



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



Certificate Number: AJA15-0048

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)
OFFICE: DEPARTMENT OF LABOR AND EMPLOYMENT RO-X

I, **ATTY. JOFFREY M. SUYAO**, Head of the **DEPARTMENT OF LABOR AND EMPLOYMENT 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**, **2019**.


ATTY. JOFFREY M. SUYAO, CESO III
Regional Director

Date: April 1, 2019

Approved by:		Date:
SILVESTRE H. BELLO III		
Secretary		

5-Outstanding
4-Very Satisfactory
3-Satisfactory
2-Unsatisfactory
1-Poor

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q 1	Q 2	T 3	A 4	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
CORE INDICATORS									
OUTCOME 1: EMPLOYABILITY OF WORKERS AND COMPETITIVENESS OF MSMES ENHANCED	1% increase in SPES beneficiaries graduated from Senior High School, Tech-Voc, and College Courses (2015 baseline)		TSSD/PFOs						
	70% placement rate of youth assisted under JobStart Philippines		TSSD/PFOs						
	82% placement rate of qualified jobseekers		TSSD/PFOs						
EMPLOYMENT FACILITATION									
Youth Employability	1. <u>5,089</u> youth assisted		TSSD/PFOs						
Special Program for Employment of Students (SPES)	• <u>SPES 5,089</u>	24,000,000	TSSD/PFOs						
JobStart	• JOBSTART (Life Skills Training enrollees) _____		TSSD/PFOs						
Job Search Assistance									
Public Employment Service (PES)	2. <u>95,000</u> qualified jobseekers referred for job placement	794,000	TSSD/PFOs						
Labor Market Information	3. <u>85,000</u> individuals reached		TSSD/PFOs						
National Skills Registry Program (NSRP)	4. <u>7 LGUs</u> trained/re-oriented on NSRP by end of December 2019		TSSD/PFOs						
Career Guidance Advocacy Program (CGAP)	5. Actual Number of Registered Guidance Counselors (RGCs) and Career Advocates (CAs) participated in the Regional Career Advocacy Congress conducted by end of September 2019		TSSD/PFOs						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Enterprise Productivity Improvement									
Productivity Training Program	6. 750 MSMEs provided with training/ orientation services		RTWPB						
	• 520 MSMEs provided with orientation		RTWPB						
	• 230 MSMEs provided with training services		RTWPB						
	– 50% of MSMEs trained with PIP/ Action Plan		RTWPB						
	7. 50 MSMEs provided with technical assistance on designing/ formulation of productivity/ performance based incentives scheme		RTWPB						
	• 18% of MSMEs assisted with PBIS installed but not less than 9 MSMEs		RTWPB						
OUTCOME 2: PROTECTION OF WORKERS' RIGHTS AND MAINTENANCE OF INDUSTRIAL PEACE ENSURED	70% compliance rate of establishments		TSSD/PFOs						
	77% settlement rate (SEnA)		TSSD/PFOs						
	Enforcement rates of decisions/orders on:		TSSD/PFOs						
	• 90% - Certification election, and		TSSD/PFOs						
	• 50% - Labor standards cases		TSSD/PFOs						
EMPLOYMENT PRESERVATION AND REGULATION									
Labor Law Compliance									
Labor Inspection Program	8. 2,544 establishments in priority sectors inspected	17,685,000	TSSD/PFOs						
Workers Organizations									

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
Development and Empowerment									
Workers Organization and Development (WODP) Program									
WODP Trainings	9. 150 number of union members / workers' association members participated (workers served) in the trainings that adopted topic on contracting, SOT, Inspection, OSH using the prescribed module	1,252,000	TSSD/PFOs						
WODP Scholarships	10. 13 individuals provided with scholarship grants (workers served) -New: 0 -Ongoing: 13		TSSD/PFOs						
Labor and Employment Education Program	11. 14,000 workers and employers covered by LEES (workers served)		TSSD/PFOs						
	12. 6,000 number of students covered by LEES (workers served)		TSSD/PFOs						
Tripartism and Social Dialogue									
Tripartism and Social Dialogue	13. At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR		TSSD/PFOs						
Case Management			TSSD/PFOs						
Single Entry Approach (SEnA)	14. 77% of the total requests handled settled within process cycle time (PCT) (include actual figures in accomplishments)		TSSD/PFOs						
SpeED Cases: Labor Standards	15. 100% of cases are disposed within PCT		TSSD/PFOs						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	Q ²	T ³	A ⁴	
SpeED Cases: Inter-Intra Unions Cases	16. 100% of cases are disposed within the PCT (include actual figures in accomplishments)		TSSD/PFOs						
	17. National Consultation participated in by ALL Mediator-Arbiters and Quarterly Consultative Meetings participated in by concerned Mediator-Arbiters		TSSD/PFOs						
OUTCOME 3: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED	10% of livelihood projects still operational after two (2) years of grant		TSSD/PFOs						
WORKERS PROTECTION AND WELFARE									
Livelihood and Emergency Employment									
DOLE Integrated Livelihood and Emergency Employment Program (DILEEP)			TSSD/PFOs						
DOLE Integrated Livelihood Program (DILP)	18. 3,427 beneficiaries provided with livelihood assistance	71,175,000	TSSD/PFOs						
	19. 10% of 3,427 DILP beneficiaries are parents of child laborers		TSSD/PFOs						
Government Internship Program (GIP)/ Tulong Panghanapbuhay sa Ating Disadvantaged Workers Program (TUPAD)	20. (Actual) beneficiaries assisted (beneficiaries served) (GIP)		TSSD/PFOs						
	21. (Actual) beneficiaries provided with temporary wage employment (beneficiaries served) (TUPAD)		TSSD/PFOs						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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K-to-12 DOLE Adjustment Measures Program	22. 100% of displaced teaching and non-teaching personnel with request assisted within the process cycle time (PCT) (3 days upon receipt of complete documents) (beneficiaries served)		TSSD/PFOs						
Welfare Services		5,658,000							
Social Amelioration Program (SAP)	23. 100% of Maternity Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		TSSD/PFOs						
(in regions where applicable)	24. 100% of Death Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		TSSD/PFOs						
Family Welfare Program	25. (Actual) number of establishments employing 200 or more workers inspected and provided assistance by DOLE-RO		TSSD/PFOs						
	- (Actual) number of workers of establishments inspected and assisted by DOLE-RO (beneficiaries served)		TSSD/PFOs						
	26. (Actual) number of establishments, regardless of employment size, assisted by DOLE -RO in setting up FWP (on voluntary basis)		TSSD/PFOs						
	- (Actual) number of workers of establishments regardless of employment size, not inspected by the DOLE inspector, assisted by DOLE-RO (beneficiaries served)		TSSD/PFOs						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	27. (Actual) number of targeted establishments with FWP provided with various assistance to sustain or enhance the implementation of FWP		TSSD/PFOs						
	- (Actual) number of workers of establishments with FWP provided with various assistance to sustain or enhance the implementation of FWP (beneficiaries served)		TSSD/PFOs						
Child Labor Prevention and Elimination Program	28. 12,795 child laborers profiled		TSSD/PFOs						
	29. 100% of profiled child laborers referred for services (beneficiaries served)		TSSD/PFOs						
Wage Regulatory Program									
Two Tiered Wage System (Tier 1)	Tier 1								
	30. Wage Order issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		RTWPB						
	▪ 95% of minimum wage rates above 2015 poverty thresholds but not exceeding the average wage levels		RTWPB						
	31. 98% of application for exemption resolved within 45 days upon receipt		RTWPB						
	Tier 2		RTWPB						
	32. Wage Advisory issued in accordance with RA 6727 and NWPC guidelines, rules and regulations, as necessary		RTWPB						
T3K	33. 13,500 Clients reached thru advocacy services		RTWPB						

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NON-CORE INDICATORS									
SUPPORT TO OPERATIONS									
Monitoring of Programs	1. 90% disbursement of 2019 funds allocated		IMSD/PFOs						
	2. 100% of reportorial requirements submitted to BLE within prescribed period		TSSD/PFOs						
	3. 100% of reportorial requirements submitted to BWC within prescribed period (based on 2018 Monitoring of Report Requirements for the Regional Offices)		TSSD/PFOs						
	4. 100% of reportorial requirements (BLR Monitoring Forms Nos 1-8) submitted to BLR within 7 working days following the reference month		TSSD/PFOs						
	5. 100% of reportorial requirements submitted to BWSC within prescribed period		TSSD/PFOs						
	6. JDMS: Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month		TSSD/PFOs						
	7. SEnA: 100% of the following reportorial requirements submitted to SEnA Secretariat on or before the 10th day of the reference month: 1. SEnA database 2. Statistical Monthly Summary of SEnA RFAs 3. Cumulative Report of SEnA RFAs		TSSD/PFOs						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	<p>8. CBA Registration Fees: Submitted to RCMB the following reportorial requirements as proof of CBA Fees Remittance to the Bureau of Treasury not later than the last working day of the month following the reference quarter</p> <ul style="list-style-type: none"> • Quarterly certification from the Bureau of Treasury • Monthly list of CBA registered covered by remittance • Copies of CBAs (PCT) 		TSSD/PFOs						
Communication Program	9. Submitted to IPS a copy of approved Communication Plan of the RO for January to December 2019 by 31 March 2019		IMSD/PFOs						
	10. Submitted to IPS at least three (3) Good News Stories by end of each month		IMSD/PFOs						
	11. Disseminated 3 press releases by the end of each month in quad media		IMSD/PFOs						
	12. Attended to 100% of requests for TV appearance/radio guesting		IMSD/PFOs						
	13. Conducted at least 4 press briefings within the year		IMSD/PFOs						
	14. Submitted to IPS at least one (1) AVP on documenting success stories of DOLE –implemented programs on or before 30 October 2019		IMSD/PFOs						
Statistical Performance Reporting System (SPRS)	15. Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month		TSSD/PFOs						

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Implementation of Quality Management System (QMS) aligned with International Organization for Standardization (ISO) Standards or Continuing ISO certification of Process/es and System/s	16. Sustained and enhanced the ISO 9001:2015 QMS and submitted reports on continual improvement activities and initiatives to FMS on or before the 15th day of the month following the reference quarter.		All Employees						
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation/88 Hotline	17. Copy furnished immediately the HRDS on direct feedback/action taken on complaint/requests for assistance to clients coursed through the Hotline 8888, CSC Contact Center ng Bayan and Office of the Secretary to meet the required 72-hour response time <i>Note: 72-hour response time starts with the receipt and referral of complaint/request by HRDS until the encoding of submitted action taken by concerned office</i>		IMSD						
	18. Achieved no less than 75% client satisfaction rating of at least Very Satisfactory on Quality of Services and Quality of Facilities and submitted reports to FMS on or before the 15th day of the month following the reference quarter.		IMSD						
GENERAL ADMINISTRATION AND SUPPORT SERVICES									
	19. 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,		IMSD						

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Integrity Development Program	regular courts and other quasi-judicial bodies to the LS using the prescribed forms with complete data/information not later than the 5th day of the month after the end of reference quarter								
Strategic Performance Management System (SPMS)	20. Submitted to PS the 2019 OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		TSSD						
	21. Submitted to PS the 2019 Reformulated OPCR within 10 working days from receipt of the approved template for endorsement to the Secretary through the Cluster Head		TSSD						
	22. Submitted to PS through DPX or PS official email the PDF copy of signed OPCR with accomplishments <u>as of 1st semester</u> within 15 working days after the reference period		TSSD						
	23. Submitted to PS through DPX or PS official email the PDF copy of signed <u>annual OPCR</u> with accomplishments within 15 working days after the reference period.		TSSD						
	24. Submitted to HRDS summary of IPCR ratings within 30 calendar days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		IMSD						
	25. Funds Utilization		IMSD/PFOs						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks													
					Q ¹	Q ²	T ³	A ⁴														
Financial Management	<table border="1"> <thead> <tr> <th></th> <th>Obligation Rate</th> <th>Semestral Rate</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>20%</td> <td rowspan="2">50%</td> </tr> <tr> <td>Q2</td> <td>30%</td> </tr> <tr> <td>Q3</td> <td>25%</td> <td rowspan="2">50%</td> </tr> <tr> <td>Q4</td> <td>25%</td> </tr> </tbody> </table> <p>Obligation Rate = $\frac{\text{Obligation}}{\text{Allotment}}$</p>		Obligation Rate	Semestral Rate	Q1	20%	50%	Q2	30%	Q3	25%	50%	Q4	25%								
		Obligation Rate	Semestral Rate																			
	Q1	20%	50%																			
	Q2	30%																				
Q3	25%	50%																				
Q4	25%																					
<p>Funds Accountability</p> <p>26. Submitted to FMS not later than the 15th day of the following month after the reference quarter the quarterly report on the following:</p> <ul style="list-style-type: none"> • Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) using the FAR No. 1 template • Statement of Appropriations, Allotment, Obligations, Disbursement and Balances (SAAODB) by Object of Expenditures using the FAR No. 1-A template • List of Allotment and sub-allotments using the FAR No. 1-B template • Statement of Revenues and Other Receipts - FAR 5 		IMSD																				
27. Submitted to FMS not later than the 5th day following the reference month the Monthly Report on Disbursements–FAR 4		IMSD																				
28. Submitted all the 2020 Budget Preparation (BP) forms to FMS on February 28, 2019 for eventual		IMSD																				

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	submission to DBM. (per FMS Budget Advisory)								
Financial Accountability of Selected Accounts	29. Submitted to IAS status of cash advances with 100% settlement rate within prescribed period not later than the 10th day of the month following the reference quarter except for the 4 th quarter which is due not later than 22 nd 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		IMSD						
Compliance to COA Observations	30. 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		IMSD						
Audit Opinion	31. Submitted semestral List of Audit Observation Memorandum (AOM) issued by COA in 2019 with corresponding action taken within prescribed period to IAS not later than the 10th day of the month following the reference semester		IMSD						
Compliance to Internal Audit Observations	32. Submitted Report of Actions Taken on Internal Audit Recommendations to IAS within the prescribed period contained in the Audit Report and/or IAS Memorandum (as applicable)		IMSD						

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Reporting of Key Frontline Services Accomplishments of DOLE-CO, ROs, POLOs and Attached Agencies	33. Submitted accomplishment report in the delivery of the Key Frontline Services aligned with RA 11032 Process Cycle Time (PCT) –not later than the 10 th day of the month		IMSD						
DOLE Freedom of Information	34. Submitted to IAS quarterly report on the compliance to Freedom of Information (FOI) on the following dates: <ul style="list-style-type: none"> • 15 April • 15 July • 15 October • 15 January 		IMSD						
HRD Interventions	Recruitment and Selection								
	35. 50% of vacant positions where the regional director is the appointing authority is filled up on or before end of November 2019. (1 year report for 2019 due to election ban) Recommendations for every vacant position where the Secretary is the appointing authority within 90 calendar days from the vacancy. (Note: At least 50% of positions vacated due to separation should have been filled-up on or before end of November 2019).		IMSD						
	36. Submitted to the HRDS monthly report on Personnel Complement two (2) working days after the reference month		IMSD						
	Capacity-Building of Staff								

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	37. 100% of the actual number of employees provided with trainings and other learning opportunities (mentoring, coaching, learning sessions) including Professional and Career Development Programs (CPD)/ MSP Career Development Programs (CPD)/ MSP by end of November 2019		IMSD						
	38. Submitted to HRDS Annual Training Plan which reflect the title, brief description, target participants, duration/date, focal office, estimated cost per participant by 1 st week of January within the reference year (for employees in the Regional Offices)		IMSD						
Transparency Seal Compliance	39. 100% compliance with Transparency Seal requirements in accordance with the General Appropriations Act (GAA), IATF Memorandum Circular 2018-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority (for updating, waiting for the 2019 GAA), with the following schedule: Date of On-line Checking <ul style="list-style-type: none"> • Q1- April 15, 2019 • Q2- July 15, 2019 • Q3- September 25, 2019 • Q4- March 15, 2020 		IMSD						

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	*For PBB Requirements Compliance, the usual schedule of validation by the oversight validating office (DBM-OCIO) is October 1 of the year								
Preventive Maintenance (PM) on DOLE IT Equipment	40. Submitted to PS Preventive Maintenance Assessment Report within October 2019		IMSD						
Annual Procurement Plan (APP)	41. Submitted to Administrative Service at procure100@gmail.com of Proof of Compliance of Submission of 2020 APP for CSE to DBM-PS on or before August 31, 2019 and posted in the Transparency Seal of ROs respective offices (as per AO 25 MC No. 2018-1 dated May 28, 2018)		IMSD						

Organizational Outcome/PAP	Success Indicator (Target + Measure)	Allotted Budget	Division/ Individuals Accountable	Actual Accomplishments	Rating				Remarks
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	42. Submitted 2019 APP for non-CSE Form to GPPB the hard copy and soft copy at app@gppb.gov.ph and copy furnished the AO 25 Secretariat at ao25secretariat@gmail.com and Administrative Service at bacsecretariatdole@gmail.com on or before January 31, 2019 and posted in the Transparency Seal of ROs respective offices		IMSD						
Property, Plant and Equipment Monitoring	43. Submitted to AS the Report on Actual Physical Count of Property, Plant, and Equipment (RPCPPE) for CY 2018 in soft copy (MS Excel spreadsheet file) to procure100@gmail.com after completion of physical stock taking the accomplished printed copy of the RPCPPE not later than the end of March 2019		IMSD						

AVERAGE RATING

Category	Program		Rating			
Core Indicators						
Non-Core Indicators						
Total Overall Rating						
Final Average Rating						
Adjectival Rating						

Assessed by:				Final Rating by:	
	Date		Date		Date
DIRECTOR ADELINE T. DE CASTRO		UNDERSECRETARY CIRIACO A. LAGUNZAD III		SILVESTRE H. BELLO III	
Planning Service		PMT-CHAIRPERSON		Secretary	

Legend: 1- Efficiency/Quantity 2- Effectiveness/Quality 3- Timeliness 4- Average