

Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
Regional Office No. III

## OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

RATING SCALE

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, **RAYMUNDO G. AGRAVANTE**, *Regional Director*, Regional Office No.III, 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, 2012**. I further commit that the physical and financial outputs shall be posted at the Regional Office website and in relevant program information systems, e.g., SPRS, Phil-JobNet, DKIS, etc. every end of the month using monitoring formats developed by the program managers.

MFO (1)	RO Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (Jan-Dec 2012) (5)	Self- Rating (6)	Valida ted Rating (7)	Remarks (for Validatio n Purposes ) (8)
<b>MFO I. Employment Facilitation and Manpower Development (30%)</b>							
<b>1. Employment Facilitation</b>							
<b>1.1 SPES</b>	<ul style="list-style-type: none"> <li>Provided bridging employment to <b>7,850</b> (number) beneficiaries end of December 2012</li> </ul>	27.988M (grants) 423 (mobility)	FOs/TSSD2 for monitoring	<b>9,322</b> students provided with bridging employment	<b>119%</b>		
<b>1.2 Job Fairs in coordination with PESO</b> - <b>National (Labor Day, Kalayaan, DOLE Anniversary)</b> - <b>Regional</b>	<ul style="list-style-type: none"> <li>Registered <b>15,296</b> applicants</li> <li><b>10%</b> HOTS (Hired on the Spot) based on <b>13,000</b> number of <b>qualified/matched</b> applicants.</li> </ul>	500,000	FOs/TSSD2 for monitoring	Conducted <b>22 Job Fairs</b> with 628 employers participated and 36,226 vacancies solicited. There were <b>19,363</b> applicants registered, of which <b>85 percent or 16,459</b> were qualified and <b>20 percent</b> or <b>3,333</b> were Hired on the Spot ( <b>Labor Day, June 12 &amp; Dec. 8</b> )	<b>20% HOTS</b>		<i>(note: the additional 2,000 applicants placed were monitored after the 1 month monitoring period)</i>

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	<ul style="list-style-type: none"> <li>Posted at the RO website and Phil-JobNet website the Calendar of Job fairs (include date, venue, employers, vacancies) end of every quarter 2012</li> </ul>			RO3 also conducted <u>78</u> regular Job Fairs with 1,333 employers participated and 109,448 vacancies solicited; <u>44,916</u> registered applicants, of which <u>36,076</u> were qualified and <u>6,378</u> applicants placed ( <b>18%</b> ) Posted the RO3 Calendar of Job Fair Activities at RO3 Website and Phil-Jobnet			
<b>2. Labor Market Information</b>							
<b>2.1 Enhanced Phil-Jobnet System (with SRS and DOLE Data Warehouse Sub-System) in coordination with PESO</b>	<ul style="list-style-type: none"> <li>Accredited and Registered <u>500</u> (<i>reformulated</i>) and issued with certification/sticker at the end of 2012</li> <li>Issued stickers to 100% of existing PhilJobNet users</li> <li>Registered a minimum of <u>150</u> establishments with vacancy postings at the end of 2012</li> <li>Posted/Solicited a minimum of <u>30,000</u> (<i>reformulated</i>) Job Vacancies at the end of 2012</li> <li>Implemented SRS in <u>14</u> LGUs (3<sup>rd</sup> wave) (<i>Maria Aurora, Casiguran, Orion, Samal,</i></li> </ul>	110,000 (mobility)	FOs/TSSD2 for monitoring	<u>687</u> establishments registered and accredited by RO3  <u>(note: No funds from BLE)</u>  <u>312</u> establishments registered and posted <u>26,288</u> job vacancies  <u>(note: BLE was not able to provide data on establishments registered and vacancies posted at PJN from Nov. to Dec. 2012)</u>	<u>137%</u>    <u>208%</u>  <u>88%</u>  <u>100%</u>		<b>BLE will fund the certification/sticker in license plate form/style as part of BLE and ROs' advocacy of the PJN (template to be issued by the BLE)</b>

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	<p><i>Guiguinto, Plaridel, Talaver, Palayan City, Sta. Rita, Mexico, Capas, Paniqui, Masinloc and San Marcelino)</i></p> <ul style="list-style-type: none"> <li>If not covered in LGU SRS, registered and posted at the PJN website at least <b>6,350</b> (50%) of March and October graduates of tertiary education and training centers by May and November, 2012, respectively</li> </ul>			<p>SRS 3<sup>rd</sup> Wave implemented in <b>14 LGUs</b> (Maria, Aurora/ Casiguran, Aurora/ Samal, Bataan/ Orion, Bataan/ Guiguinto, Bulacan/ Plaridel, Bulacan/ Palayan City, NE/ Talavera, NE/ Capas, Tarlac/ Paniqui, Tarlac/ Sta. Rita, Pamp./ Mexico, Pamp./ Masinloc, Zambales/ San Marcelino, Zamb.)</p> <p><b>8,145</b> graduates (March) of tertiary education and training centers registered and posted at PJN</p>	<b>128%</b>		<b>Check TESDA website</b>
<b>3. Capacity Building of Employment Service Providers</b>							
<p>3.1 <b>Capacity Building for PESO</b> <i>(Please see attached Matrix for RO Targets</i></p>	<ul style="list-style-type: none"> <li>Conducted advocacy activities in <b>24</b> LGUs with active PESO towards institutionalization at the end of 2012</li> <li>Institutionalized at least <b>2</b> PESOs at the end of 2012 (<i>Bulacan and Zambales</i>)</li> </ul>	210,000 (venue, supplies, mobility)	FOs/TSSD2 for monitoring	<p>Conducted <b>33</b> advocacy activities in 45 LGUs with active PESOs towards institutionalization (<i>Maria Aurora, Casiguran, Dinalungan, 20LGUs in Bataan, Pandi, Bocaue, Bustos, Pulilan, Bongabon, Talugtog, Llnera, NE, 2 LGUs in Tarlac, 13 LGUs of Zambales</i>)</p> <p>Institutionalized fourteen</p>	<b>138%</b>  <b>700%</b>		

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	<ul style="list-style-type: none"> <li>• Trained PESO managers on the following at the end of 2012: <ul style="list-style-type: none"> <li>- Two (2) trainings on SRS implementation for <b>14</b> number of PESOs</li> <li>- Two (2) Basic Employment Services Trainings to <b>94</b> PESO Managers &amp; staff</li> </ul> </li> </ul>			<p><b>(14)</b> PESOs; An Ordinance for institutionalization of PESOs in the province of Zambales was signed and approved through the initiative of the Provincial Government of Zambales and partnership with DOLE-RO3:</p> <ol style="list-style-type: none"> <li>1. San Ildefonso, Bulacan</li> <li>2. Malolos, Bulacan</li> <li>3. Limay, Bataan</li> <li>4. Castillejos, Zambales</li> <li>5. San Marcelino, Zambales</li> <li>6. San Antonio, Zambales</li> <li>7. San Felipe, Zambales</li> <li>8. Cabangan, Zambales</li> <li>9. Botolan, Zambales</li> <li>10. Palauig, Zambales</li> <li>11. Masinloc, Zambales</li> <li>12. Iba, Zambales</li> <li>13. San Narciso, Zambales</li> <li>14. Subic, Zambales</li> </ol> <p>Conducted eleven <b>(14)</b></p>	<p><b>700% training</b></p> <p><b>250% PESOs/LGUs</b></p> <p><b>500% Training</b></p> <p><b>157% pax</b></p> <p><b>600%</b></p>		<p><i>Note: Trainings were conducted by seven FOs</i></p> <p><b>As per the BEST PESO Training, BLE will download subsidy funds for the regions.</b></p>

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	<p><i>(in 47 PESOs/LGUs or 50% of active PESOs)</i></p> <p>- One (1) Basic Management Course for <b>47</b> active PESOs or 50% of active PESOS</p>			<p>SRS trainings in <b>35</b> PESOs/LGUs (<i>Orion, Samal, Balanga City, Talavera, Palayan, Maria, Aurora, Casiguran, Aurora, Guiguinto, Plaridel, San Narciso, Masinloc, Sta. Rita, Pamp., Mexico, &amp; other 22 LGUs of Pampanga</i>) with 121 participants</p> <p>Conducted <b>10</b> BEST to 69 PESOs with <b>148</b> PESOS Managers/staff</p> <p>Conducted <b>6</b> BMC trainings to <b>70</b> PESOs with 132 participants</p> <p>--Other trainings conducted: - Conducted 23 orientations on Enhanced Phil-jobnet, LMI, SPRS, Updates on Labor Laws etc. with 443 participants</p>	<p><b>training</b> <b>149%</b> <b>PESOs</b></p>		
3.2 <b>Career and Employment</b>	<ul style="list-style-type: none"> <li>Established at least ___ Career Guidance Network (CGN) for secondary schools with minimum of 150 members per Regional</li> </ul>	100,000	FOs/TSSD2	Accomplished in 2010; 7 Provincial CGC networks were established and			<b>CGC Networks in all</b>

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<p><b>Coaching/ Guidance Advocacy (Please see attached Matrix for RO Targets</b></p> <p>- <b>Labor Education for Graduating Students (LEGS)</b></p>	<p>NGCs (registered with SEC and MOU forged) end of 2012</p> <ul style="list-style-type: none"> <li>Maintained 8 existing CGN end of 2012</li> <li>Conducted at least <b>165 (reformulated)</b> advocacy activities with a minimum of <b>100</b> participants per session using DOLE and TESDA's career guides end of 2012</li> <li>Oriented <b>2570 or 80%</b> of HRM graduating students in private schools</li> <li>Oriented <b>1165 or 80%</b> of graduating students in State Universities and Colleges</li> </ul>			<p>reactivated the Regional CGC Network</p> <p>Conducted quarterly meetings in all 8 existing CGC Networks; conducted 9 trainings to 8 CGC networks with 269 members covered</p> <p>Conducted <b>407</b> career and employment coaching in 282 schools benefiting 61,990 students and parents</p> <p>Conducted 155 LEGS seminars to 125 schools benefiting 20,522 students and parents, of which:</p> <ul style="list-style-type: none"> <li>2748 HRM graduating students in private schools;</li> <li>1,708 HRM graduating students in State Universities and colleges</li> </ul>	<p><b>100%</b></p> <p><b>247%</b></p> <p><b>107%</b></p> <p><b>147%</b></p>		<p>provinces are already existing</p>
<b>4. Efficient Service Delivery</b>							
<b>4.1 Permits and Licenses:</b>	<ul style="list-style-type: none"> <li>Processed <b>100%</b> of applications for permits, licenses, certificates, clearances (AEP, PRPA, Contractor/Subcontractor, Working Child</li> </ul>	500,000 (supplies, forms)	TSSD1 & TSSD2	Processed the ffg. Applications within the prescribed period:	<b>100%</b>		

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-	Permit, Job Fair)			<ul style="list-style-type: none"> <li>- Processed 3110 or 100% of AEP applications (2 were denied; 52 cancelled/revoked)</li> <li>- 2 PRPA applications received and issued license</li> <li>- 13 Working Child Permits received and issued permits</li> <li>- 2 (100%) Job Fairs</li> <li>- 149 contractors/subcontractors applications processed and registered</li> <li>- 441 (100%) No pending case certificates</li> <li>- processed 139 (100%) applications on safety officers accreditation; of which 74 were accredited;</li> <li>- processed 738 CSHP applications of which 591 were approved</li> </ul>			
<b>5. Capacity Building for Livelihood</b>							
<b>5.1 DOLE Integrated Livelihood Program</b>	<ul style="list-style-type: none"> <li>• Created <b>3,676</b> self-employment (direct beneficiaries) giving priority to 300 poorest municipalities</li> </ul>	22.378M (grants) 132 (mobility)	FOs/TSSD2 for monitoring	<b>15,142</b> beneficiaries were given livelihood assistance (includes CED, DOLE-AMP, WIN-AP & YES)	<b>412%</b>		remarks: includes common facility projects for TODA with large

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<b>(DILP)</b>	<ul style="list-style-type: none"> <li>Established <b>4</b> livelihood projects under Youth Entrepreneurship Support (YES)</li> </ul>			amounting to PHP22,237,227  Established <b>10</b> livelihood projects under YES benefiting 91 youths in the amount of PHP751,000  Encoded/uploaded 100% or 15,142 beneficiaries in the DKIS	<b>250%</b>		<i>membership and requests from Congressmen which were not included in the 2012 targets/plans</i>
<b>MFO 2: Labor Standards Enforcement and Dispute Resolution (35%)</b>							
<b>1. Labor Law Compliance</b>							
<ul style="list-style-type: none"> <li><b>Self Assessment</b></li> </ul>	<ul style="list-style-type: none"> <li>Achieved <b>80% (63 out of 78)</b> retrieval rate of SA forms from targeted unionized establishments with certified CBAs</li> <li>Spotchecked <b>75%</b> of SA covered establishment</li> </ul>	50,000	FOs/TSSD1 for monitoring	<b>62</b> establishments with registered CBAs submitted/complied SA with 26,682 workers covered; <u>note: RO3 conducted inspection to <b>16</b> establishments that did not submit checklist benefiting 3,243 workers</u>  Conducted spotcheck to <b>56 (75%)</b> SA covered establishments; all were found complying with the existing labor standards and occupational health and safety standards as indicated in their submitted SA checklists.	<b>98% Retrieval Rate</b>  <b>100%</b>		
<ul style="list-style-type: none"> <li><b>Routine Inspectio</b></li> </ul>	<ul style="list-style-type: none"> <li>Inspected <b>100% (4,000)</b> number of establishments</li> </ul>	1.050M	FOs/TSSD1 for	<b>4,154</b> establishments were inspected; of which,	<b>109% Establis</b>		



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n	<ul style="list-style-type: none"> <li>Achieved 70% compliance rate</li> </ul>		monitoring	<p><b>2,851</b> were found complying or 69 percent compliance rate</p> <p>Of the 1,303 establishments found with violations, 677 corrected at plant level or thru letter of invitation or 52 correction rate; therefore 85 percent or 3,528 establishments are complying with the labor laws</p> <p><i>Workers benefited=</i> <b>13,229</b> <i>Amount of plant level restitution</i> <b>= P16,920,853</b></p>	<p><b>hments</b></p> <p><b>85% total compliance rate</b></p>	<p><b>121% accomplishment rate</b></p>	
<ul style="list-style-type: none"> <li><b>Complaint Inspection</b></li> </ul>	<ul style="list-style-type: none"> <li>Acted upon 100% of complaints within the prescribed process cycle time</li> <li>Achieved <b>70%</b> settlement rate for non-complying establishments thru SENA</li> </ul>		FOs/TSSD1 for monitoring	<p>42 complaints or 100% acted upon within 48hrs</p> <p>71% or 30 establishments corrected/settled their violations benefitting 1,017 workers with restitution amount of P3,340,638.08</p>	<p><b>100%</b></p> <p><b>71% Settlement rate</b></p>		
<ul style="list-style-type: none"> <li><b>Training and Advisory Visits</b></li> </ul>	<ul style="list-style-type: none"> <li>Conducted <b>13</b> (number) of TAV orientations using LHP or CLES Modules to <b>260</b> (number) of participating establishments</li> <li>Achieved <b>50%</b> of compliance rate</li> </ul>		FOs/TSSD1 for monitoring	<p>Conducted fourteen (14) TAV orientations to 262 Tivable establishments; 135 establishments found complying or 52 percent</p>	<p><b>108% orientation</b></p> <p><b>101%</b></p>		

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				compliance rate  Note: RO Conducted inspection to 25 Tailable establishments which did not participated in the TAV orientations	<b>Establishments</b>  <b>52% Compliance rate</b>	<b>104% accomplishment rate</b>	
<b>Incentivizing Labor Laws Compliance Program</b>	<ul style="list-style-type: none"> <li>• Enrolled <b>4 companies for level 1 and 1 company for level 2</b> to work on voluntary compliance (<i>reformulated</i>) <i>Target companies:</i> <u>Level 1</u> <ul style="list-style-type: none"> <li>• Essilor Mfg. Phils. Inc. - AFAB, Mariveles, Bataan</li> <li>• TIPCO - Mabalacat, Pampanga</li> <li>• Subic Coastal Dev't. Corp. - SBFZ, OC</li> <li>• Flavor Foods. - Pulilan, Bulacan</li> </ul> </li> <li><u>Level 2</u> <ul style="list-style-type: none"> <li>• Sanyo Semiconductor Mfg. Phils. Corp (an ON Semicon co.) - LIP, San Miguel, Tarlac City</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Validated <b>5 identified companies for levels 1 and 2</b> to work on voluntary compliance</li> <li>• Validated <b>two (2)</b> establishments qualified for Tripartite Seal of Excellence</li> </ul>	75,000	FOs/TSSD1 for monitoring	Conducted 5 orientations on ILLCP and series of meetings (Bataan, Bulacan, Pampanga, Tarlac & Zambales);  Enrolled four (4) companies under level 1:  1. Pharmatechnica Laboratory Inc. ( <i>revised target of Bulacan</i> ) 2. Essilor Mf. Phils. Inc.- Bataan 3. TIPCO-Pampanga 4. Philippine Resins Industries, Inc.  <u>The target for level 2 was not qualified due to the revision of the DO. 115-11</u>  Validated the four establishments above on voluntary compliance  The 2 target	<b>80%</b>		

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				establishments (Lloyd Laboratories and Yokohama) were not accorded the Tripartite Seal of Excellence due to Revision of DO. 115-11, wherein the mechanism was revised in awarding the said TSE.			
<b>KAPATIRAN WISE -TAV</b>	<p>Implemented the program in <b>5</b> companies identified as Big Brothers. <i>Target companies:</i></p> <ul style="list-style-type: none"> <li>• <i>Herma Shipyard Inc. - Mariveles, Bataan</i></li> <li>• <i>Bounty Fresh - Pulilan, Bulacan</i></li> <li>• <i>Yokohama Tire Phils. - CFZ, Clarkfield, Pampanga</i></li> <li>• <i>IWS - LIP, San Miguel, Tarlac</i></li> <li>• <i>Subic Coastal Dev't. Corp- Zambales</i></li> </ul> <p>• <b>Achieved 100%</b> compliance with labor standards of Small Brother enterprises end of the year</p>	100,000	FOs/TSSD1 for monitoring	<p>Conducted five (5) orientations and series of meetings to big brothers together with their small brothers. Bataan conducted advocacy to seven (7) companies with 15 participants; and five (5) LS orientations with 152 participants and series of plant-visits</p> <p>Implemented Kapatiran-Wise TAV in the six (6) following establishments:</p> <ol style="list-style-type: none"> <li>1. Yokohama Tire Phils. with 5 small brothers benefiting 2,592 workers</li> <li>2. Petron Corp. with 7 SBs benefiting 438 workers</li> <li>3. IWS with 7 SBs</li> </ol>	<b>120%</b>		

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				benefiting 5,914 workers 4. Philippine Resins Industries, Inc. with 5 small brothers benefitting 151 workers 5. Lloyd Laboratories, Inc. with 3 SBs benefitting 721 workers 6. Sanyo Semiconductor Mfg. Phils. Corp with 2 SBs benefitting 1,217 workers			
<b>Safety and Health Program</b> <b>• Construction Safety</b>	<ul style="list-style-type: none"> <li>• Trained <b>100</b> Safety Officers end of the year</li> <li>• Conducted <b>12</b> advocacies on OSH, DO 13, DO 18-A</li> </ul>		TSSD1 for monitoring	Trained <b>189</b> safety officers of construction companies;  Conducted 19 orientations on OSH and DO 13 to the ffg: - <i>Archen Construction</i> : <i>110 pax</i> - <i>Trass Construction</i> : <i>20 pax</i> - <i>RC Ramos</i> <i>Construction</i> : <i>221</i> <i>pax (2 batches)</i> - <i>RC Roncal</i> <i>Construction</i> : <i>8pax</i> - <i>Bulacan Construction</i> <i>ITC: 61 pax</i> - <i>Bataan Construction</i> <i>ITC</i>	<b>189%</b>		

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	<ul style="list-style-type: none"> <li>Acted upon <u>100%</u> of submitted CSHP within five-day process cycle time</li> <li>Acted upon 100% of application for safety practitioner accreditation within prescribed cycle time</li> </ul>			<p>-Zambales Construction ITC - Zambales Mining ITC -IWS with 38pax (OSH/DO13) -IEWP with 150 pax (OSH) -Sugar industry with 25pax -UAP with 37 pax</p> <p>Conducted fourteen (14) DO18-A orientations to 579 contractors with 706 participants</p> <p>Processed 100% or 738 CSHPs within the process cycle time, out of which, 591 were approved</p> <p>Processed 139 applications for safety practitioner, of which 74 were issued certification of accreditation</p>			
<b>1. Dispute Resolution</b>							
1.1 SpeED  <ul style="list-style-type: none"> <li>Single Entry Approach (SEnA)</li> </ul>	<ul style="list-style-type: none"> <li>Settled at least <b>81%</b> of the total requests handled within the prescribed period</li> <li>Achieved <b>81%</b> settlement rate of cases through SENA by end of December 2012</li> </ul>	215,000 (supplies, postage, deliveries, communication)	FOs/TSSD 1 for monitoring	767 RFAs were handled; 764 or 99.6% were disposed of which, 740 or 97% were settled with 1,990 workers benefited amounting to PhP19,822,013	<b>97% Settlement rate</b>	<b>120% Accomplishment rate</b>	

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<ul style="list-style-type: none"> <li>SpeED Cases : Labor Standards and Arbitration cases</li> </ul>	<ul style="list-style-type: none"> <li>Disposed <b>98%</b> of handled med-arbitration cases under project SpeED for 2012</li> <li>Disposed <b>100% or 118</b> of Labor Standards cases filed within 3 months from reference period</li> </ul>	200,000 (supplies, postage, deliveries, communication)	FOs/TSSD 1 for monitoring	Disposed 118 LS cases enrolled under SPeED5 benefitting 398 workers with amount of monetary benefits of Php 1,655,878	<b>100% Disposition rate</b>		
<b>MFO 3: Social Protection and Welfare (10%)</b>							
<b>1. Family Welfare Program</b>	<ul style="list-style-type: none"> <li>Increase by <b>10% or 154</b> the no. of establishments reached thru DOLE initiated FWP related services/activities</li> <li>Increased <b>3</b> program dimensions being implemented at the company level among existing Family Welfare Committees</li> <li>Created/reactivated <b>12</b> number of FWCs</li> </ul>	80,000 (supplies/TEV)	FOs/TSSD 1 for monitoring	Conducted 52 FWP orientations benefitting 225 establishments with 10,100 workers Increased 3 program dimensions being implemented Chun Chiang Enterprises Mfg. Co., Inc., Mountaineering Instruments Corp., FCF Mfg. Company, Keppel Subic Shipyards  Created/reactivated 16 FWCs:  Created: <i>Mt. Carmel College, Wesleyan University, AURELCO, ASKI, and Premier General Hospital-Aurora,</i>  Reactivated: <i>Chun Chiang, MICO, FCF Mfg. Company, Teh Shin, Pharmatechnica, Flavor Foods, CIAC, Amertron, SMK,</i>	<b>146%</b>  <b>100%</b>  <b>133%</b>		

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (Jan-Dec 2012) (5)	Self- Rating  (6)	Valida ted Rating  (7)	Remarks (for Validatio n Purposes ) (8)
				<i>Sutherland, Keppel Subic Shipyard</i>			
<b>2. Implementation of the Social Amelioration Program in the Sugar Industry (in regions where applicable)</b>	<p><b>20% Lien or Cash Bonus Fund Collection</b></p> <ul style="list-style-type: none"> <li>Monitored 100% of cash bonus fund collection</li> <li>Monitored 100% of current Crop Year cash bonus as distributed within the one-month prescribed period.</li> </ul> <p><b>100% Socio-economic Program Related Fund (SEPRF) Collection</b></p> <ul style="list-style-type: none"> <li>Remitted 100% of SEPRF Collection to BWSC within one month from the date of collection</li> </ul> <p><b>Maternity and Death Benefit</b></p> <ul style="list-style-type: none"> <li>Processed 100% of filed claims within 10-days</li> <li>Paid 100% of approved claims within 5-days</li> </ul>		FOs/TSSD 2 for monitoring	<p>Monitored 100% of CBF distribution to sugar workers</p> <p>Monitored 100% of CBF distribution to sugar workers</p> <p>Processed and paid 100% or 15 death benefits and 2 maternity benefits within 5 days</p>	<b>100%</b>		
<b>3. Implementation of Integrated Services for Migratory Sugar Workers (I-SERVE) (in regions where applicable)</b>	<ul style="list-style-type: none"> <li>Provided _____ workers with livelihood assistance</li> </ul>						<b>N/A RO3 is a receiving region of migrant workers</b>
<b>MFO 4: Social Partnership Promotion (15%)</b>							
<b>1. Tripartism</b>	<ul style="list-style-type: none"> <li>Established <b>7</b> no. of ITCs in <b>4</b> KEGs end of the year (<i>1- Aeronautics Industry, 1-Bus Transport Industry, 1- Mining Industry and ,4 - Construction Industry</i>)</li> </ul>			Established <b>ten (10)</b> ITCs ( <i>Construction ITCs in Aurora-25, Bataan-68, Bulacan-53, Tarlac and</i>	<b>142%</b>		

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (Jan-Dec 2012) (5)	Self- Rating  (6)	Valida ted Rating  (7)	Remarks (for Validatio n Purposes ) (8)
<p>- <b>Workers Organization Development Program (WODP)</b></p>	<ul style="list-style-type: none"> <li>Facilitated the adoption of <b>7</b> Industry Voluntary Codes of Good Practices by the end of <b>December</b> 2012 in <b>4</b> KEGs (<i>1- Aeronautics Industry, 1-Bus Transport Industry, 1- Mining Industry and ,4 - Construction Industry</i>)</li> <li>Conducted <b>8</b> RTIPC activities end of the year</li> <li>Extended <b>2</b> training grants benefitting <b>30</b> officer/members covering <b>6</b> unions/associations</li> <li>Extended <b>2</b> existing scholarship grants to (<i>1 member and 1 dependent</i>) covering <b>2</b> unions/associations and <b>1</b> new/additional scholarship grant to <b>1</b> dependent</li> </ul>			<p><i>Zambales-18, Regional Construction-ITC, NE BPO-ITC, Pampanga Aviation ITC-12, Regional Bus transport ITC-43members; and Mining ITC in Zambales</i></p> <p>Facilitated the adoption of <b>9</b> Industry Voluntary Codes of Good Practices (<i>1- Mining Industry, 1-BPO, 1 Aviation-ITC, 1- School ITC and 5 - Construction Industry</i>)</p> <p>Conducted 25 activities/meetings with 923 participants (<i>DO18-A orientations, Domestic workers orientation, Fun Run, election of officers</i>)</p> <p>Conducted <b>4</b> training on latest labor issuances, Leadership, Human Relations, Team Work, benefiting 102 union officers/members</p> <p>- One (1) scholar/union officer provided assistance (note: <u>1 scholar (existing) already graduated; budget</u></p>	<p>129%</p> <p>312%</p> <p>200%</p> <p>33%</p>		



MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (Jan-Dec 2012) (5)	Self- Rating  (6)	Valida ted Rating  (7)	Remarks (for Validatio n Purposes ) (8)
				was used for training grants)			
<b>2. Involvement/ Mobilization among Interagency Committees/ Mechanisms</b>	<ul style="list-style-type: none"> <li>• Monitored and submitted report to concerned offices within the set deadline on the following: <ul style="list-style-type: none"> <li>➢ Implementation of Child Labor Prevention and Elimination Program</li> </ul> </li> </ul>		FOs/TSSD1 for monitoring	<p>Conducted 5 orientations on child labor attended by 74 pax</p> <ul style="list-style-type: none"> <li>- Five (5) Barangay Resolutions /Ordinances formulated and launched re: Child Labor Free Barangay at the same time created BCPC and forged 4 MOUs, accord, commitment of support. (Brgy. San Jose, Maria, Aurora, Sisiman, Mariveles, Bataan, Taal, Bocaue, Bulacan, Pandacaqui, Mexico, Pampanga, and Central, Tarlac City)</li> <li>- Conducted 30 advocacies/orientations on RA 9231 in 13 Municipalities benefiting 1,982 children/parents/ Brgy. Captains</li> <li>- Conducted WDACL Celebration with 300 child laborers and children at risk and</li> </ul>	<b>100%</b>		

<b>MFO</b>  <b>(1)</b>	<b>RO Success Indicators</b> <b>(Targets + Measures)</b>  <b>(2)</b>	<b>Allotted</b> <b>Budget</b>  <b>(3)</b>	<b>Division/</b> <b>Individuals</b> <b>Accountable</b> <b>(4)</b>	<b>Actual</b> <b>Accomplishments</b> <b>(Jan-Dec 2012)</b> <b>(5)</b>	<b>Self-</b> <b>Rating</b>  <b>(6)</b>	<b>Valida</b> <b>ted</b> <b>Rating</b>  <b>(7)</b>	<b>Remarks</b> <b>(for</b> <b>Validatio</b> <b>n</b> <b>Purposes</b> <b>)</b> <b>(8)</b>
	<ul style="list-style-type: none"> <li>➤ Implementation of Anti-Illegal Recruitment and Anti-trafficking Program</li>   <li>➤ Strike Prevention</li>   <li>• Regional Coordinating Committee (RCC)</li>   <li>• Established/reactivated Regional Interagency Coordinating and Monitoring Committee</li> </ul>			<p>provided educational packages/free haircut/medical consultations and vitamins;</p> <p>- Provided livelihood assistance to 1 child laborer amounting to P65,000</p> <p>Forged four (4) MOUs on AIR-TIP with the Provincial Government of Aurora, Bataan, Bulacan and Pampanga</p> <p>Submitted reports on the implementation of AIR-TIP; conducted 125 AIR-TIP campaigns with 27,518 pax</p> <p>Monitored strikes in coordination with the NCMB</p> <p>Conducted quarterly meetings and monitored the performance of the RCC on convergence program</p>			

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				Reactivated the Regional Interagency Coordinating and Monitoring Committee last November 15, 2012			
<b>MFO : Institutional Support (10%)</b>							
1. <b>Support for Policy Development (not applicable to DOLE-NCR)</b>	<ul style="list-style-type: none"> <li>Submitted to BLES the Job Displacement Monitoring System (JDMS) reports 15 days after reference month</li> <li>Achieved at least 85% overall performance assessment rating end of December 2012.</li> <li>Utilized 100% of allocated funds for surveys by end of December 2012 and submitted to BLES all required survey reports per schedule</li> </ul>	50,000 (forms)  BLE Funds	Statistician / FOs/TSSD1 for monitoring	<p>Submitted monthly reports before deadline</p> <p>Achieved 72.56 percent retrieval rate or 328 survey forms out of the total target of 452</p> <p>Utilized Php194,000 or 61% of the total budget of 316,350.00</p>			
2. <b>Integrity Development Program</b>	<ul style="list-style-type: none"> <li>Monitored the status of cases filed against officials and employees of the RO and submitted report to HRDS not later than the 5<sup>th</sup> day of the month after the reference quarter</li> </ul>		IMSD/ secretariat	Submitted the quarterly report			
3. <b>Strategic Performance Management System</b>	<ul style="list-style-type: none"> <li>Monitored 100% the preparation and implementation of Individual Performance Commitments and evaluation of the employees' performance based on the guidelines</li> </ul>		IMSD/ Planning Officer	IPCRs evaluated and monitored			
4. <b>Communication Program</b>	<ul style="list-style-type: none"> <li>Disseminated/ published at least 5 press releases on a monthly basis <ul style="list-style-type: none"> <li>a. Appeared/ guested in TV/radio program at least once a month</li> <li>b. Conducted press briefings at least once a</li> </ul> </li> </ul>	50,000	LIO/IMSD	Disseminated/published <b>85</b> press releases  <b>50</b> TV/radio guestings  <b>49</b> press briefings			

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	<p>month</p> <p>c.Submitted a monthly report to LCO on at least 3 program-related good news not later than the EO of the month</p>			Submitted <b>55</b> good news			
<b>5. Statistical Performance Reporting System (SPRS)</b>	d. Submitted monthly report on the physical accomplishments (thru Online SPRS) not later than the end of the month.		FOs/ Statistician / PO	Validated/submitted monthly SPRS reports before deadline			
<b>6. Financial Management</b>	<p>a. Funds Utilization</p> <p>i. Utilized 100% of the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the PLEP (2011-2016)</p> <p>ii. Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report.</p> <p>iii. Submitted Physical and Financial Performance Report or Flash Report to DOLE CO, FMS (for financial report) and PS (for physical report) for consolidation and eventual submission to DBM/OP..(monthly - not later than 5<sup>th</sup> of the following month)</p> <p>b. Funds Accountability</p> <p>i. Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts: - Account 148 (Cash Advances to Officials and</p>		Accountant / Budget Officer/IMS D	<p>Utilized 100% of the total allotted budget of 128.597million</p> <p>Submitted monthly SAOB report</p> <p><b>148</b> PY - 0% unaccounted PY balances CY - 100% liquidated</p> <p><b>104</b> - 100% replenished monthly</p>	<p><b>100%</b></p> <p><b>0</b> <b>100%</b></p> <p><b>100%</b></p> <p><b>31%</b> <b>25%</b></p>		

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (Jan-Dec 2012) (5)	Self- Rating (6)	Valida ted Rating (7)	Remarks (for Validatio n Purposes ) (8)
	<p><i>Employees</i>) by 80% for prior and current years</p> <ul style="list-style-type: none"> <li>- Account 104 (<i>Petty Cash Fund</i>) by 100%</li> <li>- Account 139 (<i>Due from NGOs/POs</i>) by 80% for prior and current years</li> <li>- Account 138 (<i>Due from LGUs</i>) by 80% for prior and current years</li> </ul> <p>ii. Submitted monthly report on the status of following accounts and report of monthly income to DOLE CO, FMS:</p> <ul style="list-style-type: none"> <li>- Account 104 (Petty Cash Fund)</li> <li>- Account 138 (due from LGUs)</li> <li>- Account 139 (Due from NGOs/Pos)</li> <li>- Account 148 (Cash Advances to Officials and Employees)</li> <li>- Report of income - NG Books (Monthly - 1<sup>st</sup> working day of the following month)</li> </ul> <p>iii. Complied 100% with COA, DBM and BIR financial accountability reporting system (List and schedule attached)</p> <ul style="list-style-type: none"> <li>- Budget Execution Documents (BEDs) and Budget Accountability Reports</li> </ul>			<p><b>139</b> PY - 25% liquidated (2011 &amp; below) CY - 20% liquidated (on-going projects for 2012)</p> <p><b>138</b> PY - 81% liquidated (2011&amp; below) CY - 0% liquidated (on-going projects for 2012)</p> <p>Submitted monthly reports</p>	<p><b>101%</b> <b>0</b></p> <p><b>100%</b></p> <p><b>100%</b></p>		

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	<p>(BARs)</p> <ul style="list-style-type: none"> <li>- Trial Balance</li> <li>- Financial Statements</li> <li>- Report of Disbursements</li> <li>- Report of Income</li> <li>- Statement of Income and Expenses, Cash Flows, Government Equity and the supporting schedules</li> <li>- Statement of Cumulative Expenditures/Obligations Incurred, Obligations Liquidated/Disbursements and Unliquidated Obligations</li> <li>- Annual/Monthly Report Remittance</li> <li>- Return of Income Taxes Withheld (Form 1601C)</li> <li>- Creditable Income Taxes Withheld (Expanded Form 1601E)</li> </ul> <p>(As scheduled)</p> <p>c. Complied 100% with COA recommendations and submitted quarterly status of actions taken on COA annual audit reports and audit observation memoranda to DOLE CO FMS and COA Regional Counterpart and worked for at least "Qualified" opinion in this current year 2012. (quarterly - within the month following the reference quarter)</p>			<p>Submitted as scheduled and acted upon 100% of COA recommendations</p> <p>75% complied (6 of 8) with COA recommendation status submitted regularly</p>	<b>75%</b>		
<b>7. HRD Interventions</b>	<p>d. Trained the regional staff in the following areas:</p> <ol style="list-style-type: none"> <li>1. In coordination with HRDS: (cite specific training based on TNA)</li> </ol>	1.5M (TEV, honorarium, food, accommoda tion,	HRMO/IMS D in coordinatio n with TSSD1&2				Values/Moral Renewal Seminars/ activities should be included in

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	<ul style="list-style-type: none"> <li>•Supervisory Development Course (SDC) Track II</li> <li>•Basic Presentation Skills</li> </ul> <p>2. To be handled by the RO: (cite specific training based on TNA) (Note: Values/Moral Renewal Seminars/ activities should be included in their capacity building program.)</p> <ul style="list-style-type: none"> <li>• Capability building for FWP implementers</li> <li>• GAD orientation</li> <li>• Refresher course for Labor Inspectors</li> <li>• Sugar Industry Inspection</li> <li>• Employment Services</li> <li>• Orientation on Union Registration</li> <li>• Orientation on Workers' Assoc. Registration</li> <li>• Orientation on CBA registration</li> <li>• Orientation on DO 18-A</li> <li>• Orientation on AIR-TIP</li> <li>• Productivity</li> <li>• Team enhancement</li> <li>• Legal writing and Technical Report writing</li> <li>• Learning sessions for RO3 personnel re: updates of programs implemented</li> <li>• Training for SDOs</li> <li>• Orientation on Customer Service Excellence</li> </ul>	materials		<p>- To be conducted by HRDS - Conducted last Nov. 21-22 with 20pax</p> <p>1 FWP training last 2/10/12 with 10 pax 2 GAD orientation last 3/8/12with 32 pax 3-4 Refresher course &amp; sugay industry inspection was conducted last 12/26to27, 2012 with 25 pax 5 Employment Services training conducted last April 24-25, 2012 w/ 16pax 6.8 Orientations on Union/WA/CBA registration last 2/23/12 with 47 pax 9 Conducted DO 18-A orientation last 1/16/12 with 32 pax 10 AIR-TIP orientation conducted last 12/27/2012 with 25pax 11Productivity orientation conducted last 3/8/12 with 32pax 12.13 2 team building conducted team building participated by all</p>	<p><b>100%</b></p> <p><b>100%</b></p>		<p><i>the capacity building program</i></p>

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	<p>3. In coordination with other Bureaus/agencies</p> <ul style="list-style-type: none"> <li>• Basic Orientation on Construction Safety Program -OSHC</li> <li>• Filled up <b>100%</b> of vacant positions</li> <li>• Submitted report on their conduct of training and events based on the synchronized calendar for 2012 to the HRDS on the 5<sup>th</sup> day of July and December 2012</li> </ul>			<p>employees</p> <p>14 Conducted Legal writing &amp; Technical report writing last Nov. 13-14 with 18 pax</p> <p>15 Conducted learning sessions thrice a month every flag ceremony</p> <p>16 Training for SDOs last 1/16/12 w/ 12pax</p> <p>17 Conducted Customer Service Excellence last 1/27/12 with 98 pax</p> <p>Conducted Basic orientation on Construction Safety program to 22 inspectors/focal persons last July 12-13, 2012</p> <p>All vacant positions were filled-up</p> <p>submitted semestral reports on trainings and events</p>	<p><b>100%</b></p> <p><b>100%</b></p>		
<b>8. Green Our DOLE Program (GODP)</b>	<ul style="list-style-type: none"> <li>• Submitted to AS GODP Plan 2012 end of February 2012</li> <li>• Submitted to AS report on GODP Plan implementation not later than end of the month</li> </ul>		IMSD	<p>Submitted GODP Plan last May 2012</p> <p>Submitted monthly report on GODP Implementation before the deadline</p>	<p><b>100%</b></p> <p><b>100%</b></p>		
<b>9. Gender and Development (GAD)</b>	<ul style="list-style-type: none"> <li>• Submitted to PS Revised GAD Plan 2012 in accordance with the ILO PGA Audit findings and GAD Plan for 2013 end of March 2012</li> </ul>		IMSD	Submitted GAD Plan	<b>100%</b>		



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	<ul style="list-style-type: none"> <li>Submitted to PS GAD annual report 1<sup>st</sup> week of Dec. 2012</li> </ul>			Submitted GAD annual report January 8, 2013			
5.1.1 DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	<p>a. Documented work processes and submitted the following to DOLE CO FMS by end of December 2012:</p> <ul style="list-style-type: none"> <li>i. Inventory of manuals or documented processes</li> <li>ii. Procedures Manual or Manual of Instructions</li> <li>iii. Citizens Charter - for at least one (1) frontline services</li> <li>iv. Service Charter - for at least one (1) support services</li> </ul> <p>b. Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline services in the DOLE Citizens Charter</p> <ul style="list-style-type: none"> <li>I. Submitted monthly/quarterly reports to Central Office</li> <li>II. Provided actions on complaints/feedback (monthly)</li> </ul>		IMSD/TSS Ds/FOs	<p>Finalized/documentated the procedures manual of all frontline services</p> <p>Documented and posted in the bulletin board the DOLE frontline and support services</p> <p>Implemented citizens feedback system/mechanism on the enrolled frontline services in the DOLE citizen charter</p> <p>Submitted quarterly report No complaints received</p>	100%	100%	
OFFICE INITIATIVES ( these should be included in the submission of the monthly OPCR accomplishment)	<ul style="list-style-type: none"> <li>➤ Partnering with Ecozones and Industrial Parks in information dissemination/responses to frequently asked legal questions regarding employer-employee relations thru radio programs and other media</li> <li>➤ Intensified information dissemination on construction safety programs thru TV/radio programs</li> </ul>		FOs/TSSD 1	Conducted regular meetings with LIP, AFAB and CDC; also RO3 had an initial meeting with SBMA; on process of MOUs with SBMA			
			FOs/TSSD 1	Intensified info dissemination on			

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nt report)	<ul style="list-style-type: none"> <li>➤ Manualized the frequently asked questions including frontline services for dissemination to all Field Offices, PESOs and other program partners</li> <li>➤ Provided Basic Orientation on Occupational Safety and Health to workers of all constructions with approved health and safety program</li> <li>➤ Enhanced PRAISE recognition program for DOLERO3 staff</li> </ul>		<p>TSSD1 &amp; 2/ IMSD</p> <p>FOs/TSSD 1</p> <p>IMSD</p>	<p>construction safety programs thru conduct of three (3) orientations in partnership with CLTV36</p> <p>Manual for final review of the technical group</p> <p>Conducted 14 orientations on OSH and DO 13 to the ffg:</p> <ul style="list-style-type: none"> <li>- Archen Construction : 110 pax</li> <li>- Trass Construction: 20 pax</li> <li>- RC Ramos Construction : 221 pax (2 batches)</li> <li>- RC Roncal Construction : 8pax</li> <li>- Bulacan Construction ITC: 61 pax</li> <li>-Bataan Construction ITC</li> <li>-Zambales Construction ITC</li> </ul> <p>Finalized the revised/enhanced PRAISE recognition program last August 29, 2012</p> <p><i>Other Accomplishments:</i></p>			

<b>MFO (1)</b>	<b>RO Success Indicators (Targets + Measures) (2)</b>	<b>Allotted Budget (3)</b>	<b>Division/ Individuals Accountable (4)</b>	<b>Actual Accomplishments (Jan-Dec 2012) (5)</b>	<b>Self- Rating (6)</b>	<b>Valida ted Rating (7)</b>	<b>Remarks (for Validatio n Purposes ) (8)</b>
				Conduct regular monthly meetings with the Task Force Hanjin			
<b>Total Overall Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							

<b>Submitted by:</b>		<b>Endorsed by:</b>		<b>Validated by:*</b>	
	<b>Date</b>		<b>Date</b>		<b>Date</b>
<b>RAYMUNDO G. AGRAVANTE</b>		<b>USEC. LOURDES M. TRASMONTE</b>			
<b>Regional Director</b>		<b>DOLE BMT</b>		<b>DOLE Validation Team</b>	
<b>Recommended by:</b>		<b>Approved by:</b>			
	<b>Date</b>		<b>Date</b>		
<b>USEC. DANILO P. CRUZ</b>		<b>ROSALINDA DIMAPILIS-BALDOZ</b>			
<b>Cluster Head</b>		<b>Secretary</b>			

**GUIDE FOR ACCOMPLISHING:**

Column 1 – Program per Major Final Output

Column 2 – Performance Targets and Measures

Column 3 – Budget allotted per program/project/activity e.g., supplies, materials, equipment and other budgetary requirements

Column 4 – Specific Division/Individuals primarily accountable/responsible for the accomplishment of each success indicator

Column 5 – What has been achieved or accomplished per success indicator

Column 6 – Self-rating per success indicator by the concerned office/agency

Column 7 - Ratings based on the validation of concerned offices e.g. program managers

Column 8 – Relevant data supporting the validation rating

\*To be accomplished during the Performance Assessment only

to be filled up during validation stage