



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

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

I, **ATTY. JOFFREY M. SUYAO**, of **DEPARTMENT OF LABOR AND EMPLOYMENT REGION-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)			2015: 2,177 2018 : 2,776 27% Increase		
	76% placement rate of youth assisted under JobStart Philippines			Placed Under MOA : 51 Found Job after LST: 47 Placement 98/98 Placement Rate: 100%		
	81% placement rate of qualified jobseekers			186,534 / 218/879 (85%) placement rate of qualified jobseekers		
EMPLOYMENT FACILITATION						
Youth Employability SPES	(8,065) youth assisted ○ SPES 8,065	35,281,000.00	TSSD & PFOs	12,030 (149%) SPES Beneficiaries assisted		
JobStart	○ JOBSTART (LST enrollees)			100 (100%) Job start Enrollees		
Job Search Assistance Public Employment Service (PES)	95,000 qualified jobseekers referred for job placement	800,000.00	TSSD & PFOs	180,229 (189%) qualified jobseekers referred for job placement		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
Labor Market Information National Skills Registry Program (NSRP)	85,000 individuals reached		TSSD & PFOs	110,588 (130%) individuals reached by LMI		
	10 LGUs trained/re-oriented on NSRP		TSSD & PFOs	11 (110%) LGUs trained/re-oriented on NSRP		
Enterprise Productivity Improvement Productivity Training Program	750 MSMEs provided with training/orientation services		RTWPB	934 (124%) MSMEs provided with training/orientation services		
	<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 ○ 10% of MSMEs assisted with productivity based pay incentives schemes installed but not less than 5 MSMEs 		RTWPB	677 (130%) MSMEs provided with orientation		
			RTWPB	257 (112%) MSMEs provided with orientation		
			RTWPB	50% of MSMEs trained with PIP / Action Plan implemented		
			RTWPB	Productivity Improvement Programs/Action Plans of 10 MSME-beneficiaries documented		
			RTWPB	58 (116%) MSMEs provided with technical assistance on designing/formulation of productivity/ performance-based incentives scheme		
			RTWPB	5 (100%) MSMEs assisted with productivity based pay incentives schemes installed		
	100% of participants who rated training services as satisfactory or better		RTWPB	100% of participants who rated training services as satisfactory or better		
OUTCOME 2: PROTECTION OF	70% compliance rate of establishments		TSSD & PFOs	2,164/2,712 (80%) compliance rate		

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WORKERS' RIGHTS AND MAINTENANCE OF INDUSTRIAL PEACE ENSURED	77% settlement rate (SEnA)		TSSD & PFOs	468/510 (91.7%) settlement rate		
	Enforcement rates of decisions/orders on: <ul style="list-style-type: none"> 90% - Certification election, and 		TSSD, PFOs & MALSU	7/7 (100%) Certification election		
	<ul style="list-style-type: none"> 50% - Labor standards cases 		TSSD, PFOs & MALSU	82/97 (84%) Labor standards cases		
EMPLOYMENT PRESERVATION AND REGULATION						
Labor Law Compliance						
Labor Inspection Program	2,544 establishments in priority sectors inspected	6,851,000.00	TSSD & PFOs	2,712 (106%) establishments in priority sectors inspected		
Case Management						
Single Entry Approach (SEnA)	77% of the total requests handled settled within process cycle time (PCT) (include actual figures in accomplishments)		TSSD & PFOs	469/511 (91.7%) settlement rate		
	100% of the total requests handled disposed within 30 days (include actual figures in accomplishments)		TSSD & PFOs	511/511 (100%) of the total requests handled disposed		
SpeED Cases: Labor Standards	100% of cases are disposed within the PCT (70 days from the lapse/termination of correction period) (include actual figures in accomplishments)		TSSD & PFOs	745/745 (100%) Disposition Rate		
SpeED Cases: Inter-Intra Unions Cases	100% of cases are disposed within the PCT (include actual figures in accomplishments)		TSSD & PFOs	8/8 (100%) are disposed within the PCT		
Workers Organizations Development and Empowerment						
Workers Organization and Development (WODP) Program	WODP Trainings 8 unions and workers' organizations provided with training grants		TSSD & PFOs	12 (150%) unions and workers' organizations provided with training grants		
	200 number of union members / workers' association members participated/covered (workers served)		TSSD & PFOs	601 (300%) number of union members / workers' association members		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	<u>100%</u> of trainings adopted topic on contracting using the prescribed module		TSSD & PFOs	participated/covered (workers served) <u>100%</u> of trainings adopted topic on contracting using the prescribed module		
	WODP Scholarships <u>8</u> individuals provided with scholarship grants (workers served) - New: <u>(1)</u> - Ongoing: <u>(7)</u>		TSSD & PFOs	<u>13 (162%)</u> individuals provided with scholarship grants (workers served) - New: <u>(6)</u> Ongoing: <u>(7)</u>		
Labor and Employment Education Program	<u>300</u> establishments oriented on LEES (workers served)		TSSD & PFOs	<u>1,366 (455%)</u> establishments oriented on LEES (<u>21,588</u> Workers Served)		
	<u>11,352</u> workers and employers covered by LEES		TSSD & PFOs	<u>21,588 (190%)</u> workers and employers covered by LEES		
	<u>7,200</u> number of students covered by LEES (workers served)		TSSD & PFOs	<u>21,902 (304%)</u> number of students covered by LEES		
	<u>70</u> Number of technical vocational institutions (TVIs) and higher education institutions (HEIs) reached/covered		TSSD & PFOs	<u>208 (297%)</u> technical vocational institutions (TVIs) and higher education institutions (HEIs) reached/covered		
Tripartism and Social Dialogue		470,000.00	TSSD & PFOs			
Tripartism and Social Dialogue	At least two (2) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR		TSSD & PFOs	(8) (400%) Resolutions/Position Papers on labor and employment issues submitted to the NTIPC through the BLR		
	Consolidated existing ITCs of similar industry into regional ITCs		TSSD & PFOs	Consolidated 2 (100%) existing ITCs of similar industry into regional ITCs		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(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.)		TSSD & PFOs	95 of member-establishments of RTIPCs and ITCs assisted towards compliance with labor laws through inspection, consistent with social accords		
OUTCOME 2: SOCIAL PROTECTION FOR VULNERABLE WORKERS STRENGTHENED	10% of livelihood projects still operational after two (2) years of grant		TSSD & PFOs	114/135 (84%) 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)	4,068 beneficiaries provided with livelihood assistance (Actual) DILP beneficiaries are parents of child laborers	64,481,960.00	TSSD & PFOs	10,560 (260%) beneficiaries provided with livelihood assistance 300 DILP beneficiaries are parents of child laborers		
K-to-12 DOLE Adjustment Measures Program	(Actual) displaced teaching and non-teaching personnel/beneficiaries assisted		TSSD & PFOs	6 displaced teaching and non-teaching personnel/beneficiaries assisted		
Government Internship Program (GIP) /TUPAD	100% of displaced teaching and non-teaching personnel with request assisted within the process cycle time (PCT) (indicate the actual figure) (Actual) beneficiaries assisted (beneficiaries served) o (Actual) GIP o (Actual) TUPAD		TSSD & PFOs	100% of displaced teaching and non-teaching personnel with request assisted within the process cycle time (PCT) (indicate the actual figure) beneficiaries assisted (beneficiaries served) (441) GIP (6,977) TUPAD		
Welfare Services						

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)
Social Amelioration Program (SAP) (in regions where applicable)	(Actual) number of sugar women workers provided with Maternity Benefit (beneficiaries served)		TSSD & PFOs	281 number of sugar women workers provided with Maternity Benefit		
	(Actual) number of sugar worker dependents provided with Death Benefit (beneficiaries served)		TSSD & PFOs	68 number of sugar worker dependents provided with Death Benefit		
	100% of Maternity Benefit Claims processed and released within the prescribed process cycle time (PCT) (include actual figures in accomplishments)		TSSD & PFOs	281 of Maternity Benefit Claims processed and released within the prescribed process cycle time (PCT)		
	100% of Death Benefit Claims processed and released with the prescribed process cycle time (PCT) (include actual figures in accomplishments)		TSSD & PFOs	68 of Death Benefit Claims processed and released with the prescribed process cycle time (PCT)		
Family Welfare Program	(Actual) number of establishments assisted in setting up FWP		TSSD & PFOs	8 number of establishments assisted in setting up FWP		
	(Actual) number of workers covered (beneficiaries served)		TSSD & PFOs	205 workers covered		
	(Actual) number of establishments with FWP provided with various assistance to sustain or enhance the implementation of FWP		TSSD & PFOs	303 number of establishments with FWP provided with various assistance to sustain or enhance the implementation of FWP		
Child Labor Prevention and Elimination Program	(Actual) number of workers covered		TSSD & PFOs	12,095 number of workers covered		
	(Actual) number of child laborers profiled		TSSD & PFOs	9,998 number of child laborers profiled		
	(Actual) number of child laborers referred for services		TSSD & PFOs	9,998 number of child laborers referred for services		
	(Actual) number of child laborers provided with various assistance		TSSD & PFOs	300 number of child laborers whose parents were provided with livelihood assistance		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(Actual) number of child laborers whose parents were provided with livelihood assistance		TSSD & PFOs	300 number of child laborers whose parents were provided with livelihood assistance		
Working Child Permit (WCP)	WCP processed within eight (8) hours upon receipt of payment		TSSD & PFOs	No application for WCP for 2018		
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		TSSD & PFOs	Issued Wage Order No. RX-20 effective November 1, 2018		
	▪ 70% of minimum wage rates above 2015 poverty thresholds but not exceeding the average wage levels		TSSD & PFOs	100% of minimum wage rates under RX-20 are above the 2015 poverty thresholds but not exceeding the average wage levels		
	98% of application for exemption resolved within 45 days upon receipt		TSSD & PFOs	* No application for wage exemption received		
	Tier 2 Wage advisory issued in accordance with NWPC guidelines, rules and regulations, as necessary		TSSD & PFOs	Tier Advisory- Productivity Based Incentive Scheme for the Service Sector was issued November 29, 2017		
	13,500 Clients reached thru advocacy services		TSSD & PFOs	14,807 (109%) clients reached thru advocacy services		
NON-CORE INDICATORS						
SUPPORT TO OPERATIONS						
Monitoring of Programs	100% disbursement of 2018 funds allocated		TSSD, IMSD & PFOs	84% disbursement of 2018 funds allocated		
	100% of reportorial requirements submitted to BLE within prescribed period			12/12 (100%) of reportorial requirements submitted to BLE within prescribed period		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	100% of reportorial requirements submitted to BWC within prescribed period (<u>based on 2018 Monitoring of Report Requirements for the Regional Offices</u>)			12/12 (100%) of reportorial requirements submitted to BWC within prescribed period (<u>based on 2018 Monitoring of Report Requirements for the Regional Offices</u>)		
	100% of reportorial requirements (BLR Monitoring Forms Nos 1-8) submitted to BLR within 7 working days following the reference month			12/12 100% of reportorial requirements (BLR Monitoring Forms Nos 1-8) submitted to BLR within 7 working days following the reference month		
	100% of reportorial requirements submitted to BWSC within prescribed period			12/12/ 100% of reportorial requirements submitted to BWSC within prescribed period		
	SEnA: 100% of the following reportorial requirements submitted to SEnA Secretariat on or before the 10th day of the reference month : <ol style="list-style-type: none"> 1. SEnA database forms 2. Statistical Summary of SEnA RFAs 3. Listing of SEnA RFAs 4. Cumulative Report of SEnA RFAs 			12/12 (100%) of the following reportorial requirements submitted to SEnA Secretariat on or before the 10th day of the reference month : <ol style="list-style-type: none"> 5. SEnA database forms 6. Statistical Summary of SEnA RFAs 7. Listing of SEnA RFAs 8. Cumulative Report of SEnA RFAs 		
	JDMS: Submitted to BLE monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month			Submitted to BLE 12 (100%) monthly Job Displacement Monitoring System (JDMS) report 15 working days after the reference month		
	CBA Registration Fees: Submitted to RCMB the following reportorial requirements as proof of CBA Fees Remittance to the			100% Submission - CBA Registration Fees: Submitted to RCMB the following		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Bureau of Treasury not later than the last working day of the month following the reference quarter <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) 			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 <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) 		
Communication Program	Submitted to IPS a copy of approved Communication Plan of the RO for January to December 2018 by 31 March 2018		IMSD & PFOs	COMPLIED Submitted to IPS a copy of approved Communication Program of the RO for January to December 2018 by 19 March 2018		
	Submitted to IPS at least three (3) Good News at the end of the month		TSSD, IMSD & PFOs	COMPLIED Submitted to IPS at least three 3 (100%) good news at the end of the month and a total of 39 good news for the CY 2018		
	Disseminated at least 3 press releases every month in quad media		TSSD, IMSD & PFOs	COMPLIED Disseminated at least three 3 (100%) press releases every month in quad media OR 64 press releases for CY 2018		
	Attended to 100% of requests for TV appearance/radio guesting		TSSD, IMSD & PFOs	Attended to 100% of 22 requests for TV appearances and radio guesting		
	Conducted at least 4 press briefings in a year		TSSD, IMSD & PFOs	Conducted 7 (175%) press briefings conducted for CY 2018		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Submitted to IPS at least one (1) AVP on success stories of programs on or before 30 October 2018		TSSD, IMSD & PFOs	Submitted to IPS two 2 (200%) AVP on success stories on DILEEP's group entry winner on Camiguin's Masilakong Mananagat (KASAMMA) Tingco Tingco Boat and Net Fishing Project and individual entry winner Camiguin PISONET with pocket WIFI livelihood of Axel Salise on 17 May 2018		
Statistical Performance Reporting System (SPRS)	Submitted through DPX the SPRS monthly report with provincial breakdown within 10 working days after the reference month		TSSD, IMSD & PFOs	12 (100%) 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		TSSD, IMSD & PFOs	COMPLIED		
	Submitted to PCW soft copy of the 2020 GAD Plan and Budget (GPB) by end of December 2018		TSSD, IMSD & PFOs	COMPLIED		
	Submitted to PS the 2018 GAD Annual Report not later than 05 January 2019		TSSD, IMSD & PFOs	COMPLIED		
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 Re-Certification and submitted status reports to FMS not later than the 15 th day of the month following the reference quarter		ALL Employees	COMPLIED Attained ISO 9001:2015 Re-Certification Last December 19, 2018 by AJA		
Citizens Charter/Anti-Red Tape Act (ARTA) Implementation/8888 Hotline	Copy furnished immediately the HRDS on action taken on compliant/requests for assistance coursed through the Hotline 8888, CSC Contact Center ng Bayan and		IMSD & PFOs	COMPLIED Jan-Jan 26 Feb- Mar6 Mar- Apr4		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Office of the Secretary to meet the required 72-hour response time			Apr- May 3 May – June 4 June- July 4 July – Aug 2 Aug – Sept 4 Sept – Oct 3 Oct – Oct 31 Nov – Dec 4 Dec – Jan 4		
	Achieved at least 70% of client satisfaction rating of Very Satisfactory on Quality of Services and Quality of Facilities		TSSD, IMSD & PFOs	COMPLIED		
	Acted upon 100% of client's complaints within 3 working days upon receipt		TSSD, IMSD & PFOs	COMPLIED		
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		IMSD	COMPLIED 1 st Q – April 2, 2018 2 nd Q - July 2, 2018 3 rd Q – October 3, 2018 4 th Q – January 4, 2018		
	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		IMSD	COMPLIED Submitted April 27, 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		IMSD	COMPLIED Submitted April 27, 2018		
	Submitted to PS the 2018 OPCR within 10 working days from receipt of the approved		TSSD	COMPLIED Submitted		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)														
Strategic Performance Management System (SPMS)	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		TSSD	COMPLIED																
	Submitted to PS through DPX the PDF copy of signed OPCR with accomplishments as of 1 st semester by July 16, 2018		TSSD	COMPLIED																
	Submitted to PS through DPX the PDF copy of signed annual OPCR with accomplishments by January 7, 2019		TSSD	COMPLIED																
	Submitted to HRDS summary of IPCR ratings within 30 working days upon receipt of approved OPCR ratings (covers accomplishment in the previous year)		IMSD	COMPLIED																
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	COMPLIED																
Financial Management	<i>Funds Utilization</i>																			
	Budget Utilization Rate <table border="1" data-bbox="465 1129 922 1422"> <thead> <tr> <th></th> <th>Obligation 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> Obligation Rate = <u>Obligation</u>		Obligation 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		IMSD, TSSD & PFOs	1 st Q – 100,570,027 (32.9%) 2 nd Q – 66,965,185 (21.9%) 3 RD Q – 60,492,084 (19.8%) 4 th Q - 77,315,853 (25.3%)	
	Obligation 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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	<p>Allotment</p> <p>Disbursement = $\frac{\text{Disbursement}}{\text{Notice of Cash Allocation (NCA) Release}}$</p>			<p>Disbursement : 321,278,845.80 NCA: 383,150,829.55 Disbursement Rate: 84%</p>		
	<p><i>Funds Accountability</i></p> <p>Submitted to FMS (not later than the 15TH day of the following month after the reference quarter) the quarterly report on the following:</p> <ol style="list-style-type: none"> 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 3) List of Allotment and sub allotments using the FAR No. 1-B template <p>Submitted the following 2019 Budget Preparation (BP) forms to FMS 5TH day prior to the schedule of submission to DBM:</p> <ol style="list-style-type: none"> 1. BP Form A – MFO Budget Matrix 2. BP Form A1 – Program Budget Matrix 		<p>IMSD</p> <p>IMSD</p> <p>IMSD</p> <p>IMSD</p> <p>IMSD</p>	<p>COMPLIED Submitted quarterly report to FMS</p> <p>COMPLIED Submitted 2019 Budget Preparation (BP) forms to FMS March 27, 2018</p> <p>COMPLIED March 27, 2018</p> <p>COMPLIED March 27, 2018</p> <p>COMPLIED</p>		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
				March 27, 2018		
	3. BP Form B – Agency Performance Measures (2017-18)		IMSD	COMPLIED March 27, 2018		
	4. BP Form B-1 – Agency Performance Measures (2019)		IMSD	COMPLIED March 27, 2018		
	5. BP Form C – Summary of RDC inputs and recommendations on Agency New and Expanded Programs and Projects		IMSD	COMPLIED March 27, 2018		
	6. BP Form D – Report of CSOs' Inputs on Ongoing and New Spending Projects and Activities		IMSD	COMPLIED March 27, 2018		
	7. BP Form 100 – Statement of Revenues (General Funds)		IMSD	COMPLIED March 27, 2018		
	8. BP Form 100-A – Statement of Revenues and Expenditures – Special Account in the General Fund (Earmarked Revenues)		IMSD	COMPLIED March 27, 2018		
	9. BP Form 100-B – Statement of Other Receipts / Expenditures (Off Budgetary and Custodial Funds)		IMSD	COMPLIED March 27, 2018		
	10. BP Form 100-C – Statement of Donations and Grants (In Cash or In Kind)		IMSD	COMPLIED March 27, 2018		
	11. BP Form 200 – Comparison of Appropriations and Obligations		IMSD	COMPLIED March 27, 2018		
	12. BP Form 201 – Summary of Obligations and Proposed Programs / Projects		IMSD	COMPLIED March 27, 2018		
	13. BP Form 201 A – Obligations for Personnel Services		IMSD	COMPLIED March 27, 2018		
	14. BP Form 201 B – Obligations for Maintenance and Other Operating Expenses (MOOE)		IMSD	COMPLIED March 27, 2018		
	15. BP Form 201 C – Obligations for Financial Expenses (FINEX)		IMSD	COMPLIED March 27, 2018		

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
	16. BP Form 201 D – Obligations for Capital Outlay (CO)		IMSD	COMPLIED March 27, 2018		
	17. BP 201-E – Summary of Out Year Requirements		IMSD	COMPLIED March 27, 2018		
	18. BP Form 201-F – Climate Change Expenditure		IMSD	COMPLIED March 27, 2018		
	19. BP Form 202 – Proposal for New or Expanded Locally-Funded Projects		IMSD	COMPLIED March 27, 2018		
	20. BP Form 202-A – Convergence Programs and Projects		IMSD	COMPLIED March 27, 2018		
	21. BP Form 203 – Proposal for New or Expanded Foreign-Assisted Projects		IMSD	COMPLIED March 27, 2018		
	22. BP Form 204 – Staffing Summary of Non-Permanent Positions		IMSD	COMPLIED March 27, 2018		
	23. BP Form 205 – List of Retirees		IMSD	COMPLIED March 27, 2018		
	24. BP Form 300 – FY 2019 Proposed Provisions		IMSD	COMPLIED March 27, 2018		
Financial Accountability of Selected Accounts	Submitted to IAS status of cash advances 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 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		IMSD	COMPLIED		
	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		IMSD	COMPLIED		

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)
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		IMSD	COMPLIED		
Audit Opinion	Received unqualified audit opinion		IMSD	COMPLIED		
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		IMSD	COMPLIED		
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 		IMSD	COMPLIED		
Performance Based (PBB) Bonus Requirements	Submitted to HRDS the PBB Evaluation Matrix and Form 1 as PBB requirements within the set deadline		IMSD	COMPLIED March 16, 2018 December 11, 2018		
Data Privacy Act	Registration of Data Protection Officer (DPO) to the National Privacy Commission (NPC) within August 2018. <ul style="list-style-type: none"> ▪ Submitted proof of registration to PS within 30 days after registration. 		IMSD	COMPLIED		
	Submitted Data Privacy Assessment Report to PS within August 2018.		IMSD	COMPLIED		
	Submitted Inventory of Programs, Systems and Processes requiring collection of personal data for registration with NPC to PS within August 2018.		IMSD	COMPLIED		
HRD Interventions	<i>Recruitment and Selection</i>					
	Submitted to HRDS the report on the following:		IMSD	COMPLIED 1 st Sem: July 3, 2018		


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)
	<p>1. Report on the filing up of 50% vacant positions where the regional director is the appointing authority:</p> <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) <p>2. Recommendation for vacant positions where the Secretary is the appointing authority within 90 days from the vacancy (Note: At least 50% of vacant position should have been filled up on or before end of November 2018)</p>			<p>2nd Sem: November 21, 2018</p> <p>Submitted November 21, 2018</p>		
	<p>Submitted to HRDS reports on PRIME-HRM and validated / invalidated appointments five (5) days after the reference semester</p>		IMSD	<p>Complied</p> <p>1st Sem: June 29, 2018 2nd Sem: January 4, 2018</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 		IMSD	<p>Complied Submitted on</p> <p>Jan: January 29, 2018 Feb: March 5, 2018 March: April 4, 2018 April: April 30, 2018 May: May 30, 2018 June: June 29, 2018 July: July 31, 2018 Aug: August 31, 2018 Sept: September 24, 2018 Oct: October 29, 2018 Nov: November 21, 2018 Dec: December 21, 2018</p>		

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)
	Submitted to the HRDS Rightsizing Proposal by end of July 2018		IMSD	COMPLIED Submitted last May 30, 2018		
	<i>Capacity-Building of Staff</i> Trained/provided Training Opportunities to at least 80% of employees [grouped into prescribed (60%) and optional (20%) attended by staff within CY 2018]		IMSD	COMPLIED		
	Submitted to HRDS quarterly monitoring/progress report on the Professional and Career Development Programs (including MCLE, Continuing Professional Development, Leadership and Management Training units) attended by the staff 5 days after the reference quarter		IMSD	COMPLIED 1Q: April 4, 2018 2Q: June 29, 2018 3Q: October 1, 2018 4Q: January 4, 2018		
	Submitted to HRDS monitoring/progress report on the interventions provided to Management Succession Program (MSP) beneficiaries 5 days after the reference quarter.		IMSD	COMPLIED 1Q: April 4, 2018 2Q: July 4, 2018 3Q: October 5, 2018 4Q: January 4, 2018		
Transparency Seal Compliance	100% compliance with Transparency Seal requirements in accordance with 2018 General Appropriations Act (GAA), IATF Memorandum Circular 2018-1, and other Joint Circulars and Memorandum Circulars that may be issued by agencies in authority: GAA 2018 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 2018 GAA		IMSD	COMPLIED		

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)
	<ul style="list-style-type: none"> 3. Modifications made pursuant to the general and special provisions in GAA 2018 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, as amended 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 2, 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 2018-1</p> <ul style="list-style-type: none"> 9. QMS Certification of at least one core process by an international certifying body (ICB) 10. System of Ranking Delivery Units for 2018 PBB 					

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)
	11. The Agency Review and Compliance Procedure of Statements and Financial Disclosures 12. The Final People's Freedom to Information (FOI) Manual signed by the Head of Agency Additional Transparency Seal Information 13. 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 14. Net Worth of Officials, as required under CSC Republic Act No. 6713 15. COA Annual Audit Report					
Preventive Maintenance (PM) on DOLE IT Equipment	Submitted to PS Preventive Maintenance Assessment Report within October 2018		IMSD	COMPLIED		
Annual Procurement Plan (APP) CSE and Non-CSE	Submitted 2019 APP for CSE and non-CSE Form to AO 25 copy furnished Administrative Service on or before August 31, 2018		IMSD	COMPLIED Submitted on August 15, 2018		
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		IMSD	COMPLIED January 30, 2018		
Total Overall Rating:						
Final Average Rating:						

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)
Adjectival Rating:						

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

Approved by:
COMMENTS/OBSERVATIONS:
<p style="text-align: center;"> _____ SILVESTRE H. BELLO III Secretary </p> <p style="text-align: right;"> _____ Date </p>