



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



OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
OFFICE VI

I, **CYRIL L. TICA**O, Head of the **DOLE Regional Office 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, 2021.


CYRIL L. TICAO
Regional Director

Date: March 9, 2021

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						
	80 % placement rate of qualified jobseekers		FOs/TSSD for Monitoring						
	60% placement rate of youth assisted under JobStart Philippines		FOs/TSSD for Monitoring						
EMPLOYMENT FACILITATION									
Youth Employability	1. 3,222 youth assisted	SPES MOOE 23,890,000							
Special Program for Employment of Students (SPES)	• 3,145 youth assisted through SPES		FOs/TSSD for Monitoring						
JobStart	• 77 JobStart Life Skills Training (LST) enrollees		FOs/TSSD for Monitoring						
Job Search Assistance		PES MOOE 640,000							
Public Employment Service (PES)	2. <u>150,000</u> qualified jobseekers referred for job placement		PESOs FOs						
Labor Market Information	3. <u>95,000</u> individuals reached		PESOs FOs						
	4. Utilized new media (social media such as Facebook, electronic mail campaign, website reach) for the publication and dissemination of latest		PESOs FOs						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	LMI and client specific IEC materials from January to December 2021								
	5. 6 LGUs trained/re-reoriented on National Skills Registration Program (NSRP) by end of December 2021		PESOs FOs						
Private Employment Agencies	6. Submitted to BLE monthly placement report of Private Employment Agencies (PEAs) 15 calendar days after the reference month		FOs/TSSD for Monitoring						
	7. Submitted to BLE the monthly report of foreign nationals issued with AEP within 30 calendar days after the reference month		FOs/TSSD for Monitoring						
Efficient Service Delivery/Other Employment Regulation Services	8. Alien Employment Permit (AEP) – within 5 working days after publication and payment of required fees for new AEP and within 5 working days after receipt for renewal (complete documents)		FOs/TSSD for Monitoring						
	9. Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents)		FOs/TSSD for Monitoring						
	10. Authority to Recruit – within 5 working days upon filing of application (complete documents)		FOs/TSSD for Monitoring						
Enterprise Productivity Improvement									
Productivity Training Program	11. 563 MSMEs provided with training/orientation services • 420 MSMEs provided with orientation								

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	<ul style="list-style-type: none"> 143 MSMEs provided with training services 		RTWPB						
	12. 50 MSMEs provided with technical assistance on designing/ formulation of productivity-based incentives scheme								
	<ul style="list-style-type: none"> 3 MSMEs assisted documented their productivity-based incentive schemes 								
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)								
	70% settlement rate of the total requests handled (include actual figures in accomplishments)		FOs/TSSD for Monitoring						
	Enforcement rates of decisions/orders on:		FOs, MALSU, TSSD for Monitoring						
	<ul style="list-style-type: none"> 70% - Certification election, and 								
	<ul style="list-style-type: none"> 50% - Labor standards cases 								
EMPLOYMENT PRESERVATION AND REGULATION									
Labor Law Compliance		LLCS PS 16,490,000 MOOE 4,612,000							
Labor Inspection Program	13. <u>3,600</u> establishments inspected		FOs/TSSD for Monitoring						
Registration	14. 70% of total inspectionable units for the issuance of CEIs for electrical wiring installation and PTOs for		FOs/TSSD for Monitoring						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	mechanical equipment were subjected to technical safety inspection								
	15. New applications for registration processed/ uploaded in OURS with "Released" status		FOs/TSSD for Monitoring						
Workers Organizations Development and Empowerment									
Workers Organization and Development (WODP) Program		WODP MOOE 755,000							
WODP Trainings	16. 100 union members/workers' association members participated (workers served) in the trainings		FOs/TSSD for Monitoring						
WODP Scholarships	17.7 individuals provided with scholarship grants (workers served) -New: 1 -Ongoing: 6								
Labor and Employment Education Program	18. 12,093 workers, employers, and students covered by LEES								
Tripartism and Social Dialogue									
Tripartism and Social Dialogue	19. At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR								
	20. RTMB Reports submitted to the NTIPC-MB through the BLR								
Case Management		LR MOOE 722,000							

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SpeED Cases: Labor Standards	21. 100% of cases are disposed within PCT								
SpeED Cases: Inter-Intra Unions Cases	22. 100% of cases are disposed within the PCT (include actual figures in accomplishments)		FOs, MALSU, TSSD for Monitoring						
	23. Online Consultative Meetings participated in by Mediator-Arbiters quarterly or bimonthly								
OUTCOME 3: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED	5% of livelihood projects still operational after two (2) years of grant		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)	24. 2,318 beneficiaries provided with livelihood assistance	DILP MOOE 71.570,000	FOs/TSSD for Monitoring						
	25. 10% of 2,318 DILP beneficiaries are parents/guardians of child laborers								
Government Internship Program	26. Actual beneficiaries assisted (beneficiaries served) (GIP)								

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(GIP)/Tulong Panghanapbuhay sa Ating Disadvantaged Workers Program (TUPAD)	27. Actual beneficiaries provided with temporary wage employment (beneficiaries served) (TUPAD)		FOs/TSSD for Monitoring						
K-to-12 DOLE Adjustment Measures Program	28. 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)								
Welfare Services		FWP PS 5,422,000 MOOE 390,000							
Social Amelioration Program (SAP)	29. 100% of Maternity Benefit Claims processed within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		FOs/TSSD for Monitoring						
(in regions where applicable)	30. 100% of Death Benefit Claims processed within the prescribed process cycle time (PCT) (include actual figures in accomplishments)								
	31. (Actual) Number of establishments habitually employing more than 200 workers inspected by DOLE-Labor Inspectors assisted in setting up Family Welfare Committees (FWCs) - (Actual) number of workers of establishments habitually employing more than 200 workers inspected by DOLE-Labor		FOs/TSSD for Monitoring						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	Inspectors assisted in setting up Family Welfare Committees (FWCs) (beneficiaries served)		FOs/TSSD for Monitoring						
	32. (Actual) number of establishments with FWP assisted to enhance and/or strengthen the FWP implementation - (Actual) number of workers in establishments with FWP enhanced or strengthened (beneficiaries served)								
Child Labor Prevention and Elimination Program	33. 14,334 child laborers profiled		FOs/TSSD for Monitoring						
	34. 100% of child laborers profiled in 2021 are referred for necessary services		FOs/TSSD for Monitoring						
Wage Regulatory Program									
Two Tiered Wage System (Tier 1)	Tier 1		RTWPB						
	35. Wage Order issued in accordance with RA 6727 (as necessary) - 98% / 41% of minimum wage rates above 2015 / 2018 poverty thresholds but not exceeding the average wage levels								
	36. 98% of application for exemption resolved within 45 days upon receipt								

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	Tier 2		RTWPB						
	37. Wage Advisory issued in accordance with RA 6727 (as necessary)								
T3K	38. 13,500 Clients reached thru advocacy services								
NON-CORE INDICATORS									
SUPPORT TO OPERATIONS									
Monitoring of Programs	1. 90% disbursement of 2021 funds allocated		TSSD/IMSD						
	2. GAD: Utilized at least 5% of total budget for GAD activities by end of December 2021		TSSD/IMSD						
	3. 100% of reportorial requirements submitted to BLE within prescribed period		TSSD						
	4. 100% of reportorial requirements as previously submitted mailed/emailed to BWC 1. Registration of Contractors 2. Construction Safety and Health Program 3. Report on Regularization of Workers 4. SpeEd Report 5. Technical Safety Inspection 6. Mechanical and Electrical Plans and Applications		TSSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	7. Work-Alert								
	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 reference month		TSSD						
	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 after the reference month : 1) SEnA database 2) SEnA Form 6 (Statistical Summary of SEnA RFAs/ DOLE-QF-AA-01.01(E)) 3) SEnA Form 7 (Report Listing of SEnA RFAs / DOLE-QF-AA-01.01(F)) 4) SEnA Form 8 (Cumulative Report of SEnA RFAs/ DOLE-QF-AA-01.01(G)) 5) SEnA Form 9 (RFAs Involving Issues on Termination)		TSSD						
Communication	8. Submitted to IPS a copy of approved		TSSD						

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Program	Communication Plan of the RO for January to December 2020 by 31 March 2021								
	9. Submitted to IPS at least three (3) Good News Stories and/ or Press Releases by end of each month		TSSD						
	10. Disseminated three (3) Good News Stories and/ or Press Releases by end of each month in quad media		TSSD						
	11. Attended to 100% of requests for TV /radio interviews		TSSD						
Statistical Performance Reporting System (SPRS)	12. Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month		TSSD						
Gender and Development (GAD)	13. Submitted to PS the 2021 GAD Annual Report within 10 working days after the reference period		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	14. Sustained and enhanced the ISO 9001:2015 QMS and submitted reports on continual improvement activities and initiatives to FMS on or before the 15th day of the month following the reference quarter.		TSSD						

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Citizens Charter/Anti-Red Tape Act (ARTA) Implementation/ 8888 Hotline	15. 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 72-hour response time Note: 72-hour response time starts with the receipt and referral of complaint/request by HRDS until the encoding of submitted action taken by concerned office.		ORD						
	16. 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						
GENERAL ADMINISTRATION AND SUPPORT SERVICES									
Strategic Performance Management System (SPMS)	17. Submitted to PS through the PS official email and/or in print/hard copy the signed 2021 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head	GASS PS 54,454,000 MOOE 7,252,000	TSSD						
	18. Submitted to PS through the PS official email and/or in print/hard copy the signed 2021 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		TSSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks													
					Q ¹	Q ²	T ³	A ⁴														
	19. Submitted to PS through the PS official email/DPX, or in print/hard copy, the signed 2021 OPCR with accomplishments as of 1 st semester within 15 working days after the reference period		TSSD																			
	20. Submitted to PS through the PS official email/DPX, or in print/hard copy, the signed 2021 OPCR with accomplishments within 15 working days after the reference period.		TSSD																			
	21. Submitted to HRDS summary of IPCR ratings for 2020 within 30 calendar days upon receipt of approved OPCR ratings		TSSD																			
Financial Management	22. Funds Utilization <table border="1" style="margin-left: 20px;"> <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> <p><i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i></p>		Obligation Rate	Semestral Rate	Q1	15%	50%	As of Q2	50%	As of Q3	85%	100%	As of Q4	100%		IMSD						
		Obligation Rate	Semestral Rate																			
Q1	15%	50%																				
As of Q2	50%																					
As of Q3	85%	100%																				
As of Q4	100%																					
	Funds Accountability 23. Submitted to FMS not later than the 15th day of the following month after the reference quarter the quarterly		IMSD																			

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
	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 								
	24. Submitted to FMS not later than the 5th day following the reference month the Monthly Report on Disbursements – FAR 4		IMSD						
	25. Submitted all the 2022 Budget Preparation (BP) forms to FMS on _____ for eventual submission to DBM. (per FMS Budget Advisory) Note: Date of submission will be filled out once the DBM issues a circular on submission of 2022 BP forms.		IMSD						
Financial Accountability of Selected Accounts	26. Submitted to IAS not later than the 20th day of the month following the reference quarter (through online using Microsoft One Drive) status of cash advances with 100% settlement rate within the prescribed period for current year issuances and 100% settlement rate and/or requested for write-off by end of December 2021 for		IMSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	<p>prior years' unliquidated cash advances:</p> <p>a) Advances to Officers and Employees</p> <p>b) Advances for Operating Expenses (if applicable)</p> <p>c) Advances to Special Disbursing Officers (if applicable)</p> <p>d) Advances for Payroll</p>								
Compliance to COA Observations	27. Submitted quarterly Report of Actions Taken (through online using Microsoft One Drive) on 100% Compliance to COA Recommendations contained in the 2020 DOLE-CAAR & Prior Years 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 (through online using Microsoft One Drive) within the prescribed period contained in the Audit Report and/or IAS Memorandum (as applicable) and the succeeding IAS evaluation of Actions Taken for the Audit. usually within 30 days upon receipt of the report/memo]		IMSD/TSSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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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 SPRS or similar reports monthly –not later than the 10th day of the month		IMSD						
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 2021 • 15 July 2021 • 15 October 2021 • 15 January 2021 		IMSD						
HRD Interventions									
	<i>Recruitment and Selection</i>								
	31. Submitted Report on Filling-up to HRDS indicating the recommendations of vacant positions where the Secretary is the appointing authority before end of December 2021 (Note: At least 50% of positions vacated due to separation should have been filled-up within 120 calendar days from date of vacancy.)		IMSD						

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	32. Submitted to the HRDS monthly report on Personnel Complement and Outsourced Workers two (2) working days after the reference month: <ul style="list-style-type: none"> Personnel Complement and Outsourced Workers 		IMSD						
	33. Submitted Notice of Separation (resignation letter, notice of transfer, etc.) for Foreign Nationals Labor Inspectors (FNLIs) to HRDS every 15th day of the month		IMSD						
	Capacity Building								
	34. Submitted to HRDS Regional Training Plan for 2021 (involving regional offices heads and personnel) on November 27, 2021		IMSD						
	35. Submitted to HRDS 2021 Annual Regional Training Accomplishment Report by end of November 2021		IMSD						
Transparency Seal Compliance	36. 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- April 15, 2021 Q2 – July 15, 2021 Q3- September 25, 2021 		IMSD						

Organizational Outcome/PAPs	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	<ul style="list-style-type: none"> Q4- March 15, 2022 								
Preventive Maintenance (PM) on DOLE IT Equipment	37. Submitted to PS Preventive Maintenance Assessment Report within October 2021		IMSD						
Annual Procurement Plan (APP)	38. Submitted to Administrative Service at procure100@gmail.com of Proof of Compliance of Submission of 2022 APP for CSE to DBM-PS on or before December 01, 2021 and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2020-1 dated June 02, 2020)		IMSD						
	39. Submitted to Administrative Service at dolecentralofficebacsec@gmail.com of Proof of Compliance of Submission of FY 2021 APP for Non-CSE (both in Microsoft Excel and PDF formats) to GPPB APP Monitoring email address: app@gppb.gov.ph on or before 22 March 2021 and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2020-1 dated June 02, 2020 and GPPB Resolution No. 11-2020 and GPPB Circular No. 02-2020)		IMSD						

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Property, Plant and Equipment Monitoring	40. Submitted to AS the Report on Actual Physical Count of Property, Plant, and Equipment (RPCPPE) for CY 2020 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 2021		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