



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

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

I, **JOFFREY M. SUYAO**, of Department of Labor and Employment Regional Office 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, 2018.

RATING SCALE	4 – Outstanding	- Meeting the success indicators
	3 – Very Satisfactory	- 90% to 99% of the success indicators
	2 – Satisfactory	- 80% to 89% of the success indicators
	1 – Unsatisfactory	- 79% or below the success indicators

OUTCOME/ PAP	SUCCESS INDICATORS (Targets + Measures)	ALLOTTED BUDGET	DIVISION/S ACCOUNTABLE	ACTUAL ACCOMPLISHMENTS	RATING	REMARKS (for validation purposes)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
CORE INDICATORS						
OUTCOME 1: EMPLOYABILITY OF WORKERS AND COMPETITIVENESS OF MSMES ENHANCED	7% – 8% increase in SPES beneficiaries graduated from Tech-Voc or College Courses (2015 baseline)					
	76% placement rate of youth assisted under JobStart Philippines					
	81% placement rate of qualified jobseekers					
EMPLOYMENT FACILITATION						
Youth Employability SPES JobStart	9,297 youth assisted ○ SPES ○ JOBSTART (LST enrollees)					
Job Search Assistance Public Employment Service (PES) Labor Market Information National Skills Registry Program (NSRP)	81,000 qualified jobseekers referred for job placement					
	85,000 individuals reached					
	10 LGUs trained/re-oriented on NSRP					
Enterprise Productivity Improvement Productivity Toolbox	750 MSMEs provided with training/orientation services					

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	<ul style="list-style-type: none"> ○ 520 MSMEs provided with orientation ○ 230 MSMEs provided with training services <ul style="list-style-type: none"> - 50% of MSMEs trained with PIP / Action Plan implemented - Productivity Improvement Programs/Action Plans of 10 MSME-beneficiaries documented 50 MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme <ul style="list-style-type: none"> ○ 10% of MSMEs assisted with productivity based pay incentives schemes installed but not less than 5 MSMEs 100% of participants who rated training services as satisfactory or better 					
OUTCOME 2: PROTECTION OF WORKERS' RIGHTS AND MAINTENANCE OF INDUSTRIAL PEACE ENSURED	70% compliance rate of establishments 77% settlement rate (SEnA) Enforcement rates of decisions/orders on: <ul style="list-style-type: none"> ○ 90% - Certification election, and ○ 50% - Labor standards cases 					
EMPLOYMENT PRESERVATION AND REGULATION						
Labor Law Compliance						
Labor Inspection Program	_establishments in priority sectors inspected					
Case Management						

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
Single Entry Approach (SEnA)	77% of the total requests handled settled within process cycle time (PCT) (include actual figures in accomplishments)					
	100% of the total requests handled disposed within 30 days (include actual figures in accomplishments)					
SpeED Cases: Labor Standards and Arbitration Cases	100% of cases are disposed within the PCT (70 days from the lapse/termination of correction period) (include actual figures in accomplishments)					
SpeED Cases: Inter-Intra Unions Cases	100% of cases are disposed within the PCT (include actual figures in accomplishments)					
Workers Organizations Development and Empowerment						
Workers Organization and Development (WODP) Program	WODP Trainings 400 unions and workers' organizations provided with training grants (workers served) (Actual) number of union members / workers' association members participated/covered 100% of trainings adopted topic on contracting using the prescribed module					
	WODP Scholarships 8 individuals provided with scholarship grants (workers served) - New: (0) - Ongoing: (8)					
	100% of scholars rendered service obligation or internship at any of the DOLE offices or other government offices (* To be included upon issuance of the revised guidelines)					
	LHP, CLES					

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Labor and Employment Education Program	<p>300 establishments oriented by LHP and CLES</p> <p>(Actual) workers and employers covered by LHP and CLES</p> <p>LEGS</p> <p>7,200 number of students covered by LEGS</p> <p>70 Number of schools/universities/colleges/educational institutions reached/covered</p>					
Tripartism and Social Dialogue						
Tripartism and Social Dialogue	<p>At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR</p> <p>Consolidated existing ITCs of similar industry into regional ITCs</p> <p>(Actual) number of member-establishments of RTIPCs and ITCs assisted towards compliance with labor laws through inspection, consistent with social accords (i.e. VCGP, etc.)</p>					
OUTCOME 3: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED	10% of livelihood projects still operational after two (2) years of grant					
WORKERS PROTECTION AND WELFARE						
Livelihood and Emergency Employment						
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)	<p>4,187 beneficiaries provided with livelihood assistance</p> <p>10% of DILP beneficiaries are parents of child laborers</p>					
	(Actual) displaced personnel/beneficiaries assisted					

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
K-to-12 DOLE Adjustment Measures Program	100% of displaced personnel with request assisted within the process cycle time (PCT) (indicate the actual figure)					
Government Internship Program (GIP) /TUPAD	(Actual) beneficiaries assisted (beneficiaries served) ○ (Actual) GIP ○ (Actual) TUPAD					
Welfare Services						
Social Amelioration Program (SAP) (in regions where applicable)	(Actual) Sugar workers assisted (SAP) (beneficiaries served)					
	100% of Maternity Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)					
	100% of Death Benefit Claims processed and released with the prescribed process cycle time (PCT) (include actual figures in accomplishments)					
	SAP Lien Collection and Remittance Monitoring					
	▪ 100% of SAP lien due monitored as collected and remitted (current crop year)					
	CBF Distribution Monitoring					
	▪ 50% of current crop year monitored as distributed					
	▪ 80% of the previous crop year monitored as distributed					
	▪ 95% of the prior crop years monitored as distributed					

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Family Welfare Program	(Actual) number of workers covered under the establishments provided assistance in setting up FWP (beneficiaries served)					
	(Actual) number of workers covered under the establishments continually provided assistance to sustain or enhance the implementation of FWP					
Child Labor Prevention and Elimination Program	(Actual) number of child laborers provided with various assistance (beneficiaries served)					
	8,580 child laborer profiled/referred for services					
Working Child Permit (WCP)	WCP processed within eight (8) hours upon receipt of payment					
Workers in the Informal Economy (WIE)	(Actual) Number of workers in the informal sector facilitated enrolment to various government social security schemes (beneficiaries served)					
Wage Regulatory Program						
Two-Tiered Wage System	Tier 1					
	Wage Order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary					
	▪ 70% of minimum wage rates above 2015 poverty thresholds but not exceeding the average wage levels					
	98% of wage cases resolved within 45 days upon receipt of application for exemption					
	Tier 2					
	Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary					

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	13,500 Clients reached thru advocacy services					
NON-CORE INDICATORS						
SUPPORT TO OPERATIONS						
Monitoring of Programs	100% disbursement of 2018 funds allocated					
	100% of reportorial requirements submitted to BLE within prescribed period					
	100% of reportorial requirements submitted to BWC within prescribed period					
	100% of reportorial requirements submitted to BLR within prescribed period					
	100% of reportorial requirements submitted to BWSC within prescribed period					
	SEnA: 100% of reportorial requirements submitted to SEnA Secretariat within prescribed period					
	JDMS: Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month					
	CBA Registration Fees: 100% of collected CBA Fees remitted to Bureau of Treasury					
Communication Program	Submitted to IPS a copy of approved Communication Program of the RO for January to December 2018 by 31 March 2018					
	Submitted to IPS at least three (3) good news at the end of the month					
	Disseminated at least 3 press releases every month in quad media					
	Attended to 100% of requests for TV appearance/radio guesting					
	Conducted at least 4 press briefings in a year					

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	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2018					
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month					
Gender and Development (GAD)	Utilized at least 5% of total budget for GAD activities					
	Submitted to PCW soft copy of the 2020 GAD Plan and Budget (GPB) by end of December 2018					
	Submitted to PS the 2018 GAD Annual Report not later than 15 January 2019					
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					
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation	Copy furnished immediately the HRDS on action taken on complaints/ requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary to meet the required 72-hour response time (starts from receipt of HRDS of the referred complaint from the Office of the Cabinet Secretary (OCS) up to encoding through the OCS 8888 online system of the submitted concrete and specific action taken by concerned offices					

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	Achieved at least 70% of client satisfaction rating of Very Satisfactory on Quality of Services and Quality of Facilities					
	Acted upon 100% of client's complaints within 3 working days upon receipt					
GENERAL ADMINISTRATION AND SUPPORT SERVICES						
Integrity Development Program	Submitted 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 to the LS not later than the 5th day of the month after the end of reference quarter					
	Furnished the HRDS a copy of 2017 SALN of 100% Field/Provincial Office Head, Director II, III and IV duly received by the regional CSC or Ombudsman not later than 30 April 2018					
	Furnished the HRDS a copy of the consolidated list of employees' 2017 SALN duly received by the CSC or Ombudsman not later than 30 April 2018					
Strategic Performance Management System (SPMS)	Submitted to PS the 2018 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head					
	Submitted to PS the 2018 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary thru the Cluster Head					

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(1)	(2)	(3)	(4)	(5)	(6)	(7)															
	<p>Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1st semester by July 16, 2018</p> <p>Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 7, 2019</p> <p>Submitted to HRDS summary of IPCR ratings within 30 working days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)</p>																				
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	<p>Funds Utilization</p> <p>Budget Utilization Rate</p> <table border="1" data-bbox="461 884 922 1366"> <thead> <tr> <th></th> <th>Obligatio n Rate</th> <th>Disbursement Rate</th> </tr> </thead> <tbody> <tr> <td>1st quarter</td> <td>25%</td> <td>100% based on NCA released</td> </tr> <tr> <td>2nd quarter</td> <td>30%</td> <td>100% based on NCA released</td> </tr> <tr> <td>3rd quarter</td> <td>30%</td> <td>100% based on NCA released</td> </tr> <tr> <td>4th quarter</td> <td>15%</td> <td>100% based on NCA released</td> </tr> </tbody> </table> <p>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</p>		Obligatio n Rate	Disbursement Rate	1 st quarter	25%	100% based on NCA released	2 nd quarter	30%	100% based on NCA released	3 rd quarter	30%	100% based on NCA released	4 th quarter	15%	100% based on NCA released					
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	Disbursement = $\frac{\text{Disbursement}}{\text{Notice of Cash Allocation (NCA) Release}}$					
	Funds Accountability					
	Submitted to FMS (not later than the 15TH day of the following month after the reference quarter) the quarterly 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					
	Submitted the following 2019 Budget Preparation (BP) forms to FMS 5TH 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					
	2. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities					
	3. BP Form 100 – Statement of Revenues (General Funds)					
	4. BP Form 100-A – Statement of Revenues and Expenditures – Special					

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Account in the General Fund (Earmarked Revenues)					
	5. BP Form 100-B – Statement of Other Receipts / Expenditures (Off Budgetary and Custodial Funds)					
	6. BP Form 100-C – Statement of Donations and Grants (In Cash or In Kind)					
	7. BP Form 200 – Comparison of Appropriations and Obligations					
	8. BP Form 201 – Summary of Obligations and Proposed Programs / Projects					
	9. BP Form 201 A – Obligations for Personnel Services					
	10. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)					
	11. BP Form 201 C – Obligations for Financial Expenses (FINEX)					
	12. BP Form 201 D – Obligations for Capital Outlay (CO)					
	13. BP 201-E – Summary of Out Year Requirements					
	14. BP Form 201-F – Climate Change Expenditure					
	15. BP Form 202 – Proposal for New or Expanded Locally-Funded Projects					
	16. BP Form 202-A – Convergence Programs and Projects					
	17. BP Form 203 – Proposal for New or Expanded Foreign-Assisted Projects					
	18. BP Form 204 – Staffing Summary of Non-Permanent Positions					
	19. BP Form 205 – List of Retirees					


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	20. BP Form 300 – FY 2019 Proposed Provisions					
	21. BP Form B – Agency Performance Measures (2017-18)					
	22. BP Form B-1 – Agency Performance Measures (2019)					
Financial Accountability of Selected Accounts	Submitted to IAS status of cash advances not later than the 10 th day of the month following the reference quarter except for the 4 th quarter which is due not later than 22nd of January: 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					
	Submitted semestral report on the recording of Social Amelioration Program (SAP) fund transfers to IAS not later than the 10th day of the month following the reference semester					
Compliance to COA Observations	Submitted quarterly Report of Actions Taken on 100% Compliance to COA Recommendations to IAS not later than the 10th day of the month following the reference quarter					
Audit Opinion	Received unqualified audit opinion					
Streamlining of Key Frontline Processes/ Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	Submitted accomplishment report in the delivery of the Key Frontline Services within 72 hours – not later than the 10th day of the month					

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DOLE Freedom of Information	Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: <ul style="list-style-type: none"> • 20 April • 20 July • 20 October • 20 January 					
Performance Based (PBB) Bonus Requirements	Submitted to HRDS the PBB Evaluation Matrix and Form 1 as PBB requirements within the set deadline					
Data Privacy Act	Submission of a Data Protection Officer (DPO) to the National Privacy Commission (NPC) thru the PS by 15 April					
	Completed the Data Privacy Assessment and submitted PIA Report to DOLE DPO thru the PS by end of April					
	Conducted Inventory of Programs, Systems and Processes requiring personal data collection in preparation for the online registration by end of April					
HRD Interventions	Recruitment and Selection					
	Submitted to HRDS the report on the following: <ol style="list-style-type: none"> 1. Report on the filing up of 50% vacant positions where the regional director is the appointing authority: <ul style="list-style-type: none"> ○ 1st Semester: All vacancies as of March 2018 be filled up by end of June 2018 (submission not later than July 10, 2018) ○ 2nd Semester: All vacancies as of August 2018 be filled up by end of November 2018 (submission not later than December 10, 2018) 					

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	<p>2. Recommendation for vacant positions where the Secretary is the appointing authority within 90 days from the vacancy (Note: At least 80% of vacant position should have been filled up on or before end of November 2018)</p> <p>Submitted to HRDS reports on PRIME-HRM and validated / invalidated appointments five (5) days after the reference semester</p> <p>Submitted to the HRDS monthly report on Personnel Complement by end of each month:</p> <ul style="list-style-type: none"> ○ Regular and Non-Regular Positions <p>Submitted to the HRDS Rightsizing Proposal by end of May 2018</p> <p>Capacity-Building of Staff</p> <p>Trained/provided training opportunities to at least 80% of employees by end of the year</p> <p>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.</p> <p>Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.</p>					
Transparency Seal Compliance	<p>100% compliance with Transparency Seal requirements in accordance with 2017 General Appropriations Act (GAA), IATF Memorandum Circular 2017-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority:</p> <p>GAA 2018</p>					

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	<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 2017 GAA 3. Modification made pursuant to the general and special provisions in GAA 2017 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 <p>IATF MC 2017-1</p> <ol style="list-style-type: none"> 9. System of Ranking Delivery Units and Individuals for 2017 PBB 					

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	10. Quality Management System Certified by international certifying body or Agency Operations Manual 11. FOI Manual Additional Transparency Seal Information 12. 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 13. Net Worth of Officials, as required under CSC Republic Act No. 6713 14. COA Annual Audit Report					
Preventive Maintenance (PM) on DOLE IT Equipment	Submitted to PS Preventive Maintenance Assessment Report within October 2018					
Annual Procurement Plan (APP) CSE and Non-CSE	Submit APP for CSE and non-CSE Form to AO 25 within 1 st quarter copy furnished Administrative Service					
Property, Plant and Equipment Monitoring	Submitted to AS the Report on Actual Physical Count of Property, Plant and Equipment (RPCPPE) for CY 2017 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 2018					
Total Overall Rating:						
Final Average Rating:						
Adjectival Rating:						

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

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