



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

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
Regional Office No. 02

I, **ATTY. SIXTO T. RODRIGUEZ, JR.**, of Office **DOLE Regional Office No. 02**, 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, 2016.

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

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
CORE INDICATORS							
MFO 2: <i>Employment Facilitation and Capacity Building Services</i>							
Special Program for Employment of Students (SPES)	▪ 15,759 youth-beneficiaries assisted	38.080M	FOs/TSSD/IMSD				
	▪ 80% of SPES Education Vouchers (EVs) issued within three (3) days upon receipt by ROs of terminal report with all the complete documents necessary for payment						
	▪ 5% - 10% increase in number of SPES babies (using 2015 baseline)						
	▪ 100% of SPES babies in FY 2015 profiled and submitted to BLE by the end of December 2016						
	▪ Oriented the LGUs of the conduct of SPES Impact Evaluation in coordination with BLE, ILS and Innovations for Poverty Action (IPA) from January to March 2016 (for ROs-NCR, 3, 6, 7 and 11)	NAP					
	▪ 70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)						
	▪ Utilized 100% of funds allocated for SPES						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Government Internship Program (GIP)	<ul style="list-style-type: none"> ▪ 680 youth-beneficiaries assisted 	17.0M	FOs/TSSD				
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better 						
	<ul style="list-style-type: none"> ▪ Monitored the absorption rate of GIP beneficiaries by the agencies deployed or assigned with the partner agencies 						
JobStart	<ul style="list-style-type: none"> ▪ (NAP) youth beneficiaries provided with JobStart services 	NAP					
	<ul style="list-style-type: none"> ▪ 70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better (2016 GAA indicator / commitment) 						
	<ul style="list-style-type: none"> ▪ 70% placement rate 						
	<ul style="list-style-type: none"> ▪ Utilized 100% of budget allocation for JobStart 						
Public Employment Service (PES)	<ul style="list-style-type: none"> ▪ 21,845 qualified jobseekers referred for placement 	.559M	FOs/TSSD				
	<ul style="list-style-type: none"> ▪ 2 capability-building trainings on employment facilitation services (e.g. CGEC, LMI, Referral and Placement) and/or related trainings conducted for PESO personnel <ul style="list-style-type: none"> ○ 90 participants trained 						
	<ul style="list-style-type: none"> ▪ 70% of surveyed jobseekers rated services provided as satisfactory or better 						
National Jobs Fairs (Independence Day, Labor Day)	<ul style="list-style-type: none"> ▪ 100% of applicants registered during the conduct of Job Fairs 		FOs/TSSD				
	<ul style="list-style-type: none"> ▪ 20% of qualified applicants hired-on-the-spot (HOTS) 						
	<ul style="list-style-type: none"> ▪ Assessment report on placement submitted within 30 days for local employment, and 90 days for overseas employment after the conduct of Jobs Fair 						
Local Jobs Fairs	<ul style="list-style-type: none"> ▪ Annual calendar of Job Fairs (indicating date, venue, employers, and vacancies) posted at the 		FOs/TSSD				

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	RO website and Phil-JobNet website by 1 ST Quarter						
Labor Market Information	<ul style="list-style-type: none"> ▪ Calendar of Job Fairs updated quarterly ▪ 79,707 individuals reached ▪ 875 institutions reached ▪ 70% of surveyed individuals rated services as satisfactory or better 		FOs/TSSD				
	<ul style="list-style-type: none"> ▪ Regional Industry Consultation on Updating of JobsFit LMI Report / HRD Roadmapping 2016-2022 conducted by end of June 2016 <ul style="list-style-type: none"> ○ Submission of JobsFit Regional Report / HRD Roadmap by end of July 2016 						
	<ul style="list-style-type: none"> ▪ Conducted an orientation for RDCs and ITCs on the 2016-2022 Philippine Employment Projection by end of May 2016 						
	<ul style="list-style-type: none"> ▪ Developed regional employment situationer by end of April 2016 						
Job Displacement Monitoring System (JDMS)	<ul style="list-style-type: none"> ▪ Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month 		TSSD				
PhilJobNet and Skills Registry System (SRS) in coordination with PESO	<ul style="list-style-type: none"> ▪ 4 LGUs covered in 6th wave of NSRP implementation 	1.665M	FOs/TSSD				
	<ul style="list-style-type: none"> ▪ Quarterly Monitoring Reports on NSRP submitted to BLE within a week after the reference quarter 						
	<ul style="list-style-type: none"> ▪ Regional validation exercise at the PESO level conducted <ul style="list-style-type: none"> ○ Submission of regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e., “regional validation exercise”) by end of August 2016 						
Career Guidance	<ul style="list-style-type: none"> ▪ Capacity-building activities conducted covering at 		TSSD				

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Advocacy Program (CGAP)	least 50% of the total number of 2015 membership of Networks of Career Guidance Advocates of the Philippines (NCGAPs) in the region.						
	<ul style="list-style-type: none"> ▪ Career Guidance and Employment Coaching (CGEC) Activities conducted in at least 10% of the total number of public education and training institutions (public high schools, TESDA Training Institutions and State Universities and Colleges) in the region 						
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	<ul style="list-style-type: none"> ▪ DILP: 5,120 beneficiaries provided with livelihood assistance <ul style="list-style-type: none"> ○ Individual: <u>(Actual accomplishments)</u> ○ Group: <u>(Actual accomplishments)</u> 	47.094M (grants)	FOs/TSSD				
	<ul style="list-style-type: none"> ▪ Conducted the following interventions to the 20 livelihood projects to be assisted towards transitioning to sustainable enterprise by end of December 2016 following the Sustainable Livelihood Framework <ul style="list-style-type: none"> ○ Training on Business and Work Improvement Course (BWIC) for the beneficiaries 						
	<ul style="list-style-type: none"> ▪ 15% of beneficiaries provided with livelihood formation assistance with continued employment and income after 6 months of availment. 						
	<ul style="list-style-type: none"> ▪ 100% of approved formation projects provided with social preparation trainings 						
	<ul style="list-style-type: none"> ▪ Submission of inventory of formation/enhancement/restoration projects not later than seven (7) working days after the reference quarter 						
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 						
	<ul style="list-style-type: none"> ▪ Utilized 100% of funds allocated for DILEEP (DILP) 						

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DOLE Adjustment Measures Program (DOLE-AMP) K-to-12 Program – BLE	<ul style="list-style-type: none"> ▪ 100% of affected workers who sought assistance provided services within 10 working days <ul style="list-style-type: none"> ○ No. of beneficiaries assisted: (<u>actual accomplishment</u>) 		FOs/TSSD				
Productivity Toolbox for MSMEs in KEGs	<ul style="list-style-type: none"> ▪ 750 MSMEs per RBs assisted <ol style="list-style-type: none"> (1) 220 MSMEs provided with training services (2) 50 MSMEs provided with technical assistance on designing/formulation of productivity/performance-based incentives scheme (3) 480 MSMEs provided with orientation(s) 		TSSD-LLCOs				
	<ul style="list-style-type: none"> ▪ 90% of participants who rated training services as satisfactory or better <ul style="list-style-type: none"> ○ with at least 60% of training participants accomplished/submitted the training evaluation 						
Two Tiered Wage System	<ul style="list-style-type: none"> ▪ Tier 1: Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary ▪ Tier 2: <ol style="list-style-type: none"> (1) Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary (2) 5 MSMEs with productivity / performance-based incentives scheme documented (3) 5 MSMEs with productivity / performance-based incentives scheme awarded 		NAP (RTWPB)				

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MFO 3: Labor Force Welfare Services													
Tripartism	<ul style="list-style-type: none"> ▪ 4 Regional/Provincial/Municipal or City TIPCs and ITCs in Key Employment Generators (KEGs) strengthened thru: <ol style="list-style-type: none"> (1) Inclusivity of membership (2) Increase in membership (3) Output driven such as adoption of Resolution / Position Papers (4) ITCs capacitated to become partners in labor education, dispute prevention, among others 	.371M	FOs/TSSD										
	<ul style="list-style-type: none"> ▪ 70% of surveyed members of the industry to which the RTIPC regulars are connected who rated the services as satisfactory or better 												
Industry Self-Regulation through Voluntary Codes of Good Practices	<ul style="list-style-type: none"> ▪ 4 VCGPs in ITCs in KEGs enhanced: <ol style="list-style-type: none"> (1) Aligned with the criteria on standard VCGPs (2) 100% of VCGP Action Plans implemented 		FOs/TSSD										
Workers Organization and Development (WODP) Program	<ul style="list-style-type: none"> ▪ 4 training grants provided to unions and workers' organizations <ul style="list-style-type: none"> ○ 240 number of union members / workers' association members trained 	1.083M	FOs/TSSD										
	<ul style="list-style-type: none"> ▪ 2 (new) individuals provided with scholarship grants 												
	<ul style="list-style-type: none"> ▪ 100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements 												
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 												

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Labor and Employment Education Services	<ul style="list-style-type: none"> ▪ 10% of target establishments to be covered by LLCS in 2016 provided with labor education seminars benefitting 1,740 workers and employer representatives (<i>note</i>: absolute figures should be provided in reporting accomplishments) ▪ 70% of surveyed beneficiaries rated the seminars conducted as satisfactory or better 		FOs/TSSD				
Child Labor Prevention and Elimination Program (CLPEP)	<ul style="list-style-type: none"> ▪ 8 Low-Hanging (LH) barangays certified as Child Labor-Free ▪ 10 Continuing barangays upgraded to low-hanging (C-LH) barangays ▪ 17 New-Frontiers barangays upgraded to Continuing (NF-C) barangays ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 	2.762M	FOs/TSSD				
Social Amelioration Program (SAP) (in regions where applicable)	<ul style="list-style-type: none"> ▪ 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) ○ Analysis report on Sugar Production and Withdrawal Lien Collection and Remittance submitted to BWSC 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 ▪ CBF Distribution Monitoring <ul style="list-style-type: none"> ○ 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 		TSSD				

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> distributed ○ Report on the implementation of Cash Bonus distribution program submitted to BWSC within 15 days after end of reference quarter 						
	<ul style="list-style-type: none"> ▪ Maternity Benefit Program Monitoring <ul style="list-style-type: none"> ○ 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 ○ Monthly report on maternity benefits submitted to BWSC within 15 working days after end of reference month 						
	<ul style="list-style-type: none"> ▪ Death Benefit Program Monitoring <ul style="list-style-type: none"> ○ 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 ○ Monthly report on death benefits claims submitted to BWSC within 15 working days after end of reference month 						
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services as satisfactory or better 						
	<ul style="list-style-type: none"> ▪ Utilized 100% of funds allocated for SAP 						
Family Welfare Program	<ul style="list-style-type: none"> ▪ 18 establishments reached through DOLE initiated FWP-related services/activities <ul style="list-style-type: none"> ○ 3,600 workers served, including those initiated by LLCOs 		FOs/TSSD				

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	<ul style="list-style-type: none"> 70% of surveyed beneficiaries rated the services as satisfactory or better 						
DILEEP (TUPAD)	<ul style="list-style-type: none"> 19,183 beneficiaries assisted 	34.260M	FOs/TSSD/IMSD				
DOLE Adjustment Measures Program (DOLE-AMP) – BWSC	<ul style="list-style-type: none"> 100% of affected workers who sought assistance provided services within 10 working days <ul style="list-style-type: none"> No. of beneficiaries assisted: <u>actual accomplishment</u> 	.900M	FOs/TSSD				
	<ul style="list-style-type: none"> 70% of surveyed beneficiaries rated the services as satisfactory or better 						
NRCO Reintegration Services	Balik Pinay! Balik Hanapbuhay! & 10K Livelihood Assistance (LDAP)						
	<ul style="list-style-type: none"> 162 OFW returnees provided with livelihood (formation) assistance by the end of December 2016 	4.550M	NRCO Regl. Coordinator				
	<ul style="list-style-type: none"> At least 10% of the beneficiaries provided with livelihood formation assistance sustained operation after six months of availment by end of 2016 						
	<ul style="list-style-type: none"> 70% of surveyed beneficiaries rated the services provided as satisfactory or better 						
	<ul style="list-style-type: none"> 100% of proposals under Balik Pinay! Balik Hanapbuhay! approved and starter Kits released within 15 days from completion of training 						
	<ul style="list-style-type: none"> 100% of LDAP proposals approved and kits released within 45 days upon receipt of complete documents 						
	<ul style="list-style-type: none"> Utilized 100% of budget allocation for BPBH and LDAP 						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)							
	<ul style="list-style-type: none"> ▪ 324 OFW returnees/families provided with FAS and SBMT services by end of December 2016 						
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated the services provided as satisfactory or better 						
Byaheng Agri-preneur							
	<ul style="list-style-type: none"> ▪ Conduct learning journey with at least 30 OFW returnees and/ or families as participants in each region by end of December 2016. 						
Sa Pinas, Ikaw ang Ma'am/Sir							
	<ul style="list-style-type: none"> ▪ 100% of application forms preliminarily screened and endorsed to NRCO Central Office within 7 days upon receipt of complete documents. 						
Reintegration Network Strengthening							
	<ul style="list-style-type: none"> ▪ Published at least four (4) Quarterly Issues of Regional Reintegration Information Bulletin 						
	<ul style="list-style-type: none"> ▪ Conducted at least one (1) group activity related to OFW return and reintegration 						
	<ul style="list-style-type: none"> ▪ Finalized and firmed up directory of Reintegration Network and the services provide 						
Reporting							
	<ul style="list-style-type: none"> ▪ Submitted monthly performance report to NRCO on its (NRCO) Livelihood Programs not later than 5th day of the succeeding month. 						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
MFO 4: Employment Regulation Services									
Labor Laws Compliance System	<ul style="list-style-type: none"> ▪ 1,738 establishments covered by LLCS as reflected in the LLCS-MIS by end of November 2016 (1) 100% of 5 registered Contractors / Subcontractors (2) 100% of (NAP) Philippine Registered Domestic Ships assessed by end of June 2016 (3) 100% of 5 POEA registered recruitment and manning agencies (4) 100% of 80 ongoing construction projects / sites with approved CSHP are assessed (5) 100% of In-House OSH Assessment conducted and submitted by accredited OSH Practitioner 	4.089M	TSSD-LLCOs						
	<ul style="list-style-type: none"> ▪ 100% of establishments with expired COCs monitored submission of compliance report 								
	<ul style="list-style-type: none"> ▪ 73% Compliance Rate achieved 								
	<ul style="list-style-type: none"> ▪ 100% of establishments with deficiencies provided assistance leading to compliance 								
	<ul style="list-style-type: none"> ▪ 100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment 								
	<ul style="list-style-type: none"> ▪ 100% of 2015-assessed establishments with deficiencies, GLS- 940 and OSHS-797, with status report submitted by end of June 2016 								

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> ▪ OSH Investigation <ul style="list-style-type: none"> (1) 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view (2) Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists ▪ Incentivizing Compliance Program (ICP) <ul style="list-style-type: none"> (1) ICP 1ST Level (TCCLS and CLFE) <ul style="list-style-type: none"> ○ <u>3</u> establishments issued with TCCLS ○ <u>3</u> establishments issued with CLFE (2) ICP 2ND Level (Secretary's Award) <ul style="list-style-type: none"> ○ At least <u>2</u> ICP 1st level establishments endorsed/nominated for the Secretary's Award ▪ <u>1</u> destinations/ zones recommended as Labor Laws Compliant Zone ▪ Reporting Requirements: <ul style="list-style-type: none"> Monthly online detailed reports submitted to BWC every 5TH day after the end of the reference month; Monthly Detailed Reporting Forms: <ul style="list-style-type: none"> (1) Types of assistance rendered to establishments assessed (2) Domestic Ships (3) Accreditation of Safety Practitioners (4) Construction Safety and Health Program (5) SpeED (6) DO 18-A (7) ICP (8) Cooperatives Engaged in Contracting / Subcontracting 						
	<ul style="list-style-type: none"> ▪ Compliance with 13th Month Pay Report to be submitted not later than 25th of January of the following year 						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Dispute Resolution	<ul style="list-style-type: none"> ▪ Utilized 100% of budget allocation for LLCS ▪ Single Entry Approach (SEnA) <ul style="list-style-type: none"> ○ 77% 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 ○ Submitted to NCMB the monthly SEnA Database every 27TH of the month: <ol style="list-style-type: none"> (1) Statistical Summary of SEnA RFAs (2) Report Listing of SEnA RFAs (3) Cumulative Report of SEnA RFAs ▪ SpeED Cases: Labor Standards and Arbitration Cases <ul style="list-style-type: none"> ○ 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 50 days reckoned from the date of the 1st Mandatory Conference ○ implementation rates of: <ol style="list-style-type: none"> (1) certification election cases; and (2) labor standards cases (*baseline : 2015) 	.371M	FOs-SEADOs				
Efficient Service Delivery/Other Employment Regulation Services	<ul style="list-style-type: none"> ▪ 100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT: <ul style="list-style-type: none"> ○ <u>Alien Employment Permit (AEP)</u> – within 3 working days upon filing of application ○ <u>Private Employment Agency's (PEA) license</u> – within 10 days upon filing of application 		FOs/TSSD				

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	<ul style="list-style-type: none"> ○ <u>Job Fair Clearance / Permit</u> – within 5 working days upon filing of application 						
	<ul style="list-style-type: none"> ○ <u>Authority to Recruit</u> – within 2 days upon filing of application 						
	<ul style="list-style-type: none"> ○ <u>Mechanical and Electrical Plans and Applications</u> – within 15 days after receipt of complete requirements <ul style="list-style-type: none"> ➢ 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 						
	<ul style="list-style-type: none"> ○ <u>Construction Safety and Health Program</u> – <ul style="list-style-type: none"> ➢ Simplified - within 5 days ➢ Comprehensive - within 5 days 						
	<ul style="list-style-type: none"> ○ <u>Safety Practitioner’s Accreditation</u> <ul style="list-style-type: none"> ➢ Processed within 15 days upon receipt of complete documents ➢ Issued certificates of accreditation to 100% of approved application within 5 days from the date of interview 						
	<ul style="list-style-type: none"> ○ <u>DO-18-A</u> <ul style="list-style-type: none"> ➢ Processed and approved/denied 100% of applications for registration of contractors/ subcontractors within 3 days upon receipt of complete documents ➢ Issued certificates of registration to 100% of approved applications upon payment of fees 						

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	<ul style="list-style-type: none"> ○ <u>Working Child Permit</u> <ul style="list-style-type: none"> ➢ Processed within eight (8) hours upon receipt of payment 						
NON-CORE INDICATORS							
SUPPORT TO OPERATIONS		3.716M					
Communication Program	<ul style="list-style-type: none"> ▪ Submitted a copy of approved Communication Program to LCO for January to December 2016 by <u>31 March 2016</u> 		IMSD-LCO				
	<ul style="list-style-type: none"> ▪ Submitted to LCO at least <u>three (3)</u> good news at the end of the month 		FOs/IMSD-LCO				
	<ul style="list-style-type: none"> ▪ Developed/ disseminated at least <u>four (4)</u> press releases every month - one (1) for national media and three (3) for regional media 		FOs/IMSD-LCO				
	<ul style="list-style-type: none"> ▪ Attended to <u>100%</u> of requests for TV appearance/radio guesting 		FOs/IMSD-LCO				
	<ul style="list-style-type: none"> ▪ Conducted press briefings at least <u>once a month</u> 		FOs/IMSD-LCO				
	<ul style="list-style-type: none"> ▪ At least <u>2 AVPs</u> on success stories of programs submitted to the LCO/Program Manager not later than May 31, 2016 for the 1st semester and October 31, 2016 for the 2nd semester 		FOs-LCO				
Statistical Performance Reporting System	<ul style="list-style-type: none"> ▪ Submitted online monthly Statistical Performance Reporting System not later than <u>5TH day</u> following the reference month 		TSSD				
	<ul style="list-style-type: none"> ▪ Validated the monthly performance report of Field Offices not later than the <u>7TH day</u> following the 		TSSD				

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	reference month						
Gender and Development (GAD)	<ul style="list-style-type: none"> ▪ At least 5% of total budget utilized for GAD activities 		TSSD				
	<ul style="list-style-type: none"> ▪ Submitted to BWSC the 2018 GAD Plan and Budget (GPB) by end of October 2016 		TSSD				
	<ul style="list-style-type: none"> ▪ Submitted to PS GAD 2016 1ST Semester Accomplishment Report on or before 10 July 2016 		TSSD				
	<ul style="list-style-type: none"> ▪ Submitted to PS the 2016 GAD Annual Report not later than 5 January 2017 		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	<ul style="list-style-type: none"> ▪ Sustained and/or expanded ISO Certification and submitted reports to FMS not later than the 15th day of the month after the reference quarter on the following: <ul style="list-style-type: none"> On Sustaining ISO Certification: <ul style="list-style-type: none"> ▪ Complied 100% with the internal and external/ surveillance audits findings and recommendations based on set timelines On Expanding ISO Certification: <ul style="list-style-type: none"> ▪ Enrolled/documented additional work processes; or ▪ Included additional units/field offices/branches in the coverage of QMS 		IMSD				
Citizens Charter/Anti-Red Tape Act (ARTA)	<ul style="list-style-type: none"> ▪ Achieved at least 85% client satisfaction rate on Quality of Services and Quality of Facilities 		IMSD				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> Acted upon 100% of client satisfaction feedback / complaints / recommendations within 5 working days upon receipt 		IMSD				
GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS)							
Integrity Development Program	<ul style="list-style-type: none"> 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				
	<ul style="list-style-type: none"> Submitted 100% of SALN to HRDS not later than 15 April 2016 		IMSD				
Strategic Performance Management System	<ul style="list-style-type: none"> Submitted to PS the 2016 OPCR within 10 days from receipt of the approved 2016 Core (for ROs) and Non-Core (all agencies) indicators for endorsement to the Secretary thru the Cluster Head 		TSSD				
	<ul style="list-style-type: none"> Submitted to PS 2016 annual OPCR accomplishments with self-ratings not later than 5 January 2017 		TSSD				
	<ul style="list-style-type: none"> Submitted to PS through the PS DPX Homepage 2016 quarterly OPCR accomplishments with cumulative data within 10 days after the reference quarter 		TSSD				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<ul style="list-style-type: none"> ▪ 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	<p><u>Funds Utilization</u></p> <p><i>Budget Utilization Rate (BUR)</i></p> <ul style="list-style-type: none"> ▪ Utilized the allotted funds to wit: <ul style="list-style-type: none"> 1st quarter: 16% 2nd quarter: 26% 3rd quarter: 21% 4th quarter: 21% <p><i>*Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i></p>		IMSD				
	<ul style="list-style-type: none"> ▪ Utilized 100% of the Notice of Cash Allocation (NCA) <p><i>*Disbursement Rate = $\frac{\text{NCA Utilized}}{\text{NCA Received}}$</i></p>		IMSD				
	<ul style="list-style-type: none"> ▪ Contributed to cost-saving/efficiency measures by at least 4% per quarter on the following MOOE items with quarterly report submitted to FMS not later than the 15TH day of the month after the reference quarter: <ol style="list-style-type: none"> (1) Traveling Expenses (2) Communication Expenses (3) Repairs and Maintenance Expenses (4) Transportation and Delivery Expenses (5) Supplies and Materials Expenses (6) Utility Expenses 		IMSD				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Funds Accountability							
	<ul style="list-style-type: none"> ▪ Submitted the monthly Statement of Appropriations, Allotment, Obligations, and Balances (SAAOB) report to FMS using the FAR No. 1 template not later than the 10th day after the reference month 		IMSD				
	<ul style="list-style-type: none"> ▪ Submitted the following Budget Preparation (BP) forms for FMS 5th 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						
	3. BP Form 100 – Statement of Revenues						
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund (if applicable)						
	5. BP Form 100-B – Statement of other Receipts/Expenditures (if applicable)						
	6. BP Form 100-C – Statement of Donations and Grants (if applicable)						
	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 2017 Tier 2 Proposals-Obligations for PS						

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)						
	12. BP Form 201 B-1 – Multi-Year requirements for FY 2017 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 2017 Tier 2 Proposals – Obligations for FINEX						
	15. BP Form 201 D – Obligations for Capital Outlay						
	16. BP Form 201 D-1 – Multi-Year requirements for FY 2017 Tier 2 Proposals – Obligations for CO						
	17. BP Form 201-E – Program Expenditure Plan						
	18. BP Form 201-F – Climate Change Expenditure						
	19. BP Form 201 – Profile and Requirements of Locally-Funded Projects						
	20. BP Form 300 – Proposed Special Provisions (if applicable)						
	<ul style="list-style-type: none"> ▪ Submitted monthly flash performance monitoring report on obligation and disbursement rates, by appropriations source and allotment class to FMS not later than the 7th day after the reference month 		IMSD				
	<ul style="list-style-type: none"> ▪ Submitted monthly report of actual income to FMS not later than the 5th day of the month following the reference month 		IMSD				
Financial Accountability of Selected Accounts	<ul style="list-style-type: none"> ▪ Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS every 15th day of the month 		IMSD				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	following the reference quarter: (1) Due from Officers and Employees (2) Advances to Officers and Employees (3) Advances for Operating Expenses (if applicable) (4) Advances to Special Disbursing Officers (if applicable) (5) Advances for Payroll						
	<ul style="list-style-type: none"> ▪ Submitted quarterly report on the status of the following accounts to IAS not later than the 15th day of the month following the reference quarter: (1) Due from LGUs (2) Due from NGOs/POs (3) Due from NGAs (4) Due from GOCCs 		IMSD				
	<ul style="list-style-type: none"> ▪ Submitted quarterly Report of Collections/ Settlement of Loan Receivables (Account 126) by at least 50% to IAS including the requests for write-off with complete documentation submitted to IAS every 15th day of the month following the reference quarter 		IMSD				
Compliance to COA Observations	<ul style="list-style-type: none"> ▪ Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 5th day of the month following the reference quarter (March, June, September and December) 		IMSD				
	<ul style="list-style-type: none"> ▪ Submitted quarterly reports to IAS every 5th day of the month following the reference quarter (1) 100% Settlement of Suspensions within the prescribed period (within 90 days) (2) Appeal on Notices of Disallowance submitted to COA within the prescribed period (within 6 months) 		IMSD				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
HRD Interventions	<p><u>Recruitment and Selection</u></p> <ul style="list-style-type: none"> <li data-bbox="324 392 907 632">▪ Issued appointments to 80% of vacant positions as of 31 August 2016 by end of November 2016 and submitted to HRDS report on filling-up of vacancies on 09 December 2016 with Certification on validation/invalidation of appointments by CSC <li data-bbox="324 632 907 871">▪ Complied 100% with recruitment and selection process and documentary requirements as provided in the ESPS (for appointments processed at the ROs, Bureaus, and Services and for those referred to the HRDS for appointment by the Secretary) 		IMSD				
	<p><u>Capacity Building of Staff</u></p> <ul style="list-style-type: none"> <li data-bbox="324 919 907 1126">▪ Trained/provided training opportunities to 80% of staff by end of the year and submitted report to HRDS on the trainings (grouped into: <u>prescribed</u> and <u>optional</u> trainings) attended by staff within 7th day of the month following the reference quarter <li data-bbox="324 1126 907 1294">▪ Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries end of May and November 2016 		IMSD				
Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> <li data-bbox="324 1294 907 1398">▪ 100% accomplishment of GODP Plan 2016 containing activities that contribute to cost efficiency 		IMSD				
Transparency Seal	<ul style="list-style-type: none"> <li data-bbox="324 1398 907 1445">▪ 100% compliance with Transparency Seal 		IMSD/TSSD-ISA				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Compliance	requirements in accordance with 2016 General Appropriations Act (GAA), IATF Memorandum Circular 2015-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority:						
	General Appropriations Act 2016						
	(1) Agency's mandates and functions, names of its officials with their position and designation, and contact information		TSSD				
	(2) Approved budgets and corresponding targets immediately upon approval of 2016 GAA		IMSD				
	(3) Realignment made pursuant to the general and special provisions in GAA 2016		IMSD				
	(4) Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant		IMSD				
	(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		TSSD				
	(6) Status of implementation, evaluation and/or assessment reports of said programs or projects		TSSD				
	(7) Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014		IMSD				
	(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 basis for its retention and/or use, the beginning		IMSD				

MAJOR FINAL OUTPUT (MFO)	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	SELF-RATING	VALIDATED RATING	REMARKS (for validation)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year						
	IATF MC 2015-1 dated 12 August 2015						
	(9) System of Ranking Delivery Units and Individuals		IMSD				
	(10) Quality Management System Certified by international certifying body or Agency Operations Manual		IMSD				
	Additional Transparency Seal						
	(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		IMSD				
	(12) Net Worth of Officials, as required under CSC Republic Act No. 6713		IMSD				
	(13) COA Annual Audit Report		IMSD				
Property, Plant and Equipment Monitoring	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2016 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 last working day of February		IMSD				
Total Overall Rating:							
Final Average Rating:							
Adjectival Rating:							

Submitted by:		Endorsed by:		Validated by:		Recommended by:	
	Date		Date		Date		Date
Atty. SIXTO T. RODRIGUEZ, JR. Regional Director		UNDERSECRETARY REBECCA C. CHATO Chairperson-DOLE PMT		DOLE Validation Team		UNDERSECRETARY NICON F. FAMERONAG Cluster Head	

Approved by:	
COMMENTS/OBSERVATIONS:	
_____ ROSALINDA DIMAPILIS-BALDOZ Secretary	_____ Date