

REFORMULATED

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, 2013**. 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 (as of December 2013) (5)	Self-Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
<b>MFO I. Employment Facilitation and Manpower Development (30%)</b>							
<b>1. Employment Facilitation</b>							
1.1 SPES	<ul style="list-style-type: none"> <li>Provided bridging employment to <b>14,492</b> beneficiaries end of December 2013</li> </ul>	43.957M (grants) 543 (mobility)	FOs/TSSD2 for monitoring	Provided with bridging employment to <b>14,962</b> students	<b>103%</b>		
1.2 Job Fairs in coordination with PESO - National (Labor Day, Kalayaan, DOLE Anniversary)	<ul style="list-style-type: none"> <li>Registered <b>19,500</b> applicants</li> <li><b>10%</b> or <b>1,658</b> HOTS (Hired on the Spot) based on <b>16,575</b> number of <b>qualified/matched</b> applicants.</li> </ul>	500,000	FOs/TSSD2 for monitoring	Conducted <b>24 Job Fairs</b> with 1,091 employers participated and 109,146 vacancies solicited. There were <b>30,632</b> applicants registered, of which <b>72.6% or 21,987</b> were qualified and <b>25 percent</b> or <b>5,434</b> were Hired on the Spot ( <b>Labor Day, June 12, &amp; DOLE Anniversary</b> )  RO3 also conducted <b>101</b> regular Job Fairs with 2,385 employers participated and 308,419 vacancies solicited; <b>47,647</b> registered applicants, of which <b>35,376</b> were qualified and <b>4,694</b> applicants placed	<b>155% Registered applicants</b>  <b>250% HOTS Accomplishment rate</b>		

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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 2013</li> </ul>			<p>(13%)</p> <p>Posted the RO3 Calendar of Job Fair Activities at RO3 Website and Phil-Jobnet</p>	100%		
<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 <b>700 (REFORMULATED TARGET)</b> and issued with certification/sticker at the end of 2013</li> <li>Issued stickers to 100% of existing PhilJobNet users</li> <li>Registered a minimum of <b>316</b> establishments with vacancy postings at the end of 2013</li> <li>Posted/Solicited a minimum of <b>37,000 (REFORMULATED TARGET)</b> Job Vacancies at the end of 2013</li> <li>Implemented SRS in <b>25</b> LGUs (4<sup>th</sup> wave) <i>SanLuis, Dilasag, Dinalungan, Abucay, Morong, Dinalupihan, Hermosa, Pandi, Obando, San Miguel, San Jose Del Monte City, Sto. Domingo, Jaen, Bongabon, Guimba, Guagua, Mabalacat, St. Tomas, Bamban, Gerona, Sta. Ignacia, Camiling, Subic, San Narciso, Iba)</i></li> <li>If not covered in LGU SRS, registered and posted at the PJN website at least <b>10,000</b> March and October graduates of tertiary education and training centers by May and November,</li> </ul>	110,000 (mobility)	FOs/TSSD2 for monitoring	<p>As per data of BLE, RO3 has registered <b>798</b> establishments at the PJN</p> <p><b>(note: No funds from BLE)</b></p> <p><b>316</b> establishments registered and posted <b>40,861</b> job vacancies</p> <p>SRS 4<sup>TH</sup> Wave implemented in <b>25 LGUs</b> (Aurora:Dilasag, Dinalungan, San Luis-- Bataan: Abucay, Dinalupihan, Hermosa, Morong-- Bulacan: Obando, Pandi, City of SJDM, San Miguel--Nueva Ecija: Bongabon, Guimba, Jaen, Sto. Domingo--Pampanga: Apalit, Guagua, Mabalacat--Tarlac:Bamban, Camiling, Gerona, Sta. Ignacia--Zambales:Iba, San Narciso, Subic)</p> <p><b>14,016</b> graduates (March) of tertiary education and training centers registered and posted at PJN</p>	114%		<p>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)</p> <p>Check TESDA website</p>

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	2013, respectively						
<b>3. Capacity Building of Employment Service Providers</b>							
<b>3.1 Capacity Building for PESO (Please see attached Matrix for RO Targets)</b>	<ul style="list-style-type: none"> <li>Conducted advocacy activities in <b>21</b> LGUs with active PESO towards institutionalization at the end of 2013</li> <li>Institutionalized at least <b>4 (REFORMULATED TARGET)</b> PESOs at the end of 2013</li> <li>Trained PESO managers on the following at the end of 2013: <ul style="list-style-type: none"> <li>Seven (7) trainings on SRS implementation for <b>25</b> number of PESOs</li> <li>Two (2) Basic Employment Services Trainings to 40 PESO Managers &amp; staff (in 47 PESOs/LGUs or 50% of active PESOs)</li> <li>Two (2) Advanced Management Course for 40 active PESOs or 50% of active PESOS</li> </ul> </li> </ul>	210,000 (venue, supplies, mobility)	FOs/TSSD2 for monitoring	<p>Conducted <b>34</b> advocacies towards institutionalization to 21 LGUs Institutionalized seven <b>(7)</b> PESOs namely: <b>Hermosa, Samal, Floridabalanca, Candelaria, Sta. Cruz, Llanera, and Bocaue</b></p> <p>As of Nov. 2013, 36% or 49 PESOs were institutionalized out of 137.</p> <p><b>NOTE: if based on national target, RO3 has achieved an accomplishment rate of 140%</b></p> <p>Conducted twenty five <b>(25)</b> SRS trainings in <b>25</b> PESOs/LGUs (Aurora:Dilasag, Dinalungan, San Luis-- Bataan: Abucay, Dinalupihan, Hermosa, Morong--Bulacan: Obando, Pandi, City of SJDM, San Miguel-- Nueva Ecija: Bongabon, Guimba, Jaen, Sto. Domingo--Pampanga: Apalit, Guagua, Mabalacat--Tarlac:Bamban, Camiling, Gerona, Sta. Ignacia--Zambales:lba, San Narciso, Subic)</p> <p>Conducted <b>3</b> BEST to 45 PESOs with <b>104</b>PESOS Managers/staff</p> <p>Conducted <b>2</b> AMC to 27 PESOs with <b>42</b>PESOS Managers/staff</p>	<b>162%</b> <b>175%</b>		
					<b>357%</b> <b>150%</b> <b>260%</b> <b>100%</b> <b>105%</b>		As per the BEST PESO Training, BLE will download subsidy funds for the regions.

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				Also conducted <b>3</b> BMC to 45 PESOs with <b>82</b> PESOS Managers/staff; 20 orientations on KasamBahay Bill, Child Labor Program, Updates on DOLE programs with 627 participants			
3.2 Career and Employment Coaching/ Guidance Advocacy (Please see attached Matrix for RO Targets)	<ul style="list-style-type: none"> <li>Established at least <b>7</b> Career Guidance Network (CGN) for secondary schools with minimum of 150 members per Regional NGCs (registered with SEC and MOU forged) end of 2013</li> <li>Maintained 8 existing CGN end of 2013</li> <li>Established one Regional Career Advocacy Congress (new indicator per memo dated August 9, 2013, released by AS-Central Records to ROs on Sept. 6, 2013)</li> <li>Conducted at least <b>415</b> advocacy activities with a minimum of <b>100</b> participants per session using DOLE and TESDA's career guides end of 2012 <ul style="list-style-type: none"> <li>Advocacy activities to <b>150 Public High Schools</b> with a minimum of 100 3<sup>rd</sup> year and 4<sup>th</sup> year high school students/participants per session conducted (new indicator per memo dated August 9, 2013)</li> </ul> </li> </ul>	100,000	FOs/TSSD2	<p>---</p> <p>Regional CGN and Provincial CGNs conducted 12 meetings/trainings to 8 CGC networks with 906 members covered;</p> <p>Conducted Regional CGCNet Congress last May 2, 2013 with 305 participants.</p> <p>Conducted <b>551</b> career and employment coaching in 455 schools benefiting 88,288 students and parents, of which:</p> <p>55,866 from <b>360 public schools</b> were given career coaching</p> <p>Conducted 168 LEGS seminars to 153 schools benefiting 24,464 students and parents, of which:</p> <p>- 3,485 HRM graduating students in private schools;</p>	<p>---</p> <p><b>171%</b></p> <p><b>100%</b></p> <p><b>128%</b></p> <p><b>240%</b></p> <p><b>125%</b></p>		Already established
- Labor Education for Graduating Students	<ul style="list-style-type: none"> <li>Oriented <b>2,785</b> of HRM and IT graduating students in private schools</li> </ul>						

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(LEGS)	<ul style="list-style-type: none"> <li>Oriented <b>1,800</b> of HRM and IT graduating students in State Universities and Colleges</li> </ul>			- 3,048 HRM graduating students in State Universities and colleges	<b>169%</b>		
<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 Permit, Job Fair)</li> </ul>	500,000 (supplies, forms)	TSSD1 & TSSD2	Processed the ff. applications within the prescribed period: <ul style="list-style-type: none"> <li>Processed 3,011 or 100% of AEP applications;</li> <li>206 contractor/sub-contractor applications processed and registered;</li> <li>180 no pending case certificates issued;</li> <li>Processed 78 applications on safety officer accreditation; of which 51 were accredited;</li> <li>Processed 1,437 CSHP applications of which 1,350 were approved</li> </ul>	<b>100%</b>		
<b>5. Capacity Building for Livelihood</b>							
<b>5.1 DOLE Integrated Livelihood Program (DILP)</b>	<ul style="list-style-type: none"> <li>Created <b>4,837</b> self-employment (direct beneficiaries) giving priority to 300 poorest municipalities</li> <li>Established <b>5</b> livelihood projects under Youth Entrepreneurship Support (YES) with <b>200</b> beneficiaries (included in above target)</li> </ul>	24M (grants)	FOs/TSSD2 for monitoring	<b>7,828</b> beneficiaries were given livelihood assistance (includes CED, DOLE-AMP, WIN-AP & YES) amounting to PhP25,201,586  Established <b>5</b> livelihood projects assistance worth 650,000 to <b>430</b> youths beneficiaries  RO cannot validate in the DKIS due to system technical problem	<b>161.8%</b>		
<b>MFO 2: Labor Standards Enforcement and Dispute Resolution (35%)</b>							
<b>1. Labor Law Compliance</b>							
<ul style="list-style-type: none"> <li>Self</li> </ul>	<ul style="list-style-type: none"> <li>Achieved <b>100%</b> (83 SA) <b>REFORMULATED TARGET</b> retrieval</li> </ul>			<b>83</b> establishments with registered	<b>100%</b>		

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Assessment	<p>rate of SA forms from targeted unionized establishments with certified CBAs</p> <ul style="list-style-type: none"> <li>Spotchecked <b>75%</b> of SA covered establishments</li> </ul>	50,000	FOs/TSSD1 for monitoring	<p>CBAs submitted/complied SA with 35,223 workers covered</p> <p>Conducted spotcheck to 100% of the establishments covered under self assessment.</p>	<b>100%</b>		
<ul style="list-style-type: none"> <li><b>Routine Inspection</b></li> </ul>	<ul style="list-style-type: none"> <li>Inspected <b>100% (4,200)</b> number of establishments</li> <li>Achieved 70% compliance rate</li> <li>Submitted Monthly Inspection Report to BWC every 10<sup>th</sup> day of the month following the reference month <b>(new indicator per memo dated August 9, 2013)</b></li> </ul>	1.050M	FOs/TSSD1 for monitoring	<p><b>4,421</b> establishments were inspected; of which, <b>2,959</b> were found complying or 67 percent compliance rate; of the 1,462 establishments found with violations, 365 corrected at plant level or thru letter of invitation or 25% correction rate.</p> <p><b>Total compliance rate – 75%</b></p> <p><i>Workers benefited= 2,573</i> <i>Amount of plant level restitution = 3,003,065.07</i></p> <p>Dates of submission: Jan- 1/10/13 Feb- 2/11/13 Mar- 3/8/13 Apr- 4/10/13 May- 5/10/13 Jun- 6/10/13 Jul- 7/10/13 Aug- 8/9/13 Sept- 9/6/13 Oct-10/25/13 Nov-11/26/13 Dec-01/03/14</p>	<b>105%</b> <b>107% Accomplishment rate</b>		
<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> </ul>		FOs/TSSD1 for monitoring	No complaint received during the period			

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	<ul style="list-style-type: none"> <li>Achieved <b>70%</b> settlement rate for non-complying establishments thru SENA</li> </ul>						
<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>325</b> (number) of participating establishments</li> <li>Achieved <b>50%</b> of compliance rate</li> </ul>		FOs/TSSD1 for monitoring	Conducted <b>twenty (20)</b> TAV orientations to 403 Tivable establishments; 257 establishments found complying or 64 percent compliance rate  <b>128% accomplishment rate</b>	<b>154%</b>  <b>128% accomplishment rate</b>		
<b>Incentivizing Compliance Program (ICP)</b>	<ul style="list-style-type: none"> <li>Enrolled <b>13 companies for level 1 (TCCLS)</b> to work on voluntary compliance <i>Target companies: Shinten Phils. Inc., Monasteria Knitting, FCF Mfg. Corp., Desktop Bag, Seung Run Fabric, Meken, Ausphil, Sanyo ON, IEW, Enerzone, 1 in Zambales, 2 in Bulacan</i></li> <li>Validated 13 <b>identified companies for TCCLS levels 1</b> to work on voluntary compliance</li> <li>Validated ____ establishments qualified for Tripartite Seal of Excellence</li> </ul>	75,000	FOs/TSSD1 for monitoring	Enrolled, validated and issued certificate of compliance of TCCLS the following companies: <ol style="list-style-type: none"> <li>Meken Food Corp.</li> <li>Petron Gasul San Fdo. Depot</li> <li>TIPCO</li> <li>Essilor Mfg. Phil. Inc.</li> <li>Chun Chang Ent. Mfg. Co.</li> <li>Mitsumi</li> <li>Anvaya Cove</li> <li>D.I Dawn Patrol</li> <li>Pharmatechnica Laboratory Inc.</li> <li>On Semiconductor Mfg. Phils. Corp.</li> <li>International Wiring System</li> <li>Subic Enerzone</li> <li>Petron Freeport Corp. - Zambales</li> </ol> <p><b>The targets for level 2 (Secretary's Award) were not qualified due to the new</b></p>	<b>100%</b>		

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	<ul style="list-style-type: none"> <li>Submitted Monthly ICP Report to BWC every 10<sup>th</sup> day of the month following the reference month <b>(new indicator per memo dated August 9, 2013, released by AS-Central Records to ROs on Sept. 6, 2013)</b></li> </ul>			<p><b><u>guidelines issued on November 28, 2013 re: Additional requirement - Certificates of No Pending Case issued by the Supreme Court and the Court of Appeals</u></b></p> <p>Submitted ICP report to BWC on November 17, 2013</p>			
<b>KAPATIRAN WISE -TAV</b>	<p>Implemented the program in <b>13</b> companies (<b>REFORMULATED TARGET</b>) identified as Big Brothers. <i>(Target companies: Mitsumi, Composite Design, Universal Weaver, East Cam Tech, Almatech, D.I Dawn Patrol, MICO, Aderans Philippines, Enerzone Phils Inc., Sanyo Denki, 2 in Bulacan, 1 in Tarlac)</i></p> <ul style="list-style-type: none"> <li><b>Achieved 100%</b> compliance with labor standards of Small Brother enterprises end of the year</li> <li>Submitted Monthly KWT Report to BWC every 10<sup>th</sup> day of the month following the reference month <b>(new indicator per memo dated August 9, 2013, released by AS-Central Records to ROs on Sept. 6, 2013)</b></li> </ul>	100,000	FOs/TSSD1 for monitoring	<p>Implemented Kapatiran-Wise TAV to thirteen (13) establishments:</p> <ol style="list-style-type: none"> <li>Anvaya Cove Project – 2 SBs</li> <li>Marquee Residence Proj - 4 SBs</li> <li>Essilor Mfg. Phil. Inc.- 6 SBs</li> <li>Chun Chang Ent. Mfg. Co.-6Sbs</li> <li>Edge Soft Good Solutions-2 SBs</li> <li>Mitsumi – 3SBs</li> <li>Almatech – 2SBs</li> <li>Su Style – 2SBs</li> <li>D.I Dawn Patrol – 3SBs</li> <li>Warrensburg Mfg. Inc. – 2SBs</li> <li>BFG Intl. Company Ltd. – 2 SBs</li> <li>Composite Design Ltd – 2SBs</li> <li>Subic Enerzone</li> </ol> <p>Submitted KWT report to BWC on November 17, 2013</p>	<b>100%</b>		
<b>Safety and Health Program</b>	<ul style="list-style-type: none"> <li>Trained <b>150</b> Safety Officers end of the year</li> </ul>		TSSD1 for monitoring	<b>831</b> safety officers were given seminars on Confined Space and	<b>554%</b>		



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<ul style="list-style-type: none"> <li>• <b>Construction Safety</b></li> </ul>	<ul style="list-style-type: none"> <li>• Conducted <u>25</u> advocacies on OSH, DO 13, DO 18-A</li> <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> <li>• Submitted Monthly Report on Accreditation of Safety Practitioners (DO 16-01 and DO 92-08) to BWC every 10<sup>th</sup> day of the month following the reference month (new indicator per memo dated August 9, 2013, released by AS-Central Records to ROs on Sept. 6, 2013)</li> </ul>			<p>Safety Awareness</p> <p>Conducted the following trainings:</p> <ul style="list-style-type: none"> <li>✚ 2 Construction Safety Trainings to 93 Small Contractors/Sub-Contractors (AO 85)</li> <li>✚ 25 OSH trainings to 20 establishments with 816 participants</li> <li>✚ 20 DO13 seminars to 20 establishments; and</li> <li>✚ 11 DO18-A orientations to 164 contractors with 324 participants</li> </ul> <p>Processed 100% or 1,437 CSHPs within the process cycle time, out of which, 1,350 were approved</p> <p>Processed 78 applications for safety practitioner, of which 51 were issued certification of accreditation</p> <p>Dates of submission:  Jan- 1/10/13  Feb- 2/11/13  Mar- 3/8/13  Apr- 4/10/13  May- 5/10/13  Jun- 6/10/13  Jul- 7/9/13  Aug- 8/9/13  Sept- 10/14/13  Oct-11/5/13</p>	<p><b>232%</b></p> <p><b>100%</b></p> <p><b>100%</b></p>		

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	<ul style="list-style-type: none"> <li>Submitted Monthly Construction, Safety and Health Program Report to BWC every 10<sup>th</sup> day of the month following the reference month <b>(new indicator per memo dated August 9, 2013)</b></li> <li>Submitted Monthly Work Alert Report to BWC every 10<sup>th</sup> day of the month following the reference month <b>(new indicator per memo dated August 9, 2013)</b></li> </ul>			<p>Nov-12/2/13 Dec- 01/03/14</p> <p>Dates of submission: Jan- 2/8/13 Feb- 3/8/13 Mar- 4/8/13 Apr- 5/9/13 May- 6/10/13 Jun- 7/8/13 Jul- 8/9/13 Aug- 9/9/13 Sept- 10/14/13 Oct-11/5/13 Nov-12/2/13 Dec- 01/09/2014</p> <p>Dates of submission: Jan- 2/11/13 Feb- 3/8/13 Mar- 4/10/13 Apr- 5/10/13 May- 6/10/13 Jun- 7/10/13 Jul- 8/9/13 Aug- 9/6/13 Sept- 10/10/13 Oct-10/9/13 Nov-11/11/13 Dec-01/03/14</p>			

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	<ul style="list-style-type: none"> <li>Submitted Monthly DO 18-A Report on to BWC every 10<sup>th</sup> day of the month following the reference month <b>(new indicator per memo dated August 9, 2013)</b></li> </ul>			Dates of submission: Jan- 2/11/13 Feb-3/14/13 Mar- 4/12/13 Apr to Aug - 8/30/13 Sept- 10/9/13 Oct-11/7/13 Nov- 12/10/13 Dec-01/08/14			
<b>1. Dispute Resolution</b>							
1.1 SpeED  • Single Entry Approach (SEnA)	<ul style="list-style-type: none"> <li>Settled at least <b>90%</b> of the total requests handled within the prescribed period</li> <li>Achieved <b>90%</b> settlement rate of cases through SENA by end of December 2013</li> </ul>	215,000 (supplies, postage, deliveries, communication)	FOs/TSSD1 for monitoring	1,200 RFAs were handled; 1,194 or 99.8% were disposed of which, 1,154 or <b>97.%</b> were settled with 2,646 workers benefited amounting to PhP30,910,146.67	<b>107%</b>		
• SpeED Cases : Labor Standards and Arbitration cases	<ul style="list-style-type: none"> <li>Disposed <b>98%</b> of handled med-arbitration cases under project SpeED for 2013</li> <li>Disposed <b>100%</b> of Labor Standards cases filed within 3 months from reference period</li> </ul>	200,000 (supplies, postage, deliveries, communication)	FOs/TSSD1 for monitoring	Disposed 147 LS cases enrolled under SPeED6 benefitting 3,599 workers with amount of monetary benefits of PhP 2,189,800.93	<b>100%</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>2% or 230 (190 REFORMULATED TARGET)</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>27</b> number of FWCs</li> </ul>	80,000 (supplies/TEV)	FOs/TSSD1 for monitoring	Conducted 125 FWP orientations benefitting 352 establishments with 27,045 workers  Forty five (45) establishments increased 3 program dimensions  Created/reactivated <b>41</b> Family Welfare Committees	<b>185%</b>  <b>100%</b>  <b>151.8%</b>		
<b>2. Implementation of the Social Amelioration</b>	<b>20% Lien or Cash Bonus Fund Collection</b> <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</li> </ul>		FOs/TSSD2 for monitoring	Monitored 100% of CBF distribution to sugar workers			



MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments (as of December 2013)  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
- <b>Workers Organization Development Program (WODP)</b>	<ul style="list-style-type: none"> <li>• Conducted <b>25</b> PTIPC/RTIPC activities end of the year</li> <li>• Extended <b>3 REFORMULATED TARGET</b> training grants benefitting <b>60</b> officer/members covering <b>3</b> unions/associations</li> <li>• Extended <b>2 REFORMULATED TARGET</b> existing scholarship grants to 1 union officer and 1 dependent covering <b>2</b> unions/associations</li> </ul>			<p>Conducted <b>27</b> activities/trainings to PTIPCs and RTIPC with 358 participants (<i>Kasambahay Bill, 2013 planning, election of officers, TCCLS, ICP, KWT</i>)</p> <p>Extended <b>3</b> WODP trainings to 3 unions benefitting 73 union officers/members</p> <p>Extended two (2) WODP scholarship grants to union officer and dependent of union officer.</p>	<p><b>108%</b></p> <p><b>100%</b></p> <p><b>100%</b></p>		
<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> <li>➢ Implementation of Anti-Illegal Recruitment and Anti-trafficking Program</li> </ul> </li> </ul>		FOs/TSSD1 for monitoring	<p>Forged eight (8) Memorandum of Agreement/ Commitment of Support/Ordinance with 8 Barangays;</p> <p>Conducted capability-building on child labor-related activities for DOLE Regional personnel/program partners;</p> <p>Provided livelihood assistance to 355 parents of children-at-risk and child labourers; and</p> <p>Conducted 66 child labor related activities benefiting 13,865 participants</p> <p>Conducted 318 AIR-TIP campaigns with 66,805 pax; disseminated 56,214 IEC materials</p>	<b>100%</b>		

MFO (1)	RO Success Indicators (Targets + Measures) (2)	Allotted Budget (3)	Division/ Individuals Accountable (4)	Actual Accomplishments (as of December 2013) (5)	Self- Rating (6)	Validated Rating (7)	Remarks (for Validation Purposes) (8)
	<ul style="list-style-type: none"> <li>➤ Strike Prevention</li> <li>• Regional Coordinating Committee (RCC)</li> <li>• Established/reactivated Regional Interagency Coordinating and Monitoring Committee</li> </ul>			<p>Monitored strikes in coordination with the NCMB</p> <p>Conducted 4 meetings with RCC members and monitored convergent programs</p> <p>Conducted Regional Interagency Coordinating and Monitoring Committee meeting last May 28, 2013</p>			
<b>MFO : Institutional Support (10%)</b>							
<b>1. 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 2013 and submitted to BLES all required survey reports per schedule</li> </ul>	50,000 (forms)  BLE Funds	Statistician/ FOs/TSSD1 for monitoring	Dates of submission: Jan-Mar - 4/2/13 April – 4/2/13 May – 6/3/13 June – 7/1/13 July – 8/1/13 August – 9/2/13 September- 10/1/13 October- 10/31/13 November- 11/29/13 December-1/03/14			
<b>2. 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 Legal Service not later than the 5<sup>th</sup> day of the month after the reference quarter (previously being submitted to HRDS, but as per memo dated August 9, 2013, reports will be submitted to LS)</li> <li>• Submitted to HRDS the Office/Agency EIDP Semestral Report within 10 days after the reference semester (new indicator per</li> </ul>		IMSD/ secretariat	<p>Monitored and submitted quarterly status report of cases filed against officials and employees:</p> <p>1<sup>st</sup> Qtr - April 2, 2013 2<sup>nd</sup> Qtr –June 28,2013 3<sup>rd</sup> Qtr- Oct. 2, 2013 4<sup>th</sup> Qtr- Jan.3, 2014</p> <p>Submitted EIDP Semestral Report on November 10, 2013</p>			

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments <i>(as of December 2013)</i>  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
	memo dated August 9, 2013						
3. Strategic Performance Management System (SPMS)	<ul style="list-style-type: none"> <li>Submitted 2013 Reformulated OPCR to PS not later than 30 August 2013 <i>(new indicator per memo dated August 9, 2013)</i></li> <li>Submitted 2013 OPCR Accomplishment Report to PS not later than 30 November 2013</li> <li>Monitored 100% the preparation and implementation of Individual Performance Commitments and Review (IPCR) for 2012 and 2013 and evaluation of the employees' performance commitment based on the guidelines <i>(included monitoring of 2012 OPCR Rating, per memo dated August 9, 2013)</i></li> </ul>		IMSD/ Planning Officer	<p>Submitted on July 1, 2013 to HRDS, PS and all Bureaus</p> <p>Submitted to Planning Service, HRDS, and FMS on December 12, 2013. <i>NOTE: Accomplishments were finalized after the month of November 2013.</i></p> <p>Monitored 100% of the IPCRs of all DOLERO3 personnel</p>			
4. Communication Program	<ul style="list-style-type: none"> <li>Disseminated/ published <b>at least 5</b> press releases on a monthly basis</li> <li>Appeared/ guested in TV/radio program at least once a month</li> <li>Conducted press briefings at least once a month</li> <li>Submitted a monthly report to LCO on at least 3 program-related good news not later than the EO of the month</li> </ul>	50,000	LIO/IMSD	<p>Disseminated/published <b>54</b> press releases</p> <p><b>33</b> TV/radio guestings</p> <p><b>31</b> press briefings</p> <p>Submitted <b>42</b> good news</p>			

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments (as of December 2013)  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
5. <b>Statistical Performance Reporting System (SPRS) and Physical Accomplishment Reports</b>	<ul style="list-style-type: none"> <li>Submitted monthly report on the physical accomplishments thru Online SPRS every month as scheduled</li> <li>Submitted monthly physical accomplishment report to PS every 5<sup>th</sup> day of the month <b>new indicator per memo dated August 9, 2013</b></li> <li>Submitted quarterly Program Assessment Report to PS every 5<sup>th</sup> day of the month following the reference quarter <b>new indicator per memo dated August 9, 2013</b></li> </ul>		FOs/ Statistician/ PO	Validated/submitted monthly SPRS Jan – 1/30/13 Feb – 3/1/13 Mar – 3/30/13 Apr – 4/28/13 May–5/28/13 Jun–6/28/13 Jul – 7/30/13 Aug – 8/30/13 Sept – 9/27/13 Oct– 10/30/13 Nov–11/30/13 Dec – 12/30/2013 <i>Note: RO3 has been experiencing system error/problem since April 2013</i>			
6. <b>Financial Management</b>	<ul style="list-style-type: none"> <li>Funds Utilization <ul style="list-style-type: none"> <li>Utilized 100% of the allotted funds for priority programs/activities/projects (PAPs) and commitments of the Department under the PLEP (2011-2016)</li> <li>Submitted monthly Statement of Allotment, Obligations and Allotment (SAOB) report.</li> </ul> </li> </ul>		Accountant/ Budget Officer/IMSD	Utilized 97.39% or PhP134.17M of the total allotted budget of 140,871,512.65  Submitted monthly SAOB report via Skype: Jan – 1/31/13 Feb – 2/25/13 Mar – 4/4/13 Apr – 4/30/13 May – 5/31/13 Jun – 6/28/13 Jul – 7/31/13 Aug- 9/2/13 Sept- 10/1/13 Oct-11/5/13 Nov-12/5/13 Dec-01/07/14			



MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments (as of December 2013)  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
	<ul style="list-style-type: none"> <li>• Funds Accountability               <ul style="list-style-type: none"> <li>i. Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts:                   <ul style="list-style-type: none"> <li>- Account 148 (<i>Cash Advances to Officials and Employees</i>) by 80% for prior and current years</li> <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> </li> <li>ii. Submitted monthly report on the status of <i>accounts</i> (1<sup>st</sup> working day of the following month)</li> </ul> </li> <li>• Replied/acted upon 100% of COA recommendations and submitted quarterly status of actions taken on COA annual audit reports (<i>quarterly</i>)</li> <li>• Submitted monthly physical accomplishment report to PS every 5<sup>th</sup> day of the month (new indicator per memo dated August 9, 2013)</li> </ul>			<p>148 – PY-15%, CY-100%  104 – 98% (<i>liquidation by year end</i>)  138 – PY-71%, CY-26%  139 – PY-70%, CY-35%</p> <p>Submitted reports via email:  Jan – 4/1/13      Sep-10/3/13  Feb – 4/1/13      Oct-11/8/13  Mar – 4/14/13     Nov-12/6/13  Apr – 5/15/13     Dec. -01/07/14  May – 6/4/13  Jun – 6/29/13  Jul – 8/1/13  Aug – 9/4/13</p> <p>1<sup>st</sup> Qtr – April 14, 2013  2<sup>nd</sup> Qtr – August 2, 2013  3<sup>rd</sup> Qtr – Nov 8, 2013  4<sup>th</sup> Qtr – Jan. __, 2014  <i>Note: deadline will be until 31<sup>st</sup> of January</i></p> <p>Jan- 3/1/13  Feb- 3/1/13  Mar-4/5/13  Apr-4/30/13  May- 5/28/13</p>			

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments (as of December 2013)  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
				Jun-7/4/13 Jul- 7/30/13 Aug – 9/3/13 Sep- 10/3/13 Oct-11/5/13 Nov-12/5/13 Dec. 01/06/14			
7. HRD Interventions	<ul style="list-style-type: none"> <li>• Trained the office staff on the following areas until December 15, 2013:               <ol style="list-style-type: none"> <li>1. In coordination with HRDS:(cite specific training based on TNA)</li> <li>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.)</li> </ol>               Orientation on Integrity Development Review               <ul style="list-style-type: none"> <li>• GAD Training:                   <ul style="list-style-type: none"> <li>- Gender Sensitivity Program</li> <li>- Stress Management</li> </ul> </li> <li>• Team Enhancement</li> <li>• GODP Training                   <ul style="list-style-type: none"> <li>- Continual Improvement Program</li> </ul> </li> <li>• Advanced Computer Literacy</li> </ul> </li> <li>3. In coordination with other Bureaus/agencies</li> <li>• Filled up <b>80%</b> of vacant positions as of Sept. 27, 2013 (Election Ban: Sept. 28-Nov. 12, 2013) <b>(revised, per memo dated August 9, 2013)</b></li> <li>• Submitted report on the conduct of training and events based on the synchronized calendar for 2013 to the HRDS every 1<sup>st</sup> week of the following month <b>(revised, the deadline of submission before is only 5<sup>th</sup> day of July and Dec., now per memo dated August 9, 2013, deadline of submission is every 1<sup>st</sup> wk of the</b></li> </ul>	1.5M (TEV, honorarium, food, accommodatio n, materials	HRMO/IMSD in coordination with TSSD1&2	<ul style="list-style-type: none"> <li>• Conducted Gender Sensitivity seminar and stress management on March 7, 2013</li> <li>• Conducted team enhancement on May 23-24, 2013</li> <li>• Conducted GODP/Green Our DOLE Training on October 16, 2013 with 27 pax</li> <li>• Conducted Advanced Literacy to 25 personnel on December 5, 2013</li> </ul> <p>Filled-up 98 (90%) plantilla positions out of 108. This excludes hiring of LLCOs.</p> <p>Jan-Sept – 10/1/2013            Oct- 11/11/2013            Nov-12/2/2013            Dec-01/6/2014</p>			<i>Values/Moral Renewal Seminars/ activities should be included in the capacity building program</i>

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments <i>(as of December 2013)</i>  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
	ffg. mo)						
8. Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> <li>Submitted to AS 2013 GODP Plan, end of February 2013</li> <li>Submitted to AS report on GODP Plan implementation not later than end of the every month <i>(revised from end of Nov. deadline of submission to every month, per memo dated August 9, 2013)</i></li> </ul>		IMSD	Submitted on May 4, 2013  Submitted on Sept. 11, 2013			
9. Gender and Development (GAD)	<ul style="list-style-type: none"> <li>Submitted to PS 2014 GAD Plan in accordance with the ILO PGA Audit, end of 1 Feb. 2013, per OS Memo dated Jan 30, 2013 <i>(revised from 2013 GAD Plan to 2014 GAD Plan, per memo dated August 9, 2013)</i></li> <li>Submitted to PS 2013 GAD Annual Report 1<sup>st</sup> week of Dec. 2013</li> </ul>		IMSD	Submitted 2013 GAD Plan on Feb. 13, 2013 and 1 <sup>st</sup> Semester accomplishment report on June 4, 2013  Submitted on December 10, 2013			
11. DOLE Citizens Charter implementation geared towards ISO certification of systems and procedures	<ul style="list-style-type: none"> <li>Documented work processes, end of December 2013: <ul style="list-style-type: none"> <li>Procedures Manual or Manual of Instructions</li> <li>Citizens charter – for at least one (1) frontline service</li> </ul> </li> <li>Implemented/adopted a citizens feedback system/mechanism on the enrolled frontline services in the DOLE Citizens Charter <ul style="list-style-type: none"> <li>Submitted monthly/quarterly reports (Inventory of Citizens Served in the Frontline Services) to FMS <i>(included submission of monthly reports, per memo dated August 9, 2013)</i></li> <li>Provided monthly actions on complaints/feedback (Monitoring Results of Citizens Feedback System Report)</li> <li>Accomplishment and Status Progress Report on ARTA Implementation</li> </ul> </li> </ul>		IMSD/TSSDs/ FOs	Jan-Sept- 9/12/ 2013 Oct.- 10/14/2013 Nov.-11/15/ 2013 Dec-01/6/2013 Jan-Sept-9/12/2013 Oct.- 10/14/2013 Nov.-11/15/ 2013 Dec-01/6/2014  Jan-Sept-9/12/2013 Oct.- 10/14/2013 Nov.-11/15/ 2013 Dec-01/6/2014  1 <sup>st</sup> QTR – 4/12/10 2 <sup>nd</sup> QTR – 7/10/13 3 <sup>rd</sup> QTR- Oct. 14, 2013 4 <sup>th</sup> QTR- to be submitted on			

MFO  (1)	RO Success Indicators (Targets + Measures)  (2)	Allotted Budget  (3)	Division/ Individuals Accountable  (4)	Actual Accomplishments <i>(as of December 2013)</i>  (5)	Self- Rating  (6)	Validated Rating  (7)	Remarks (for Validation Purposes)  (8)
				Jan.15,2014			
<b>OFFICE INITIATIVES</b> ( these should be included in the submission of the monthly OPCR accomplishment report)	<ul style="list-style-type: none"> <li>• Updated all QMS documents (<i>Quality Manual, Procedures Manual, Work Instructions Manual, and Forms Manual</i>)</li> <li>• Conducted Gap Analysis of processes</li> <li>• Provided ISO Orientation/Awareness to all employees</li> <li>• Provided Internal Audit training to all Field Office Heads and members of Internal Audit Team</li> <li>• The Regional Office and all Field Offices implemented the ISO/QMS</li> <li>• Conducted Validation Procedures' Audit</li> <li>• Conducted actual Internal Quality Audit</li> </ul>			<p>Stage 1 Certification Audit was conducted by the DQS (Certifying Body) on November 8, 2013, where DOLERO3 was recommended for Stage 2 of Certification Audit.</p> <p>On November 12-13, 2013, stage 2 audit was conducted in the Regional Office and in three (3) Field Offices (Bataan, Pampanga, and Tarlac).</p> <p>Findings were only opportunities for improvement and one (1) minor non-conformance.</p> <p>Therefore, DOLE RO3 and all 7 Field Offices were ISO Certified 9001-2008 and ISO Certificates were awarded on December 6, 2013 by the DQS</p>			
<b>Total Overall Rating</b>							
<b>Final Average Rating</b>							
<b>Adjectival Rating</b>							

Submitted by:		Endorsed by:		Validated by:*	
	Date		Date		Date
RAYMUNDO G. AGRAVANTE		DOLE PMT		DOLE Validation Team	
Regional Director					

Recommended by:		Approved by:	
	Date		Date
Cluster Head		ROSALINDA DIMAPILIS-BALDOZ	
		Secretary	

**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