



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

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

FM-DOLE-PS-01.01
 Revision No. 00
 Date Issued: 10 Dec 2014

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

I, Ponciano M. Ligutom, of DOLE Regional Office 6, 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, 2015. I further commit that the physical and financial reports shall be posted in the Regional Office website under the Transparency seal.

ORGANIZATIONAL OUTCOME/MAJOR FINAL OUTPUT (MFO) PROGRAM/ PROJECT/ ACTIVITY	TARGET	SUCCESS INDICATOR (Targets + Measures)	ALLOTTED BUDGET (PhP'000)	DIVISION'S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation D)
1	2	3	4	5	6	7	8	9
CORE DELIVERABLES								
MFO 2: Employment Facilitation and Capacity Building Services								
Special Program for Employment of Students (SPES)	10,277	youth-beneficiaries assisted						
	2% to 3%	increase in SPES beneficiaries who graduated/finished tech voc/college monitored						
	100%	of check payments issued within three (3) days upon receipt by ROs of the terminal report from employer						
	70%	of surveyed beneficiaries rated services as satisfactory or better						
Government Internship Program (GIP)	661	youth-beneficiaries assisted						
	70%	of surveyed beneficiaries rated services as satisfactory or better						
Public Employment Service (PES) thru PESO	154,166	qualified jobseekers referred for placement						
	80%	of referred qualified jobseekers placed						
	5	PESOs institutionalized						
	2	capability-building trainings conducted for PESO personnel						
	70%	of surveyed jobseekers rated services provided as satisfactory or better						
National Jobs Fairs (Independence Day, Labor Day)	100%	of applicants registered during the conduct of Job Fairs						
	15%	of qualified applicants hired-on-the-spot (HOTS)						
		Assessment report on placement submitted within 90 days after the conduct of Jobs Fair						
National and Local Jobs Fairs		Annual calendar of Job Fairs (indicating date, venue, employers, and vacancies) posted at the RO website and Phil-JobNet website by 1ST Quarter						
		Calendar of Job Fairs updated quarterly						

Labor Market Information	45,570	individuals reached							
		Of the total target individuals reached, 50% are youth aged 15-24 years old							
	1,100	institutions reached							
	70%	of surveyed individuals rated services as satisfactory or better							
Phil-JobNet	10%	increase in vacancies posted							
	10%	increase in establishments registered with vacancy postings							
Skills Registry System (SRS) and DOLE Data Warehouse Subsystem in coordination with PESO	50	LGUs covered in 6TH wave of SRS implementation							
		monthly monitoring reports on NSRS database updating submitted to BLE							
		quarterly monitoring reports on NSRP submitted to BLE within a week after the reference quarter							
		regional validation exercise at the PESO level conducted							
Career Guidance Advocacy Program (CGAP)		Career Guidance and Employment Coaching (CGEC) Activities conducted in at least 75% of the total number of public education and training institutions (public high schools, TESDA Training Centers, and SUCs) in the region							
	250	participants covered in Capacity-Building Activities for Career Advocates							
		Regional Career Congress conducted by the end of the 3RD Quarter of the year							
		At least 3% increase in membership of established Networks of Career Guidance Advocates (NCGAs)							
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	6,466	beneficiaries provided with assistance:							
	4,587	beneficiaries of DILP							
	1,879	beneficiaries of TUPAD							
	20	existing livelihood projects supported by DOLE are assisted towards transitioning to sustainable enterprise							
	10%	increase in livelihood income of beneficiaries achieved due to improved production for the first year of implementation							
	100%	of beneficiaries assisted within 15 days upon submission of complete documents							
	70%	of surveyed beneficiaries rated the services as satisfactory or better							
Productivity Toolbox for MSMEs in KEGs	720	MSMEs assisted							
	70%	of surveyed individuals rated training services as satisfactory or better							
MFO 3: Labor Force Welfare Services									
Tripartism	2	<u>Industry Tripartite Councils (ITCs) in Key Employment Generators (KEGs) established / strengthened</u>							
	70%	of surveyed members of the RTIPCs rated the execution of approved resolutions as satisfactory or better							

	1	of existing ITCS capacitated to become partners in labor education, dispute prevention, among others							
Industry Self-Regulation through Voluntary Codes of Good Practices	1	VCGPs in ITCs in KEGs established							
	8	VCGPs in ITCs in KEGs maintained							
	100%	VCGPs Action Plans of ITCs (in both KEGs and non-KEGs) implemented							
Workers Organization and Development (WODP)	25	members of unions and workers' organization trained							
	1	training grants provided to unions and worker's organizations							
	2	individuals provided with scholarship grants							
	100%	of applications for training grants processed within one day upon receipt of complete requirements							
Labor and Employment Education Program		Labor Relations, Human Relations and Productivity (LHP)							
	117	Labor Relations, Human Relations and Productivity (LHP) seminars conducted							
		Continuing Labor Education Seminars (CLES)							
	176	Continuing Labor Education Seminars (CLES) seminars conducted							
	70%	of surveyed participants rated the CLES seminars conducted as satisfactory or better							
		Labor Education for Graduating Students (LEGS)							
		"Oriented 7% of graduating students (State Universities and Colleges / private schools / institutions)"							
Child Labor Prevention and Elimination Program (CLPEP)	34	low-hanging (LH) barangays certified as Child Labor-Free							
	38	continuing barangays upgraded to low-hanging (C-LH) barangays							
	1	new-frontiers upgraded to continuing (NF-C) barangays							
	70%	of surveyed beneficiaries rated the services as satisfactory or better							
Social Amelioration Program (SAP) (in regions where applicable)		SAP Lien Collection and Remittance Monitoring							
	100%	of SAP lien due monitored as collected and remitted (current crop year)							
		Submitted analysis report on Sugar Production and Withdrawal, Lien Collection and Remittance to BWSC							
		SAP Fund Utilization							
		Submitted Monthly Cash in Bank Register to BWSC within 15 days after end of reference month							
		CBF Distribution Monitoring							
	50%	of current crop year monitored as distributed							
	80%	of the previous crop year monitored as distributed							
95%	of the prior crop years monitored as distributed								

		Submitted report on the implementation of Cash Bonus distribution program 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							
	100%	of processed and approved claims ready for payment within 5 working days after processing							
		Submitted monthly report on maternity benefits to BWSC within 15 working 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							
	100%	of processed and approved claims ready for payment within 5 working days after processing							
		Submitted monthly report on death benefits claims to BWSC within 15 working days after end of reference month							
	70%	of surveyed beneficiaries rated the services as satisfactory or better							
Family Welfare Program	61	<u>establishments reached through DOLE initiated/conducted FWP-related services/activities</u>							
	8,600	workers served							
	70%	of surveyed beneficiaries rated the services as satisfactory or better							
DOLE Adjustment Measures Program (DOLE-AMP)	100%	of affected workers (number) who sought assistance provided services within 10 working days							
NCRO Reintegration Services		<u>Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)</u>							
	61	OFW returnees/families provided with FAS and SBMT services by end of December 2015							
	70%	of surveyed beneficiaries rated the services as satisfactory or better							
		<u>Livelihood Assistance</u>							
	61	returning OFWs and/or their families provided with livelihood assistance							
	10%	of the beneficiaries provided livelihood formation assistance with continued employment and income after six months of availment by end of 2015 (10K and BPBH)							
	70%	of surveyed beneficiaries rated the services provided as satisfactory or better							
	100%	of beneficiaries assisted within 15days upon receipt of complete documents							
		<u>Advocacy Activity on Savings and Investment (Mag-Impok Magnegosyo Movement)</u>							
	(RO target)	returning OFWs and/or their families reached							

	Reintegration of returning teachers
100%	of qualified applicants profiled and endorsed to NRCO Central Office / DepEd

MFO 4: Employment Regulation Services

Labor Laws Compliance System	4,420	establishments covered by LLCS as reflected in the LLCS-MIS by end of November 2015								
	103	100% of targeted registered Contractors								
	20	100% of targeted Philippine Registered Domestic Ships(*for all ROs, except CAR)								
	7	100% of targeted POEA registered recruitment and manning								
	70%	Compliance Rate achieved								
	100%	of establishments with deficiencies provided appropriate assistance leading to compliance								
		Occupational Safety and Health Investigation								
	100%	of incidents/reports acted upon within 24 hours upon receipt of information of imminent danger/ dangerous occurrence/disabling injury/plain view								
		Work Stoppage Orders issued to 100% of establishments where disabling injury occurred/imminent danger exists								
		LLCS - MIS								
	100%	of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment								
		Incentivizing Compliance Program (ICP)								
		ICP 1ST Level (TCCLS and CLFE)								
	5	establishments with issued TCCLS								
	5	establishments with issued CLFE								
		ICP 2ND Level (Secretary's Award)								
	3	ICP 1st level establishments endorsed for the Secretary's Award								
	no target	Tourist destinations nominated for Labor Laws Compliance								
		Submitted to the BWC within the last week of February 2015 strategies to include high-impact clustering in tourism destination zones (and) industries using the ITCs								
		Assessment / audit of all construction sites								
	101	100% of (RO target) ongoing construction projects / sites assessed by April 2015								
		100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment								
	Dispute Resolution		Single Entry Approach (SEnA)							
		75%	of the total request handled settled within 30 days from date of filing							
100%		of the total request handled disposed within 30 days								
70%		of surveyed clients rated services as satisfactory or better								

		SpeED Cases: Labor Standards and Arbitration Cases*								
	100%	of handled med-arbitration cases disposed within the prescribed period pursuant to D.O. 40-03								
	100%	of Labor Standards cases handled disposed within 40 days								
	70%	of surveyed clients rated services as satisfactory or better								
Reporting Requirements		Monthly report submitted to BWC every 5TH day after the end of the reference month								
		Special Statistical Reporting:								
		Domestic Ships								
		Malls								
		Manpower (PRPA)								
		Cooperatives Engaged in Contracting/Subcontracting								
		D.O. 18-A								
		SpeED								
		Technical Safety Inspection								
		Construction Safety and Health Program								
		OSH Accreditation								
		Implementation of FWA								
		ICP								
		Monthly report submitted to BWC every 5TH day after the end of the								
		Monthly Detailed Reporting Form:								
		Types of assistance rendered to establishments assessed								
		Accreditation of Safety Practitioners								
		Construction Safety and Health Program								
		SpeED								
		DO-18A								
		Implementation of Flexible Work Arrangement								
		ICP								
		Cooperatives Engaged in Contracting/Subcontracting								
		List of establishments assessed with LMC								
		List of establishments assessed with Grievance Machinery								
		List of establishments assessed with LMC issued COC								
		List of establishments assessed with GM issued COC								
		List of establishments issued COC on LR								
		List of establishments issued COC on LR with COC on GLS/OSH								
		List of establishments with issued COC on Labor Relations								
		List of establishments with issued COC on Labor Relations with COC								
		Compliance with 13th month pay Report to be submitted not later than January 25th of the following year								
Efficient Service Delivery/Other Employment Regulation Services	100%	of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the prescribed PCT:								

Regulation Services

	<u>Alien Employment Permit (AEP)</u> (within three (3) working days upon filing of application)
	<u>Private Recruitment and Placement Agency's (PRPA) license</u> (within 10 days upon filing of application)
	<u>Job Fair Clearance / Permit</u> (within five (5) working days upon filing of application)
	<u>Authority to Recruit</u> (within 30 working days upon filing of application)
	<u>Mechanical and Electrical Plans and Applications</u> (within 15 days after conduct of inspection)
	Permit to operate issued within 5 days upon receipt of proof of payment of fees
	Certificate of electrical inspection issued within 5 days upon receipt of proof of payment of fees
	<u>Construction Safety and Health Program</u>
	Simplified—within 5 days
	Comprehensive—within 15 days
	<u>Safety Practitioner's Accreditation</u>
	Processed within 15 days upon receipt of complete documents
	Issued certificates of accreditation to 100% of approved
	<u>DO-18-A</u>
	processed and approved/denied 100 % of applications for
	Issued certificates of registration to 100% of approved
	<u>Working Child Permit</u> processed within eight (8) hours upon receipt of payment)

NON-CORE DELIVERABLES

SUPPORT TO OPERATIONS

Support to Policy Development		Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month						
Communication Program	3	Submitted to LCO at least three (3) good news at the end of the month						
	4	Developed/disseminated at least four (4) press releases every month—one (1) for national media and three (3) for regional media						
	100%	Attended to 100% of request for TV appearance/radio guesting						
		Conducted press briefings at least once a month						
Research	2	At least 2 success stories of programs under each MFO are documented and submitted to the LCO within the year						
Performance Accountability Report		Submitted to Bureaus (using SPRS format) monthly performance monitoring report not later than the 3RD day of the following month						
2014 Annual Report		Submitted to Cluster Head the 2014 Annual Report copy furnished PS (PDF copy) by end of February 2015						

Gender and Development (GAD)		Submitted to BWSC the 2017 GAD Plan by end of October 2015						
		Submitted quarterly accomplishment report to PS not later than the 5th day of the month following the reference quarter						
		Submitted to PS the 2015 GAD Annual Report by 1st week of December 2015						
Establishment of a Quality Management System (QMS) aligned with International Organization for Standardization (ISO) standards or Continuing ISO Certification of Process/es and System/s		Implemented QMS and attained ISO certification and submitted reports on the same to FMS not later than the 5th day following the reference month; or sustained and/or expanded ISO certification and submitted report/s on the same to FMS not later than the 15th day following the reference semester						
Citizens Charter/Anti-Red Tape Act (ARTA)		Submitted the semestral report on ARTA implementation, using the following prescribed forms on or before the deadline set below:						
		Citizens Feedback Results (Form 1) – every 15th day following the reference month						
		Summary of Citizens Feedback Results and Action/s Taken (Regional Office and Field Offices) [Form 1a] – every 15th day following the reference month						
		Inventory of Citizens/Clients Served (Form 2) – every 15th day following the reference month						
		Accomplishment and Status/Progress Report on ARTA Implementation (Form 3) – every 15th day following the reference month						

GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)

		Submitted complete report to the LS not later than the 5th day of the month after the reference quarter on the status of complaints and cases filed against officials and employees of the office						
		Submitted to HRDS the Office/Agency EIDP Semestral Report (Form B) within 10 days after the reference semester						
		Submitted to HRDS the DOLE EIDP Semestral Report (Form C) within 10 days after the reference semester						
	100%	Implemented 100% the EIDP programs/projects as scheduled						
	100%	Submitted 100% of SALN to HRDS end of March 2015 o Regional Offices (Heads down to Division Chief) w/ certificate of complete submission of SALN by all staff and the list of SALN Joint Filers using the prescribed forms by the PBB Secretariat						
Strategic Performance Management System		Submitted to the Secretary thru the Cluster Head for approval the 2015 OPCR by end of January of the current year						
		Submitted to the Secretary thru the Cluster Head for approval a reformulated OPCR, if necessary, within 30 days after the conduct of the Mid-Year Performance Assessment (MYPA)						
		Submitted to PS monthly 2015 OPCR accomplishments within 5 days after the reference month						

	100%	Complied 100% with the preparation and submission of IPCR 2015 (commitments) to the Office PMT 30 calendar days after receipt of approved OPCR commitments					
	100%	Complied 100% with the preparation and submission of semestral IPCR accomplishments to the Office PMT on the 4th week of August for the first semester (evaluation with preliminary rating) and 2nd week of February for the second semester (with annual IPCR rating)					
		Submitted to HRDS summary of IPCR ratings within the third week of February (covers accomplishment in the previous year)					
Individual Competency Assessment		Pilot-tested the use of Individual Competency Assessment (ICA) Form to complement 2014 IPCR and submitted to HRDS the Summary of the ICA sixty days after the receipt of the OPCR rating.					
Financial Management		Fund Utilization					
		<u>Budget Utilization Rate:</u>					
		Utilized the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the Philippine Labor and Employment Plan (PLEP) [2011-2016] as follows:					
		20% 1st quarter – 20%					
		30% 2nd quarter – 30%					
		25% 3rd quarter – 25%					
		25% 4th quarter – 25%					
		*Obligations BUR (ratio of total obligations to total releases) = Obligation/Allotment)					
		Utilized 100% of the Notice of Cash Allocation (NCA) for priority programs/ activities/projects (P/A/Ps) and commitments of the Department under the Philippine Labor and Employment Plan (PLEP) [2011-2016]:					
		*Disbursement BUR [ratio of total disbursements (cash and non-cash excluding personal services) to total obligations] = NCA/Obligation					
		*Both ratios are for Maintenance and Other Expenses (MOOE) and Capital Outlays (CO)					
		Submitted the monthly Statement of Allotment, Obligations and Balances (SAOB) report to FMS not later than the 5th working day after the reference month					
	Submitted the quarterly Budget and Financial Accountability Reports (BFARs) to FMS not later than the 5th working day after the reference quarter						
	Funds Accountability						
	Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts:						

	Account 148 (Cash Advances to Officials and Employees) by 80% for prior and current years				
	Account 104 (Petty Cash Fund) by 100%				
	Submitted monthly report on the status of the following accounts to FMS not later than the 1st working day following the reference month:				
	Account 138 – Due from LGUs				
	Account 139 – Due from NGOs/POs				
	Account 148 – Advances to Officials and Employees				
	Submitted monthly report of actual income to FMS not later than the 1st working day after the reference month				
	Submitted Report of Collections/Settlement of Loan Receivables (Account 126) by at least 50% to IAS not later than end of December 2015.				
100%	Submitted status report on 100% compliance on actions taken on COA recommendations to IAS every 1st and 3rd quarters of every 15th day of the ensuing month of the reference quarter or on April 15, 2015 and October 15, 2015, respectively				
	Audit Observation Memorandum				
	Notice of Suspension				
	Notice of Disallowance				
	Notice of Charge				
	Annual Audit Report/Management Letter				
HRD Interventions	<u>Recruitment and Selection</u>				
80%	Filled up 80% of vacant positions as of March 30, 2015 by end of June 2015 and as of September 30, 2015 by end of December 2015 respectively and submit to HRDS report on semestral filling-up of vacancies (July 7, 2015 and January 6, 2016)				
100%	Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS (for appointment processed at the ROs, Bureaus, Services and for those referred to the HRDS for appointment by the Secretary)				
	Undergone the 4-steps process toward CES eligibility end of December 2015 (for incumbent CES who are not yet CESOs)				
	<u>Capability Building of Staff</u>				
80%	Trained/provided training opportunities to 80% of staff and submitted semestral report to HRDS on the trainings attended by staff by end of June and December 2015				
100%	Implemented 100% the HRDS recommended interventions under the Management Succession Program as scheduled				
Green Our DOLE Program (GODP)	Submitted to AS the GODP Plan 2015 by end of February 2015				
	Submitted to AS Quarterly Accomplishment Report on or before the 5th day of the month following the reference quarter				

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 (excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later than December 15, 2015							
Transparency Seal Compliance		Posted in the respective office's/agency's official website the following updated Transparency Seal requirements pursuant to 2015 General Appropriations Act (GAA):							
		Agency's mandates and functions, names of its officials with their position and designation, and contact information							
		Physical Accountability Reports (PAR) as required under the National Budget Circular (NBC) Nos. 507 and 507-A dated January 31, 2007 and June 12, 2007, respectively, Budget and Financial Accountability Reports (BFARs), as required COA and DBM Joint Circular (JC) No. 2013-1 dated March 15, 2013, and such guidelines as may be issued by the DBM.							
		Financial Plan (BED No.1)							
		Physical Plan (BED No. 2)							
		Monthly Disbursement Program (BED No. 3)							
		Estimate of Monthly Income							
		List of Not Yet Due and Demandable Obligations							
		BFARs (Quarterly Updated)							
		Quarterly Physical Report of Operation (QPRO) – BAR No.1							
		Statement of Appropriations, Allotments, Obligations, Disbursements and Balances (SAAODB) – FAR No. 1							
		Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures (SAAODBOE) – FAR No. 1-A							
		List of Allotments and Sub-Allotments (LASA) – FAR No. 1-B							
		Statement of Approved Budget, Utilizations Disbursements and Balances (SABUDB) –FAR No. 2 (for Off-Budget Fund)							
		Summary of Approved Budget, Utilizations, Disbursements and Balances by Object of Expenditures (SABUDBOE) – FAR No. 2-A (for Off-Budget Fund)							
		Aging of Due and Demandable Obligations (ADDO) – FAR No. 3							
	Monthly Report of Disbursements (MRD) – FAR No. 4								
	Quarterly Report of Revenue and Other Receipts (QRROR) – FAR No. 5								
	Approved budgets and corresponding targets immediately upon approval of 2015 GAA								

		Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43, s. 2011				
		Program/project beneficiaries as identified in the applicable special provisions – every end of quarter				
		Status of implementation of said programs/ projects and project evaluation and/or assessment reports - every end of quarter				
		Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants- every end of quarter				
		TOTAL BUDGET				
TOTAL OVERALL RATING:						
FINAL AVERAGE RATING:						
ADJECTIVAL RATING:						

Submitted by:

Date:

Endorsed by:

Date:

Validated by:

Date: