

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

EIDP – Form C

DOLE EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN SEMESTRAL REPORT

Reporting Period: **January to June 2014**



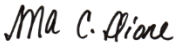
| A. | EIDP Component | Status/Action Taken | Means of Verification | Remarks |
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| | <p><u>TRANSPARENCY</u></p> <p>1. Posting in the DOLE RO 3 Website of the following:</p> <p>a. Annual net worth of all its officials including Division Chiefs based 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. DOLE’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>e.3. Their respective approved</p> | <p>Data posted in the DOLE RO 3 website and updated</p> <p>Data posted and updated</p> <p>Updated Charter posted</p> <p>Updated Data posted</p> <p>Updated, likewise currently working on the third format as prescribed by DOLE Central Office</p> | <p>The linked items were posted in the DOLE RO 3 website</p> | <p>In upholding transparency, the Labor Communications Officer regularly gathers data from concerned process owners and updates the said bracketed items as the need arises</p> |

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| | <p>budgets and corresponding targets immediate upon approval of this Act;</p> <p>e.4. Major programs and projects categorized in accordance with the five (5) key results areas under EO No. 43, s. 2011;</p> <p>e.5. The program/projects beneficiaries as identified in the applicable special provisions;</p> <p>e.6. Status of implementation and program/project evaluation and/or assessment reports; and</p> <p>e.7. Annual procurement plan, contracts awarded and the name of contractors/suppliers/consultants.</p> <p>2. Continuous implementation of the Zero and Performance-Based Budgeting System</p> | <p>Updated, likewise currently working on the third format as prescribed by DOLE Central Office</p> <ol style="list-style-type: none"> 1. Approved Budget (Physical and Financial Plan – against OPIF) 2. Civil Society Organization Consultation Workshop | <p>The linked items were posted in the DOLE RO 3 website</p> <p>Mailed to DOLE–FMS last March 05, 2014 initiated by the Records Officer</p> <p>The IMSD with the assistance of technical divisions facilitated the conduct of this consultation workshop last February 27, 2014 at OTEL Apartelle Pampanga, Lazatin Boulevard, City of San Fernando, Pampanga.</p> | <p>In upholding transparency, the Labor Communications Officer regularly gathers data from concerned process owners and updates the said bracketed items as the need arises</p> <p>Intended for FY 2015</p> <p>Reports pertaining to the output of the consultation was mailed to DOLE-FMS last March 11, 2014</p> <p>100% of participants from Management, Labor and Informal Sectors attended the consultation workshop</p> |
| <p>B.</p> | <p><u>ACCOUNTABILITY</u></p> <p>a. Strengthening of Systems Integrity to eliminate opportunities for corruption</p> | | | |

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| <p>a.1. Improvement of existing manuals of operations</p> <p>a.2. Adoption of DOLE RO 3 Internal Auditing Manual</p> <p>a.3. Periodic Conduct of internal audit (management, operations and compliance audit)</p> <p>a.4. Installation and monitoring of CCTV cameras in DOLE regional and field offices</p> <p>a.5. Strict implementation of rules and regulations on the liquidation of cash advance</p> <p>b. Sustaining a culture of excellence and integrity among DOLE Officials and Employees</p> <p> b.1. Orientation for all officials and employees on anti-corruption laws, rules and regulations</p> <p> b.2. Holding of moral and character development related activities for officials and employees (values formation seminars, annual retreat, outreach activities, etc.)</p> <p> b.3. Strict adherence with the DOLE Code of Conduct including the no-contact and no gift/solicitation policy</p> | <p>Improved existing manuals of operations (Quality Manual, Procedures Manual and Work Instructions Manual) due to ISO 9001:2008 Certification</p> <p>Manuals sourced from ISO 9001:2008 concepts and disseminated</p> <p>Conducted the 1st Internal Audit for the year 2014 on April 23, 24 and 25, 2014</p> <p>To procure CCTV cameras for DOLE regional and field offices. Canvass ongoing.</p> <p>Prior Years – 100% of cash advances liquidated Current Year – 63% of cash advances liquidated</p> <p>Module used came from DOLE-HRDS</p> <p>Proposal prepared for approval.</p> <p>“No Gift-No Bribe Policy” tarpaulin posted in conspicuous areas at DOLE regional and field offices</p> | <p>The DOLE RO 3 commenced using the manuals on November 11, 2014 and it will end on November 18, 2016</p> <p>The DOLE RO 3’s Internal Audit Program was aligned to ISO 9001:2008 Internal Auditing Manual</p> <p>Internal Auditors submitted their individual/group Audit Report to the Lead Auditor on April 28, 2014</p> <p>Installation of CCTV cameras will be completed 15 days after delivery of hardware</p> <p>IMSD submitted reports to the Commission on Audit</p> <p>IMSD facilitated the conduct of “Orientation on RA 6713 – DOLE Code of Conduct and Ethical Standards for Public Officials and Employees on July 07, 2014 at DOLE RO 3’s Conference Room</p> <p>Module developed and to be implemented based on the approved schedule tentatively this month of August</p> <p>Report of Compliance “No Gift-No Bribe Policy” (Annex B) and actual photos were submitted to DOLE-FMS on June 27, 2014 for compliance</p> | <p>Process Owners observes Process Cycle Time in the delivery of service such as processing of applications for permits, licenses, registration, certificates and clearances</p> <p>Internal Auditors strictly adheres to the manual</p> <p>The Lead Auditor submitted the Summary of Audit Report to the Office of the QMR on May 5, 2014</p> <p>Monitor by designated team</p> <p>Strictly implements the rules and regulations on the liquidation of cash advance</p> <p>Attended by 25 participants, most of them were new entrants</p> <p>IMSD already selected participants for this training and it comprised of new employees</p> <p>This policy is being monitored properly</p> |
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| | b.4. DOLE Integrity Pledge | Formed part of the opening ceremony every Flag Raising in the regional office | Recited every Monday | It is a must for every personnel to memorize the DOLE Integrity Pledge along with others |
| C. | <u>RESPECT FOR THE RULE OF LAW</u> | | | |
| | 1. Speedy resolution of administrative complaints/cases, especially graft and corruption related complaints/cases | Administrative case decided | Administrative Charge for Grave Misconduct, Dishonesty and Conduct Prejudicial to the Best Interest of the Service Nathaniel Lacambra, Complainant, -versus- Leonardo T. Jose and Antonio Mutuc, Jr., Both Senior Labor and Employment Officer, DOLE RO 3 | Guilty of Grave Misconduct, Dishonesty and Conduct Prejudicial to the Best Interest of the Service under Less Grave Offenses/Suspended for 30 days/January 09, 2014 |
| | | Formally charge | Administrative Charge for Neglect of Duty Lolita H. Felipe, in her capacity as Labor and Employment Officer II, DOLE RO 3-Bulacan Field Office | Neglect of Duty under Section 61 © (a) of Administrative Order No. 55, Series of 2013 for failing to give proper notice to parties on the scheduled conferences/hearings and the subsequent resetting of the same to the prejudice of herein complainant, Mr. Albert Bastian |
| | 2. Quarterly monitoring of status of cases and complaints against DOLE officials and employees lodged with their respective agencies, Office of the Ombudsman, Sandiganbayan, CSC, regular courts and Office of the President | Pending Case for the 1 st Quarter of 2014 submitted | Endorsed to SecLab. Rosalinda Dimapilis-Baldoz thru OIC-Director IV, Legal Service | Complied quarterly reporting regarding this matter |
| | 3. Issuance of an updated Administrative Discipline Guidelines that includes the creation of Administrative Complaint Unit in all offices and agencies of the Department and a clear procedure in the handling of administrative complaints and cases | Created of an Administrative Complaint Committee in the DOLE RO 3 | Office Order No. 12 | The committee shall receive complaints, investigate and hear administrative cases, prepare and submit reports with corresponding recommendations for the decision of the disciplining authority |
| | 4. Capacity building for complaint/case investigation that includes training on: a. Civil Service Law and Rules | Personnel Officer attended the Capacity building training | Conducted by Civil Service Commission Regional Office 3 on June 06, 2014 | Said Personnel Officer is part of the Administrative Complaint Committee of DOLE RO 3 |

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| D. | <p><u>PARTNERSHIP FOR DEMOCRATIC GOVERNANCE</u></p> <p>1. Tripartite Efficiency and Integrity Boards (TEIBs)</p> | <p>2014 DOLE RO 3's Tripartite Efficiency and Integrity Board functional and operational</p> <p>Consultation meetings held and agreements reached on:</p> <p>March 05, 2014 – introduction and implementation to the body of TEIB's program/project description</p> <p>March 31, 2014 – reactivation of Regional Inter-Agency Coordinating Monitoring Committee (RIACMC)</p> | <p>Issued Office Order No. 43 (TEIB) in lieu of the new chairperson in the name of Atty. Ana C. Dione, CPA</p> <p>TEIB safe keep <i>Minutes of the Meeting</i> for every meeting conducted</p> | <p>100% of TEIB members attended the said meeting</p> |

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| Prepared by: | Reviewed by: | Approved by: |
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| <p>GIL V. DELA CRUZ</p> | <p>LORNA SM. TOLDOYA</p> | <p>ATTY. ANA C. DIONE, CPA</p> |
| <p>Labor and Employment Officer II</p> | <p>Chief Administrative Officer</p> | <p>Regional Director</p> |

