



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

DOLE-QF-MP-01.01
Revision No. 03
Effectivity Date: 12 March 2019



Certificate Number: AJA15-0048

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
OFFICE: REGIONAL OFFICE VI

I, **CYRIL L. TICAO**, Head of the **Department of Labor and Employment 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, 2020.


CYRIL L. TICAO
Regional Director

Date: September 10, 2020

Approved by:	Date:
 SILVESTRE H. BELLO III Secretary	

5-Outstanding
4-Very Satisfactory
3- Satisfactory
2- Unsatisfactory
1-Poor

Organizational Outcome/PAPs (1)	Success Indicator (Target + Measure) (2)	Allotted Budget (3)	Division/Individuals Accountable (4)	Actual Accomplishments (5)	Rating				Remarks (10)
					Q ¹ (6)	Q ² (7)	T ³ (8)	A ⁴ (9)	
CORE INDICATORS									
OUTCOME 1: EMPLOYABILITY OF WORKERS AND COMPETITIVENESS OF MSMEs ENHANCED	0-1% increase in SPES beneficiaries graduated from Senior High School, Tech-Voc, and College Courses (2019 baseline)		FOs/TSSD for Monitoring						
	50% placement rate of qualified jobseekers		FOs/TSSD for Monitoring						
EMPLOYMENT FACILITATION									
Youth Employability	1. 190 youth assisted								
Special Program for Employment of Students (SPES)	• 190 youth assisted through SPES	MOOE -23,890,000	FOs/TSSD for Monitoring						
Job Search Assistance									
Public Employment Service (PES)	2. 97,500 qualified jobseekers referred for job placement	MOOE - 640,000	PESOs FOs						
Labor Market Information	3. 79,770 individuals reached		PESOs FOs						
	4. Optimized utilization of new media (social media such as Facebook, electronic mail campaign, website reach) for the publication and dissemination of latest LMI and client specific IEC materials from January to December 2020		PESOs FOs						
Enterprise Productivity Improvement									

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Productivity Training Program	5. 528 MSMEs provided with training/ orientation services		RTWPB						
	• 390 MSMEs provided with orientation								
	• 138 MSMEs provided with training services								
	6. 22 MSMEs provided with technical assistance on designing/formulation of productivity/performance-based incentives scheme								
	• 1 advocacy session on productivity based incentive scheme								
OUTCOME 2: PROTECTION OF WORKERS' RIGHTS AND MAINTENANCE OF INDUSTRIAL PEACE ENSURED	70% Compliance Rate (GLS)		FOs/TSSD for Monitoring						
	70% Compliance Rate (per DTI-DOLE Interim Guidelines subsequent Supplemental Guidelines issued by DOLE DTI DOH)								
	50% settlement rate (SEnA)		FOs/TSSD for Monitoring						
	Enforcement rates of decisions/orders on:		FOs, MALSU, TSSD for Monitoring						
	• 90% - Certification election, and								
	• 50% - Labor standards cases								
EMPLOYMENT PRESERVATION AND REGULATION									
Labor Law Compliance		PS - 11,779,000 MOOE - 4,612,000 TOTAL - 16,391,000							
Labor Inspection Program	7. 3,492 establishments inspected/monitored		FOs/TSSD for Monitoring						
Workers									

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Organizations Development and Empowerment									
Registration	8. New applications for registration processed/ uploaded in OURS with "Released" status		FOs/TSSD for Monitoring						
Workers Organization and Development (WODP) Program		MOOE - 755,000	FOs/TSSD for Monitoring						
WODP Scholarships	9. <u>6</u> individuals provided with scholarship grants (workers served) -New: <u>2</u> -Ongoing: <u>4</u>								
Labor and Employment Education Program	10. 15,853 workers and employers covered by LEES (workers served)								
Tripartism and Social Dialogue									
Tripartism and Social Dialogue	11. At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR								
	12. RTMB Reports submitted to the NTIPC-MB through the BLR								
Case Management		MOOE - 722,000							
SpeED Cases: Labor Standards	13. 100% of cases are disposed within PCT								
SpeED Cases: Inter-Intra Unions Cases	14. 100% of cases are disposed within the PCT (include actual figures in accomplishments)								
	15. Online Consultative Meetings participated in by Mediator-Arbiters								

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	quarterly or bimonthly								
OUTCOME 3: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED			FOs/TSSD for Monitoring						
WORKERS PROTECTION AND WELFARE									
Livelihood and Emergency Employment									
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)									
DOLE Integrated Livelihood Program (DILP)	16. 3,477 beneficiaries provided with livelihood assistance	MOOE -71,570,000	FOs/TSSD for Monitoring						
	17. 10% of (target) DILP beneficiaries are parents/guardians of child laborers								
Government Internship Program (GIP)/Tulong Panghanapbuhay sa Ating Disadvantaged Workers Program (TUPAD)	18. (Actual) beneficiaries assisted (beneficiaries served) (GIP)								
	19. (Actual) beneficiaries provided with temporary wage employment (beneficiaries served) (TUPAD)								
K-to-12 DOLE Adjustment Measures Program	20. 100% of displaced teaching and non-teaching personnel with request assisted within the process cycle time (PCT) (3 days upon receipt of complete documents) (beneficiaries served)								

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Welfare Services									
Social Amelioration Program (SAP) (in regions where applicable)	21. 100% of Maternity Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		FOs/TSSD for Monitoring						
	22. 100% of Death Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)								
Child Labor Prevention and Elimination Program	23. 100% of child laborers profiled in 2018 and 2019 are referred for necessary services		FOs/TSSD for Monitoring						
Wage Regulatory Program									
Two Tiered Wage System (Tier 1)	Tier 1		RTWPB						
	24. Wage Order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations (as necessary)								
	25. 98% of application for exemption resolved within 45 days upon receipt								
	Tier 2								
	26. Wage Advisory issued in accordance with RA 6727 and NWPC guidelines, rules and regulations (as necessary)								

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T3K	27. 13,500 Clients reached thru advocacy services								
NON-CORE INDICATORS									
SUPPORT TO OPERATIONS									
Monitoring of Programs	1. 90% disbursement of 2020 funds allocated		TSSD/IMSD						
	2. GAD: Utilized at least 5% of total budget for GAD activities by end of December 2020		TSSD/IMSD						
	3. 100% of reportorial requirements submitted to BLE within prescribed period		TSSD						
	4. 100% of reportorial requirements as previously submitted mailed/mailed to BWC a. Registration of Contractors, and Semi-annual report b. CSHP c. Report on Regularization of Workers d. SpeEd Report e. Technical Safety Inspection f. Mechanical and Electrical Plans and Applications g. Work-Alert h. 13th Month Pay*		TSSD						
	5. 100% of BLR Monitoring Forms (DOLE QF-COP-03.02 up to DOLE-QF-CO-03.09) submitted to BLR within 7 working days following the		TSSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	reference month								
	6. 100% of reportorial requirements submitted to BWSC within prescribed period		TSSD						
	7. SEnA: 100% of the following reportorial requirements submitted to SEnA Secretariat on or before the 10th day of the reference month: 1. SEnA database 2. Statistical Monthly Summary of SEnA RFAs 3. Cumulative Report of SEnA RFAs		TSSD						
Communication Program	8. Submitted to IPS a copy of approved Communication Plan of the RO for January to December 2020 by 31 March 2020		TSSD						
	9. Submitted to IPS at least three (3) Good News Stories and/ or Press Releases by end of each month		TSSD						
	10. Attended to 100% of requests for TV /radio interviews		TSSD/FOs						
Statistical Performance Reporting System (SPRS)	11. Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month		TSSD						
Gender and Development (GAD)	12. Submitted to PS the 2020 GAD Annual Report within 5 working days after the reference period		TSSD						
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO)	13. Sustained and enhanced the ISO 9001:2015 QMS and submitted reports on continual improvement activities and initiatives to FMS on or before the 15th		TSSD/FOs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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Standards or Continuing ISO certification of Process/es and System/s	day of the month following the reference quarter.								
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation/ 8888 Hotline	<p>14. Copy furnished immediately the HRDS on direct feedback/action taken on complaint/requests for assistance to clients coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary to meet the required response as per announcement sent by Malacañang Hotline 8888 dated March 17, 2020.</p> <p>Note: In view of the implementation of the COVID 19 response/ categorization, the 8888 Citizens' Complaint Center suspends the 72 hour turnaround time to take action on complaints</p>		TSSD/FOs						
	15. Achieved no less than 75% client satisfaction rating of at least Very Satisfactory on Quality of Services and Quality of Facilities and submitted reports to FMS on or before the 15th day of the month following the reference month.		TSSD/FOs						
GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Strategic Performance Management System (SPMS)	16. Submitted to PS through the PS official email and/or in print/hard copy the signed 2020 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		TSSD/PO						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks											
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	17. Submitted to PS through the PS official email and/or in print/hard copy the signed 2020 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		TSSD/PO																	
	18. Submitted to PS through the PS official email, or in print/hard copy, the signed 2020 OPCR with accomplishments as of 1 st semester within 15 working days after the reference period		TSSD/PO																	
	19. Submitted to PS through the PS official email, or in print/hard copy, the signed 2020 OPCR with accomplishments within 15 working days after the reference period.		TSSD																	
	20. Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		IMSD																	
Financial Management	21. Funds Utilization		IMSD/FOs																	
	<table border="1"> <thead> <tr> <th></th> <th>Obligation Rate</th> <th>Semestral Rate</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>15%</td> <td rowspan="2">50%</td> </tr> <tr> <td>As of Q2</td> <td>50%</td> </tr> <tr> <td>As of Q3</td> <td>85%</td> <td rowspan="2">100%</td> </tr> <tr> <td>As of Q4</td> <td>100%</td> </tr> </tbody> </table>		Obligation Rate	Semestral Rate	Q1	15%	50%	As of Q2	50%	As of Q3	85%	100%	As of Q4	100%						
	Obligation Rate	Semestral Rate																		
Q1	15%	50%																		
As of Q2	50%																			
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As of Q4	100%																			
	<i>Obligation Rate = <u>Obligation</u></i>																			

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	<i>Allotment</i>								
	Funds Accountability 22. Submitted to FMS not later than the 15th day of the following month after the reference quarter the quarterly report on the following: <ul style="list-style-type: none"> • Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) using the FAR No. 1 template • Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditures using the FAR No. 1-A template • List of Allotment and sub-allotments using the FAR No. 1-B template • Statement of Revenues and Other Receipts - FAR 5 		IMSD						
	23. Submitted to FMS not later than the 5th day following the reference month the Monthly Report on Disbursements–FAR 4		IMSD						
	24. Submitted all the 2021 Budget Preparation (BP) forms to FMS on February 28, 2020 for eventual submission to DBM. (per FMS Budget Advisory)		IMSD						
Financial Accountability of Selected Accounts	25. Submitted to IAS not later than the 10th day of the month following the reference quarter status of cash advances with 100% settlement rate within the prescribed period for current year issuances and 100% settlement		IMSD						

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	rate and/or requested for write-off by end of December 2020 for prior years' unliquidated cash advances: 1) Advances to Officers and Employees 2) Advances for Operating Expenses (if applicable) 3) Advances to Special Disbursing Officers (if applicable) 4) Advances for Payroll								
Compliance to COA Observations	26. Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS not later than the 10th day of the month following the reference quarter		IMSD/TSSD						
	27. Submitted Quarterly List of Audit Observation Memorandum (AOM) issued by COA in 2020, if there is any, with corresponding action taken within prescribed period to IAS not later than the 10th day of the month following the reference quarter.		IMSD/TSSD						
Compliance to Internal Audit Observations	28. Submitted Report of Actions Taken on Internal Audit/Validation/Assessment Recommendations to IAS within the prescribed period contained in the Audit Report and/or IAS Memorandum (as applicable)		IMSD/TSSD						
Reporting of Key Frontline Services Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	29. Submitted to IAS monthly accomplishment report (through online using Google Sheet) in the delivery of the Key Frontline Services aligned with RA 11032's prescribed Process Cycle Time (PCT) as declared in the DOLE Citizen's Charter and consistent with		TSSD						

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	SPRS or similar reports monthly – not later than the 10th day of the month								
DOLE Freedom of Information	30. Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: <ul style="list-style-type: none"> • 15 April • 15 July • 15 October • 15 January 		IMSD/TSSD						
	31. Encoded in the eFOI portal not later than the 5th day of month following the reference month 100% of manually transmitted FOI requests received, processed and served		IMSD/TSSD						
Transparency Seal Compliance	32. 100% compliance with Transparency Seal requirements in accordance with the General Appropriations Act (GAA), IATF Memorandum and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority with the following schedule: Date of On-line Checking: <ul style="list-style-type: none"> • Q1 & Q2 – July 30, 2020 • Q3- September 25, 2020 • Q4- March 15, 2021 		IMSD/TSSD						
Preventive Maintenance (PM) on DOLE IT Equipment	33. Submitted to PS Preventive Maintenance Assessment Report within October 2020		IMSD						
Annual Procurement Plan (APP)	34. Submitted to Administrative Service at procure100@gmail.com of Proof of Compliance of Submission of 2021		IMSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	APP for CSE to DBM-PS on or before December 01, 2020 and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2020-1 dated June 02, 2020)								
	35. Submitted 2020 APP for non-CSE Form to GPPB the hard copy and soft copy at app@gppb.gov.ph and copy furnished the AO 25 Secretariat at ao25secretariat@gmail.com and Administrative Service at dolecentralofficebacsec@gmail.com on or before March 31, 2020 and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2020-1 dated June 02, 2020)		IMSD						
Property, Plant and Equipment Monitoring	36. Submitted to AS the Report on Actual Physical Count of Property, Plant, and Equipment (RPCPPE) for CY 2019 in soft copy (MS Excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking the accomplished printed copy of the RPCPPE not later than the end of March 2020		IMSD						

AVERAGE RATING

Category	Program		Rating			
Core Indicators						
Non-Core Indicators						
Total Overall Rating						
Final Average Rating						
Adjectival Rating						

Assessed by:				Final Rating by:	
	Date		Date		Date
DIRECTOR ADELINE T. DE CASTRO		UNDERSECRETARY RENATO L. EBARLE		SILVESTRE H. BELLO III	
Planning Service		PMT-CHAIRPERSON		Secretary	

Legend: 1- Efficiency/Quantity 2- Effectiveness/Quality 3- Timeliness 4- Average