 7 days upon receipt of complete documents 		NRCO				

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> ▪ Regional Roundtable Discussion on Reintegration Network Strengthening <ul style="list-style-type: none"> ○ One (1) Regional Roundtable Discussion on Reintegration Network Strengthening conducted by end of December 2015 		NRCO	Conducted 1 Regional Roundtable Discussion			
MFO 4: Employment Regulation Services							
Labor Laws Compliance System	<ul style="list-style-type: none"> ▪ 836 establishments covered by LLCS as reflected in the LLCS-MIS by end of November 2015 <ul style="list-style-type: none"> ○ 100% of <u>20</u> registered Contractors ○ 100% of (RO target) Philippine Registered Domestic Ships (*for all ROs, except CAR) ○ 100% of <u>13</u> POEA registered recruitment and manning agencies 	3,594,000	LLCOs	959 establishments covered 37 registered contractors assessed 100%			
	<ul style="list-style-type: none"> ▪ 73% Compliance Rate achieved 		LLCOs	34.2%			
	<ul style="list-style-type: none"> ▪ 100% of establishments with deficiencies provided assistance leading to compliance 		LLCOs	99%			
	<ul style="list-style-type: none"> ▪ 100% of <u>293</u> 2014 assessed establishments with deficiencies with status report submitted by end of August 31, 2015 		LLCOs	Submitted			
	<ul style="list-style-type: none"> ▪ 100% of <u>7</u> establishments under Kapatiran Project assessed and compliant on GLS by end of the year and OSH within the remediation period 		LLCOs	6 Big Brothers assessed including 61 establishments			
	<ul style="list-style-type: none"> ▪ OSH Investigation <ul style="list-style-type: none"> ○ 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view ○ Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists 		LLCOs	100%			

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> ▪ LLCS-MIS <ul style="list-style-type: none"> ○ 100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment 		LLCOs	100%			
	<ul style="list-style-type: none"> ▪ Incentivizing Compliance Program (ICP) <ul style="list-style-type: none"> ○ ICP 1ST Level (TCCLS and CLFE) <ul style="list-style-type: none"> ➢ 1 establishments issued with TCCLS ➢ 1 establishments issued with CLFE ○ ICP 2ND Level (Secretary's Award) <ul style="list-style-type: none"> ➢ At least 2 ICP 1st level establishments endorsed/nominated for the Secretary's Award 		TSSD/FOs	1 establishments issued with TCCLS 2 establishments issued with CLFE 3 establishments endorsed/nominated			
	<ul style="list-style-type: none"> ▪ 1 Tourist destinations nominated for Labor Laws Compliance 		TSSD/FOs				
	<ul style="list-style-type: none"> ▪ Strategies to include high-impact clustering in tourism destination zones (and) industries using the ITCs submitted to BWC within the last week of February 2015 		TSSD/FOs	Submitted			
	<ul style="list-style-type: none"> ▪ Assessment / audit of all construction sites <ul style="list-style-type: none"> ○ 100% of 82 ongoing construction projects / sites assessed by April 2015 ○ 100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment 		LLCOs	161			
Dispute Resolution	<ul style="list-style-type: none"> ▪ Single Entry Approach (SEnA) <ul style="list-style-type: none"> ○ 75% of the total request handled settled within 30 days from date of filing ○ 100% of the total request handled disposed within 30 days ○ 70% of surveyed clients rated services as satisfactory or better 		LLCOs/FOs	81%			
	<ul style="list-style-type: none"> ▪ SpeED Cases: Labor Standards and Arbitration Cases <ul style="list-style-type: none"> ○ 100% of handled med-arbitration cases 		TSSD				

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	<p>disposed within the prescribed period pursuant to D.O. 40-03</p> <ul style="list-style-type: none"> ○ 100% of Labor Standards cases handled disposed within 40 days reckoned from the date of the 1st Mandatory Conference ○ 70% of surveyed clients rated services as satisfactory or better 			100%			
Efficient Service Delivery/Other Employment Regulation Services	<ul style="list-style-type: none"> ▪ 100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT: <ul style="list-style-type: none"> ○ <u>Alien Employment Permit (AEP)</u> – within 3 working days upon filing of application ○ <u>Private Recruitment and Placement Agency's (PRPA) license</u> – within 10 days upon filing of application ○ <u>Job Fair Clearance / Permit</u> – within 5 working days upon filing of application ○ <u>Authority to Recruit</u> – within 30 working days upon filing of application ○ <u>Mechanical and Electrical Plans and Applications</u> – within 15 days after receipt of complete requirements <ul style="list-style-type: none"> ➢ Permit to operate issued within 5 days upon receipt of proof of payment of fees ➢ Certificate of electrical inspection issued within 5 days upon receipt of proof of payment of fees ○ <u>Construction Safety and Health Program</u> – <ul style="list-style-type: none"> ➢ Simplified–within 5 days ➢ Comprehensive–within 15 days ○ <u>Safety Practitioner's Accreditation</u> <ul style="list-style-type: none"> ➢ Processed within 15 days upon receipt of complete documents ➢ Issued certificates of accreditation to 100% of approved application within 5 days from the date of interview ○ <u>DO-18-A</u> <ul style="list-style-type: none"> ➢ Processed and approved/denied 100% of 						
			TSSD/FOs	100%			
			TSSD/FOs	No application received			
			TSSD/FOs	No application received			
			TSSD/FOs	No application received			
			TSSD/FOs	100%			
			TSSD/FOs	100%			
			TSSD/FOs	100%			

MAJOR FINAL OUTPUT (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)
	<ul style="list-style-type: none"> applications for registration of contractors/subcontractors within 3 days upon receipt of complete documents <ul style="list-style-type: none"> ➤ Issued certificates of registration to 100% of approved applications upon payment of fees 						
	<ul style="list-style-type: none"> ○ Working Child Permit <ul style="list-style-type: none"> ➤ Processed within eight (8) hours upon receipt of payment 			100%			
NON-CORE INDICATORS							
SUPPORT TO OPERATIONS							
Support to Policy Development	<ul style="list-style-type: none"> ▪ Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month 		TSSD	Monthly reports submitted			
Communication Program	<ul style="list-style-type: none"> ▪ Submitted a copy of approved Communication Plan to LCO for major programs/activities covering the period July – December 2015 		LCO				
	<ul style="list-style-type: none"> ▪ Submitted to LCO at least three (3) good news at the end of the month 		LCO	3 good news reports every month submitted			
	<ul style="list-style-type: none"> ▪ Developed/disseminated at least four (4) press releases every month—one(1) for national media and three (3) for regional media 		LCO	4 press releases every month disseminated			
	<ul style="list-style-type: none"> ▪ Attended to 100% of request for TV appearance/radio guesting 		LCO	Attended to 100% of request for TV appearance/radio guesting			
	<ul style="list-style-type: none"> ▪ Conducted press briefings at least once a month 		LCO	Conducted press briefings at least once a month			
	<ul style="list-style-type: none"> ▪ At least 2 AVPs on success stories of programs submitted to the LCO/Program Manager not later than October 31, 2015 		LCO	<ul style="list-style-type: none"> ○ 2 AVPs on success stories submitted (draft) ○ Final draft to be submitted 			
Statistical Performance	<ul style="list-style-type: none"> ▪ Submitted to Bureaus (using SPRS format) monthly performance monitoring report not later 		PLANNING	Monthly reports submitted			

MAJOR FINAL OUTPUT (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)
Reporting System (SPRS)	than the 3 RD day of the following month		OFFICER				
2014 Annual Report	<ul style="list-style-type: none"> ▪ Submitted to Cluster Head the 2014 Annual Report copy furnished PS (PDF copy) by end of February 2015 		PLANNING OFFICER	Report submitted			
Reporting Requirements (BWC)	<ul style="list-style-type: none"> ▪ Monthly report submitted to BWC every 5TH day after the end of the reference month <ul style="list-style-type: none"> ○ Special Statistical Reporting: <ul style="list-style-type: none"> ➢ Domestic Ships ➢ Malls ➢ Manpower (PRPA) ➢ Cooperatives Engaged in Contracting/Subcontracting ➢ D.O. 18-A ➢ SpeED ➢ Technical Safety Inspection ➢ Construction Safety and Health Program ➢ OSH Accreditation ➢ Implementation of FWA ➢ ICP 		TSSD	Monthly reports submitted			
	<ul style="list-style-type: none"> ▪ Monthly report submitted to BWC every 5TH day after the end of the reference month <ul style="list-style-type: none"> ○ Monthly Detailed Reporting Form: <ul style="list-style-type: none"> ➢ Types of assistance rendered to establishments assessed ➢ Accreditation of Safety Practitioners ➢ Construction Safety and Health Program ➢ SpeED ➢ DO-18A ➢ Implementation of Flexible Work Arrangement ➢ ICP ➢ Cooperatives Engaged in Contracting/Subcontracting ➢ List of establishments assessed with LMC ➢ List of establishments assessed with 		TSSD	Monthly reports submitted			

MAJOR FINAL OUTPUT (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)
	<ul style="list-style-type: none"> Grievance Machinery ➤ List of establishments assessed with LMC issued COC ➤ List of establishments assessed with GM issued COC ➤ List of establishments issued COC on LR ➤ List of establishments issued COC on LR with COC on GLS/OSH 						
	<ul style="list-style-type: none"> ▪ Compliance with 13th month pay Report to be submitted not later than January 25th of the following year 		TSSD	Report submitted			
Gender and Development (GAD)	<ul style="list-style-type: none"> ▪ Submitted to BWSC the 2017 GAD Plan by end of October 2015 		TSSD	2017 GAD Plan submitted on October 30, 2015			
	<ul style="list-style-type: none"> ▪ Submitted quarterly accomplishment report to PS not later than the 5th day of the month following the reference quarter 		TSSD				
	<ul style="list-style-type: none"> ▪ Submitted to PS the 2015 GAD Annual Report by 1st week of December 2015 		TSSD				
Establishment of a Quality Management System (QMS) aligned with International Organization for Standardization (ISO) standards or Continuing ISO Certification of Process/es and System/s	<ul style="list-style-type: none"> ▪ Implemented QMS and attained ISO certification and submitted reports on the same to FMS not later than the 5th day following the reference month; or sustained and/or expanded ISO certification and submitted report/s on the same to FMS not later than the 15th day following the reference semester 		IMSD	First semester report submitted on July 5, 2015.			

MAJOR FINAL OUTPUT (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)
Citizens Charter/Anti-Red Tape Act (ARTA)	<ul style="list-style-type: none"> ▪ Submitted to HRDS the following reports every 15th day following the reference month: <ul style="list-style-type: none"> ○ Citizens Feedback Results (Form 1) ○ Summary of Citizens Feedback Results and Action/s Taken (Regional Office and Field Offices) [Form 1a] ○ Inventory of Citizens/Clients Served (Form 2) ○ Accomplishment and Status/Progress Report on ARTA Implementation (Form 3) 		IMSD	September report submitted on October 15, 2015 through Emp. Relations HR Connect Portal			
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) 27,335,000							
Integrity Development Program	<ul style="list-style-type: none"> ▪ 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 		IMSD	3 rd quarter report submitted to LS on October 5 2015			
	<ul style="list-style-type: none"> ▪ Submitted to HRDS the EIDP Quarterly Report (Form B) within 10 days after the reference quarter (*effective 3RD Quarter of 2015) 		IMSD	3 rd quarter report submitted			
	<ul style="list-style-type: none"> ▪ Submitted 100% of SALN to HRDS not later than 15 April 2015 (per DOLE Memo dated 03.23.15) 		IMSD	100% of SALN submitted			
Strategic Performance Management System	<ul style="list-style-type: none"> ▪ Submitted to the Secretary thru the Cluster Head for approval the 2015 OPCR by end of January of the current year 		PLANNING OFFICER	2015 OPCR submitted to the Secretary for approval			
	<ul style="list-style-type: none"> ▪ Submitted to PS 2014 OPCR accomplishments as of December 31, 2014 not later than January 8, 2015 		PLANNING OFFICER	2014 OPCR accomplishments submitted			

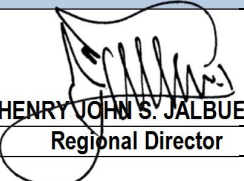
MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> Submitted to PS for review/endorsement to the PMT Chair, Cluster Head and the Secretary a reformulated OPCR within 15 days after the issuance of MYPA directives 		PLANNING OFFICER	Reformulated OPCR submitted			*Approved reformulated OPCR received through email on Nov.5
	<ul style="list-style-type: none"> Submitted to PS monthly 2015 OPCR accomplishments within 5 days after the reference month 		PLANNING OFFICER	Monthly reports submitted within the due date			
	<ul style="list-style-type: none"> Submitted to HRDS summary of IPCR ratings including the PBB forced ranking within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year) 		IMSD	Report submitted			
Individual Competency Assessment	<ul style="list-style-type: none"> Adopted the Individual Competency Assessment (ICA) Forms to complement 2014 IPCR and submitted to HRDS the Summary of the ICA and Capacity Building Plan by end of November 2015 		IMSD				
Financial Management	Funds Utilization						
	<p><i>Budget Utilization Rate (BUR)</i></p> <ul style="list-style-type: none"> Utilized the allotted funds to wit: <ul style="list-style-type: none"> 1st quarter – 20% 2nd quarter – 30% 3rd quarter – 25% 4th quarter – 25% <p>*<i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i></p>		IMSD	76.60%			
	<ul style="list-style-type: none"> Utilized 100% of the Notice of Cash Allocation (NCA) <p>*<i>Disbursement Rate = $\frac{\text{NCA Utilized}}{\text{NCA Received}}$</i></p>			83%			

MAJOR FINAL OUTPUT (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)
	Funds Accountability		IMSD	Monthly reports submitted			
	<ul style="list-style-type: none"> Submitted the monthly Statement of Appropriations, Allotment, Obligations, Disbursements, and Balances (SAAODB) report to FMS not later than the 5th day after the reference month 						
	<ul style="list-style-type: none"> Submitted the monthly/quarterly/annual (as may be applicable) Budget and Financial Accountability Reports (BFARs) to FMS not later than the 15th day after the reference month/quarter, while for annual BFAR, within 30 days after the reference year 		IMSD	Monthly reports submitted			
	<ul style="list-style-type: none"> Submitted monthly flash performance monitoring report on obligation and disbursement rates, by appropriations source and allotment class to FMS not later than the 7th day after the reference month 		IMSD	Monthly reports submitted			
	<ul style="list-style-type: none"> Liquidated/settled cash advances within the prescribed period for the following accounts: <ol style="list-style-type: none"> Due from Officers and Employees Advances to Officers and Employees Advances for Operating Expenses (if applicable) Advances to Special Disbursing Officers (if applicable) 		IMSD	86%			
	<ul style="list-style-type: none"> Submitted monthly report on the status of the following accounts to FMS not later than the 5th day following the reference month: <ol style="list-style-type: none"> Due from LGUs Due from NGOs/Pos Due from NGAs Due from GOCCs 		IMSD	Monthly reports submitted			
	<ul style="list-style-type: none"> Submitted monthly report of actual income to FMS not later than the 5th day following the reference month 		IMSD	Monthly reports submitted			
	<ul style="list-style-type: none"> Submitted monthly Report of Collections/Settlement of Loan Receivables (Account 126) by at least 50% to IAS every 5th day after the 		IMSD	Monthly reports submitted			

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOCATED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	reference month						
	<ul style="list-style-type: none"> ▪ Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 5th day of the month following the reference quarter (March, June, September and December) 		IMSD	Quarterly reports submitted			
	<ul style="list-style-type: none"> ▪ Submitted monthly reports to IAS every 5th day after the reference month: <ul style="list-style-type: none"> ○ 100% Settlement of Suspensions within the prescribed period (within 90 days) ○ Appeal on Notices of Disallowance submitted to COA within the prescribed period (within 6 months) 		IMSD				
HRD Interventions	<u>Recruitment and Selection</u>						
	<ul style="list-style-type: none"> ▪ Filled up 80% of vacant positions as of March 30, 2015 by end of June 2015 and submit to HRDS report on semestral filling-up of vacancies on July 7, 2015 ▪ Issued appointments to 80% of vacant positions as of September 30, 2015 by end of December 2015 and submitted to HRDS report on semestral filling-up of vacancies on January 6, 2016 		IMSD	100% of vacancies as of Sept. filled up as of Oct. 100% of appointments issued			
	<ul style="list-style-type: none"> ▪ Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS (for appointment processed at the ROs, Bureaus, Services and for those referred to the HRDS for appointment by the Secretary) 		IMSD	100% compliance			
	<u>Capacity Building of Staff</u>						
	<ul style="list-style-type: none"> ▪ Trained/provided training opportunities to 80% of staff and submitted report to HRDS on the trainings (grouped into: prescribed and optional trainings) attended by staff: <ul style="list-style-type: none"> ○ 1st semester report – June 30, 2015 		IMSD	3 rd quarter report submitted			

MAJOR FINAL OUTPUT (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)
	<ul style="list-style-type: none"> ○ 3rd and 4th Quarter Reports – 7th day of the month following the reference quarter 						
	<ul style="list-style-type: none"> ▪ Submitted to HRDS monitoring/progress report on the interventions provided to MSP beneficiaries on or before November 20, 2015 		IMSD	For submission			
Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> ▪ Submitted to AS the GODP Plan 2015 by end of February 2015 		IMSD	Report submitted			
	<ul style="list-style-type: none"> ▪ Submitted to AS Quarterly Accomplishment Report on or before the 5th day of the month following the reference quarter 		IMSD	3 rd quarter report submitted			
Transparency Seal Compliance	<ul style="list-style-type: none"> ▪ Posted in the respective office's/agency's official website the following Transparency Seal requirements pursuant to 2015 General Appropriations Act (GAA): 						
	<ul style="list-style-type: none"> ○ Agency's mandates and functions, names of its officials with their position and designation, and contact information 		TSSD	Posted			
	<ul style="list-style-type: none"> ○ Physical Accountability Reports (PAR) as required under the National Budget Circular (NBC) Nos. 507 and 507-A dated January 31, 2007 and June 12, 2007, respectively, Budget and Financial Accountability Reports (BFARs), as required under the COA and DBM Joint Circular (JC) No. 2013-1 dated March 15, 2013, and such guidelines as may be issued by the DBM; 		TSSD IMSD	Posted			
	<ul style="list-style-type: none"> ○ 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			
	<ul style="list-style-type: none"> ○ Approved budgets and corresponding targets immediately upon approval of 2015 GAA 		IMSD	Posted			

MAJOR FINAL OUTPUT (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)
	<ul style="list-style-type: none"> ○ Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43, s. 2011 		TSSD	Posted			
	<ul style="list-style-type: none"> ○ Program/project beneficiaries as identified in the applicable special provisions – every end of quarter 		TSSD	Posted			
	<ul style="list-style-type: none"> ○ Status of implementation of said programs/projects and project evaluation and/or assessment reports - every end of quarter 		TSSD	Posted			
	<ul style="list-style-type: none"> ○ Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants- every end of quarter 		IMSD	Posted			
Property, Plant and Equipment Monitoring	<ul style="list-style-type: none"> ▪ Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2015 in soft copy (excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than December 15, 2015 		IMSD	For submission			
Total Overall Rating:							
Final Average Rating:							
Adjectival Rating:							

	Date	Endorsed by:	Date	Validated by:	Date	Recommended by:	Date
 HENRY JOHN S. JALBUENA Regional Director		UNDERSECRETARY REBECCA C. CHATO Chairperson-DOLE PMT		DOLE Validation Team		Cluster Head	

