



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

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

I, **ATTY. JOFFREY M. SUYAO, CESO III** of **DOLE REGIONAL OFFICE NO. X**, 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, 2017.

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

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
CORE INDICATORS						
MFO 2: <i>Employment Facilitation and Capacity Building Services</i>						
Special Program for Employment of Students (SPES)	8,573 youth-beneficiaries assisted (under Current-Regular funds)	35,281,000.00	PFOs and TSSD			SPES
	5% - 10% increase in SPES babies (using FY 2016 baseline) monitored by end of December 2017		PFOs and TSSD			
	100% of SPES babies in FY 2016 profiled and submitted to BLE by the end of December 2017		PFOs and TSSD			
	1% - 2% increase in SPES graduate of techvoc and colleges monitored by end of December 2017 (using FY 2015 baseline)		PFOs and TSSD			
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		PFOs and TSSD			
	Utilized 100% of funds allocated for SPES		PFOs, IMSD and TSSD			
JobStart	300 youth-beneficiaries enrolled in Life Skills training		West Misor PFO and TSSD			
	300 internship pledges from partner employers		West Misor PFO and TSSD			
	75% placement rate in wage employment monitored by end of December 2017		West Misor PFO and TSSD			

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	70% of surveyed clients (beneficiaries and employers) rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries and employers)		West Misor PFO and TSSD			
Government Internship Program (GIP)	480 youth-beneficiaries assisted		PFOs and TSSD			
	1% placement rate in wage employment monitored by end of December 2017 (using FY 2016 baseline)		PFOs and TSSD			
	70% of surveyed beneficiaries rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		PFOs and TSSD			
Public Employment Service (PES)	95,000 qualified jobseekers referred for job placement		PFOs and TSSD			
	80% or 76,000 of qualified job seekers placed (include actual figures on the number of surveyed beneficiaries)		PFOs and TSSD			
	8 LGU PESO provided with technical assistance on their institutionalization by end of December 2017		PFOs and TSSD			
	70% of surveyed jobseekers rated services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		PFOs and TSSD			
PhilJobNet	80% of registered establishments with complete documentary requirements processed 15 working days after the reference month		PFOs and TSSD			
Labor Market Information	85,000 individuals reached	749,000.00	PFOs and TSSD			EPD
	1,200 institutions reached		PFOs and TSSD			
	70% of surveyed individuals rated services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		PFOs and TSSD			
Talent Mapping	2,045 individuals assessed		PFOs and TSSD			
National Skills Registry Program (NSRP)	3 LGUs covered		PFOs and TSSD			
	1,815 establishment covered		PFOs and TSSD			
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 ▪ Assessment report on placement submitted within 30 days for local employment, ad 90 days for overseas employment after the conduct of Job Fairs 		PFOs and TSSD			

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	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 		PFOs and TSSD			
	<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) 		PFOs and TSSD			
	<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 		PFOs and TSSD			
	<ul style="list-style-type: none"> ▪ Calendar of Job Fairs updated quarterly 					
JobsFit Report	20 stakeholder organizations consulted in the updating of JobsFit Report by end of May 2017		PFOs and TSSD			
Career Guidance Advocacy Program (CGAP)	Regional Career Advocacy Congress conducted by end of September 2017		PFOs and TSSD			
Capacity Building for PESO Personnel	LMI Analysis, BEST, PESO and SPES IRR					
	<ul style="list-style-type: none"> ▪ 145 PESO personnel participated in the capacity-building training on LMI Analysis, BEST, PESO Law IRR, and SPES Law IRR by end of September 2017 		PFOs and TSSD			
	PESO Employment Information System (PEIS), PhilJobNet and Talent Mapping					
	<ul style="list-style-type: none"> ▪ 145 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 		PFOs and TSSD			
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	3,789 beneficiaries provided with livelihood assistance	79,758,000.00	PFOs and TSSD			DILEEP
	1,302 beneficiaries provided with emergency employment		PFOs and TSSD			
	10% of DILP beneficiaries are parents of child laborers (include actual figures in accomplishment)		PFOs and TSSD			
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		PFOs and TSSD			

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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	15,689,000.00	PFOs and TSSD			AMP
	100% of qualified applicants beneficiaries assisted: (actual accomplishment)		PFOs and TSSD			
	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		PFOs and TSSD			
	Conducted at least 5 orientation activities / advocacy / information campaigns per semester and distributed advocacy materials on K-to-12 DOLE AMP		PFOs and TSSD			
Productivity Toolbox	750 MSMEs per RB assisted					
	<ul style="list-style-type: none"> ▪ 220 MSMEs provided with training services 		PFOs, TSSD & RTWPB			
	<ul style="list-style-type: none"> ○ 50% of MSMEs trained with PIP / Action Plan implemented within three months 		PFOs, TSSD & RTWPB			
	<ul style="list-style-type: none"> ▪ 50 MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme 		PFOs, TSSD & RTWPB			
	<ul style="list-style-type: none"> ○ 10% of MSMEs assisted with productivity based pay incentives schemes installed 		PFOs, TSSD & RTWPB			
	<ul style="list-style-type: none"> ▪ 480 MSMEs provided with orientation(s) 		PFOs, TSSD & RTWPB			
	100% of participants who rated training services as satisfactory or better (include actual figures)		PFOs, TSSD & RTWPB			
Two Tiered Wage System	Tier 1					
	Wage order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		PFOs, TSSD & RTWPB			
	100% of wage cases resolved within 45 days upon receipt of application		PFOs, TSSD & RTWPB			
	Tier 2					

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	Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary		PFOs, TSSD & RTWPB			
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 		TSSD			
	Regular quarterly RTIPC meetings conducted <i>Note: Please indicate agenda, date, venue and number of attendees in accomplishments</i>		TSSD			
	One (1) Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter		TSSD			
Tripartism (ITCs)	One (1) Resolution/Position Paper/Manifesto on labor and employment issues submitted to the NTIPC through the BLR per quarter		TSSD			
Workers Organization and Development (WODP) Program	WODP Trainings					
	▪ 12 training grants provided to unions and workers' organizations	238,000.00	PFOs and TSSD			WODP
	▪ 400 number of union members / workers' association members trained	534,000.00	PFOs and TSSD			WODP
	▪ 70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)					
	WODP Scholarships					
	▪ 4 individuals provided with scholarship grants <ul style="list-style-type: none"> ○ New: 1 ○ Ongoing: 3 	232,000.00	PFOs and TSSD			WODP
▪ scholars graduated during the period						

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	<ul style="list-style-type: none"> 100% of applications for trainings and scholarships grants processed within one day upon receipt of complete requirements 		PFOs and TSSD			
	<ul style="list-style-type: none"> scholars graduated during the period (*for reporting of accomplishment) 70% of surveyed beneficiaries rated the services as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i> 					
Union and CBA Registration	100% of application for union registration processed through OURS		PFOs and TSSD			
Labor and Employment Education Program	LHP, CLES					
	<ul style="list-style-type: none"> 239 establishments oriented by LHP and CLES based on the establishments with assessed through LLCS Note: RO to provide baseline 		PFOs and TSSD			
	<ul style="list-style-type: none"> 25% of establishments oriented are establishments found with deficiencies 		PFOs and TSSD			
	<ul style="list-style-type: none"> 12,000 workers and employers covered by LHP and CLES 		PFOs and TSSD			
	LEGS					
	<ul style="list-style-type: none"> 5,150 number of students covered by LEGS 		PFOs and TSSD			
	70% of surveyed beneficiaries (for LEES) rated the seminars conducted as satisfactory or better <i>*include actual figures on the number of surveyed beneficiaries</i>		PFOs and TSSD			
Social Amelioration Program (SAP) (in regions where applicable)	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) 		Bukidnon PFO & TSSD			
	<ul style="list-style-type: none"> Analysis report on Sugar Production and Withdrawal Lien Collection and Remittance submitted to BSWC within 15 days after end of reference month 		Bukidnon PFO & TSSD			
SAP Fund Utilization						

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	<ul style="list-style-type: none"> Monthly Cash-In-Bank Register submitted to BWSC within 15 days after the end of the reference month 		Bukidnon PFO & TSSD			
<i>CBF Distribution Monitoring</i>						
	<ul style="list-style-type: none"> 50% of current crop year monitored as distributed 		Bukidnon PFO & TSSD			
	<ul style="list-style-type: none"> 80% of the previous crop year monitored as distributed 		Bukidnon PFO & TSSD			
	<ul style="list-style-type: none"> 95% of the prior crop years monitored as distributed 		Bukidnon PFO & TSSD			
	<ul style="list-style-type: none"> Report on the implementation of Cash Bonus distribution program submitted to BWSC within 15 days after end of reference quarter 		Bukidnon PFO & TSSD			
<i>Maternity Benefit Program Monitoring</i>						
	<ul style="list-style-type: none"> 100% of claims filed with complete documents processed within 10 working days from receipt of documents 		Bukidnon PFO & TSSD			
	<ul style="list-style-type: none"> 100% of processed and approved claims ready for payment within 5 working days after processing 		IMSD			
	<ul style="list-style-type: none"> Monthly report on maternity benefits submitted to BWSC within 15 days after end of reference month 		TSSD			
<i>Death Benefit Program Monitoring</i>						
	<ul style="list-style-type: none"> 100% of claims filed with complete documents processed within 10 working days from receipt of documents 		Bukidnon PFO & TSSD			
	<ul style="list-style-type: none"> 100% of processed and approved claims ready for payment within 5 working days after processing 		IMSD			
	<ul style="list-style-type: none"> Monthly report on death benefits claims submitted to BWSC within 15 days after end of reference month 		TSSD			
	70% of surveyed beneficiaries rated the services as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		Bukidnon PFO & TSSD			

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Family Welfare Program	100% of assessed establishment without FWP provided assistance in setting up FWP		PFOs and TSSD			
	100% of workers covered		PFOs and TSSD			
	70% of surveyed beneficiaries rated the services as satisfactory or better		PFOs and TSSD			
Kasambahay	Number of RFAs disposed		PFOs and TSSD			
NRCO Reintegration Services	Balik Pinay! Balik Hanapbuhay! (BPBH) & Livelihood Development Assistance Program (LDAP)					
	112 workers served (OFW returnees) with livelihood (formation) assistance by the end of December 2017		NRCO			
	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		NRCO			
	Utilized 100% of budget allocation for BPBH and LDAP		NRCO			
	Financial Awareness Seminar (FAS) and Small Business Management Training (SBMT)					
	112 workers served (OFW returnees/families) provided with FAS and SBMT services by end of December 2017		NRCO			
	70% of surveyed beneficiaries rated the services provided as satisfactory or better (include actual figures on the number of surveyed beneficiaries)		NRCO			
	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.		NRCO			
	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.		NRCO				
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		NRCO				

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	Network and the services they provide for returning OFWs and their families					
MFO 4: Employment Regulation Services						
Labor Laws Compliance System	2,565 establishments (in priority industries) covered by LLCS as reflected in the LLCS-MIS by end of November 2017	17,977,000.00	PFOs & TSSD			LSED
	<ul style="list-style-type: none"> ▪ 100% of on registered Contractors / Subcontractors are assessed 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ 100% of ongoing construction projects / sites with approved CSHP are assessed 		PFOs & TSSD			
	100% of 2016 pending LOC /SOT or combined LOC/SOT/LS cases disposed by 30 June 2017 thru issuance of Compliance Order		PFOs & TSSD			
	100% of workers under pledges for voluntary regularization validated		PFOs & TSSD			
	100% of establishments with deficiencies provided assistance		PFOs & TSSD			
	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 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ Work Stoppage Orders Issued within 24 hours to 100% of establishments where disabling injury occurred/imminent danger exists 		PFOs & TSSD			
	100% of establishments found with violations on social security benefits endorsed to appropriate agency every two weeks	428,000.00	PFOs & TSSD			WAWD
	Establish partnership with LGUs thru orientation(s) on labor laws compliance		PFOs & TSSD			
	Utilized 100% of allocation for LLCS		PFOs & TSSD			
Dispute Resolution	Single Entry Approach (SEnA)					

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	<ul style="list-style-type: none"> ▪ 77% of the total request handled settled within 30 days from date of filing (include actual figures in accomplishments) 	614,000.00	PFOs & TSSD			LRD
	<ul style="list-style-type: none"> ▪ 100% of the total request handled disposed within 30 days (include actual figures in accomplishments) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ 70% of surveyed clients rated services as satisfactory or better 		PFOs & TSSD			
	SpeED Cases: Labor Standards and Arbitration Cases					
	<ul style="list-style-type: none"> ▪ 100% of cases are disposed within the PCT (include actual figures in accomplishments) 		PFOs & TSSD			
	<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 (include actual figures in accomplishments) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ Monthly report (on submitted to BWC on the 5TH day following the reference month 		TSSD			
	<ul style="list-style-type: none"> ▪ 100% of pending cases from 2016 disposed according to the work plan (include actual figures in accomplishments) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ 100% of current cases disposed within the PCT (include actual figures in accomplishments) 		PFOs & TSSD			
Efficient Service Delivery/Other Employment Regulation Services	100% of applications for permits, licenses, registration, certificates, and clearances with complete requirements processed within the PCT:		PFOs & TSSD			
	<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) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ Private Employment Agency's (PEA) license – within 10 days upon filing of application (complete documents) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ Job Fair Clearance / Permit – within 5 working days upon filing of application (complete documents) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ Authority to Recruit – within 2 working days upon filing of application (complete documents) 		PFOs & TSSD			
	<ul style="list-style-type: none"> ▪ Mechanical Permit and Electrical Certificate 					

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	<ul style="list-style-type: none"> ○ Permit to operate issued within 15 days upon receipt of proof of payment of fees 		TSSD			
	<ul style="list-style-type: none"> ○ 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 		TSSD			
	<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 		TSSD			
	<ul style="list-style-type: none"> ○ Issued certificate of accreditation to 100% of approved applications within 5 days from the date of interview 		TSSD			
	<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 		TSSD			
	<ul style="list-style-type: none"> ▪ Working Child Permit – processed within eight (8) hours upon receipt of payment 		PFOs & TSSD			
NON-CORE INDICATORS						
SUPPORT TO OPERATIONS						
Monitoring of Programs	SPES: (RO target) youth-beneficiaries assisted (under Continuing-Regular funds, and Continuing-BUB funds)		PFOs & TSSD			
	SPES: Submitted to BLE the number of SPES graduates of techvoc and colleges by end of December 2017		PFOs & TSSD			
	JobStart: Submitted to BLE the (number of) JobStart beneficiaries absorbed as employees (regular, contractual, project-based) by partner employers by end of December 2017		PFOs & TSSD			
	JobStart: Submitted to BLE the Regional Report on JobsFit 2022 cum Employment Situationer and Inputs to HRD Roadmaps by end of May 2017		PFOs & TSSD			

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	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		PFOs & TSSD			
	PESO: Submitted to BLE the (number) of establishment submitted job vacancies through PESOs in FY 2017 by end of December 2017		PFOs & TSSD			
	PhilJobNet: Submitted to BLE the (number of) establishments with posted vacancies in the by end of December 2017		PFOs & TSSD			
	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		PFOs & TSSD			
	Job Fairs: Submitted to BLE the number of qualified applicants hired-on-the-spot (HOTS) during the conduct of Job Fairs		PFOs & TSSD			
	Job Fairs: Submitted to BLE the number of establishment participated in National and Local Job Fairs in FY 2017 by end of December 2017		PFOs & TSSD			
	NSRP: Submitted to BLE the Quarterly Monitoring Reports on NSRP within a week after the reference quarter		PFOs & TSSD			
	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") by 15 September 2017		PFOs & TSSD			
	JDMS: Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month		PFOs & TSSD			
	NCGAP: Submitted to BLE the number of NCGAP members who participated in the capacity-building activities in the region by end of December 2017		PFOs & TSSD			

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	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 by end of December 2017		PFOs & TSSD			
	DILEEP, SLF: Submitted to BWSC regular reports on: <ul style="list-style-type: none"> • Regular DILP – every 7TH day after the reference quarter • Regular TUPAD – every 7TH days after the reference quarter • Regular SLF – not later than 15 days after the reference semester 		PFOs & TSSD			
	K-to-12 AMP: Submitted to BLE the monthly report on reported displacements and program beneficiaries 5 working days after the reference month		PFOs & TSSD			
	Reintegration Services: Submitted monthly performance report to NRCO on its (NRCO) Livelihood Programs not later than 10 TH day of the succeeding month		PFOs & TSSD			
	LLCS: Submitted the LLCS (monthly) reports to BWC on or before the 10 TH day of the following month		PFOs & TSSD			
	LLCS: Submitted LLCS Annual Fund Utilization Report to BWC on or before end of January 2018		PFOs & TSSD			
	SEnA: Submitted to SEnA Secretariat monthly SEnA accomplishments not later than the 10 TH day following the reference month		PFOs & TSSD			
	SEnA: Submitted to the SEnA secretariat for the SEnA database not later than the 10 TH day following the reference month: <ol style="list-style-type: none"> 1. Statistical Summary of SEnA RFAs 2. Listing of SEnA RFAs 3. Cumulative Report of SEnA RFAs 		PFOs & TSSD			
	Project SpeED: Submitted to BWC (for LS cases) the monthly SpeED accomplishments at the end of the month		PFOs & TSSD			
	Project SpeED: Submitted to BLR (for appealed cases) the monthly SpeED accomplishments at the end of the month		PFOs & TSSD			

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Tripartism (ITCs)	Regular quarterly meetings of ITCs conducted		PFOs & TSSD			
Communication Program	Submitted a copy of approved Communication Program to IPS for January to December 2017 by 28 February 2017		PFOs & IMSD			
	Submitted to IPS at least three (3) good news at the end of the month		PFOs & IMSD			
	Disseminated at least 3 press releases every month for local/regional or national media		PFOs & IMSD			
	Attended to 100% of requests for TV appearance/radio guesting		PFOs & IMSD			
	Conducted at least 6 press briefings in a year		PFOs & IMSD			
	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2017		PFOs & IMSD			
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown every 7 TH calendar day of the following month, starting March 2017 accomplishments		PFOs and TSSD			
Gender and Development (GAD)	Utilized at least 5% of total budget for GAD activities		PFOs and TSSD			
	Submitted to BWSC the 2019 GAD Plan and Budget (GPB) by end of December 2017		TSSD			
	Submitted to PS the 2017 GAD Annual Report not later than 15 January 2018		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	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		PFOs, TSSD & IMSD			
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.		PFOs, TSSD & IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
GENERAL ADMINISTRATION AND SUPPORT SERVICES						
Integrity Development Program	Submitted to the LS not earlier than the 1 ST day or later than the 5 TH 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			
	Submitted 100% of 2016 SALN to HRDS not later than 31 March 2017		IMSD			
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		TSSD			
	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		TSSD			
	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 15, 2017		TSSD			
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 7, 2018		TSSD			
	Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		IMSD			
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)		IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
Financial Management	Funds Utilization					
	Budget Utilization Rate (BUR) ■ Utilized the allotted funds to wit: 1 ST quarter: 20% 2 ND quarter: 30% 3 RD quarter: 25% 4 TH quarter: 25% Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$		IMSD			
	Funds Accountability					
	Submitted to FMS (not later than the 10 TH day after the reference month) the monthly report on the following: 1) Statement of Appropriations, Allotment, Obligations, Disbursement 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		IMSD			
	Submitted the following 2018 Budget Preparation (BP) forms to FMS 5 TH day prior to the schedule of submission to DBM:					
	1. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects		IMSD			
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities		IMSD			
	3. BP Form 100 – Statement of Revenues		IMSD			
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund		IMSD			
	5. BP Form 100-B – Statement of Other Receipts / Expenditures		IMSD			
	6. BP Form 100-C – Statement of Donations and Grants		IMSD			
	7. BP Form 200 – Comparison of Appropriations and Obligations		IMSD			
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects		IMSD			


MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
	9. BP Form 201 A – Obligations for Personnel Services		IMSD			
	10. BP Form 201 A-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for PS		IMSD			
	11. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)		IMSD			
	12. BP Form 201 B-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for MOOE		IMSD			
	13. BP Form 201 C – Obligations for Financial Expenses (FINEX)		IMSD			
	14. BP Form 201 C-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for FINEX		IMSD			
	15. BP Form 201 D – Obligations for Capital Outlay (CO)		IMSD			
	16. BP Form 201 D-1 – Multi-year requirements for FY 2018 Tier 2 Proposals – Obligations for CO		IMSD			
	17. BP 201-E – Program Expenditure Plan		IMSD			
	18. BP Form 201-F – Climate Change Expenditure		IMSD			
	19. BP Form 202 – Profile and Requirements of Locally-Funded Projects		IMSD			
	20. BP Form 300 – Proposed Special Provisions		IMSD			
	21. BP Form B – Agency Performance Measures (2016-17)		IMSD & TSSD			
	22. BP Form B-1 – Agency Performance Measures (2018)		IMSD & TSSD			
Financial Accountability of Selected Accounts	Liquidated/settled cash advances within the prescribed period and submitted the following accounts to IAS every 10 TH 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		IMSD			
	Submitted to IAS quarterly report on the recording of Sugar Amelioration Program (SAP) fund transfers to IAS every 10 TH day of the month following the reference quarter		IMSD			
	Submitted to IAS report on the Provision of Allowance for Impairment on Receivable – End of December		IMSD			

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Compliance to COA Observations	Submitted to IAS quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS every 10 TH day of the month following the reference quarter		IMSD			
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		IMSD			
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		IMSD			
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		IMSD			
	Submitted to HRDS the report on filling-up of vacancies and validated/invalidated appointments five (5) days after the reference quarter		IMSD			
	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		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: prescribed (60%) and optional trainings (20%)) attended by staff 5 days after the reference quarter.		IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
	Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.		IMSD			
Green Our DOLE Program	100% accomplishment of GODP Plan 2016 containing activities that contribute to cost efficiency		PFOs, TSSD & IMSD			
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 		PFOs, TSSD & IMSD			

MFO (1)	SUCCESS INDICATORS (Targets + Measures) (2)	ALLOTTED BUDGET (3)	DIVISION/S ACCOUNTABLE (4)	ACTUAL ACCOMPLISHMENTS (5)	VALIDATED RATING (6)	REMARKS (for validation purposes) (7)
	<p><i>IATF MC 2015-1 dated 12 August 2015</i></p> <p>9. System of Ranking Delivery Units and Individuals 10. Quality Management System Certified by international certifying body or Agency Operations Manual</p> <p><i>Additional Transparency Seal Information</i></p> <p>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</p> <p>12. Net Worth of Officials, as required under CSC Republic Act No. 6713 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 2015 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 than the end of March 2017		IMSD			
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		IMSD			

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Total Overall Rating:						
Final Average Rating:						
Adjectival Rating:						

Submitted by:		Endorsed by:		Validated by:		Recommended by:	
	Date		Date		Date		Date
 ATTY. JOFFREY M. SUYAO, CESO III		UNDERSECRETARY CIRIACO A. LAGUNZAD III		DOLE Validation Team		UNDERSECRETARY BERNARD P. OLALIA	
Regional Director		Chairperson-DOLE PMT				Cluster Head	

Approved by:	
COMMENTS/OBSERVATIONS:	
_____ SILVESTRE H. BELLO III Secretary	_____ Date