

Quarterly Physical Report on Operation
As of **1st Quarter March 2015**

Department : **DEPARTMENT OF LABOR AND EMPLOYMENT -X**

MFO	SUCCESS INDICATORS (Targets + Measures)	ACTUAL ACCOMPLISHMENTS	Rate	Remark/s
Special Program for Employment of Students (SPES)*	▪ Assisted 11,348 youth-beneficiaries*	526		
	▪ 2% - 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 employers.	100% - 526		
	▪ 70% of surveyed beneficiaries rated services as satisfactory or better.			
Government Internship Program (GIP)*	▪ Assisted 176 youth-beneficiaries*			
	▪ 70% of surveyed beneficiaries rated services as satisfactory or better.			
Public Employment Service Office (PESO)*	▪ Referred 92,000 qualified jobseekers for placement*	25,529	28%	
	▪ Placed 80% of referred/qualified applicants	22,483	31%	
Public Employment Service Office (PESO)	▪ 5 PESOs institutionalized			
	▪ 2 trainings conducted for PESO personnel	1	50%	
	▪ 70% of surveyed beneficiaries rated services as satisfactory or better.			

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	<ul style="list-style-type: none"> ▪ 100% of walk-in clients provided services within 1 day (referral, provision of LMI, career guidance/coaching) 	100%	100%	
National Jobs Fairs (Independence Day and Labor Day)	<ul style="list-style-type: none"> ▪ 100% of applicants registered during the conduct of Job Fairs 			
	<ul style="list-style-type: none"> ▪ 15% of qualified applicants Hired-on-the-Spot (HOTS) 			
	<ul style="list-style-type: none"> ▪ Assessment report on placement submitted within 90 days after the conduct of Job Fair 			
National and Local Jobs Fairs	<ul style="list-style-type: none"> ▪ Annual calendar of Job Fairs (indicating date, venue, employers and vacancies) posted at the RO website and Phil-Jobnet website by 1st quarter 	3	14%	
	<ul style="list-style-type: none"> ▪ Calendar of Job Fairs updated quarterly 	1	25%	
Labor Market Information*	<ul style="list-style-type: none"> ▪ 74,000 individuals reached <ul style="list-style-type: none"> ○ Of the target individual reached, 50% are youth aged 15-24 years old 	16,188 10,644	22% 29%	
	<ul style="list-style-type: none"> ▪ 1,100 institutions reached 	262	24%	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 			
Phil-JobNet	<ul style="list-style-type: none"> ▪ 7,238 vacancies posted 	518	7%	
	<ul style="list-style-type: none"> ▪ 360 establishments registered with vacancy postings. 	56	16%	
Skills Registry System (SRS) and DOLE Data Ware- house Sub-system in coordination with PESO	<ul style="list-style-type: none"> ▪ 19 LGUs covered in the 6th wave of SRS implementation 	October 2015		
	<ul style="list-style-type: none"> ▪ Monthly monitoring report on NSRS database updating submitted to BLE 	Submitted		

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	<ul style="list-style-type: none"> ▪ Quarterly monitoring report on NSRS database updating submitted to BLE 	Submitted		
	<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 2015. 	August 2015		
Career Guidance Advocacy Program (CGAP)	<ul style="list-style-type: none"> ▪ Career Guidance and Employment Coaching (CGEC) activities conducted in at least 75% or 297 of the total number of public education and training institutions (public high schools, TESDA Training Centers and SUCs) in the region. 	144	48%	
	<ul style="list-style-type: none"> ▪ 230 participants covered in Capacity-Building Activities for Career Advocates. 	27	12%	
	<ul style="list-style-type: none"> ▪ Regional Career Congress conducted by the end of the 3rd Quarter of the year. 	3rd Quarter		
	<ul style="list-style-type: none"> ▪ At least 3% or 298 increase in membership of established Network of Career Guidance Advocates (NCGAs) 			
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)*	<ul style="list-style-type: none"> ▪ 4,962 beneficiaries provided with assistance <ul style="list-style-type: none"> ○ DILP - 3,500 beneficiaries ○ TUPAD- 605 beneficiaries 	4,295	123%	
	<ul style="list-style-type: none"> ▪ 20 existing livelihood projects supported by DOLE are assisted towards transitioning to sustainable enterprise 			
	<ul style="list-style-type: none"> ▪ 10% increase in livelihood income of the beneficiaries during the 1st year of implementation 			
	<ul style="list-style-type: none"> ▪ 100% of beneficiaries assisted within 15 days upon submission of complete documents 			
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 			
Productivity Toolbox for MSMEs in KEGs	<ul style="list-style-type: none"> ▪ 720 MSMEs assisted 	210	29%	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 			

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Tripartism*	<ul style="list-style-type: none"> ▪ 3 Industry Tripartite Council ITCs in Key Employment Generators (KEGs) established 			
	<ul style="list-style-type: none"> ▪ 70% of surveyed members of the RTIPCs rated the execution of approved resolutions as satisfactory or better 			
	<ul style="list-style-type: none"> ▪ 2 of existing ITCS capacitated to become partners in labor education, dispute prevention, among others 			
Industry Self-Regulation through Voluntary Code of Good Practices	<ul style="list-style-type: none"> ▪ Strengthening VCGPs in ITCs in KEGS established 			
	<ul style="list-style-type: none"> ▪ 3 VCGPs in ITCs in KEGs maintained 			
	<ul style="list-style-type: none"> ▪ 100% VCGPs Action Plan of ITCs (in both KEGs and non- KEGS) implemented 			
Workers Organization and Development (WODP)	<ul style="list-style-type: none"> ▪ 300 members of unions and workers organization trained officers/members from 			
	<ul style="list-style-type: none"> ▪ 12 training grants provided to unions and workers' organization 			
	<ul style="list-style-type: none"> ▪ 3 individual provided with scholarship grants 			
	<ul style="list-style-type: none"> ▪ 100% of application for training and scholarship grants processed within one day upon receipt complete requirements 			
Labor and Employment Education Program	<ul style="list-style-type: none"> ▪ Labor Relations, Human Relations and Productivity (LHP) <ul style="list-style-type: none"> – 98 LHP Seminars conducted 	14	4%	
	<ul style="list-style-type: none"> ▪ Continuing Labor Education Seminars (CLES) /Special Topics <ul style="list-style-type: none"> – 153 CLES conducted 	19	12%	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 			

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	<ul style="list-style-type: none"> ▪ Labor Education for Graduating Students (LEGS) - Oriented 7% graduating students (State Universities and Colleges/Private Schools/Institutions) 	2,426/7704	31%	
Child Labor Prevention and Elimination Program (CLPEP)	<ul style="list-style-type: none"> ▪ 5 low-hanging (LH) barangays certified as child labor-free 			
	<ul style="list-style-type: none"> ▪ 25 continuing barangays upgraded to low-hanging (C-LH) barangays 			
	<ul style="list-style-type: none"> ▪ 3 new-frontiers barangays upgraded to continuing (NF-C) barangays 			
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 			
Social Amelioration Program (SAP) For ROs 4A, 6, 7, 10	<ul style="list-style-type: none"> ▪ <u>SAP Lien Collection and Remittance Monitoring</u> <ul style="list-style-type: none"> - 100% of SAP lien due monitored collected and remitted (current crop year) 			
	<ul style="list-style-type: none"> - Submitted analysis report on Sugar Production and Withdrawal, Lien Collection and Remittance submitted within 15 days after end of reference month 	Submitted		
	<ul style="list-style-type: none"> ▪ <u>SAP Fund Utilization</u> <ul style="list-style-type: none"> - Submitted monthly Cash-In Bank Register to BWSC within 15 days after end of reference month 	Submitted		
	<ul style="list-style-type: none"> ▪ <u>CBF Distribution Monitoring</u> <ul style="list-style-type: none"> - 50% current crop year monitored as distributed 	April		
	<ul style="list-style-type: none"> - 80% of the previous crop year monitored and distributed 	April		
	<ul style="list-style-type: none"> - 95% of the preceding crop year monitored as distributed 	April		

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	<ul style="list-style-type: none"> - Submitted report on the Implementation of Cash Bonus Program under RA 6982 within 15 days after end of reference quarter 	April		
	<ul style="list-style-type: none"> ▪ <u>Maternity Benefit Program Monitoring</u> <ul style="list-style-type: none"> - 100% of claims filed with complete documents processed) within 10 days from receipt of documents 			
	<ul style="list-style-type: none"> - 100% of processed and approved claims ready for payment within 5 days after processing 			
	<ul style="list-style-type: none"> - Submitted monthly report on maternity benefits to BWSC within 15 days after end of reference month 	Submitted		
	<ul style="list-style-type: none"> ▪ <u>Death Benefit Program Monitoring</u> <ul style="list-style-type: none"> - 100% of claims filed with complete documents) within 10 days from receipt of documents 			
	<ul style="list-style-type: none"> - 100% of processed and approved claims ready for payment within 5 days after processing 			
	<ul style="list-style-type: none"> - Submitted monthly report on maternity benefits to BWSC within 15 days after end of reference month 	Submitted		
Family Welfare Program	<ul style="list-style-type: none"> ▪ 36 establishments reached through DOLE initiated/conducted FWP-related services/activities 	84	233%	
	<ul style="list-style-type: none"> ▪ 3000 workers served 	900	30%	
	<ul style="list-style-type: none"> ▪ 70% of surveyed beneficiaries rated services as satisfactory or better. 			
DOLE Adjustment Measures Program (DOLE-AMP)	<ul style="list-style-type: none"> ▪ 100% of affected workers who sought assistance provided services within 10 working days 			

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NRCO Reintegration Services	<ul style="list-style-type: none"> ▪ <u>Financial Awareness Seminar (FAS) and Small Business Management Training</u> <ul style="list-style-type: none"> - 62 OFW returnees/families provided with FAS and SBMT services by end of December 2015 - 70% of surveyed beneficiaries rated services as satisfactory or better. 			
	<ul style="list-style-type: none"> ▪ <u>Livelihood Assistance</u> <ul style="list-style-type: none"> - 62 returning OFWs and /or their families served - At least 10% of the beneficiaries provided livelihood formation assistance with continued employment and income after six months availment by end of 2015 (10K and BPBH) - 70% of surveyed beneficiaries rated services as satisfactory or better. - 100% of beneficiaries assisted within 15 days upon receipt of complete documents 	89	143%	
	<ul style="list-style-type: none"> ▪ <u>Advocacy Activity on Saving and Investment (Magimpok Magnegosyo Movement)</u> <ul style="list-style-type: none"> - 62 returning OFWs and/or their families reached 			
	<ul style="list-style-type: none"> ▪ <u>Reintegration of Returning teachers</u> 100% of qualified applicants profiled and endorsed to NRCO Central Office and Dep Ed. 			
Labor Laws Compliance System*	<ul style="list-style-type: none"> ▪ 3,380 establishments covered by LLCS as reflected in the LLCS-MIS by end of November 2015 	715	21%	
	<p>*RO quarterly target: (no. of establishments assessed, at least 25% of the total target)</p>	715/840	84%	
	<ul style="list-style-type: none"> ○ 100% of 102 registered Contractors 	197	193%	
	<ul style="list-style-type: none"> ○ 100% of 4 Philippine Registered Domestic Ships(*for all ROs, except CAR) 	2	50%	
	<ul style="list-style-type: none"> ▪ 100% of 20 POEA registered recruitment and manning agencies 	0		
	<ul style="list-style-type: none"> ▪ 70% Compliance Rate achieved ▪ 100% of establishments with deficiencies provided assistance leading to compliance 			

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	<ul style="list-style-type: none"> ▪ Submit to BWC within the last week of February 2015 the strategies to include the high-impact clustering in tourism destination zones (and) industries using the ITCs 	Submitted		
	<u>OSH Investigation</u>			
	- 100% of incidents/ reports acted upon within 24 hours upon receipt of information of: imminent danger/ dangerous occurrence/disabling injury/plain view	100%		
	- Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists	100%		
	<u>LLCS-MIS</u> <ul style="list-style-type: none"> ▪ 100% of assessments conducted synced into the System (LLCS-MIS) within 72 hours after the conduct of assessment 	100%		
	<u>Assessment /audit of mall construction sites</u> <ul style="list-style-type: none"> ▪ 100% of 45 on-going construction projects /sites assessed by April 2015 <p>Note: the target here refers to the ROs consolidated list of names and addresses of the on-going construction submitted by the Regional Office to the BWC.</p> <ul style="list-style-type: none"> ▪ 100% of the assessment conducted synced into the System (LLCS_MIS) within 72 hours after the conduct of assessment. 	April		
	<u>Incentivizing Compliance Program (ICP)</u>			
	- ICP 1 ST Level (TCCLS and CLFE)			
	<ul style="list-style-type: none"> o 12 establishments with issued TCCLS o 5 establishments with issued CLFE 			
	- ICP 2 ND Level (Secretary's Award)			

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	<ul style="list-style-type: none"> ○ At least 3 ICP 1st level establishments endorsed for the Secretary's Award 			
	<ul style="list-style-type: none"> - 1 Tourist destinations nominated for Labor Laws Compliance 			
Dispute Resolution*	<u>Single Entry Approach (SEnA)</u>			
	<ul style="list-style-type: none"> ▪ 75% of the total request handled settled within 30 days from date of filing 	92%		
	<ul style="list-style-type: none"> ▪ 100% of the total request handled disposed within 30 days 	100%		
	<ul style="list-style-type: none"> ▪ 70% of surveyed clients rated services as satisfactory or better 			
	<u>SpeED Cases: Labor Standards and Arbitration Cases*</u>			
	<ul style="list-style-type: none"> ▪ 100% of handled med-arbitration cases disposed within the prescribed period pursuant to D.O. 40-03 	1/1 100%		
	<ul style="list-style-type: none"> - 100% of Labor Standards cases handled disposed within 40 days 	91%		
	<ul style="list-style-type: none"> - 70% of surveyed clients rated services as satisfactory or better 			
Reporting Requirements	<ul style="list-style-type: none"> ▪ Monthly report submitted to BWC every 5TH day after the end of the reference month <ul style="list-style-type: none"> ○ Special Statistical Reporting: <ul style="list-style-type: none"> ➤ 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 	Submitted		

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	<ul style="list-style-type: none"> ○ Monthly report submitted to BWC every 5TH day after the end of the reference month <i>*Monthly Detailed Reporting Form:</i> <ul style="list-style-type: none"> ○ 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 on GLS/OSH - Compliance with 13th month pay Report to be submitted not later than January 25th of the following year 	Submitted		
Efficient Service Delivery/Other Employment Regulation Services	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:			
	<u>Alien Employment Permit (AEP)</u> – within 3 working days upon filing of application	Within PCT		
	<u>Private Recruitment and Placement Agency's (PRPA) license</u> – within 10 days upon filing of application	Within PCT		
	<u>Job Fair Clearance / Permit</u> – within 5 working days upon filing of application	Within PCT		

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	<u>Authority to Recruit</u> – within 30 working days upon filing of application	Within PCT		
	<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 	Within PCT Within PCT		
	<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 15 days 	Within PCT		
	<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 	Within PCT		
	<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 	Within PCT		
	<ul style="list-style-type: none"> ○ <u>Working Child Permit</u> ○ processed within eight (8) hours upon receipt of payment 	Within PCT		
Support to Policy Development	<ul style="list-style-type: none"> ▪ Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month 	Submitted		
Communication Program	<ul style="list-style-type: none"> ▪ Submitted to LCO at least three (3) good news at the end of the month 	Submitted		
	<ul style="list-style-type: none"> ▪ Developed/disseminated at least four (4) press releases every month—one (1) for national media and three (3) for regional media 	Developed and Disseminated		

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	<ul style="list-style-type: none"> ▪ Attended to 100% of request for TV appearance/radio guesting 	100%		
	<ul style="list-style-type: none"> ▪ Conducted press briefings at least once a month 	Conducted		
Research	<ul style="list-style-type: none"> ▪ At least 2 success stories of programs under each MFO are documented and submitted by the RO to the LCO within the year. 			
Performance Accountability Report	<ul style="list-style-type: none"> ▪ Submitted to Bureaus (using SPRS format) monthly performance monitoring report not later than the 3RD day of the following month 	Submitted		
2014 Annual Report	<ul style="list-style-type: none"> ▪ Submitted to Cluster Head the 2014 Annual Report copy furnished PS (PDF copy) by end of February 2015 	Submitted		
Gender and Development (GAD)	<ul style="list-style-type: none"> ▪ Submitted to BWSC the 2017 GAD Preselan by end of October 2015 	October 2015		
	<ul style="list-style-type: none"> ▪ Submitted quarterly accomplishment report to PS not later than the 5th day of the month following the reference quarter 	April 5		
	<ul style="list-style-type: none"> ▪ Submitted to PS the 2015 GAD Annual Report by 1st week of December 2015 	December 2015		
Establishment of a Quality Management System (QMS) aligned with International Organizational 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 5 th 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 15 th day following the reference semester	On-going		
Citizens Charter/Anti-Red Tape Act (ARTA)	<ul style="list-style-type: none"> ▪ Submitted to HRDS the following: (1) report on ARTA implementation and (2) report on Citizens Feedback results 	Submitted		
	<ul style="list-style-type: none"> - Submitted the semestral report on ARTA implementation and monthly report on citizens feedback results, using the following prescribed forms on or before the deadline set below: 	Semester		

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	<ul style="list-style-type: none"> - Citizens Feedback Results (Form 1) – every 15th day following the reference month 	Submitted		
	<ul style="list-style-type: none"> - Summary of Citizens Feedback Results and Action/s Taken (Regional Office and Field Offices) [Form 1a] – every 15th day following the reference month 	Submitted		
	<ul style="list-style-type: none"> - Inventory of Citizens/Clients Served (Form 2) – every 15th day following the reference month 	Submitted		
	<ul style="list-style-type: none"> - Accomplishment and Status/Progress Report on ARTA Implementation (Form 3) – every 15th day following the reference month 	Submitted		
Integrity Development Program	<ul style="list-style-type: none"> ▪ 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 	April 5		
	<ul style="list-style-type: none"> ▪ Submitted to HRDS the Office/Agency EIDP Semestral Report (Form B) within 10 days after the reference semester 	Semester		
	<ul style="list-style-type: none"> ▪ Submitted to HRDS the DOLE EIDP Semestral Report(Form C) within 10 days after the reference semester 	Semester		
	<ul style="list-style-type: none"> ▪ Implemented 100% the EIDP programs/projects as scheduled 	Implemented		
	<ul style="list-style-type: none"> ▪ Submitted 100% of SALN to HRDS end of March 2015 ▪ 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 	Submitted		

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Strategic Performance Management System	<ul style="list-style-type: none"> ▪ Submitted to the Secretary thru the Cluster Head for approval the 2015 OPCR by end of January of the current year 	Submitted		
	<ul style="list-style-type: none"> ▪ 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) 	MYPA		
	<ul style="list-style-type: none"> ▪ Submitted to PS monthly 2015 OPCR accomplishments within 5 days after the reference month 	Submitted		
	<ul style="list-style-type: none"> ▪ Complied 100% with the preparation and submission of IPCR 2015 (commitments) to the Office PMT 30 calendar days after receipt of approved OPCR commitments 	For Submission		
	<ul style="list-style-type: none"> ▪ 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) 	Semester		
	<ul style="list-style-type: none"> ▪ Submitted to HRDS summary of IPCR ratings within the third week of February (covers accomplishment in the previous year) 	For submission		
Individual Competency Assessment	<ul style="list-style-type: none"> ▪ 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	<u>Funds Utilization</u>			
	<i>Budget Utilization Rate (BUR)</i> <ul style="list-style-type: none"> ▪ Utilized the allotted funds for priority programs/projects/activities (P/P/A) and commitments of the Department under the Philippine 			

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	Labor and Employment Plan (PLEP) [2011-2016] as follows: 1 st quarter – 20% 2 nd quarter – 30% 3 rd quarter – 25% 4 th quarter – 25% – *Obligations BUR (ratio of total obligations to total releases) = <i>Obligation/Allotment</i>	46,603,744.24/ 165,212,000.00	28%	
	<ul style="list-style-type: none"> ▪ 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]: <i>*Disbursement BUR [ratio of total disbursements (cash and non-cash excluding personal services) to total obligations] = NCA/Obligation</i> ▪ <i>*Both ratios are for Maintenance and Other Expenses (MOOE) and Capital Outlays (CO)</i> 			
	Submitted the monthly Statement of Allotment, Obligations and Balances (SAOB) report to FMS not later than the 5 th working day after the reference month	Submitted		
	<ul style="list-style-type: none"> ▪ Submitted the quarterly Budget and Financial Accountability Reports (BFARs) to FMS not later than the 5th working day after the reference quarter 	April		
	<ul style="list-style-type: none"> ▪ FUNDS ACCOUNTABILITY 			
	Liquidated/settled cash advances within the corresponding rate per selected account and within the prescribed period for the following accounts:			
	<ul style="list-style-type: none"> ▪ Account 148 (Cash Advances to Officials and Employees) by 80% for prior and current years 			

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	- Account 104 (Petty Cash Fund) by 100%			
	- Submitted monthly report on the status of the following accounts to FMS not later than the 1 st 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 1 st 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.	Submitted		
	▪ Submitted status report on 100% compliance on actions taken on COA recommendations to IAS every 1 st and 3 rd quarters of every 15 th day of the ensuing month of the reference quarter or on April 15, 2015 and October 15, 2015, respectively	April and October		
	- Audit Observation Memorandum			
	- Notice of Suspension			
	- Notice of Disallowance			
	o Notice of Charge			
- Annual Audit Report/Management Letter				
HRD Interventions	<u>Recruitment and Selection</u>			
	▪ 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)			

MFO	SUCCESS INDICATORS (Targets + Measures)	ACTUAL ACCOMPLISHMENTS	Rate	Remark/s
	<ul style="list-style-type: none"> - 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) 	Complied		
	<ul style="list-style-type: none"> ▪ Undergone the 4-steps process toward CES eligibility end of December 2015 (for incumbent CES who are not yet CESOs) 	Complied		
	<u>Capability Building of Staff</u>			
	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			
	<ul style="list-style-type: none"> ▪ Implemented 100% the HRDS recommended interventions under the Management Succession Program as scheduled. 	100%		
Green Our DOLE Program (GODP)	<ul style="list-style-type: none"> ▪ Submitted to AS the GODP Plan 2015 by end of February 2015 	Submitted		
	<ul style="list-style-type: none"> ▪ Submitted to AS Quarterly Accomplishment Report on or before the 5th day of the month following the reference quarter 	Submitted		
Transparency Seal Compliance	<ul style="list-style-type: none"> ▪ Posted in the respective office's/agency's official website the following updated Transparency Seal requirements pursuant to 2015 General Appropriations Act (GAA): 			
	<ul style="list-style-type: none"> - Agency's mandates and functions, names of its officials with their position and designation, and contact information 	Complied		
	<ul style="list-style-type: none"> - 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; 	Complied		

MFO	SUCCESS INDICATORS (Targets + Measures)	ACTUAL ACCOMPLISHMENTS	Rate	Remark/s
	<ul style="list-style-type: none"> ○ BEDs (Yearly Updated) <ul style="list-style-type: none"> ➤ 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 	Complied		
	<ul style="list-style-type: none"> ○ BFARs (Quarterly Updated) <ul style="list-style-type: none"> ➤ 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 	Complied		
	<ul style="list-style-type: none"> - Approved budgets and corresponding targets immediately upon approval of 2015 GAA 	Complied		
	<ul style="list-style-type: none"> - Major programs and projects categorized in accordance with the five (5) key results areas under Executive Order (EO) No. 43, s. 2011 	Complied		
	<ul style="list-style-type: none"> - Program/project beneficiaries as identified in the applicable special provisions – every end of quarter 	Complied		
	<ul style="list-style-type: none"> ○ Status of implementation of said programs/ projects and project evaluation and/or assessment reports - every end of quarter 	Complied		

MFO	SUCCESS INDICATORS (Targets + Measures)	ACTUAL ACCOMPLISHMENTS	Rate	Remark/s
	<ul style="list-style-type: none"> ○ Annual Procurement Plan (APP), contracts awarded and the name of contractors/suppliers/ consultants- every end of quarter 	Complied		
Property, Plant and Equipment Monitoring	<ul style="list-style-type: none"> ▪ 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 	Complied		