

Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Regional Office No. 3**  
City of San Fernando, Pampanga

**ANNUAL AGENCY EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN (EIDP)**

*For Current Year 2014*

| EIDP COMPONENT   | ANNUAL VERIFIABLE TARGET/MILESTONE  | RESPONSIBLE PERSON/UNIT/DIVISION   | TIMELINE  | FUNDING SOURCE | BUDGETARY REQUIREMENTS |
|--|---|--|---|----------------|------------------------|
| <p><b>A. TRANSPARENCY</b></p> <p>1. Posted in the DOLE Central Luzon Website of the following:</p> <p>a. Annual net worth of all its 3<sup>rd</sup> level officials including Division Chiefs based on their submitted Statements of Assets and Liabilities (SALN)</p> <p>b. Status of labor standard cases</p> <p>c. DOLE Citizens' Charter</p> <p>d. Management Actions on COA Audit Report</p> <p>e. Transparency Seal per general provisions of the General Appropriations Act (Section 93)</p> <p>e.1. Agency's mandates and functions, names of its officials with their position and designation, and contact information;</p> <p>e.2. Annual reports, as required under National Budget Circular Nos. 507 and 507-A dated 31 January 2007 and 12 June 2007, respectively for the last three (3) years;</p> | <p>Data posted in the DOLE Central Luzon website and updated</p> <p>Data posted and updated</p> <p>Updated Charter posted</p> <p>Updated Data posted</p> <p>Updated Data posted</p> | <p>Mr. Jeremiah Joseph Borja, LCO/IMSD</p> <p>Ms. Mary Josephine L. Castro, HRMO III/IMSD</p> <p>Ms. Yolanda M. Bugay, OIC/TSSD I</p> <p>IMSD/TSSD I/TSSD II</p> <p>Mr. Oscar Anthony C. David, Accountant III/IMSD</p> <p>Mr. Jeremiah Joseph Borja, LCO/IMSD</p> | <p>Every end of the 1<sup>st</sup> semester of each year</p> <p>Quarterly</p> <p>End of the year</p> <p>End of the year of the previous COA Annual Report</p> <p>End of the month as the case maybe</p> |                |                        |

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|--|---|--|---|---------------------|-----------------------|
| <p>e.3. Their respective approved budgets and corresponding targets immediate upon approval of this Act;<br/> e.4. Major programs and projects categorized in accordance with the five (5) key results areas under EO No. 43, s. 2011;<br/> e.5. The program/projects beneficiaries as identified in the applicable special provisions;<br/> e.6. Status of implementation and program/project evaluation and/or assessment reports; and<br/> e.7. Annual Procurement plan, contracts awarded and the name of contractors/suppliers/consultants.</p> |   | <p>Ms. Cecilia D. Malit,<br/> Budget Officer III/IMSD</p> <p>IMSD/TSSD I/TSSD II</p> <p>IMSD/TSSD I/TSSD II</p> <p>IMSD/TSSD I/TSSD II</p>                               |   |                     |                       |
| <p>2. Continuous implementation of the Zero and Performance-Based Budgeting System</p>   | <p>&gt;&gt; Approved Budget (Physical and Financial Plan-against OPIF)<br/> &gt;&gt; Civil Society Organization Consultation Workshop</p>   | <p>Mr. Renato S. Pacheco,<br/> Supply Officer III/IMSD</p> <p>Ms. Cecilia D. Malit,<br/> Budget Officer III/IMSD<br/> IMSD/TSSD I/TSSD II</p>                            | <p>APP &amp; List of Contractors/Suppliers/Consultants (Annually), Contracts Awarded (As the case maybe)<br/> Continuing<br/> February 28, 2014</p> | <p>General Fund</p> | <p>P 2,524,499.56</p> |
| <p><b>B. ACCOUNTABILITY</b></p> <p>a. Continuous implementation of the Speedy Dispensation of Labor Justice Project or Speed project to ensure strict compliance with the prescribed rules and process cycle time for the disposition of cases</p> <p>b. Anti-Red Tape Act (ARTA) Implementation</p> <ul style="list-style-type: none"> <li>o DOLE ARTA</li> </ul> <p>c. Strict implementation of rules and regulations on the liquidation of cash advance</p> <p>d. Transparency in the Agency's Procurement (PhilGEPS Implementation)</p>          | <p>RCCs include Speed with 98% disposition rate</p> <p>Conducted ARTA Orientation</p> <p>100% as to compliance and submission of reports<br/> 100% of cash advances liquidated within the prescribed period</p> <p>Registered and full blast implementation of PhilGEPS</p> | <p>TSSD I</p> <p>IMSD/TSSD I/TSSD II</p> <p>RO/FOs</p> <p>Mr. Oscar Anthony C. David, Accountant III/IMSD</p> <p>Mr. Renato S. Pacheco,<br/> Supply Officer III/IMSD</p> | <p>FY 2014</p> <p>February 10, 2014</p> <p>Monthly<br/> Quarterly<br/> Monthly</p> <p>As the case maybe</p>   |                     |                       |

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|--|--|---|--|--|--|
| e. DOLE Integrity Pledge   | Formed part of the Flag Raising Ceremony   | All Personnel                                       | Every Monday   |  |  |
| f. Enhanced awareness on Anti-Corruption Laws, Rules and Regulations                           | Conducted an "Orientation" on the matter   | All Personnel                                       | FY 2014  |  |  |
| g. Values Formation  | Seminar/Workshop to be conducted among personnel, the office has CSC-Accredited Trainer in the name of Ms. Ma. Regina G. Agustin, LEO III, TSSD I. | All Personnel                                       | FY 2014  |  |  |
| o Teambuilding   | Group Enhancement conducted per divisions/FOs  | Heads/PFOs  | FY 2014  |  |  |
| h. Observance of no-contact and no-gift/solicitation policy                                    | Strict implementation in the regional office   | Offices/Divisions/FOs                               | Daily  |  |  |
| i. Exemplary behavior is awarded – PRAISE  | Deserving personnel awarded  | IMSD  | Yearly   |  |  |
| j. Ethical behavior is promoted  | Facilitated an orientation on RA 6713  | Atty. Remedios Vegim-Teves, Mediator-Arbitrator/MAU | FY 2014  |  |  |
| k. ISO 9001:2008   | Monitored Quality Objectives implementation  | Process Owners/Alternates                           | Monthly  |  |  |
| o Streamlining standardized processes for transparent and faster delivery of service           | Established Audit Program and Plan   | Internal Auditors                                   | April 23, 24 & 25, 2014<br>July 16, 17 & 18, 2014<br>October 15, 16 & 17, 2014 |  |  |
| o Internal Audits are scheduled  |  |   |  |  |  |
| <b>C. RESPECT FOR THE RULE OF LAW</b>  |  |   |  |  |  |
| 1. Speedy resolution of administrative complaints/cases  | 100% disposition/resolution rate   | Administrative Complaint Committee (ACC)            | As the case maybe  |  |  |
| o DOLE RO 3 Administrative Complaint Committee   | Issued Office Order on the new composition of ACC  | Composition determined by RD.                       | As the need arises   |  |  |
| 2. Quarterly monitoring of status of cases and complaints against DOLE officials and employees | 100% monitored and submitted report  | Ms. Myleen F. Mercado/IMSD                          | Quarterly  |  |  |
| <b>D. PARTNERSHIP FOR DEMOCRATIC GOVERNANCE</b>  |  |   |  |  |  |
| 1. Tripartite Efficiency and Integrity Board   | Issued Office Order on the new composition of TEIB   | Determined by RD                                    | As the need arises   |  |  |
| 2. Advocacy of integrity and efficiency in   | Industries joined the advocacy   | Focal Person/TSSD I                                 | As the need arises   |  |  |

|   |                                   |                           |                |  |  |
|---|-----------------------------------|---------------------------|----------------|--|--|
| <p>all provincial ITCs and RTIPC</p> <p>3. Regular meetings of the TEIB of RO 3</p> | <p>Comprised of RO and CL-RCC</p> | <p>RO and RCC members</p> | <p>FY 2014</p> |  |  |
|---|-----------------------------------|---------------------------|----------------|--|--|

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