

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: **1st Semester (January to June 2015)**



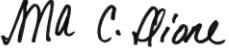
IDP Component	Status/Action Taken	Means of Verification	Remarks
A. <u>TRANSPARENCY</u> 1. Posting in the DOLE-RO 3 Website of the following: a. Annual net worth of all its officials including Division Chiefs based on their submitted Statements of Assets and Liabilities (SALN) b. Status of labor standard 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) 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)	2014 net worth of Regional Director down to Division/Field Office Chiefs were posted in the DOLE-RO 3 website Status of LS cases posted Updated charter posted Updated Data posted Updated Data posted	Posted by Mr. Borja, LCO of the regional office Data for the 1 st quarter provided by TSSD I Shown under the portion of Transparency Seal Response to COA Audit Report prepared by Mr. David, Accountant III of the regional office Data posted on the website were detailed and complete	Submitted to the Resident Auditor at the regional office Complied to DBM circulars/DOLE-Central Office policy

	<p>years; 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>Displayed and updated on the website as the need arises</p> <ol style="list-style-type: none"> 1. Approved Budget (Physical and Financial Plan–against OPIF) 2. Civil Society Organization Consultation/Workshop 	<p>Proposed Budget (Physical/Financial Plan–against OPIF) was submitted to FMS by Ms. Malit, Budget Officer of the regional office on 3/27/2015 Conducted CSO Consultation/Workshop held at Orotel, Jose Abad Santos Avenue, San Fernando, Pampanga on 2/24/2015</p>	<p>APP were sent through E-mail to the Property Division (Administrative Services) and Department of Budget and Management-Region 3 on 11/28/2014 and 12/3/2014 respectively</p> <p>Outcome based on the CSO Consultation/Workshop was prepared and submitted by Ms. Malit on 3/27/2015</p> <p>The activity was represented/participated by 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) in connection with ISO 9001:2008 Certification</p>	<p>The regional office adopted the use of these manuals on November 11, 2014 and ends on November 18, 2016</p>	<p>Process Owner/Focal Person observes Process Cycle Time in the delivery of service such as processing of applications for permits, licenses, registration, certificates and clearances</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>b.4. DOLE Integrity Pledge</p>	<p>Manuals sourced from ISO 9001:2008 concepts and disseminated</p> <p>Conducted the 1st Semester ISO Internal Audit for the year 2015 on July 1, 2 and 3, 2015</p> <p>Procured CCTV cameras to be used at the regional office</p> <p>Prior Years – 100% of cash advances liquidated Current Year – 68% of cash advances liquidated</p> <p>Conducted an orientation on “Republic Act No. 6713” held at DOLE-RO 3 Conference Room on May 27, 2015</p> <p>Conducted an “Outreach Program” headed by Ms. Toldoya, Chief Admin. Officer together with her staff benefiting seventy two (72) patients of Pediatric Ward at Jose B. Lingad Regional Hospital, Brgy. Dolores, City of San Fernando, Pampanga</p> <p>Administrative Order No. 35, Series of 2014-“No Gift-No Bribe Policy”</p> <p>Formed part of the opening ceremony every Flag Raising in the regional office</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 July 6, 2015</p> <p>Installation of CCTV cameras will be completed this month of July</p> <p>The regional office submits Status of Cash Advances to FMS every 1st working day following the reference month</p> <p>As per Office Order No. 21, Series of 2015</p> <p>As per Office Order No. 27, Series of 2015</p> <p>Tarpaulin posted in conspicuous areas at DOLE regional and field offices</p> <p>Recited every Monday</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 July 13, 2015</p> <p>Due to budgetary constraint, the regional office initially purchased eight (8) units of CCTV cameras for the regional office</p> <p>Strictly implements the rules and regulations on the liquidation of cash advance</p> <p>The orientation were attended by twenty seven (27) personnel from regional and field offices</p> <p>Part of the program were gift giving such as used stuff toys, used clothes and coloring materials, personal hygiene kits, grocery items and foods for the children and families admitted at Pediatric Ward</p> <p>IMSD ensures 100% compliance to this policy</p> <p>It is a must for every personnel to memorize the DOLE Integrity Pledge along with others</p>
<p>C.</p>	<p><u>RESPECT FOR THE RULE OF LAW</u></p> <p>1. Speedy resolution of administrative complaints/cases, especially graft and</p>	<p>Administrative case decided</p>	<p>Administrative Charge for Neglect of Duty Lolita H. Felipe, in her capacity as Labor and</p>	<p>Guilty of simple neglect of duty classified under Less Grave Offense, Suspension of</p>

	<p>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>4. Capacity building for complaint/case investigation that includes training on: a. Administrative Discipline Manual</p>	<p>Complaint decided</p> <p>Quarterly Monitoring of Reports on Pending Cases and Complaints Involving Personnel of the Department 1st and 2nd Quarters of 2015 submitted</p> <p>Issued an amended office order on the composition of Administrative Complaint Committee</p> <p>Conducted learning session on "Administrative Discipline Manual" held at DOLE-RO 3 Conference Room on May 27, 2015</p>	<p>Employment Officer II, DOLE RO 3-Bulacan Field Office</p> <p>Complaint filed by anonymous to Marietta V. Naguit, Senior Labor and Employment Officer, DOLE RO 3-Zambales Field Office for her arrogance and unprofessionalism</p> <p>Endorsed to SecLab. Rosalinda Dimapilis-Baldoz thru Director IV, Legal Service</p> <p>As per Office Order No. 4, Series of 2015</p> <p>As per Office Order No. 27, Series of 2015</p>	<p>three (3) months-March 24, 2015</p> <p>Dismissed for lack of merit-June 22, 2015</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>DOLE-RO 3 ACC members and Provincial Field Officers participated the said activity</p>
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D.	<p><u>PARTNERSHIP FOR DEMOCRATIC GOVERNANCE</u></p> <p>1. Tripartite Efficiency and Integrity Boards (TEIBs)</p>	<p>DOLE-RO 3 Tripartite Efficiency and Integrity Board functional and operational</p> <p>Consultation meetings held and agreements reached on:</p> <p>April 20, 2015 – learning session for TEIB members re: (1) DOLE Framework and Action Plan for Efficiency and Integrity Development and (2) Efficiency and Integrity Development Plan</p>	<p>As per Office Order No. 43, Series of 2014</p> <p>DOLE-RO 3 TEIB safe keep <i>Minutes of the Meeting</i> for every meeting conducted</p>	<p>RCC is part of the DOLE-RO 3 TEIB</p> <p>100% of DOLE-RO 3 TEIB members attended the said meeting</p>
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Prepared by:	Reviewed by:	Approved by:
		
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Labor and Employment Officer III	Chief Administrative Officer	Regional Director