

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

EIDP – Form B

DOLE EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN SEMESTRAL REPORT

Reporting Period: **July to December 2014**



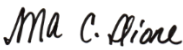
A.	EIDP Component	Status/Action Taken	Means of Verification	Remarks
	<p><u>TRANSPARENCY</u></p> <p>1. Posting in the DOLE RO 3 Website of the following:</p> <ul style="list-style-type: none"> a. Annual net worth of all its officials including Division Chiefs based on their submitted Statements of Assets and Liabilities (SALN) b. Status of labor standard cases c. DOLE Citizens’ Charter d. Management Actions on COA Audit Report e. Transparency Seal per general provisions of the General Appropriations Act (Section 93) <ul style="list-style-type: none"> e.1. DOLE’s mandates and functions, names of its officials with their position and designation, and contact information; 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>Data posted in the DOLE RO 3 website and updated</p> <p>Data posted and updated Updated Charter posted Updated Data posted</p> <p>Updated</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> <p>The IMSD will issue an Office Order pertaining to the maintenance of DOLE RO 3’s Transparency Seal in the website that includes posting and updating of pertinent matters and the designated personnel responsible to do the tasks</p>

	<p>e.3. Their respective approved budgets and corresponding targets immediate upon approval of this Act; e.4. Major programs and projects categorized in accordance with the five (5) key results areas under EO No. 43, s. 2011; e.5. The program/projects beneficiaries as identified in the applicable special provisions; e.6. Status of implementation and program/project evaluation and/or assessment reports; and 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</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>The Budget Officer to prepare and submit the said item comes the end of February 2015 The IMSD along with the technical divisions will facilitate and monitor the said activity comes 1st week of February 2015</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 2016</p> <p>Reports pertaining to the output of the consultation will be submitted to DOLE-FMS right after the conduct of the activity</p> <p>DOLE RO 3 will ensure 100% attendance and participation from Management, Labor and Informal Sectors</p>
<p>B.</p>	<p><u>ACCOUNTABILITY</u></p> <ol style="list-style-type: none"> a. Strengthening of Systems Integrity to eliminate opportunities for corruption <ol style="list-style-type: none"> a.1. Improvement of existing manuals of operations 	<p>Improved existing manuals of operations (Quality Manual, Procedures Manual and Work Instructions Manual) due to ISO 9001:2008 Certification</p>	<p>Improved and disseminated portions of the manuals of operations: (1) Procurement of Supplies/Equipment (2) Document Control (3) Control of Records (3) Client Satisfaction</p>	<p>Process Owners observes Process Cycle Time in the delivery of services such as processing of applications for permits, licenses,</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>Manuals sourced from ISO 9001:2008 concepts and disseminated</p> <p>Conducted the 3rd and 4th Internal Audit for the year 2014 on September 23-26, 2014 and November 5-7, 2014 respectively</p> <p>To procure CCTV cameras for DOLE regional and field offices.</p> <p>Prior Years – 100% of cash advances liquidated Current Year – 84% of cash advances liquidated as of December 31, 2014</p> <p>Module used came from DOLE-HRDS</p> <p>Values Orientation Workshop conducted</p>	<p>Measurement (4) Quality Policy and (5) Organizational Chart 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 outright to the Lead Auditor</p> <p>Installation of CCTV cameras were put on hold due to the very strict/tight budget</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 - September 12, 2014</p> <p>The Values Orientation Workshop was facilitated by Chief Leilani M. Reynoso of Bataan Field Office and Usec. Reydeluz D. Conferido of Employment Facilitation and Manpower Development Cluster</p>	<p>registration, certificates and clearances Internal Auditors strictly adheres to the manual</p> <p>The Lead Auditor submitted the Summary of Audit Report to the Office of the QMR immediately in preparation for the 2nd Surveillance Audit by External Auditors on November 11-12, 2014 Purchase of CCTV cameras is subject to the availability of funds</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 39 participants for this training and it comprised of new employees</p>
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C.	<u>RESPECT FOR THE RULE OF LAW</u>			
	<p>1. Speedy resolution of administrative complaints/cases, especially graft and corruption related complaints/cases</p> <p>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</p> <p>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</p>	<p>Formally charge</p> <p>Pending Case for the 2nd and 3rd Quarter of 2014 submitted</p> <p>Created an Administrative Complaint Committee in the DOLE RO 3</p>	<p>Administrative Charge for Neglect of Duty Lolita H. Felipe, in her capacity as Labor and Employment Officer II, DOLE RO 3-Bulacan Field Office</p> <p>Formal Investigation of the case on-going</p> <p>Endorsed to SecLab. Rosalinda Dimapilis-Baldoz thru OIC-Director IV, Legal Service</p> <p>Issued Office Order No. 12, Series of 2015 dated January 22, 2015 (Amended)</p>	<p>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</p> <p>Complied quarterly reporting regarding this matter</p> <p>The committee shall receive complaints, investigate and hear administrative cases, prepare and submit reports with corresponding recommendations for the decision of the disciplining authority</p>

	<p>4. Capacity building for complaint/case investigation that includes training on:</p> <p>a. Finding and Placing your Best Talents</p> <p>b. Labor Updates and Latest Jurisprudence</p>	<p>Personnel Officer attended the Capacity building training</p> <p>Seminar conducted on August 17, 2014 and October 23, 2014</p>	<p>Conducted by Civil Service Commission Central Office on September 1-2, 2014</p> <p>The personnel and clientele were well informed of the Latest Jurisprudence and updates on Labor Laws</p>	<p>Said Personnel Officer is part of the Administrative Complaint Committee of DOLE RO 3</p> <p>Participated by personnel and clientele</p>
<p>D.</p>	<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>September 18, 2014 – 3rd Quarter Meeting conducted</p> <p>November 19, 2014 – 4th Quarter Meeting conducted</p> <p>December 08, 2014 – composition of TEIB such as representative from management/labor and RCC members joined the celebration of DOLE 's 81st Anniversary</p>	<p>TEIB safe keep <i>Minutes of the Meeting</i> for every meeting.</p>	<p>100% of TEIB members attended the said meeting and activity</p>

Prepared by:	Reviewed by:	Approved:
		
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<p>Labor and Employment Officer III</p>	<p>Chief Administrative Officer</p>	<p>Regional Director</p>

