



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
DOLE Regional Office No. VI

I, **Henry John S. Jalbuena**, of **DOLE Region VI**, 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, 2017.

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

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
CORE INDICATORS						
MFO 2: <i>Employment Facilitation and Capacity Building Services</i>						
Special Program for Employment of Students (SPES)	(5,234) youth-beneficiaries assisted (under Current-Regular funds)	37,128,000.00	FOs TSSD for monitoring			
	5% - 10% increase in SPES babies (using FY 2016 baseline) monitored by end of December 2017		FOs TSSD for monitoring			
	100% of SPES babies in FY 2016 profiled and submitted to BLE by the end of December 2017		Fos/ TSSD to report			
	1% - 2% increase in SPES graduate of techvoc and colleges monitored by end of December 2017 (using FY 2015 baseline)		FOs TSSD for monitoring			
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Fos TSSD			
	Utilized 100% of funds allocated for SPES		FOs IMSD			
JobStart	(No target) youth-beneficiaries enrolled in Life Skills training		FOs/ TSSD			
	(No Target) internship pledges from partner employers					
	75% placement rate in wage employment monitored by end of December 2017		TSSD			
	70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries and employers)		FOs TSSD			

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Government Internship Program (GIP)	(1,279) youth-beneficiaries assisted * (*Inclusive of Neg. Occ)		FOs TSSD for monitoring			
	1% placement rate in wage employment monitored by end of December 2017 (using FY 2016 baseline)		FOs TSSD			
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Fos TSSD			
Public Employment Service (PES)	(146,250) qualified jobseekers referred for job placement	583,000.00	PESOs FOs			
	80% of qualified job seekers placed (include actual figures on the number of surveyed beneficiaries)		PESOs FOs			
	(10) LGU PESO provided with technical assistance on their institutionalization by end of December 2017		PESOs/ TSSD			
	70% of surveyed jobseekers rated services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Fos TSSD			
PhilJobNet	80% of registered establishments with complete documentary requirements processed 15 working days after the reference month		PESOs/ TSSD			
Labor Market Information	(56,637) individuals reached		FOs			
	(1,278) institutions reached		TSSD			
	70% of surveyed individuals rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Fos TSSD			
Talent Mapping	(2,045) individuals assessed		TSSD			
National Skills Registry Program (NSRP)	(No target) LGUs covered		TSSD			
	(No target) establishment covered		TSSD			
Trabaho-Negosyo-Kabuhayan (TNK) Caravan Job and Livelihood Fairs	National					
	<ul style="list-style-type: none"> ▪ Conducted Labor Day and Independence Day TNK Caravan Job and Livelihood Fairs 					
	<ul style="list-style-type: none"> ▪ Assessment report on placement submitted within 30 					

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	days for local employment, and 90 days for overseas employment after the conduct of Job Fairs					
	Local					
	<ul style="list-style-type: none"> ▪ Forged partnership among regional counterparts of DTI, DO LE, and LGUs on the TNK Caravan Job and Livelihood Fair by end of December 2017 		TSSD			
	<ul style="list-style-type: none"> ○ Submitted to BLE copy of signed localized TNK Commitment and Agreement fifteen (15) working days after the reference quarter (Second Semester onwards) 		TSSD			
	<ul style="list-style-type: none"> ▪ Annual calendar of Job Fairs (indicating date, venue, employers, and vacancies) posted at the RO website and PhilJobNet website by end of March 2017 		TSSD			
	<ul style="list-style-type: none"> ▪ Calendar of Job Fairs updated quarterly 		TSSD			
On Site Job Fair (NHA Convergence Program)	(For NCR, RO3, and RO4A): Conducted on-site job fairs at 18 NHA resettlement sites under NHA Convergence Program on or before 31 May 2017					
JobsFit Report	(2) stakeholder organizations consulted in the updating of JobsFit Report by end of May 2017		TSSD			
Career Guidance Advocacy Program (CGAP)	Regional Career Advocacy Congress conducted by end of September 2017		TSSD			
Capacity Building for PESO Personnel	LMI Analysis, BEST, PESO and SPES IRR					
	<ul style="list-style-type: none"> ▪ (95) PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017 		TSSD			
	PESO Employment Information System (PEIS), PhilJobNet and Talent Mapping					
	<ul style="list-style-type: none"> ▪ (95) FOs, PESO personnel, schools, training institutions, and establishments participated in capability-building training / orientation on PEIS, PhilJobNet, and Talent Mapping by end of September 2017 		TSSD			
DOLE Integrated	(2,748) beneficiaries provided with livelihood assistance	94,674,000.00	FOs/TSSD			

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Livelihood and Emergency Employment Program (DILEEP)	(796) beneficiaries provided with emergency employment	13,611,000.00				
	10% of DILP beneficiaries are parents of child laborers (include actual figures in accomplishment)					
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Fos TSSD			
K-to-12 DOLE Adjustment Measures Program	Provided assistance to 100% of displaced personnel who sought assistance within 10 working days upon filing of complete documents		FOs/TSSD/IMSD			
	(RO target) beneficiaries assisted: (actual accomplishment)		FOs/ TSSD			
	Encoded in the K-to-12 database data and information of reported displaced personnel and those who availed of the program within 3 working days upon receipt of complete application		FOs/TSSD			
	Conducted at least 5 orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP		FOs/ TSSD			
Productivity Toolbox	750 MSMEs per RB assisted					
	<ul style="list-style-type: none"> ▪ 220 MSMEs provided with training services 					
	<ul style="list-style-type: none"> ○ 50% of MSMEs trained with PIP / Action Plan implemented within three months 					
	<ul style="list-style-type: none"> ▪ 50 MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme 			RTWPB		
	<ul style="list-style-type: none"> ○ 10% of MSMEs assisted with productivity based pay incentives schemes installed 					
	<ul style="list-style-type: none"> ▪ 480 MSMEs provided with orientation(s) 					
	100% of participants who rated training services as satisfactory or better (include actual figures)					
Two Tiered Wage System	Tier 1					
	Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary			RTWPB		
	100% of wage cases resolved within 45 days upon receipt					

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	of application					
	Tier 2					
	Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary		RTWPB			
MFO 3: Labor Force Welfare Services						
Tripartism (RTIPC)	RTIPC membership expanded to include representatives from the most representative organizations in the following sectors: <ul style="list-style-type: none"> ▪ Informal ▪ Public ▪ Women ▪ Youth ▪ Migrant 	376,000.00	FOs/ TSSD			
	Regular quarterly RTIPC meetings conducted <i>Note: Please indicate agenda, date, venue and number of attendees in accomplishments</i>		FOs/ TSSD			
	<u>One (1)</u> Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter		FOs/ TSSD			
Tripartism (ITCs)	<u>One (1)</u> Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter		FOs/TSSD			
Workers Organization and Development (WODP) Program	WODP Trainings	595,000.00				
	▪ <u>(3)</u> training grants provided to unions and workers' organizations		FOs/ TSSD			
	▪ <u>(75)</u> number of union members / workers' association members trained		FOs/TSSD			
	▪ 70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Fos TSSD			
	WODP Scholarships					
	▪ <u>(3)</u> individuals provided with scholarship grants <ul style="list-style-type: none"> ○ New: <u>(1)</u> ○ Ongoing: <u>(2)</u> 		FOs/ TSSD			
▪ <u>(no target)</u> scholars graduated during the period						

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	<ul style="list-style-type: none"> 100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements 		FOs/ TSSD			
	<ul style="list-style-type: none"> 70% of surveyed beneficiaries rated the services as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i> 		Fos TSSD			
Union and CBA Registration	100% of application for union registration processed through OURS		FOs TSSD			
Labor and Employment Education Program	LHP, CLES					
	<ul style="list-style-type: none"> (271) establishments oriented by LHP and CLES based on the establishments with assessed through LLCS Note: RO to provide baseline 		FOs TSSD			
	<ul style="list-style-type: none"> (100)% of establishments oriented are establishments found with deficiencies 					
	<ul style="list-style-type: none"> (14,487) workers and employers covered by LHP and CLES 					
	LEGS					
	<ul style="list-style-type: none"> (1,346) number of students covered by LEGS 		FOs TSSD			
70% of surveyed beneficiaries (for LEES) rated the seminars conducted as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i>						
Social Amelioration Program (SAP) (in regions where applicable)	SAP Lien Collection and Remittance Monitoring					
	<ul style="list-style-type: none"> 100% of SAP lien due monitored as collected and remitted (current crop year) 		FOs TSSD for monitoring			
	<ul style="list-style-type: none"> Analysis report on Sugar Production and Withdrawal Lien Collection and Remittance submitted to BSWC within 15 days after end of reference month 					
	SAP Fund Utilization					
<ul style="list-style-type: none"> Monthly Cash-In-Bank Register submitted to BWSC within 15 days after the end of the reference month 		FOs IMSD				

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	CBF Distribution Monitoring					
	▪ 50% of current crop year monitored as distributed		FOs TSSD for monitoring			
	▪ 80% of the previous crop year monitored as distributed					
	▪ 95% of the prior crop years monitored as distributed					
	▪ Report on the implementation of Cash Bonus distribution program submitted to BWSC within 15 days after end of reference quarter					
	Maternity Benefit Program Monitoring					
	▪ 100% of claims filed with complete documents processed within 10 working days from receipt of documents		FOs TSSD for monitoring			
	▪ 100% of processed and approved claims ready for payment within 5 working days after processing					
	▪ Monthly report on maternity benefits submitted to BWSC within 15 days after end of reference month					
	Death Benefit Program Monitoring					
	▪ 100% of claims filed with complete documents processed within 10 working days from receipt of documents		FOs TSSD for monitoring			
	▪ 100% of processed and approved claims ready for payment within 5 working days after processing					
	▪ Monthly report on death benefits claims submitted to BWSC within 15 days after end of reference month					
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
Family Welfare Program	100% of assessed establishment without FWP provided assistance in setting up FWP		FOs TSSD for monitoring			
	100% of workers covered					
	70% of surveyed beneficiaries rated the services as satisfactory or better					
Kasambahay	Number of RFAs disposed		FOs TSSD for monitoring			
NRCO Reintegration Services	Balik Pinay! Balik Hanapbuhay! (BPBH) & Livelihood Development Assistance Program (LDAP)					
	(140) workers served (OFW returnees) with livelihood (formation) assistance by the end of December 2017					

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	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		NRCO TSSD for monitoring			
	Utilized 100% of budget allocation for BPBH and LDAP					
Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)						
	(140) workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2017		NRCO			
	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		NRCO TSSD for monitoring			
Byaheng Agri-preneur						
	At least 30 OFW returnees and/ or families oriented on agri business through learning journey as participants in each region by end of December 2017.		NRCO			
Sa Pinas, Ikaw ang Ma'am/Sir						
	100% of application forms preliminarily screened and endorsed to NRCO Central Office within 7 days upon receipt of complete documents.		NRCO			
Reintegration Network Strengthening						
	Published and distributed at least four (4) Quarterly issues of Regional Reintegration Information Bulletin, with the inclusion of a finalized and firmed up directory of the Reintegration Network and the services they provide for returning OFWs and their families		NRCO			
MFO 4: Employment Regulation Services						
Labor Laws Compliance System	(1,900) establishments (in priority industries) covered by LLCS as reflected in the LLCS-MIS by end of November 2017		FOs TSSD for monitoring			
	<ul style="list-style-type: none"> ▪ 100% of registered Contractors / Subcontractors are assessed 					
	<ul style="list-style-type: none"> ▪ 100% of ongoing construction projects / sites with approved CSHP are assessed 					
	100% of 2016 pending LOC /SOT or combined LOC/SOT/LS cases disposed by 30 June 2017 thru issuance of Compliance Order					

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	100% of workers under pledges for voluntary regularization validated						
	100% of establishments with deficiencies provided assistance						
	OSH Investigation:						
	<ul style="list-style-type: none"> ▪ 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view 		FOs TSSD for monitoring				
	<ul style="list-style-type: none"> ▪ Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists 						
	100% of establishments found with violations on social security benefits endorsed to appropriate agency every two weeks						
	Establish partnership with LGUs thru orientation(s) on labor laws compliance						
	Utilized 100% of allocation for LLCS		FOs IMSD				
Dispute Resolution	Single Entry Approach (SEnA)	1,184,000.00					
	<ul style="list-style-type: none"> ▪ 77% of the total request handled settled within 30 days from date of filing (include actual figures in accomplishments) 		FOs TSSD for monitoring				
	<ul style="list-style-type: none"> ▪ 100% of the total request handled disposed within 30 days (include actual figures in accomplishments) 						
	<ul style="list-style-type: none"> ▪ 70% of surveyed clients rated services as satisfactory or better 						
	SpeED Cases: Labor Standards and Arbitration Cases	7,848,000.00					
	<ul style="list-style-type: none"> ▪ 100% of cases are disposed within the PCT (include actual figures in accomplishments) 		FOs TSSD for monitoring				
	<ul style="list-style-type: none"> ▪ 100% of Labor Standards cases handled disposed within 50 days reckoned from the date of the 1ST Mandatory Conference (include actual figures in accomplishments) 						
	<ul style="list-style-type: none"> ▪ Monthly report (on submitted to BWC on the 5TH day 						

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	<ul style="list-style-type: none"> following the reference month ▪ 100% of pending cases from 2016 disposed according to the work plan (include actual figures in accomplishments) ▪ 100% of current cases disposed within the PCT (include actual figures in accomplishments) 					
Efficient Service Delivery/Other Employment Regulation Services	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:		FOs TSSD for monitoring			
	▪ Alien Employment Permit (AEP) – within 3 working days upon filing of application for new AEP and within 24 hours for renewal (complete documents)					
	▪ Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents)					
	▪ Job Fair Clearance / Permit – within 5 working days upon filing of application (complete documents)					
	▪ Authority to Recruit – within 2 working days upon filing of application (complete documents)					
	▪ Mechanical Permit and Electrical Certificate					
	○ Permit to operate issued within 15 days upon receipt of proof of payment of fees		TSSD			
	○ Certificate of electrical inspection issued within 15 days upon receipt of proof of payment of fees					
	▪ Construction Safety and Health Program – 100% of applications processed within 5 days upon receipt of complete documents			FOs TSSD for monitoring		
▪ Safety Practitioner's Accreditation						
○ 100% of applications processed within 15 days upon receipt of complete documents		TSSD				
○ Issued certificate of accreditation to 100% of approved applications within 5 days from the date of interview						
▪ 13 TH Month Pay – compliance with 13 TH month pay Report submitted to BWC not later than January 25 TH of the following year			TSSD			

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	<ul style="list-style-type: none"> Working Child Permit – processed within eight (8) hours upon receipt of payment 		FOs TSSD for monitoring			
NON-CORE INDICATORS						
SUPPORT TO OPERATIONS						
Monitoring of Programs	SPES: (5,234) youth-beneficiaries assisted (under Continuing-Regular funds, and Continuing-BUB funds)		TSSD			
	SPES: Submitted to BLE the number of SPES graduates of techvoc and colleges by end of December 2017		TSSD			
	JobStart: Submitted to BLE the (number of) JobStart beneficiaries absorbed as employees (regular, contractual, project-based) by partner employers by end of December 2017		TSSD			
	JobsFit: Submitted to BLE the Regional Report on JobsFit 2022 cum Employment Situationer and Inputs to HRD Roadmaps by end of May 2017		TSSD			
	GIP: Submitted to BLE the total number of GIP beneficiaries absorbed as employees (Job Orders Contractual, Project-Based) by the agencies deployed/partner government agencies after the program by end of December 2017		TSSD			
	PESO: Submitted to BLE the (number) of establishment submitted job vacancies through PESOs in FY 2017 by end of December 2017		TSSD			
	PhilJobNet: Submitted to BLE the (number of) establishments with posted vacancies in the by end of December 2017		TSSD			
	Job Search Kiosk: Submitted to BLE the quarterly report on the location and status of Job Search Kiosk 15 working days after the reference quarter		TSSD			
Job Fairs: Submitted to BLE the number of qualified applicants hired-on-the-spot (HOTS) during the conduct of Job Fairs		TSSD				
Job Fairs: Submitted to BLE the number of establishment participated in National and Local Job Fairs in FY 2017 by end of December 2017		TSSD				

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	NSRP: Submitted to BLE the Quarterly Monitoring Reports on NSRP within a week after the reference quarter		TSSD			
	NSRP: Submitted to BLE the regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e., “regional validation exercise”) by 15 September 2017		TSSD			
	JDMS: Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month		TSSD			
	NCGAP: Submitted to BLE the number of NCGAP members who participated in the capacity-building activities in the region by end of December 2017		TSSD			
	NCGAP: Submitted to BLE the number of Career Guidance and Employment Coaching (CGEC) Activities conducted in public education and training institutions (public high schools, TESDA Training Institutions, and State Universities and Colleges) in the region by end of December 2017		TSSD			
	DILEEP, SLF: Submitted to BWSC regular reports on: <ul style="list-style-type: none"> • Regular DILP – every 7TH day after the reference quarter • Regular TUPAD – every 7TH days after the reference quarter • Regular SLF – not later than 15 days after the reference semester 		TSSD			
	K-to-12 AMP: Submitted to BLE the monthly report on reported displacements and program beneficiaries 5 working days after the reference month		TSSD			
	Reintegration Services: Submitted monthly performance report to NRCO on its (NRCO) Livelihood Programs not later than 10TH day of the succeeding month		NRCO			
	LLCS: Submitted the LLCS (monthly) reports to BWC on or before the 10TH day of the following month		TSSD			
	LLCS: Submitted LLCS Annual Fund Utilization Report to BWC on or before end of January 2018		IMSD			

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	SEnA: Submitted to SEnA Secretariat monthly SEnA accomplishments not later than the 10 TH day following the reference month		TSSD			
	SEnA: Submitted to the SEnA secretariat for the SEnA database not later than the 10 TH day following the reference month: 1. Statistical Summary of SEnA RFAs 2. Listing of SEnA RFAs 3. Cumulative Report of SEnA RFAs		TSSD			
	Project SpeED: Submitted to BWC (for LS cases) the monthly SpeED accomplishments at the end of the month		TSSD			
	Project SpeED: Submitted to BLR (for appealed cases) the monthly SpeED accomplishments at the end of the month		TSSD			
Tripartism (ITCs)	Regular quarterly meetings of ITCs conducted		TSSD			
Communication Program	Submitted a copy of approved Communication Program to IPS for January to December 2017 by 31 March 2017		TSSD/ LCO			
	Submitted to IPS at least three (3) good news at the end of the month					
	Disseminated at least 3 press releases every month for local/regional or national media					
	Attended to 100% of requests for TV appearance/radio guesting					
	Conducted at least 6 press briefings in a year		TSSD/ LCO			
	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2017					
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown every 7 TH calendar day of the following month, starting March 2017 accomplishments		FOs TSSD			
Gender and Development (GAD)	Utilized at least 5% of total budget for GAD activities		TSSD/IMSD TSSD			
	Submitted to BWSC the 2019 GAD Plan and Budget (GPB) by end of December 2017		TSSD			

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	Submitted to PS the 2017 GAD Annual Report not later than 15 January 2018		TSSD			
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	Attained ISO 9001:2015 Certification, or implemented ISO 9001:2015 – aligned QMS and submitted reports to FMS not later than the 15TH day of the month after the reference quarter		IMSD			
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	Provided feedback to HRDS on action taken on complaints/ requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary within 72 hours upon receipt of referral.		TSSD			
GENERAL ADMINISTRATION AND SUPPORT SERVICES						
Integrity Development Program	Submitted to the LS not earlier than the 1ST day or later than the 5TH day of the month after the end of the reference quarter, completely and correctly filled-up prescribed forms on the latest status of complaints and cases (administrative, civil and criminal), against the officials and employees of the office filed or pending before the DOLE offices, regular courts and other quasi-judicial bodies		IMSD			
	Submitted 100% of 2016 SALN to HRDS not later than 31 March 2017		IMSD			
Strategic Performance Management System (SPMS)	Submitted to PS the 2017 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head		TSSD			
	Submitted to PS the 2017 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head		TSSD			
	Submitted to PS through DPX the PDF copy of signed OPCR		TSSD			

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	with accomplishments <i>as of 1st semester by July 15, 2017</i>					
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments <i>by January 7, 2018</i>		TSSD			
	Submitted to HRDS summary of IPCR ratings <i>within 30 calendar days</i> upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		IMSD			
Performance Evaluation for Third Level Officials	Complied with the Career Executive Service Performance Evaluation System (CESPES) within the deadline set by the Career Executive Service Board (CESB)		IMSD			
Financial Management	Funds Utilization					
	Budget Utilization Rate (BUR) ▪ Utilized the allotted funds to wit: 1 ST quarter: 20% 2 ND quarter: 30% 3 RD quarter: 25% 4 TH quarter: 25% <i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i>		IMSD			
	Funds Accountability					
	Submitted to FMS (not later than the 10 TH day after the reference month) the monthly report on the following: 1) Statement of Appropriations, Allotment, Obligations, <u>Disbursement</u> and Balances (SAAQDB) using the FAR No. 1 template 2) Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditure using the FAR No. 1-A template		IMSD			
	Submitted the following 2018 Budget Preparation (BP) forms to FMS 5 TH day prior to the schedule of submission to DBM:		IMSD			
	1. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects					
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities					

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	3. BP Form 100 – Statement of Revenues					
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund					
	5. BP Form 100-B – Statement of Other Receipts / Expenditures					
	6. BP Form 100-C – Statement of Donations and Grants					
	7. BP Form 200 – Comparison of Appropriations and Obligations					
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects					
	9. BP Form 201 A – Obligations for Personnel Services					
	10. BP Form 201 A-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for PS					
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)					
	12. BP Form 201 B-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for MOOE					
	13. BP Form 201 C – Obligations for Financial Expenses (FINEX)					
	14. BP Form 201 C-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for FINEX					
	15. BP Form 201 D – Obligations for Capital Outlay (CO)					
	16. BP Form 201 D-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for CO					
	17. BP 201-E – Program Expenditure Plan					
	18. BP Form 201-F – Climate Change Expenditure					
	19. BP Form 202 – Profile and Requirements of Locally-Funded Projects					
	20. BP Form 300 – Proposed Special Provisions					
	21. BP Form B – Agency Performance Measures (2016-17)					
	22. BP Form B-1 – Agency Performance Measures (2018)					
Financial Accountability of Selected Accounts	Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS every 10 TH day of the month following the reference quarter: 1) Advances to Officers and Employees		IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	2) Advances for Operating Expenses (if applicable) 3) Advances to Special Disbursing Officers (if applicable) 4) Advances for Payroll					
	Submitted to IAS quarterly report on the recording of Sugar Amelioration Program (SAP) fund transfers to IAS every 10 TH day of the month following the reference quarter		IMSD			
	Submitted to IAS report on the Provision of Allowance for Impairment on Receivable – End of December		IMSD			
Compliance to COA Observations	Submitted to IAS quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 10 TH day of the month following the reference quarter		IMSD			
Streamlining of Key Frontline Processes/ Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	Submitted to IAS by the end of the month the accomplishment report in the delivery of the Key Frontline Services within 72 hours		FOs TSSD			
DOLE Freedom of Information	Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: March 25, June 25, September 25, and December 26, 2017		IMSD			
HRD Interventions	Recruitment and Selection					
	Submitted to HRDS recommendations of 50% vacant positions with complete documentary requirements: 1. 1 ST Semester: as of March 2017 by the end of June 2017 2. 2 ND Semester: as of August 2017 by end of November 2017		IMSD			
	Submitted to HRDS the report on filling-up of vacancies and validated/invalidated appointments five (5) days after the reference quarter		IMSD			
	Submitted to HRDS quarterly status report on CSC PRIME HRM on the following schedule: 1. 1 ST Quarter: 07 April 2017 2. 2 ND Quarter: 07 July 2017 3. 3 RD Quarter: 06 October 2017 4. October to November: 07 December 2017		IMSD			
	Capacity-Building of Staff					
	Trained/provided training opportunities to 80% of staff by end		IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	<p>of the year and submitted quarterly report to HRDS on the trainings (grouped into: <u>prescribed</u> (60%) and <u>optional</u> trainings (20%)) attended by staff 5 days after the reference quarter.</p> <p>Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.</p>		IMSD			
Green Our DOLE Program	100% accomplishment of GOPD Plan 2017 containing activities that contribute to cost efficiency		IMSD			
Transparency Seal Compliance	<p>100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority:</p> <p>GAA 2017</p> <ol style="list-style-type: none"> 1. Agency's mandates and functions, names of its officials with their position and designation, and contact information 2. Approved budgets and corresponding targets immediately upon approval of 2017 GAA 3. Modification made pursuant to the general and special provisions in GAA 2017 4. Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant 5. Major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011 and their target beneficiaries 6. Status of implementation, evaluation and/or assessment reports of said programs or projects 7. Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014 8. Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the legal 		IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	RATING (6)	REMARKS (for validation purposes) (7)
	<p>basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year</p> <p>IATF MC 2015-1 dated 12 August 2015</p> <p>9. System of Ranking Delivery Units and Individuals 10. Quality Management System Certified by international certifying body or Agency Operations Manual</p> <p>Additional Transparency Seal Information</p> <p>11. Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013: a) Pending Cases b) Released Decision c) Cases with Entry Judgment</p> <p>12. Net Worth of Officials, as required under CSC Republic Act No. 6713 13. COA Annual Audit Report</p>					
Property, Plant and Equipment Monitoring	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2015 in soft copy (MS Excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than the end of March 2017		IMSD			
Agency Procurement Compliance and Performance Indicator (APCPI) Monitoring	Obtained a satisfactory rating on the Agency Procurement Compliance and Performance Indicator (APCPI) for 2016 submitted to the Government Procurement Policy Board (GPPB) and AS at bacsecretariatdole@gmail.com not later than the end of March 2017		IMSD			
Total Overall Rating:						
Final Average Rating:						
Adjectival Rating:						

Submitted by:		Endorsed by:		Validated by:		Recommended by:	
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HENRY JOHN S. JALBUENA	Date	UNDERSECRETARY CIRIACO A. LAGUNZAD III	Date		Date	UNDERSECRETARY BERNARD P. OLALIA	Date
Regional Director		Chairperson-DOLE PMT		DOLE Validation Team		Cluster Head	

Approved by:
COMMENTS/OBSERVATIONS:
<p>_____</p> <p>SILVESTRE H. BELLO III</p> <p>Secretary</p>
<p>_____</p> <p>Date</p>