



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. o2
 Tuguegarao City, Cagayan

Document No.: QFR-QSP-09-03
 Revision No. 00
 Date Effective: August 3, 2015

CY 2017 PHYSICAL PLAN PER OFFICE

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
CORE INDICATORS								
MFO 2: Employment Facilitation and Capacity Building Services								
Special Program for Employment of Students (SPES)	10,589 youth-beneficiaries assisted (under Current-Regular funds)	3706	4235	1059	1059	530		
	5% - 10% increase in SPES babies (FY 2016 baseline =3,698) monitored by end of December 2017	1186	878	370	1416	33		
	100% of SPES babies in FY 2016 profiled and submitted to BLE by the end of December 2017	1130	836	352	1349	31		
	1% - 2% increase in SPES graduate of Techvoc and colleges monitored by end of December 2017 (FY 2016 baseline =2,850)	879	650	274	1049	26		
	70% of surveyed beneficiaries rated services as satisfactory or better	70%	70%	70%	70%	70%		
	Utilized 100% of funds allocated for SPES	100% of allocated	100% of allocated	100% of allocated	100% of allocated	100% of allocated		
JobStart	100 youth-beneficiaries enrolled in Life Skills training	25	75					
	100 internship pledges from partner employers	25	75					
	75% placement rate in wage employment monitored by end of December 2017	75% placement rate	75% placement rate	75% placement rate	75% placement rate	75% placement rate		
	70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better	70% satisfactory	70% satisfactory	70% satisfactory	70% satisfactory	70% satisfactory		

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
Government Internship Program (GIP)	<u>507</u> youth-beneficiaries assisted	92	413	2				
	<u>1%</u> placement rate in wage employment monitored by end of December 2017 (FY 2016 baseline=2,679)	733	267	247	1148	308		
	<u>70%</u> of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)	70% satisfactory	70% satisfactory	70% satisfactory	70% satisfactory	70% satisfactory		
Public Employment Service (PES)	<u>22,645</u> qualified jobseekers referred for job placement	6793	9058	2945	2717	1132		
	<u>80%</u> of qualified job seekers placed	80% of referred	80% of referred	80% of referred	80% of referred	80% of referred		
	<u>Five (5)</u> LGU PESO provided with technical assistance on their institutionalization by end of December 2017	1	1	1	1	1		
	<u>70%</u> of surveyed jobseekers rated services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		
PhilJobNet	<u>80%</u> of registered establishments with complete documentary requirements processed 15 working days after the reference month	80% processed within PCT	80% processed within PCT	80% processed within PCT	80% processed within PCT	80% processed within PCT	80% processed within PCT	
Labor Market Information	<u>93,335</u> individuals reached	23,333	32,667	18,670	14,000	4,665		
	<u>915</u> institutions reached	230	320	183	137	45		
	<u>70%</u> of surveyed individuals rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		
Talent Mapping	<u>2045</u> individuals assessed	681	722	450	150	42		
National Skills Registry Program (NSRP)	<u>Thirty (30)</u> LGUs covered	10	10	5	3	2		
	<u>Twenty (20)</u> establishment covered	7	8	2	2	1		
Trabaho-Negosyo-Kabuhayan (TNK) Caravan Job and Livelihood Fairs	National <ul style="list-style-type: none"> Conducted Labor Day and Independence Day TNK Caravan Job and Livelihood Fairs 							
	<ul style="list-style-type: none"> Assessment report on placement submitted within 30 days for local employment, ad 90 days for overseas employment after the conduct of Job Fairs 							

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	Local							
	<ul style="list-style-type: none"> ▪ Forged partnership among regional counterparts of DTI, DO LE, and LGUs on the TNK Caravan Job and Livelihood Fair by end of December 2017 							
	<ul style="list-style-type: none"> ○ Submitted to BLE copy of signed localized TNK Commitment and Agreement fifteen (15) working days after the reference quarter (Second Semester onwards) 							
	<ul style="list-style-type: none"> ▪ Annual calendar of Job Fairs (indicating date, venue, employers, and vacancies) posted at the RO website and PhilJobNet website by end of March 2017 	EO March	EO March	EO March	EO March	EO March	EO March	
	<ul style="list-style-type: none"> ▪ Calendar of Job Fairs updated quarterly 	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	
JobsFit Report	Sixty (60) stakeholder organizations consulted in the updating of JobsFit Report by end of May 2017						EO May	
Career Guidance Advocacy Program (CGAP)	Regional Career Advocacy Congress conducted by end of September 2017 (No. of participants=177)	85	60	20	10	2	EO Sept	
Capacity Building for PESO Personnel	LMI Analysis, BEST, PESO and SPES IRR							
	<ul style="list-style-type: none"> ▪ 45 PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017 						4 trainings 45 pax	
	<ul style="list-style-type: none"> ▪ 80 FOs, PESO personnel, schools, training institutions, and establishments participated in capability-building training / orientation on PEIS, PhilJobNet, and Talent Mapping by end of September 2017 						80 pax	
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	1,544 beneficiaries provided with livelihood assistance	463	617	155	155	154		
	918 beneficiaries provided with emergency employment	276	368	91	92	91		
	10% of DILP beneficiaries are parents of child laborers	46	61					
	70% of surveyed beneficiaries rated the services as satisfactory or better	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		
K-to-12 DOLE Adjustment Measures Program	Provided assistance to 100% of displaced personnel who sought assistance within 10 working days upon filing of complete documents	100%	100%	100%	100%	100%		

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	100% beneficiaries assisted:	100%	100%	100%	100%	100%		
	Encoded in the K-to-12 database data and information of reported displaced personnel and those who availed of the program within 3 working days upon receipt of complete application							
	Conducted at least five (5) orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP	1	1	1	1	1		
Productivity Toolbox	750 MSMEs per RB assisted							
	▪ 220 MSMEs provided with training services						220	
	○ 50% of MSMEs trained with PIP / Action Plan implemented within three months						110	
	▪ 50 MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme						50	
	○ 10% of MSMEs assisted with productivity based pay incentives schemes installed						5	
	▪ 480 MSMEs provided with orientation(s)						480	
	100% of participants who rated training services as satisfactory or better						100% satisfactory rating	
MFO 3: Labor Force Welfare Services								
Tripartism (RTIPC)	RTIPC membership expanded to include representatives from the most representative organizations in the following sectors: <ul style="list-style-type: none"> ▪ Informal ▪ Public ▪ Women ▪ Youth ▪ Migrant 						1	
	Regular quarterly RTIPC meetings conducted <i>Note: Please indicate agenda, date, venue and number of attendees in accomplishments</i>						4	
	One (1) Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter						4	

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
Tripartism (ITCs)	One (1) Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter	1	1	1	1			
Workers Organization and Development (WODP) Program	WODP Trainings							
	▪ Four (4) training grants provided to unions and workers' organizations	1	1	1	1			
	▪ 100 number of union members / workers' association members trained							
	▪ 70% of surveyed beneficiaries rated the services as satisfactory or better	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		
	WODP Scholarships							
	▪ Eight (8) individuals provided with scholarship grants ○ New: 2 ○ Ongoing: 6							
	▪ 100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements							
	▪ 70% of surveyed beneficiaries rated the services as satisfactory or better	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		
Union and CBA Registration	100% of application for union registration processed through OURS							
Labor and Employment Education Program	LHP, CLES							
	▪ 771 establishments oriented by LHP and CLES based on the establishments assessed through LLCS; 30 on LHP and 741 on CLES (FY 2016 baseline = 1468 establishments assessed)	331	361	36	41	2		
	▪ 70% of establishments oriented are establishments found with deficiencies							
	▪ 2,833 workers and employers covered by LHP and CLES	1146	1290	193	174	30		
	LEGS							
	▪ 23,572 number of students covered by LEGS	6930	11025	4065	945	607		
	70% of surveyed beneficiaries (for LEES) rated the seminars conducted as satisfactory or better	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						TSSD	IMSD
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes			
Social Amelioration Program (SAP) (in regions where applicable)	SAP Lien Collection and Remittance Monitoring								
	▪ <u>100%</u> 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 BSWC within 15 days after end of reference month								
	SAP Fund Utilization								
	▪ Monthly Cash-In-Bank Register submitted to BWSC within 15 days after the end of the reference month								
	CBF Distribution Monitoring								
	▪ <u>50%</u> of current crop year monitored as distributed								
	▪ <u>80%</u> of the previous crop year monitored as distributed								
	▪ <u>95%</u> of the prior crop years monitored as distributed								
	▪ Report on the implementation of Cash Bonus distribution program submitted to BWSC within 15 days after end of reference quarter								
	Maternity and Death Benefit Program Monitoring								
	▪ <u>100%</u> of claims filed with complete documents processed within 10 working days from receipt of documents								
	▪ <u>100%</u> of processed and approved claims ready for payment within 5 working days after processing								
▪ Monthly report on maternity and death benefits submitted to BWSC within 15 days after end of reference month									
<u>70%</u> of surveyed beneficiaries rated the services as satisfactory or better	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating			
Family Welfare Program	<u>100%</u> of assessed establishment without FWP provided assistance in setting up FWP. (<i>Establishments employing 200 or more workers</i>)								
	<u>100%</u> of workers covered								
	<u>70%</u> of surveyed beneficiaries rated the services as satisfactory or better	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating		

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
Kasambahay	100% of RFAs disposed						100%	
NRCO Reintegration Services								
	160 workers served (OFW returnees) with livelihood (formation) assistance by the end of December 2017						160	
	70% of surveyed beneficiaries rated the services provided as satisfactory or better						70% satisfactory rating	
	Utilized 100% of budget allocation for BPBH and LDAP						100% utilization Rate	
	160 workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2017						160	
	70% of surveyed beneficiaries rated the services provided as satisfactory or better						70% satisfactory rating	
	Byaheng Agri-preneur							
	At least 30 OFW returnees and/ or families oriented on agri business through learning journey as participants in each region by end of December 2017.						30	
	Sa Pinas, Ikaw ang Ma'am/Sir							
	100% of application forms preliminarily screened and endorsed to NRCO Central Office within 7 days upon receipt of complete documents.						100%	
	Reintegration Network Strengthening							
	Published and distributed at least four (4) Quarterly issues of Regional Reintegration Information Bulletin, with the inclusion of a finalized and firmed up directory of the Reintegration Network and the services they provide for returning OFWs and their families						4	
MFO 4: Employment Regulation Services								
Labor Laws Compliance System	1,140 establishments (in priority industries) covered by LLCS as reflected in the LLCS-MIS by end of November 2017						1140	
	▪ 100% of 30 registered Contractors / Subcontractors are assessed						30	
	▪ 100% of 50 ongoing construction projects / sites with approved CSHP are assessed						50	

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	100% of 2016 pending LOC /SOT or combined LOC/SOT/LS cases disposed by 30 June 2017 thru issuance of Compliance Order						100%	
	100% of workers under pledges for voluntary regularization validated						100%	
	100% of establishments with deficiencies provided assistance						100%	
	OSH Investigation:							
	<ul style="list-style-type: none"> 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view 						100%	
	<ul style="list-style-type: none"> Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists 						100%	
	100% of establishments found with violations on social security benefits endorsed to appropriate agency every two weeks						100%	
	Establish partnership with LGUs thru orientation(s) on labor laws compliance							
	Utilized 100% of allocation for LLCS						100% Utilization	
Dispute Resolution	Single Entry Approach (SEnA)							
	<ul style="list-style-type: none"> 77% of the total request handled settled within 30 days from date of filing 	77% Settlement Rate	77% Settlement Rate	77% Settlement Rate	77% Settlement Rate	77% Settlement Rate	77% Settlement Rate	
	<ul style="list-style-type: none"> 100% of the total request handled disposed within 30 days 	100% Disposition Rate	100% Disposition Rate	100% Disposition Rate	100% Disposition Rate	100% Disposition Rate	100% Disposition Rate	
	<ul style="list-style-type: none"> 70% of surveyed clients rated services as satisfactory or better 	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	70% satisfactory rating	
	SpeED Cases: Labor Standards and Arbitration Cases							
	<ul style="list-style-type: none"> 100% of cases are disposed within the PCT. 	100% of cases disposed within PCT	100% of cases disposed within PCT	100% of cases disposed within PCT	100% of cases disposed within PCT	100% of cases disposed within PCT	100% of cases disposed within PCT	

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	<ul style="list-style-type: none"> 100% of Labor Standards cases handled disposed within 50 days reckoned from the date of the 1ST Mandatory Conference 	100% of cases disposed within 50 days	100% of cases disposed within 50 days	100% of cases disposed within 50 days	100% of cases disposed within 50 days	100% of cases disposed within 50 days	100% of cases disposed within 50 days	
	<ul style="list-style-type: none"> Monthly report (on submitted to BWC on the 5TH day following the reference month 						5 th day after reference month	
	<ul style="list-style-type: none"> 100% of pending cases from 2016 disposed according to the work plan 						100% of 2016 disposed	
	<ul style="list-style-type: none"> 100% of current cases disposed within the PCT 						100% of current cases disposed within PCT	
Efficient Service Delivery/Other Employment Regulation Services	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:							
	<ul style="list-style-type: none"> Alien Employment Permit (AEP) – within 3 working days upon filing of application for new AEP and within 24 hours for renewal (complete documents) 						Within 3 days/24 hours	
	<ul style="list-style-type: none"> Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents) 	Within 5 days	Within 5 days	Within 5 days	Within 5 days	Within 5 days	Within 5 days	
	<ul style="list-style-type: none"> Job Fair Clearance / Permit – within 5 working days upon filing of application (complete documents) 	3 days/5days	3 days/5days	3 days/5days	3 days/5days	3 days/5days	2 days (Clearance)	
	<ul style="list-style-type: none"> Authority to Recruit – within 2 working days upon filing of application (complete documents) 	Within 1 day	Within 1 day	Within 1 day	Within 1 day	Within 1 day	Within 1 day	
	<ul style="list-style-type: none"> Mechanical Permit and Electrical Certificate <ul style="list-style-type: none"> Permit to operate issued within 15 days upon receipt of proof of payment of fees Certificate of electrical inspection issued within 15 days upon receipt of proof of payment of fees 							
	<ul style="list-style-type: none"> Construction Safety and Health Program – 100% of applications processed within 5 days upon receipt of complete documents 						Within 5 days	
	<ul style="list-style-type: none"> Safety Practitioner's Accreditation <ul style="list-style-type: none"> 100% of applications processed within 15 days upon receipt of complete documents 						Within 15 days	

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	<ul style="list-style-type: none"> ○ Issued certificate of accreditation to 100% of approved applications within 5 days from the date of interview 						Within 5 days	
	<ul style="list-style-type: none"> ▪ 13TH Month Pay – compliance with 13TH month pay Report submitted to BWC not later than January 25TH of the following year 						NLT Jan 25th	
	<ul style="list-style-type: none"> ▪ Working Child Permit – processed within eight (8) hours upon receipt of payment 	Within 4 hours	Within 4 hours	Within 4 hours	Within 4 hours	Within 4 hours	Within 4 hours	
NON-CORE INDICATORS								
SUPPORT TO OPERATIONS								
Monitoring of Programs	SPES: 371 youth-beneficiaries assisted (under Continuing-Regular funds, and Continuing-BUB funds)	408						
	SPES: Submitted to BLE the number of SPES graduates of techvoc and colleges by end of December 2017						End of Dec 2017	
	JobStart: Submitted to BLE the number of JobStart beneficiaries absorbed as employees (regular, contractual, project-based) by partner employers by end of December 2017						End of Dec 2017	
	JobStart: Submitted to BLE the Regional Report on JobsFit 2022 cum Employment Situationer and Inputs to HRD Roadmaps by end of May 2017						End of May 2017	
	GIP: Submitted to BLE the total number of GIP beneficiaries absorbed as employees (Job Orders Contractual, Project-Based) by the agencies deployed/partner government agencies after the program by end of December 2017						End of Dec 2017	
	PESO: Submitted to BLE the number of establishments submitted job vacancies through PESOs in FY 2017 by end of December 2017						End of Dec 2017	
	PhilJobNet: Submitted to BLE the number of establishments with posted vacancies in the by end of December 2017						End of Dec 2017	
	Job Search Kiosk: Submitted to BLE the quarterly report on the location and status of Job Search Kiosk 15 working days after the reference quarter						April 15; July 15; October 15; Jan 15	
	Job Fairs: Submitted to BLE the number of qualified applicants hired-on-the-spot (HOTS) during the conduct of Job Fairs							

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	Job Fairs: Submitted to BLE the number of establishment participated in National and Local Job Fairs in FY 2017 <u>by end of December 2017</u>						End of Dec 2017	
	NSRP: Submitted to BLE the Quarterly Monitoring Reports on NSRP <u>within a week after the reference quarter</u>						Within 1 week after reference quarter	
	NSRP: Submitted to BLE the regional post-activity reports as a result of the conduct of NSRP Regional Lessons Learned Workshop (i.e., "regional validation exercise") <u>by 15 September 2017</u>						15 September 2017	
	JDMS: Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report <u>15 working days after the reference month</u>						Every 15 of the month after the reference period	
	NCGAP: Submitted to BLE the number of NCGAP members who participated in the capacity-building activities in the region <u>by end of December 2017</u>						End of Dec 2017	
	NCGAP: Submitted to BLE the number of Career Guidance and Employment Coaching (CGEC) Activities conducted in public education and training institutions (public high schools, TESDA Training Institutions, and State Universities and Colleges) in the region <u>by end of December 2017</u>						End of Dec 2017	
	DILEEP, SLF: Submitted to BWSC regular reports on: <ul style="list-style-type: none"> Regular DILP – <u>every 7TH day</u> after the reference quarter Regular TUPAD – <u>every 7TH day</u> after the reference quarter Regular SLF – <u>not later than 15 days</u> after the reference semester 	Not later than the 3 rd working day after the reference quarter; SLF- not later than the 10 th working day after the reference semester						
	K-to-12 AMP: Submitted to BLE the monthly report on reported displacements and program beneficiaries <u>5 working days</u> after the reference month						5 days after reference month	
	Reintegration Services: Submitted monthly performance report to NRCO on its (NRCO) Livelihood Programs <u>not later than 10TH day</u> of the succeeding month						10 days after reference month	

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	LLCS: Submitted the LLCS (monthly) reports to BWC on or before the 10TH day of the following month						10 days after reference month	
	LLCS: Submitted LLCS Annual Fund Utilization Report to BWC on or before end of January 2018						EO January 2018	
	SEnA: Submitted to SEnA Secretariat monthly SEnA accomplishments not later than the 10TH day following the reference month	Submitted to RO focal person not later than the 5 th day following the reference month					10 days after reference month	
	SEnA: Submitted to the SEnA secretariat for the SEnA database not later than the 10TH day following the reference month: 1. Statistical Summary of SEnA RFAs 2. Listing of SEnA RFAs 3. Cumulative Report of SEnA RFAs	Submitted to RO focal person not later than the 5 th day following the reference month					10 days after reference month	
	Project SpeED: Submitted to BWC (for LS cases) the monthly SpeED accomplishments at the end of the month						EO Month	
	Project SpeED: Submitted to BLR (for appealed cases) the monthly SpeED accomplishments at the end of the month						EO Month	
Tripartism (ITCs)	Regular quarterly meetings of ITCs conducted *** 1 meeting for all ITCs in each province	1	1	1	1	1		
Communication Program	Submitted a copy of approved Communication Program to IPS for January to December 2017 by 28 February 2017							EO Feb 2017
	Submitted to IPS at least three (3) good news at the end of the month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month
	Disseminated at least three (3) press releases every month for local/regional or national media	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month	At least 1 per month
	Attended to 100% of requests for TV appearance/radio guesting	100%	100%	100%	100%	100%	100%	100%
	Conducted at least six (6) press briefings in a year							6
	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2017	1 AVP before EO Oct	1 AVP before EO Oct	1 AVP before EO Oct	1 AVP before EO Oct	1 AVP before EO Oct		
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown every 7TH calendar day of the following month, starting March 2017 accomplishments	Not later than 1 st of the month	Not later than 1 st of the month	Not later than 1 st of the month	Not later than 1 st of the month	Not later than 1 st of the month	Not later than 1 st of the month	

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
Gender and Development (GAD)	Utilized at least 5% of total budget for GAD activities							
	Submitted to BWSC the 2019 GAD Plan and Budget (GPB) by end of December 2017						EO December 2017	
	Submitted to PS the 2017 GAD Annual Report not later than 15 January 2018						January 15, 2018	
Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	Attained ISO 9001:2015 Certification, or implemented ISO 9001:2015 – aligned QMS and submitted reports to FMS not later than the 15 TH day of the month after the reference quarter							
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	Provided feedback to HRDS on action taken on complaints/ requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary within 72 hours upon receipt of referral.							Submitted within 24 hours
GENERAL ADMINISTRATION AND SUPPORT SERVICES								
Integrity Development Program	Submitted to the LS not earlier than the 1 ST day or <u>later than the 5TH day</u> 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							5 th day after the reference month
	Submitted 100% of 2016 SALN to HRDS not later than 31 March 2017							March 31, 2017
Strategic Performance Management System (SPMS)	Submitted to PS the 2017 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head							Submitted within 10 days
	Submitted to PS the 2017 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head							Submitted within 10 days

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 15, 2017						July 15, 2017	
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 7, 2018						January 7, 2018	
	Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)							30 days upon receipt of approved OPCR Rating
Performance Evaluation for Third Level Officials	Complied with the Career Executive Service Performance Evaluation System (CESPES) within the deadline set by the Career Executive Service Board (CESB)							
Financial Management	Funds Utilization							
	Budget Utilization Rate (BUR) <ul style="list-style-type: none"> ▪ Utilized the allotted funds to wit: <ul style="list-style-type: none"> 1ST quarter: 20% 2ND quarter: 30% 3RD quarter: 25% 4TH quarter: 25% <i>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</i>							
	Funds Accountability							
	Submitted to FMS (not later than the 10TH day after the reference month) the monthly report on the following: 1) Statement of Appropriations, Allotment, Obligations, <u>Disbursement</u> and Balances (SAAODB) using the FAR No. 1 template 2) Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditure using the FAR No. 1-A template							Submitted to FMS not later than the 10 TH day after the reference month)
	Submitted the following 2018 Budget Preparation (BP) forms to FMS 5TH days prior to the schedule of submission to DBM:							

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
Financial Accountability of Selected Accounts	Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS every 10TH day of the month following the reference quarter: 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							every 10 TH day of the month following the reference quarter:
	Submitted to IAS quarterly report on the recording of Sugar Amelioration Program (SAP) fund transfers to IAS every 10TH day of the month following the reference quarter							Every 10 th of the month
	Submitted to IAS report on the Provision of Allowance for Impairment on Receivable – End of December							EO December
Compliance to COA Observations	Submitted to IAS quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 10TH day of the month following the reference quarter							Every 10 th of the month
Streamlining of Key Frontline Processes/ Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	Submitted to IAS by the end of the month the accomplishment report in the delivery of the Key Frontline Services within 72 hours							Within 72 hours
DOLE Freedom of Information	Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: March 25, June 25, September 25, and December 26, 2017							
HRD Interventions	Recruitment and Selection							
	Submitted to HRDS recommendations of 50% vacant positions with complete documentary requirements: 1. 1 ST Semester: as of March 2017 by the end of June 2017 2. 2 ND Semester: as of August 2017 by end of November 2017							EO June; EO Nov
	Submitted to HRDS the report on filling-up of vacancies and validated/invalidated appointments five (5) days after the reference quarter							5 days after reference quarter
	Submitted to HRDS quarterly status report on CSC PRIME HRM on the following schedule: 1. 1 ST Quarter: 07 April 2017 2. 2 ND Quarter: 07 July 2017 3. 3 RD Quarter: 06 October 2017 4. October to November: 07 December 2017							7 days after the reference quarter

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	Capacity-Building of Staff							
	Trained/provided training opportunities to 80% of staff by end of the year and submitted quarterly report to HRDS on the trainings (grouped into: <u>prescribed</u> (60%) and <u>optional</u> trainings (20%)) attended by staff 5 days after the reference quarter.							5 days after ref .quarter
	Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.							5 days after ref .quarter
Green Our DOLE Program	100% accomplishment of GODP Plan 2016 containing activities that contribute to cost efficiency							100%
Transparency Seal Compliance	<p>100% compliance with Transparency Seal 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:</p> <p>GAA 2017</p> <ol style="list-style-type: none"> 1. Agency's mandates and functions, names of its officials with their position and designation, and contact information 2. Approved budgets and corresponding targets immediately upon approval of 2016 GAA 3. Modification made pursuant to the general and special provisions in GAA 2016 4. Annual Procurement plan/s and contracts awarded with the winning supplier, contractor or consultant 5. Major programs and projects categorized in accordance with the five key results areas under E.O. No. 43, s. 2011 and their target beneficiaries 6. Status of implementation, evaluation and/or assessment reports of said programs or projects 7. Budget and Financial Accountability Reports, pursuant to COA and DBM J.C. No. 2014-1 dated July 1, 2014 8. Annual Reports on the status of income authorized by law to be retained and/or used and be deposited outside of the National Treasury, which shall include the legal basis for its retention and/or use, the beginning balance, income collected and its sources, expenditures, and ending balance for the preceding fiscal year 							

MFO	Success Indicators (RO Targets + Measures)	Distribution of Targets per Field Office/Division						
		Cagayan	Isabela	N. Vizcaya	Quirino	Batanes	TSSD	IMSD
	<p>IATF MC 2015-1 dated 12 August 2015</p> <p>9. System of Ranking Delivery Units and Individuals</p> <p>10. Quality Management System Certified by international certifying body or Agency Operations Manual</p> <p>Additional Transparency Seal Information</p> <p>11. Status of Cases (if applicable), as required under Administrative Order No. 340, s. 2013:</p> <p>a) Pending Cases</p> <p>b) Released Decision</p> <p>c) Cases with Entry Judgment</p> <p>12. Net Worth of Officials, as required under CSC Republic Act No. 6713</p> <p>13. COA Annual Audit Report</p>							
Property, Plant and Equipment Monitoring	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2016 in soft copy (MS Excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking and the accomplished printed copy of the RPCPPE not later <u>than the end of March 2017</u>							EO March
Agency Procurement Compliance and Performance Indicator (APCPI) Monitoring	Obtained a satisfactory rating on the Agency Procurement Compliance and Performance Indicator (APCPI) for 2016 submitted to the Government Procurement Policy Board (GPPB) and AS at bacsecretariatdole@gmail.com not later than the end of March 2017							EO March