



## ANNUAL AGENCY EFFICIENCY AND INTEGRITY DEVELOPMENT PLAN

Agency Name: DEPARTMENT OF LABOR AND EMPLOYMENT, REGIONAL OFFICE X

Reporting Period: January 9, 2015

EIDP COMPONENT	ANNUAL VERIFIABLE TARGET/ MILESTONES	RESPONSIBLE PERSON/UNIT/PFO	TIMELINE	FUNDING SOURCE	BUDGETARY REQUIREMENTS
<b>A). PROMOTING TRANSPARENCY</b>					
<b>1. Posting in the DOLE X</b> Website the following: - <b>Compliance to RA 9495 or the Anti-Red Tape Act</b> - <b>Transparency Seal- Provision of the General Appropriations Act of 2013</b> - <b>Submission of 2014 SALN</b>	Data posted in the DOLE X website and updated	IMSD and TSSD	Every end of 1 <sup>st</sup> and 2 <sup>nd</sup> semester in a year	-	None
			April 2015	-	None
<b>2. Posting in the DOLE-X Regional Office and Provincial Field Offices</b> - Compliance to the <b>No Gift No Bribe Policy (AO 35, s.2014)</b>	Posters posted on the Doors, Windows and Lobbies of the Regional Office and Provincial Field Offices	IMSD	End of 1 <sup>st</sup> Semester	MOOE	2,400.00
<b>B). STRENGTHENING ACCOUNTABILITY</b>					
<b>1. Continue implementation of DOLE Quality Management Systems- ISO 9001:2008</b> - Conduct of <b>preparatory activities for the preparation of the Surveillance Audit</b>	Observance of DOLE-X ISO established procedures for frontline services	DOLE X QMT	January – December 2015	-	-None
	Conduct preparatory activities for PFO Eastern Misamis Oriental and Camiguin	DOLE-X IQA Team	January 2015	-MOOE	-TEV



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EIDP- FORM A

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2. Strict implementation of <b>RA 9184-Strengthened BAC</b>	Attendance to Trainings	IMSD	4 <sup>TH</sup> Quarter	-	None
3. Continuous implementation of the <b>SPEd Project for strict compliance with the prescribed rules and process cycle time for the disposition of cases</b>	SENA Cases Disposition Rate is 100%  Labor Standards is 85%.	MALSU	Year round	n/a	n/a
4. Strict implementation of <b>Rules and Regulations on the Liquidation of Cash Advance.</b>	Implemented since 2011	Accountant /IMSD	Monthly	-	-
5. Conduct of <b>Moral Recovery Program Seminar</b>	Continue facilitation and conduct for levels 5-6.	IMSD	May 2015	MOOE	300,000.00
6. Strict adherence with the <b>DOLE Code of Conduct</b>	Implemented, all PFOs, Units are provided with a soft and hard copy of the DOLE Code of Conduct	IMSD	DAILY	-	None
6a. Re- visiting the Code of Conduct / re-orientation of all Focal Persons	Inclusion in the Annual/ Semestral Capacity Buidling/Training Plan/Orientation for Focal Persons on all DOLE Programs and Projects	IMSD	December 2015	-	-
7. Strict adherence to the <b>DOLE Citizens' Charter</b> and ;	Implemented, each PFO, Units are provided with a soft and hard copy of the DOLE Citizens' Charter	IMSD	DAILY	-	-
7a. Re – visiting on the Anti- Red Tape Campaign			December 2015	-	None



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8. Installation of CCTV Camera	Canvassing process.	IMSD	2nd Quarter of 2015	-	None
<b>C. OBSERVANCE OF THE RULE OF LAW</b>					
1. Speedy resolution of <b>Administrative Complaints/ Cases especially Graft and Corruption</b> related complaints/cases	- 100% Resolution of cases filed	Resident Auditor/ MALSU	MONTHLY	-	None
1a. Quarterly monitoring of <b>Status of Cases and Complaints against DOLE Officials and Employees</b>	- Quarterly monitoring report submitted to Legal Service				None
1b. Creation of <b>Public Assistance and Complaints Desk Officers (PACDO)</b> to all PFOs and Units in the Regional Office	- Monthly submission of ARTA reports to FMS	IMSD	QUARTERLY	-	None
		IMSD	MONTHLY	-	
<b>D. DEMOCRATIC GOVERNANCE</b>					
1. Operationalization of the <b>Tripartite Efficiency and Integrity Board (TEIBS)</b>	TEIBS Created	IMSD / TSSD	2011 – 2015	-	None
2. <b>Management Committee Meeting (MANCOM)</b>	Monthly Meeting conducted	IMSD/TSSD / PFO	MONTHLY/ BI-MONTHLY/ WEEKLY DEPENDING ON THE NEED	-	None



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3. REGIONAL COORDINATING COMMITTEE (RCC)	Monthly Meeting conducted	IMSD	MONTHLY	-	-
4. QUARTERLY MEDIA FORUM	Quarterly Press Briefing	IMSD	QUARTERLY	-	-

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